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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: Swampscott

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 11/15/2014.

**Mandatory One-Year Compliance Date:** **11/15/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 29 | Communications are in English and primary language of home | Not Implemented |
| SE 55 | Special education facilities and classrooms | Partially Implemented |
| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 6 | Availability of in-school programs for pregnant students | Partially Implemented |
| CR 7 | Information to be translated into languages other than English | Not Implemented |
| CR 7A | School year schedules | Partially Implemented |
| CR 7B | Structured learning time | Partially Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| CR 9 | Hiring and employment practices of prospective employers of students | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |
| CR 13 | Availability of information and academic counseling on general curricular and occupational/vocational opportunities | Partially Implemented |
| CR 14 | Counseling and counseling materials free from bias and stereotypes | Partially Implemented |
| CR 15 | Non-discriminatory administration of scholarships, prizes and awards | Not Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |
| CR 21 | Staff training regarding civil rights responsibilities | Partially Implemented |
| CR 22 | Accessibility of district programs and services for students with disabilities | Partially Implemented |
| CR 24 | Curriculum review | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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| **Criterion & Topic:**  SE 29 Communications are in English and primary language of home | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Review of student records and staff interviews indicated that the district has no process for facilitating communication in the primary language of the home for those parents whose language is other than English. Records also demonstrated no indication of documents translated into the primary language of the home or written documentation illustrating any oral communications. | | |
| **Description of Corrective Action:**  Team Chairpersons would secure home language surveys for all active special education students and for all referrals. That information will allow testing to be done in primary language. Notices, documents and IEP will be translated in primary language if parents have requested it on the home language survey done by ELL teachers. Translators will be hired for team meetings when needed. | | |
| **Title/Role(s) of Responsible Persons:**  Team Chairpersons, Erin Wilson, Christine Dzedulionis, Cathy Kalpin, Liam Hurley | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Documents and IEP in primary language, documentation of translator at meetings | | |
| **Description of Internal Monitoring Procedures:**  Review of students records who need translations of documents and interpreters at meetings to be done two times a year to insure that process is being implemented | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 29 Communications are in English and primary language of home | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2014 please provide: 1) List of resources for translation and interpretation; 2) Evidence of training for Principals and appropriate staff that includes the agenda, materials disseminated and a signed attendance sheet with name(s), role(s) and signature(s); and 3) Narrative description of the tracking system for parents who are identified as needing translation and/or interpretation with name(s) role(s) of person(s) responsible.    By May 22, 2015, subsequent to all corrective actions, please submit the results of an administrative internal review of student records across all building levels for parents whose primary language are not English and provide a summary report regarding whether the important documents (IEPs, assessment summaries, progress reports, etc.) are translated and or documented as being provided orally, as indicated. This report must include the number of student records reviewed and the number of records in compliance; if non-compliance is identified, determine and report the root cause(s) of the ongoing noncompliance, the specific actions taken to correct each individual student record and a plan to remedy the non-compliance.  \*Please note that when monitoring the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the record review; b) Date of the review; c) Name of person(s) who conducted the review, their roles(s), and their signature(s). | | |
| **Progress Report Due Date(s):**  02/23/2015  05/22/2015 | | |

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| **Criterion & Topic:**  SE 55 Special education facilities and classrooms | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Observations and interviews revealed that at the only accessible district elementary school, Clarke Elementary, the wheelchair lift was operating inconsistently, thus limiting access to fully implement each student's IEP. | | |
| **Description of Corrective Action:**  ADA consultant and Structural Engineer have been hired to determine site for installation of a vertical lift and other components of ADA regulations. Plans must be reviewed by the Zoning Board and a proposal will be written | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent of Schools, Pamela Anglelakis | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  School will be in compliance with ADA regulations | | |
| **Description of Internal Monitoring Procedures:**  Proposal for vertical lift, ADA consultant involvement in making school compliant with ADA regulations | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 55 Special education facilities and classrooms | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, please provide copy of the contract between the district and the ADA consultant and structural engineer with plans that have been developed for installation of an operating elementary school vertical lift.  By May 22, 2015, the district will submit a written statement of assurance from the Superintendent indicating timelines for plans with Zoning Board and written proposal for vertical lift.  By September 25, 2015, the district will submit a written statement of assurance from the Superintendent and Principal of Clarke Elementary ensuring compliance. An ESE representative will conduct a facilities visit to the Clarke Elementary School to verify compliance. | | |
| **Progress Report Due Date(s):**  02/23/2015  05/22/2015  09/25/2015 | | |

