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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: Edward W. Brooke Charter School 2 (District)

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 03/08/2014.

**Mandatory One-Year Compliance Date:** **03/08/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 15 | Outreach by the School District (Student Find) | 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 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |
| CR 18 | Responsibilities of the school principal | 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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| **Criterion & Topic:** SE 15 Outreach by the School District (Student Find) | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review and interviews indicated that the charter school has not established a method of outreach to parents or guardians to inform them of the process to refer students for a special education evaluation. |
| **Description of Corrective Action:** The school district will revise the student and family handbook to include a section that describes the process to refer students for a special education evaluation. |
| **Title/Role(s) of Responsible Persons:**Director of Student Support | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:**The district will upload the revised handbook so that all current and prospective families may access it. In addition, the school plans to send a memo home to all families including any amendments that have been made to the Student and Family Handbook. A memo will also be sent to all staff alerting them to the amendment to the Student and Family Handbook. |
| **Description of Internal Monitoring Procedures:** The Director of Student Support will review the Student and Family Handbook before the start of each school year to ensure that it continues to include information about the process to refer students for a special education evaluation. The Director of Student Support will be responsible for ensuring that the most recent version of the Student and Family Handbook is disseminated to all families in hard copy and that the most recent version of the Student and Family Handbook is uploaded to the Brooke Charter School’s website. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 15 Outreach by the School District (Student Find) | **Corrective Action Plan Status:** Approved **Status Date**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide evidence that the school district has updated its Student and Family Handbook to include information regarding the process to refer students for a special education evaluation. Also, include evidence that this updated information has been disseminated to both families and staff. This progress report is due June 6, 2014. |
| **Progress Report Due Date(s):** 06/06/2014 |

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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 school's documents and policies regarding access to a full range of education programs revealed that gender identity as a protected category is not included. |
| **Description of Corrective Action:** Brooke Mattapan has amended its Student and Family Handbook to include gender identity as a protected category. The Handbook now states that no person shall be discriminated against in admission to the school or access to the courses of study on the basis of gender identity. |
| **Title/Role(s) of Responsible Persons:**Director of Operations | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:**The updated version of the Brooke Mattapan Student and Family Handbook has been uploaded to the Brooke Charter School's website (http://www.ebrooke.org/parents/parents/) so that all current and prospective families may access it. In addition, the school plans to send a memo home to all families including any amendments that have been made to the Student and Family Handbook. A memo will also be sent to all staff alerting them to the amendment to the Student and Family Handbook. Please see Additional Documents for a copy of relevant section of the amended Handbook. |
| **Description of Internal Monitoring Procedures:** The Director of Operations will review the Student and Family Handbook before the start of each school year to ensure that it continues to include gender identity as a protected category. The Director of Operations will be responsible for ensuring that the most recent version of the Student and Family Handbook is disseminated to all families in hard copy and that the most recent version of the Student and Family Handbook is uploaded to the Brooke Charter School's website. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved **Status Date**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** The Department was able to confirm that gender identity as a protected class has been included in the district's anti-discrimination policy regarding access to a full range of education programs. Provide evidence that this updated information has been disseminated to all families and staff. This progress report is due June 6, 2014. |
| **Progress Report Due Date(s):** 06/06/2014 |

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| **Criterion & Topic:** CR 8 Accessibility of extracurricular activities | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of the school's documents and policies regarding accessibility of extracurricular activities revealed that gender identity as a protected category is not included. |
| **Description of Corrective Action:** Brooke Mattapan has amended its Student and Family Handbook to include gender identity as a protected category. The Handbook now states that no person shall be discriminated against in advantages, privileges, or access to the courses of study on the basis of gender identity. |
| **Title/Role(s) of Responsible Persons:**Director of Operations | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:**The updated version of the Brooke Mattapan Student and Family Handbook has been uploaded to the Brooke Charter School's website (http://www.ebrooke.org/parents/parents/) so that all current and prospective families may access it. In addition, the school plans to send a memo home to all families including any amendments that have been made to the Student and Family Handbook. A memo will also be sent to all staff alerting them to the amendment to the Student and Family Handbook. Please see Additional Documents for a copy of the relevant part of the amended Handbook. |
| **Description of Internal Monitoring Procedures:** The Director of Operations will review the Student and Family Handbook before the start of each school year to ensure that it continues to include gender identity as a protected category. The Director of Operations will be responsible for ensuring that the most recent version of the Student and Family Handbook is disseminated to all families in hard copy and that the most recent version of the Student and Family Handbook is uploaded to the Brooke Charter School’s website. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved **Status Date**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** The Department was able to confirm that gender identity as a protected class has been included in the district's anti-discrimination policy regarding accessibility to extracurricular activities. Provide evidence that this updated information has been disseminated to all families and staff. This progress report is due June 6, 2014. |
| **Progress Report Due Date(s):** 06/06/2014 |

