# MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

**Program Quality Assurance Services**

**PROGRAM REVIEW**

**CORRECTIVE ACTION PLAN**

**Special Education Agency: Carroll School Day Program Program Review Onsite Year: 2015-2016**

## Programs under review for the agency: Day Program

*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 Program Review Final Report dated 09/06/2016.*

# Mandatory One-Year Compliance Date: 09/06/2017

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

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| **Criterion** | **Criterion Title** | **PR Rating** |
| PS 9.1 | Polices and Procedure for Behavior Support | Implementation In Progress |
| PS 9.1(a) | Student Separation Resulting from Behavior Support | Implementation In Progress |
| PS 9.4 | Physical Restraint | Implementation In Progress |

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| **Criterion & Topic:**PS 9.1 Polices and Procedure for Behavior Support | **PR Rating:** Implementation In Progress |
| **Department Program Review Findings:**A review of documentation and interviews indicated that the policy and procedures specific to Behavior Support do not include all elements of this criterion. As a result, staff have not received training on the appropriate procedures to follow. |
| **Description of Corrective Action:**1) Update certain behavior support policies/procedures contained in the "Carroll School Faculty Policies and Procedures Manual" and the "Carroll School Parent and Student Policy Handbook" to comply with the most current version of 603 CMR 46.00, 2) Providing training to faculty on these policy changes and 3) Communicate policy changes to parents. |
| **Title/Role(s) of Responsible Persons:**Director of Counseling, Division Heads and Head of School | **Expected Date of Completion:** 11/06/2016 |
| **Evidence of Completion of the Corrective Action:**1) The applicable sections of the "Carroll School Faculty Policies and Procedures Manual 2016-17" and the "Carroll School Parent and Student Policy Handbook 2016-17" have been updated, 2) Sign in sheets from training will be submitted upon completion and 3) Copy of communication to parents will be submitted after being sent. |
| **Description of Internal Monitoring Procedures:**Behavior support policies are reviewed annually with staff at the onset of the year and various aspects of these policies are discussed in other ways during the school year in staff meetings and professional development trainings. |
| **CORRECTIVE ACTION PLAN APPROVAL SECTION** |
| **Criterion:**PS 9.1 Polices and Procedure for Behavior Support | **Corrective Action Plan Status:** Approved**Status Date:** 10/19/2016**Correction Status:** Not Corrected |
| **Basis for Decision:** |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):**Carroll School must submit the Behavior Support Policy in the required format (1-9) that includes all of the required elements of this criterion based on the revised state regulations that went into effect on 01/01/2016.PLEASE NOTE: After the policy has been approved through this set of progress reports, Carroll School will then be required to:1. Train staff on the updated Policy and Procedure for Behavior Support;
2. Submit copies of sign in sheets from staff training; and
3. Show evidence of documentation that the revised policy has been made available to parents.
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## Progress Report Due Date(s):

11/21/2016

12/01/2016

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| **Criterion & Topic:**PS 9.1(a) Student Separation Resulting from Behavior Support | **PR Rating:** Implementation In Progress |
| **Department Program Review Findings:**A review of documentation and interviews indicated that the policy and procedures specific to Student Separation Resulting from Behavior Support do not include all elements of this criterion. As a result, staff have not received training on the appropriate procedures to be followed. |
| **Description of Corrective Action:**1) Update certain behavior support policies/procedures contained in the "Carroll School Faculty Policies and Procedures Manual" and the "Carroll School Parent and Student Policy Handbook" to comply with the most current version of 603 CMR 46.00, 2) Providing training to faculty on these policy changes and 3) Communicate policy changes to parents. |
| **Title/Role(s) of Responsible Persons:**Director of Counseling, Division Heads and Head of School | **Expected Date of Completion:** 11/06/2016 |
| **Evidence of Completion of the Corrective Action:**1) The applicable sections of the "Carroll School Faculty Policies and Procedures Manual 2016-17" and the "Carroll School Parent and Student Policy Handbook 2016-17" have been updated, 2) Sign in sheets from training will be submitted upon completion and 3) Copy of communication to parents will be submitted after being sent. |
| **Description of Internal Monitoring Procedures:**Behavior support policies are reviewed annually with staff at the onset of the year and various aspects of these policies are discussed in other ways during the school year in staff meetings and professional development trainings. |
| **CORRECTIVE ACTION PLAN APPROVAL SECTION** |
| **Criterion:**PS 9.1(a) Student Separation Resulting from Behavior Support | **Corrective Action Plan Status:** Approved**Status Date:** 10/19/2016**Correction Status:** Not Corrected |
| **Basis for Decision:** |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):**Carroll School must submit the Student Separation Policy in the required format (1-3) that includes all of the required elements of this criterion based on the revised state regulations that went into effect on 01/01/2016.PLEASE NOTE: After the policy has been approved through this set of progress reports, Carroll School will then be required to:1. Train staff on the updated Policy and Procedure for Student Separation Resulting from Behavior Support;
2. Submit copies of sign in sheets from staff training; and
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| **Criterion & Topic:**PS 9.4 Physical Restraint | **PR Rating:** Implementation In Progress |
| **Department Program Review Findings:**A review of documentation and interviews indicated that the policy and procedures specific to Physical Restraint do not include all elements of this criterion. As a result, staff have not received training on the appropriate procedures to follow. |
| **Description of Corrective Action:**1) Update certain behavior support policies/procedures contained in the "Carroll School Faculty Policies and Procedures Manual" and the "Carroll School Parent and Student Policy Handbook" to comply with the most current version of 603 CMR 46.00, 2) Providing training to faculty on these policy changes and 3) Communicate policy changes to parents. |
| **Title/Role(s) of Responsible Persons:**Director of Counseling, Division Heads and Head of School | **Expected Date of Completion:** 11/06/2016 |
| **Evidence of Completion of the Corrective Action:**1) The applicable sections of the "Carroll School Faculty Policies and Procedures Manual 2016-17" and the "Carroll School Parent and Student Policy Handbook 2016-17" have been updated, 2) Sign in sheets from training will be submitted upon completion and 3) Copy of communication to parents will be submitted after being sent. |
| **Description of Internal Monitoring Procedures:**Behavior support policies are reviewed annually with staff at the onset of the year and various aspects of these policies are discussed in other ways during the school year in staff meetings and professional development trainings. |
| **CORRECTIVE ACTION PLAN APPROVAL SECTION** |
| **Criterion:**PS 9.4 Physical Restraint | **Corrective Action Plan Status:** Approved**Status Date:** 10/19/2016**Correction Status:** Not Corrected |
| **Basis for Decision:** |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):**Carroll School must submit a Physical Restraint Policy in the required format that includes all of the required elements of the revised state regulations that went into effect on 01/01/2016.PLEASE NOTE: After the policy has been approved through this set of progress reports, Carroll School will then be required to:1. Train staff on the updated Policy and Procedure for Physical Restraint;
2. Submit copies of sign in sheets from staff training; and
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