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| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of the district's documents revealed that "gender identity" as a protected category is not included regarding access to a full range of educational programs. | | |
| **Description of Corrective Action:**  Letterhead stationary as well as Student Handbook (page 5) has added gender identity to its nondiscrimination policies | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein, Administrator of Student Services | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Letterhead and Student Handbook contain sentences that include gender identity as a protected category | | |
| **Description of Internal Monitoring Procedures:**  Correction has been done | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, please provide samples of revised documents and a narrative of district plans to ensure dissemination to the school community of the updated non-discrimination statements regarding access to a full range of educational programs with the added category of "gender identity." | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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| **Criterion & Topic:**  CR 6 Availability of in-school programs for pregnant students | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of the district's documents regarding availability of in-school programs for pregnant students indicates that the district currently requires a physician's certification in order for a pregnant student to continue in school, but does not require it for students with other physical or emotional conditions. | | |
| **Description of Corrective Action:**  There had been a change in the school committee's additional policies section on the Swampscott website | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein, Administrator of Student Services | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  The policy now reads as follows:  The Swampscott School District wishes to preserve educational opportunities for those students who may become pregnant. Pregnant students may remain in regular classes and participate in extra-curricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extra-curricular program as before they leave. | | |
| **Description of Internal Monitoring Procedures:**  Correction has occurred and is posted on the Swampscott district website | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 6 Availability of in-school programs for pregnant students | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2014, please provide the updated School Committee Policy for pregnant students to remain in their regular classes and participate in extracurricular activities with no physician certification requirement along with evidence of notice to relevant staff (principals, nurses, guidance counselors). | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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| **Criterion & Topic:**  CR 7 Information to be translated into languages other than English | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Document review, staff interviews and parent surveys indicated that the district does not have procedures in place for translating important school documents or a system of oral interpretation to assist parents/guardians with limited English skills, including those who speak low-incidence languages. The major language for the community with limited English skills is Russian; however, the district did not submit any evidence of the handbook having been translated into Russian. | | |
| **Description of Corrective Action:**  Swampscott Public Schools have already translated the code of conduct, bullying and harassment sections  and posted on the Swampscott website | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Translation of code of conduct section, bullying, harassment into Russian | | |
| **Description of Internal Monitoring Procedures:**  In next year's budget, monetary funds will be available to translate relevant components of the student handbook | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7 Information to be translated into languages other than English | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  Although the district has had the bullying and harassment sections of the code of conduct translated, the district has not had the remaining sections or the student handbook translated into Russian, the major language second language spoken by the community, nor administrative procedures and internal monitoring and tracking system to ensure that each building can identify any parent/guardian or student who requested or required translation of important documents along with provisions of such translations. | | |
| **Department Order of Corrective Action:**  The district must provide evidence of the translated bullying sections of the code of conduct, along with a plan to have the remaining portions of the code of conduct and handbook translated into the major language(s) spoken by the district. Additionally, the district must provide administrative procedures and internal monitoring and tracking system to ensure that each building can identify any parent/guardian or student who requests or requires translation of important documents along with documentation of provision of such translations. | | |
| **Required Elements of Progress Report(s):**  By February 23, 2014, please submit a narrative to DESE of the district's administrative procedures and internal monitoring and tracking system to ensure that each building can identify any parent/guardian or student who requests or requires translation of important documents along with documentation of provision of such translations or use of oral interpreters. Also provide evidence of staff training (including Principals), which will include memorandums, email correspondence, training agenda, attendance sheets and copies of the materials presented along with date of implementation.  By May 22, 2014, submit an updated narrative of the status of plans regarding remaining portions of handbook translation.  By September 25, submit evidence of the translated handbook. | | |
| **Progress Report Due Date(s):**  02/23/2015  05/22/2015  09/25/2015 | | |

