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

##### COORDINATED PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: Orange

CPR Onsite Year: 2013-2014

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 03/15/2014.

**Mandatory One-Year Compliance Date:** **03/14/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 2 | Required and optional assessments | Partially Implemented |
| SE 54 | Professional development | Partially Implemented |
| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |
| CR 21 | Staff training regarding civil rights responsibilities | Partially Implemented |
| CR 24 | Curriculum review | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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

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| **Criterion & Topic:**  SE 2 Required and optional assessments | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of student records indicated that the district does not always include required educational assessments by a teacher(s) with current knowledge regarding the student's specific progress in relation to the district's general education curriculum. As a result, the Team does not always have the most current classroom performance information to consider during the IEP Team meeting. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with the Special Education Administrative Assistant to ensure that all general education teachers have access to the SEMS Tracker program. To be completed by May 15, 2014  2. Review of evaluation procedures and timelines with building principals and review of expectations of general education with regard to the completion of the ED A, B forms. To be completed by June 15, 2014.  3. Review of evaluation procedures and timelines with special education staff. Review of expectations of the completion of Ed A, B. To be completed by June 15, 2014  4. Training regarding completion of Ed A, B with classroom teachers, principals, and special education teachers. To be completed by September 30, 2014.  5. Policy and procedure manual updated by September 1, 2014.  6. Tracking sheet that monitor completion of Ed A, B forms. Submitted to the Director of Special Education, by November 30, 2014 and March 1, 2015. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  David Messing, Team Chair | | **Expected Date of Completion:**  03/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Ed A, B will be completed through SEMS tracker and a hard copy will be placed in the students file. The administrative assistant will complete a tracking sheet to ensure compliance for this criterion and submit to the Director of Special Education.  Additional Evidence of Completion:  Agenda and sign in sheets from meeting with Principals.  Agenda and sign in sheet from meeting with Special Education Staff.  Agenda and sign in sheet from training with General Education Teachers, Principals, and Special Education Teachers.  Completed tracking sheets. | | |
| **Description of Internal Monitoring Procedures:**  -The Director of Special Education will monitor completed tracking sheets.  -The Administrative assistant will include completed Ed A, B forms in the Team Chairs meeting packet and file in the students record.  -The Team Chair will ensure that the classroom teacher presents information regarding the student's specific progress in relation the general education curriculum. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 2 Required and optional assessments | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 20, 2014 please submit to ESE evidence of review of newly developed procedures regarding required educational assessments by a teacher(s) with current knowledge regarding the student's specific progress in relation to the general education with building principals, administrative staff and special education staff. Evidence may include memorandums, email correspondence, and signed attendance sheets.  By September 30, 2014, please submit evidence to ESE of district staff trainings related to required and optional assessments to ensure that required educational assessments by a teacher(s) with current knowledge regarding the student's specific progress in relation to the district's general education curriculum are always completed as part of the evaluation process. Include evidence such as memorandums, email correspondence, training/meeting agendas, signed attendance sheets, and a sample of training materials.  By November 30, 2014, submit the results of an administrative record review of a sample of student records across grade levels, for evidence of the district completing the required educational assessments by a teacher(s) with current knowledge regarding the student's specific progress in relation to the district's general education curriculum. This sample must be drawn from records with evaluations conducted after all corrective actions have been implemented. Include the number of records reviewed, the number found compliant, an explanation of the root cause for any continued non-compliance and a description of additional corrective actions taken by the district to address any identified non-compliance. \*Please note that when conducting internal monitoring the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade level for the record review; b) Date of the review; c) Name of the person(s) who conducted the review, their role(s), and their signature(s). | | |
| **Progress Report Due Date(s):**  06/20/2014  09/30/2014  11/30/2014 | | |