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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 school's handbook confirmed that while it references discipline with respect to students with special needs, it does not contain appropriate discipline procedures for special needs students or those with 504 accommodation plans. |
| **Description of Corrective Action:** Brooke Mattapan will amend its Student and Family Handbook to include information about appropriate discipline procedures for special needs student or those with 504 accommodation plans. |
| **Title/Role(s) of Responsible Persons:**Director of Student Support and Director of Operations | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:**Once the Student and Family Handbook has been updated to include the school's policies related to discipline procedures for students with special needs or those with 504 accommodation plans, the school will upload the updated version of the Student and Family Handbook to the Brooke Charter School's Website. In addition, the school plans to send a memo home to all families including any amendments that have been made to the Student and Family Handbook. A memo will also be sent to all staff alerting them to the amendment to the Student and Family Handbook. |
| **Description of Internal Monitoring Procedures:** The Director of Operations will review the Student and Family Handbook before the start of each school year to ensure that it continues to include discipline procedures for students with special needs and those on 504 accommodation plans. The Director of Operations will be responsible for ensuring that the most recent version of the Student and Family Handbook is disseminated to all families in hard copy and that the most recent version of the Student and Family Handbook is uploaded to the Brooke Charter School's website. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved **Status Date**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide evidence that the district's Student and Family Handbook contains appropriate discipline procedures for special needs students, including students with 504 accommodation plans. Provide evidence that this updated information has been disseminated to all families and staff. This progress report is due June 6, 2014. |
| **Progress Report Due Date(s):** 06/06/2014 |

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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:** A review of documents and interviews confirmed that while the school does have a restraint policy, it does not make its written procedures available to parents of enrolled students. |
| **Description of Corrective Action:** Brooke Mattapan will amend its Student and Family Handbook to include its physical restraint policy. |
| **Title/Role(s) of Responsible Persons:**Director of Operations | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:**Once the Student and Family Handbook has been updated to include the school's physical restraint policy, the school will upload the updated version of the Student and Family Handbook to the Brooke Charter School's Website. In addition, the school plans to send a memo home to all families including any amendments that have been made to the Student and Family Handbook. A memo will also be sent to all staff alerting them to the amendment to the Student and Family Handbook. |
| **Description of Internal Monitoring Procedures:** The Director of Operations will review the Student and Family Handbook before the start of each school year to ensure that it continues to include the restraint policy. The Director of Operations will be responsible for ensuring that the most recent version of the Student and Family Handbook is disseminated to all families in hard copy and that the most recent version of the Student and Family Handbook is uploaded to the Brooke Charter School's website. |
| 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**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide evidence that the district's Student and Family Handbook contains written procedures for parents regarding physical restraint. Provide evidence that this updated information has been disseminated to all families and staff. This progress report is due June 6, 2014. Please note that there is no requirement to put the physical restraint policy in its handbook, provided the district has found another appropriate method to inform parents. |
| **Progress Report Due Date(s):** 06/06/2014 |

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| **Criterion & Topic:** CR 18 Responsibilities of the school principal | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of student records and interviews confirmed that documentation on the use of instructional support services for students is not consistently included as part of the evaluation information reviewed by Teams when determining eligibility. |
| **Description of Corrective Action:** Immediately following the DESE's CPR visit on November 13-15th the director of student support held a professional development training (11-20-13) to clarify this requirement. The director of student support will hold a follow-up training on April 16th. |
| **Title/Role(s) of Responsible Persons:**Director of Student Support | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:**The director of student support will review all files that included an initial evaluation by June 1st to ensure the team documented and reviewed the use of instructional support services for students when determining eligibility during initial IEP meetings. This data will reported via security portal by June 1st. |
| **Description of Internal Monitoring Procedures:** The director of student support will conduct file reviews each semester. The file review process will include a step to ensure teams are documenting and reviewing the use of instructional support services for students when determining eligibility. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 18 Responsibilities of the school principal | **Corrective Action Plan Status:** Approved **Status Date**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide evidence of staff training regarding the inclusion of instructional support services data when determining eligibility for special education. This progress report is due June 6, 2014. Submit the results of an internal record review, post training, in which students received instructional support and were evaluated for special education eligibility. Review these records for evidence that data on the students' instructional supports was included and considered during the Team process for determining eligibility. Please provide an analysis of this review to include the number of records reviewed and the number of records found to be non-compliant. For any records found to be non-compliant, please provide an analysis of the root cause(s) and any steps that the district has taken to remedy the non-compliance. This progress report is due September 26, 2014. \*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 the person(s) who conducted the review, their role(s), and their signatures. |
| **Progress Report Due Date(s):** 06/06/201409/26/2014 |