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| **Criterion & Topic:**  CR 7A School year schedules | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the elementary schools are providing 894 hours of structured learning time annually rather than the mandatory 900 hours. Document review also indicated that the high school is in operation 179 days rather than the mandatory 180 days per school year. | | |
| **Description of Corrective Action:**  For the 2014-2015 school year, high school students attend school for 180 days. The teachers contract has been updated and elementary schools are in session for 900 hours | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Swampscott School Calendar for 2014-2015 school year indicates students will be attending school for 180 days.  Elementary school structures learning time chart for 2014-15 indicates that there are 915.30hours.minutes of instructional learning time | | |
| **Description of Internal Monitoring Procedures:**  Schools are now required to submit structured learning time worksheets on an annual basis | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7A School year schedules | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, please submit to ESE evidence of the district's 2014-2015 School Year Schedules/Student Learning Time worksheets (available in the Documents Library of WBMS) demonstrating that the elementary schools are providing the mandatory 900 hours of instruction and that the high school is in operation 180 mandated days. | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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| **Criterion & Topic:**  CR 7B Structured learning time | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  See CR 7A. | | |
| **Description of Corrective Action:**  For the 2014-2015 school year, the elementary schools have structured learning time of 915.30 | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein, Administrator | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Elementary school structures learning time chart for 2014-15 indicates that there are 915.30hours.minutes of instructional learning time | | |
| **Description of Internal Monitoring Procedures:**  Schools are now required to submit structured learning time worksheets on an annual basis | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7B Structured learning time | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  See CR 7A. | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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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 indicated that "gender identity" and "homelessness" are not included as protected categories regarding accessibility to extracurricular activities. | | |
| **Description of Corrective Action:**  The Student Handbook for the 2015-2016 school year will include information at all school levels regarding Swampscott's policies on non discrimination and will include "gender identity" and "homelessness” as protected categories. | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Handbook will have this information listed. All notices that are posted regarding extracurricular activities will be posted on letterhead stationary which will include Swampscott's nondiscrimination policies | | |
| **Description of Internal Monitoring Procedures:**  Internal checks before handbook is printed. Principals in each school will be reminded of policy at the start of each school year. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, please submit to ESE evidence of revised documents including page inserts for handbook and a narrative of district plans to ensure dissemination to the school community on the updated non-discrimination statement regarding access to extracurricular activities with the added categories of "gender identity" and "homelessness".  By September 25, 2015, submit copies of the reprinted and updated handbook(s) with evidence of notice to the school community regarding the additions of the protected categories of "gender identity" and "homelessness". | | |
| **Progress Report Due Date(s):**  02/23/2015  09/25/2015 | | |

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| **Criterion & Topic:**  CR 9 Hiring and employment practices of prospective employers of students | | **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 statement signed by employers recruiting at the high school. | | |
| **Description of Corrective Action:**  Policy has been updated to include gender identity | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein, Administrator of Student Services | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Policy has been updated and now includes gender identity as a protected category. | | |
| **Description of Internal Monitoring Procedures:**  Policy has been updated and sent to the high school principal, guidance and special education teacher who deals with transitional planning and job placements. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 9 Hiring and employment practices of prospective employers of students | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, submit to the Department a copy of the policy the district requires prospective employers recruiting within the district to sign prohibiting discrimination in hiring or employment practices, and includes the additional protected category of "gender identity."  By May 22, 2015, submit copies of any updated completed statements signed by prospective employers recruiting at the school. | | |
| **Progress Report Due Date(s):**  02/23/2015  05/22/2015 | | |

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| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documents and staff interviews indicated that although the handbook has discrimination and harassment policies affirming the district's non-tolerance, it does not specifically reference M.G.L. c. 76, s. 5, nor does it include" gender identity" as a protected category in its nondiscrimination statement. | | |
| **Description of Corrective Action:**  M.G.L. c.76,s.5 is currently part of Swampscott's registration packet. It is currently not listed in our handbook.  Gender identity has been added to the handbook as a protected category. | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein | | **Expected Date of Completion:**  11/15/2015 |
| **Evidence of Completion of the Corrective Action:**  The following statement will be added into the 2015-16 handbook  Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation. | | |
| **Description of Internal Monitoring Procedures:**  The person who is responsible for organizing the handbook will be informed that this section must be added | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  Although the district has plans to add "gender identity" as a protected category to the 2015-2016 handbook, handbooks and codes of conduct also need to reference M.G.L. c. 76, s. 5. Additionally, students and families this school year (2014-2015) need to be made aware of this amendment. | | |
| **Department Order of Corrective Action:**  Update the code of conduct and student handbook and make available to students and families inserts containing the changes. | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015 please submit evidence of revised documents (inserts to the handbooks) that include "gender identity" as a protected category in non-discrimination statements along with a specific reference to M.G.L. c. 76, s. 5. Additionally, submit a narrative of district plans to ensure dissemination on the updated non-discrimination statement regarding notice of "gender identity" as a protected category in the student handbook and code of conduct.  By September 25, 2015, submit relevant sections of the reprinted/updated handbook(s) and codes of conduct with M.G.L. c. 76, s. 5 legal reference that contains "gender identity" as a protected category in its nondiscrimination policy along with a narrative description of dissemination to the school community of the updates. | | |
| **Progress Report Due Date(s):**  02/23/2015  09/25/2015 | | |