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

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| **Criterion & Topic:**  SE 54 Professional development | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that although the district provided evidence of in-service training for all locally hired and contracted transportation providers, the training conducted on March 1, 2013 did not take place before providers began transporting special education students receiving special transportation. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will contact Van Pool Operations Manager to review transportation training requirements and discuss action plan. To be completed by April 15, 2014.  2. Training topic will be identified by the Director of Training and Development in conjunction with the Operations Manager at Van Pool and provided to the Director of Special Education.  3. Training will occur for all transportation providers prior to the start of the 2014 - 2015 school year. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Ryann Malone, Operations Manager, Van Pool | | **Expected Date of Completion:**  09/01/2014 |
| **Evidence of Completion of the Corrective Action:**  - Description of training topics identified by the Director of Training and Development and the Operations Manager.  - Agenda and sign-in sheets for the in-service training for all transportation providers. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will work with both Patrick Heneghan, Director of Training and Development, Van Pool and Ryann Malone, Operations Manager to ensure that transportation providers are provided relevant training prior to the start of the school year. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 54 Professional development | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 20, 2014, please submit evidence of in-service training for all locally hired and contracted transportation providers that occurred before they began transporting any special education student receiving special transportation, on his or her needs and appropriate methods of meeting those needs; for any such student it also provides written information on the nature of any needs or problems that may cause difficulties, along with information on appropriate emergency measures. Transportation providers include drivers of general and special education vehicles and any attendants or aides identified by a Team for either type of vehicle. Include evidence such as memorandums, email correspondence, training/meeting agendas, signed attendance sheets, and a sample of training materials.  By September 30, 2014, for the 2014-15 school year, please submit evidence of in-service training for all locally hired and contracted transportation providers that occurred before they began transporting any special education student receiving special transportation, on his or her needs and appropriate methods of meeting those needs; for any such student it also provides written information on the nature of any needs or problems that may cause difficulties, along with information on appropriate emergency measures. Transportation providers include drivers of general and special education vehicles and any attendants or aides identified by a Team for either type of vehicle. Include evidence such as memorandums, email correspondence, training/meeting agendas, signed attendance sheets, and a sample of training materials. | | |
| **Progress Report Due Date(s):**  06/20/2014  09/30/2014 | | |

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

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| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the district's documents and policies regarding access to a full range of educational programs revealed that gender identity as a protected category was not included. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with building principals to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/30/2014 |
| **Evidence of Completion of the Corrective Action:**  1. The Director of Special Education will meet with building principal to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will provide the initial training to the Building Principals and collect supporting evidence that building based and district documents reflect this addition.  The Director of Special Education will work with Building Principals to develop a District wide training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before September 30, 2014 please submit to ESE evidence that the district's documents and policies regarding access to a full range of educational programs, including gender identity as a protected category, have been disseminated to staff members, parents, and students. Evidence may include information posted on the district's website along with a letter of assurance from the Supervisor of Pupil Services of the collection and keeping of staff signatures that will be made available to the Department upon request. | | |
| **Progress Report Due Date(s):**  09/30/2014 | | |

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

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| **Criterion & Topic:**  CR 8 Accessibility of extracurricular activities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the district's documents and policies regarding accessibility of extracurricular activities revealed that gender identity as a protected category was not included. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with building principals to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/30/2014 |
| **Evidence of Completion of the Corrective Action:**  1. The Director of Special Education will meet with building principal to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will provide the initial training to the Building Principals and collect supporting evidence that building based and district documents reflect this addition.  The Director of Special Education will work with Building Principals to develop a District wide training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before September 30, 2014, please submit to ESE evidence that the district's documents and policies regarding accessibility of extracurricular activities, including gender identity as a protected category, have been disseminated to staff members, parents, and students. Evidence may include information posted on the district's website along with a letter of assurance from the Supervisor of Pupil Services of the collection and keeping of staff signatures that will be made available to the Department upon request. | | |
| **Progress Report Due Date(s):**  09/30/2014 | | |

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

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| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the district's documents indicated that gender identity as a protected category was not included in the student handbooks and codes of conduct. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with building principals to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/30/2014 |
| **Evidence of Completion of the Corrective Action:**  1. The Director of Special Education will meet with building principal to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will provide the initial training to the Building Principals and collect supporting evidence that building based and district documents reflect this addition.  The Director of Special Education will work with Building Principals to develop a District wide training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before September 30, 2014, please submit to ESE evidence that the district's non-discrimination statements in student handbooks and codes of conduct include gender identity as a protected category, and have been disseminated to staff members, parents, and students. Evidence may include information posted on the district's website along with a letter of assurance from the Supervisor of Pupil Services of the collection and keeping of staff signatures that will be made available to the Department upon request. | | |
| **Progress Report Due Date(s):**  09/30/2014 | | |

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

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and staff interviews indicated that paraprofessionals are not required to attend professional development provided by the district pertaining to its bullying prevention and intervention plan, nor was there evidence that cafeteria workers or custodians received the required training for this criterion. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with Building Principals to discuss the requirement of paraprofessionals, custodians, and cafeteria workers receiving mandatory district wide training to include bullying prevention and intervention. To be completed by June 15, 2014.  2. The Director of Special Education, in conjunction with Building Principals, will develop a district wide training which will include all mandatory training topics including bullying prevention and intervention. To be completed by August 20, 2014.  3. All school staff, to include paraprofessionals, custodians, cafeteria workers, and secretaries in addition to all teaching staff and related service providers will attend the mandatory start of the school year training. To be completed by September, 1, 2014.  4. Any staff members who are not in attendance at the district wide training will be required to attend a make-up training session prior to September 15, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/15/2014 |
| **Evidence of Completion of the Corrective Action:**  - Agenda and sign in sheets for meeting with the Building Principals.  - Completed training packet  - Agenda and sign in sheet for the District wide training.  - Agenda and sign in sheet for make-up training. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will provide the initial training to the Building Principals.  The Director of Special education will work with Building Principals to develop a District wide training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before September 30, 2014, please submit evidence that district staff trainings, related to bullying intervention and prevention, are provided for cafeteria workers, paraprofessionals, and custodians. Include evidence such as memorandums, email correspondence, training/meeting agendas, signed attendance sheets, and a sample of training materials. | | |
| **Progress Report Due Date(s):**  09/30/2014 | | |

