|  |
| --- |
| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **Program Quality Assurance Services** |

##### COORDINATED PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: CAPS Education Collaborative

CPR Onsite Year: 2020-2021

Program Area: Special Education

All corrective action must be fully implemented and all noncompliance corrected as soon as possible and no later than one year from the issuance of the Coordinated Program Review Final Report dated 07/21/2021.

**Mandatory One-Year Compliance Date:** **07/21/2022**

**Summary of Required Corrective Action Plans in this Report**

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| CSE 46 | Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district (APD 9.6, where applicable) | Partially Implemented |
| CCR 24 | Curriculum review | Partially Implemented |

|  |
| --- |
| COORDINATED PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CSE 46 Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district (APD 9.6, where applicable) | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that the collaborative's procedures for suspension of students with disabilities when suspensions exceed ten consecutive school days or a pattern has developed for suspensions exceeding ten cumulative days did not contain all of the requirements the collaborative must take after the determination is made if the students behavior was or was not a manifestation of the disability. | | |
| **Description of Corrective Action:**  Procedures for suspension of students will be updated to include all missing identified criteria. The new updated procedures will be included in all Student Handbooks for distribution in September. | | |
| **Title/Role(s) of Responsible Persons:**  Cindy Landanno, Executive director | | **Expected Date of Completion:**  09/30/2021 |
| **Evidence of Completion of the Corrective Action:**  New updated procedures will be provide for DESE review, Parents will sign off that they have reviewed the handbook materials. New procedures will ne reviewed with all staff at the opening day staff training. | | |
| **Description of Internal Monitoring Procedures:**  All suspensions are documented in the main office. Any student suspensions nearing ten days will be brought to the program director's attention signaling a meeting being set up with the district and procedures will be followed to ensure compliance with all criteria. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CSE 46 Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district (APD 9.6, where applicable) | **Corrective Action Plan Status:** Approved  **Status Date:** 08/27/2021  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By October 26, 2021, submit the collaborative's revised procedures for suspension of students with disabilities when suspensions exceed ten consecutive school days or a pattern has developed for suspensions exceeding ten cumulative days.  By October 26, 2021, submit evidence of staff training on the revised suspension procedure. Evidence of training must include: 1) the names and job title of the person conducting the training; 2) the dates and times the training was held; 3) list of all staff attending the training with their position title; 4) training materials; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled.  By October 26, 2021, submit evidence that parents/guardians and students were provided the vised procedures for suspension of students with disabilities when suspensions exceed ten consecutive school days or a pattern has developed for suspensions exceeding ten cumulative days. | | |
| **Progress Report Due Date(s):**  10/26/2021  12/20/2021  02/02/2022 | | |

|  |
| --- |
| COORDINATED PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CCR 24 Curriculum review | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documentation and interviews indicated that although the collaborative has a written procedure in place for a review of curricula, the collaborative did not ensure that individual teachers regularly review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on basis of race, color, sex, gender identity, religion, national origin, and sexual orientation. | | |
| **Description of Corrective Action:**  Admin team will review the the written procedures for review of curricula and make any needed adjustments. A curriculum review checklist will be implemented. Staff will be provided training on using the curriculum review check list in September during program level staff meetings. Ongoing training will be provided annually. | | |
| **Title/Role(s) of Responsible Persons:**  Cindy Landanno, Executive Director | | **Expected Date of Completion:**  09/30/2021 |
| **Evidence of Completion of the Corrective Action:**  Updated written procedure for curricula review, sample curriculum review checklists, sign sheet from staff trainings | | |
| **Description of Internal Monitoring Procedures:**  Documentation of Curriculum review checklist use will be reviewed during staff evaluations by the administrator of each program. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CCR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 08/27/2021  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By October 26, 2021, submit revised written procedures and checklist developed for review of educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on basis of race, color, sex, gender identity, religion, national origin, and sexual orientation.  By October 26, 2021, submit evidence of staff training on the use of review procedures and checklist. Evidence of training must include: 1) the names and job title of the person conducting the training; 2) the dates and times the training was held; 3) list of all staff attending the training with their position title; 4) training materials; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled.  By December 20, 2021, submit completed curriculum review checklists as evidence of curriculum being reviewed for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation. | | |
| **Progress Report Due Date(s):**  10/26/2021  12/20/2021  02/02/2022 | | |