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documents revealed that the materials and other media used to publicize the district's schools do not include "gender identity" as a protected category in its nondiscrimination statement. | | |
| **Description of Corrective Action:**  Swampscott has updated its letterhead and handbook. Principals and Administrative Assistants have been notified of appropriate compliance | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein | | **Expected Date of Completion:**  11/20/2014 |
| **Evidence of Completion of the Corrective Action:**  Review of handbook, letterhead and any other materials such as athletic handbook and school spring notices have been corrected | | |
| **Description of Internal Monitoring Procedures:**  Ongoing oversight of this issue | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, please submit to ESE evidence of documents that the district has revised and added "gender identity" as a protected category concerning annual and continuous notification concerning non-discrimination and coordinators along with a narrative of dissemination to school community. | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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| **Criterion & Topic:**  CR 13 Availability of information and academic counseling on general curricular and occupational/vocational opportunities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews revealed that information and academic counseling on general curricular and occupational/vocational opportunities do not include provisions for linguistic minorities and homeless students. | | |
| **Description of Corrective Action:**  The district has developed a system that includes provisions for students from linguistic, racial, and ethnic minorities; males; females; homeless students; and students with disabilities all receive, in grades 7-12, the same information and academic counseling as other students on the full range of general curricular and any occupational/vocational opportunities available to them. | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein, Administrator | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  District developed a system to verify that counselors are aware of protected status. | | |
| **Description of Internal Monitoring Procedures:**  Completed | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 13 Availability of information and academic counseling on general curricular and occupational/vocational opportunities | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, submit evidence of the newly developed system for availability of information and academic counseling on general curricular and occupational/vocational opportunities which now include provisions for linguistic minorities and homeless students. Submit a narrative of district plans to ensure dissemination on this updated system. | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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| **Criterion & Topic:**  CR 14 Counseling and counseling materials free from bias and stereotypes | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of district documents and staff interviews indicated that "gender identity" is not included as a protected category in the review of counseling materials to ensure that materials are free from stereotypes and bias. | | |
| **Description of Corrective Action:**  The district revised a form which counselors used to insure protected status and added gender identity | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein  Administrator of Student Services | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Forms have been completed. | | |
| **Description of Internal Monitoring Procedures:**  Signed and dated forms completed by counselors | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 14 Counseling and counseling materials free from bias and stereotypes | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, submit the district's newly developed policy and procedure for counselors to ensure that all counseling materials are free from bias and stereotypes on the basis of the protected category of "gender identity" along with evidence of dissemination of new procedures to all relevant staff. This documentation may include the newly developed, signed and dated form, signed attendance sheets with name(s) and role(s) of staff member, agenda with name and role of presenter, training materials and date of implementation.  By May 22, 2015, submit evidence of counselor(s) meeting date(s) and results of review of counseling and counseling materials to ensure that materials are free from stereotypes and bias along with plans to ensure compliance for any issues identified. | | |
| **Progress Report Due Date(s):**  02/23/2015  05/22/2015 | | |

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| **Criterion & Topic:**  CR 15 Non-discriminatory administration of scholarships, prizes and awards | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Review of documents indicated that the district does not have a process for ensuring that scholarships, prizes and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation or disability. | | |
| **Description of Corrective Action:**  The district has included its nondiscrimination clauses on all of the scholarship forms | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein  Administrator of Student Services | | **Expected Date of Completion:**  11/15/2015 |
| **Evidence of Completion of the Corrective Action:**  Scholarship form | | |
| **Description of Internal Monitoring Procedures:**  Review of form each year | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 15 Non-discriminatory administration of scholarships, prizes and awards | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, submit evidence of updated scholarship forms and dissemination for relevant staff on the district's revised policy that scholarships, prizes and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation or disability. | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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