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

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the Orange Public School District does not include gender identity as a protected category in written materials and other media notices. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with building principals to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/30/2014 |
| **Evidence of Completion of the Corrective Action:**  1. The Director of Special Education will meet with building principal to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will provide the initial training to the Building Principals and collect supporting evidence that building based and district documents reflect this addition.  The Director of Special Education will work with Building Principals to develop a District wide training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before September 30, 2014, please submit to ESE evidence that the district's documents and policies regarding annual and continuous notification concerning nondiscrimination and coordinators, including gender identity as a protected category, have been disseminated to staff members, parents, and students. Evidence may include information posted on the district's website along with a letter of assurance from the Supervisor of Pupil Services of the collection and keeping of staff signatures that will be made available to the Department upon request. | | |
| **Progress Report Due Date(s):**  09/30/2014 | | |

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

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| **Criterion & Topic:**  CR 21 Staff training regarding civil rights responsibilities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the district's documents and policies regarding staff training on civil rights responsibilities revealed that gender identity as a protected category was not included. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with building principals to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/30/2014 |
| **Evidence of Completion of the Corrective Action:**  1. The Director of Special Education will meet with building principal to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will provide the initial training to the Building Principals and collect supporting evidence that building based and district documents reflect this addition.  The Director of Special Education will work with Building Principals to develop a District wide training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 21 Staff training regarding civil rights responsibilities | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before September 30, 2014, please submit to ESE evidence that the district's documents and policies regarding staff training on civil rights responsibilities, including gender identity as a protected category, have been disseminated to staff members, parents, and students. Evidence may include information posted on the district's website along with a letter of assurance from the Supervisor of Pupil Services of the collection and keeping of staff signatures that will be made available to the Department upon request. | | |
| **Progress Report Due Date(s):**  09/30/2014 | | |

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

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| **Criterion & Topic:**  CR 24 Curriculum review | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the district's policies and procedures regarding curriculum review revealed that gender identity as a protected category was not included. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with building principals to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/30/2014 |
| **Evidence of Completion of the Corrective Action:**  1. The Director of Special Education will meet with building principal to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will provide the initial training to the Building Principals and collect supporting evidence that building based and district documents reflect this addition.  The Director of Special Education will work with Building Principals to develop a District wide training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before September 30, 2014, please submit to ESE evidence that the district's documents and policies regarding curriculum review, including gender identity as a protected category, have been disseminated to staff members, parents, and students. Evidence may include information posted on the district's website along with a letter of assurance from the Supervisor of Pupil Services of the collection and keeping of staff signatures that will be made available to the Department upon request. | | |
| **Progress Report Due Date(s):**  09/30/2014 | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the district's policies and procedures regarding institutional self evaluation revealed that gender identity as a protected category was not included. | | |
| **Description of Corrective Action:**  1. The Director of Special Education will meet with building principals to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Title/Role(s) of Responsible Persons:**  Rebecca Phillips, Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/30/2014 |
| **Evidence of Completion of the Corrective Action:**  1. The Director of Special Education will meet with building principal to discuss the requirements that gender identity be included as a protected category. To be completed by June 15, 2014.  2. Building Principals will include this protected category on all building based and district based documents. To be completed by September 1, 2014.  3. The Director of Special Education, in conjunction with the Building Principals, will provide a District wide training which will include information regarding gender identity as a protected category. To be completed by September 1, 2014. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will provide the initial training to the Building Principals and collect supporting evidence that building based and district documents reflect this addition.  The Director of Special Education will work with Building Principals to develop a District wide training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date**: 04/23/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before September 30, 2014, please submit to ESE evidence that the district's documents and policies regarding institutional self evaluation, including gender identity as a protected category, have been disseminated to staff members, parents, and students. Evidence may include information posted on the district's website along with a letter of assurance from the Supervisor of Pupil Services of the collection and keeping of staff signatures that will be made available to the Department upon request. | | |
| **Progress Report Due Date(s):**  09/30/2014 | | |