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| **Criterion & Topic:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Staff interviews revealed that the district does not consistently train all staff members at least annually and within one month of employment for new hires on the use of physical restraint consistent with regulatory requirements. Additionally, the district does not have a staff member at each school site identified as an authorized resource person to help ensure the proper administration of physical restraint. | | |
| **Description of Corrective Action:**  Staff is trained at the beginning of the school year. The packet that is reviewed will be sent to the school principals who will be responsible for presenting this information to new employees. A resource person will be designated at each of the schools. A reminder memo will be sent to the principals regarding their responsibility to review packet with new staffers hired within the school year | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein  Administrator of Student Services | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  New employees will sign a form stating that they have received this training.  School personnel will be notified of the resource person in their building. | | |
| **Description of Internal Monitoring Procedures:**  Email and signed forms | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, submit evidence of materials/attendance of all staff at annual training regarding use of physical restraint including training of any newly hired employees after the school year begins to be conducted within one month of their employment. See ESE PowerPoint on the use of physical restraint @ http://www.doe.mass.edu/lawsregs/603cmr46.pps. and updates @ http://www.doe.mass.edu/boe/docs/2014-12/item2-p603cmr46-tracked.pdf. Submit a narrative of the oversight and tracking system with name(s)/role(s) of person(s) responsible to maintain compliance. Also submit the district's individual waiver procedures consistent with the regulations along with names of identified resource personnel certified in each building site. | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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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:**  Document review indicated that "gender identity" as a protected category is not included in the district-wide training on civil rights responsibilities. | | |
| **Description of Corrective Action:**  Gender identity has been included in all our official documents including the district wide training | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein  Administrator of Student Services | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Documents now contain information regarding gender identity as a protected status | | |
| **Description of Internal Monitoring Procedures:**  Documents will contain gender identity as protected status | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 21 Staff training regarding civil rights responsibilities | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, provide to ESE evidence of staff training regarding updated civil rights responsibilities that now includes "gender identity" as a protected category". Submit agenda, updated training materials and attendance sheets as evidence of compliance with this criterion. | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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

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| **Criterion & Topic:**  CR 22 Accessibility of district programs and services for students with disabilities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  See SE 55. | | |
| **Description of Corrective Action:**  ADA consultant and Structural Engineer have been hired to determine site for installation of a vertical lift and other components of ADA regulations. Plans must be reviewed by the Zoning Board and a proposal will be written | | |
| **Title/Role(s) of Responsible Persons:**  Pam Angelakis. Superintendent | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  School will be in compliance with ADA regulations | | |
| **Description of Internal Monitoring Procedures:**  Proposal for vertical lift, ADA consultant involvement in making school compliant with ADA regulations | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 22 Accessibility of district programs and services for students with disabilities | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  See SE 55. | | |
| **Progress Report Due Date(s):**  02/23/2015  05/22/2015  09/25/2015 | | |

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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 documents indicated that although the district conducts an annual curriculum review, "gender identity" is not included as an identified protected category. As a result, the district's educational materials may contain simplistic and demeaning generalizations, lacking intellectual merit, on the basis of "gender identity" | | |
| **Description of Corrective Action:**  Forms have been updated to include gender identity in our curriculum review sign off sheet. | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein  Administrator of Student Services | | **Expected Date of Completion:**  11/12/2015 |
| **Evidence of Completion of the Corrective Action:**  Forms have already been updated to include gender identity as a protected category. | | |
| **Description of Internal Monitoring Procedures:**  Forms have been updated | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 12/18/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 23, 2015, please submit evidence of training for staff on the updated curriculum review process, including a training agenda, attendance sheet, a copy of the updated procedure/policy and copies of training materials to ensure the inclusion of "gender identity" as a protected category when reviewing curriculum. | | |
| **Progress Report Due Date(s):**  02/23/2015 | | |

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

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Although staff interviews indicated that the district evaluates all aspects of its K-12 program annually, a review of documents demonstrated no annual evaluation process ensuring that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs. | | |
| **Description of Corrective Action:**  A yearly survey will be sent to teachers, coaches, club advisers and students to ensure that all students regardless of race, color, sex gender identity, religion, national origin, limited English proficiency, sexual orientation disability or housing status have equal access to all programs including athletics and other extracurricular activities. | | |
| **Title/Role(s) of Responsible Persons:**  Mona Blumstein  Administrator of Student Services | | **Expected Date of Completion:**  11/15/2015 |
| **Evidence of Completion of the Corrective Action:**  A survey will be distributed and the results will be calculated. | | |
| **Description of Internal Monitoring Procedures:**  Yearly survey will occur in the fall. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 12/19/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By February 22, 2015, submit the district's proposed institutional self-evaluation survey tool to be utilized by staff to review all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs.  By September 25, 2015, submit evidence of implementation of the self-evaluation; this documentation can include meeting minutes, data analysis, memoranda, and reports with goals/benchmarks of any changes to be made to programming based on the district's institutional self-evaluation. | | |
| **Progress Report Due Date(s):**  02/23/2015  09/25/2015 | | |