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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 documents and policies revealed that the prevention of discrimination and harassment on the basis of gender identity is not included in the district's civil rights training. |
| **Description of Corrective Action:** Brooke Mattapan holds a staff training session related to civil rights and the prevention of discrimination and harassment during its all staff training before the start of the school year. The school will amend its civil rights staff training session agenda to include the prevention of discrimination and harassment on the basis of gender identity. In addition, the school will send a memo to all staff members alerting them to the amended policy against discrimination and harassment on the basis of gender identity. |
| **Title/Role(s) of Responsible Persons:**Director of Operations | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:**The school will send a memo to all staff members alerting them to the amended policy against discrimination and harassment on the basis of gender identity. In addition, the school will keep attendance records of all civil rights trainings held for staff to verify that all staff members receive the training. |
| **Description of Internal Monitoring Procedures:** The Director of Operations will be responsible for ensuring that the policy against discrimination and harassment on the basis of gender identity is included in all future civil rights trainings for staff. The Director of Operations will also be responsible for ensuring that all staff members receive the training. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 21 Staff training regarding civil rights responsibilities | **Corrective Action Plan Status:** Approved **Status Date**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide evidence that gender identity, as a protected class, has been included in the district's civil rights training. Include the agenda, attendance and training materials. This progress report is due September 26, 2014. |
| **Progress Report Due Date(s):** 09/26/2014 |

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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 school's documents and interviews indicated that while individual teachers review educational materials for simplistic and demeaning generalizations, gender identity is not included as one of the protected categories in the curriculum review. |
| **Description of Corrective Action:** Brooke Mattapan has amended its Student and Family Handbook to include gender identity as a protected category. The Handbook now states that no person shall be discriminated against in admission to the school or access to the courses of study on the basis of gender identity. Following, the school will amend its policy on curriculum review to include gender identity as a protected category. The school will send a memo to all staff members to inform them that individual teachers and school leaders must review educational materials and eliminate any simplistic and demeaning generalizations based on gender identity. The school will include this policy in future civil rights training for all staff members. |
| **Title/Role(s) of Responsible Persons:**Director of Operations | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:**The school will send a memo to all staff members alerting them to the amended policy on curriculum review. In addition, the school will keep attendance records of all civil rights and curriculum review trainings held for staff to verify that all staff members receive the training. |
| **Description of Internal Monitoring Procedures:** The Director of Operations will be responsible for ensuring that the policy against curriculum review and the elimination of simplistic and demeaning generalizations based on gender identity is included in all future civil rights and curriculum review trainings for staff. The Director of Operations will also be responsible for ensuring that all staff members receive the training. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 24 Curriculum review | **Corrective Action Plan Status:** Approved **Status Date**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide evidence that all teaching staff were informed to include gender identity as a protected class when reviewing educational materials for simplistic and demeaning generalizations. This progress report is due June 6, 2014. |
| **Progress Report Due Date(s):** 06/06/2014 |

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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:** A review of documents and interviews confirmed that the school does not evaluate all aspects of its 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, including athletics and other extracurricular activities. |
| **Description of Corrective Action:** The Principal and Director of Operations will evaluate all aspects of the Brooke Mattapan 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, including athletics and other extracurricular activities. The Principal and Director of Operations will base their evaluation on information gathered in five ways: school leader self-evaluation using the tool created by the school; review of any discrimination or harassment complaints or grievances filed against the school; review of feedback solicited from teachers regarding equal access to all education, extracurricular, and athletic programs; review of parent surveys disseminated to all families and completed at the end of every school year; and review of student surveys about their teachers disseminated to all students and completed every year. |
| **Title/Role(s) of Responsible Persons:** Director of Operations | **Expected Date of Completion:**06/01/2014 |
| **Evidence of Completion of the Corrective Action:** The school will revise the school leader self-evaluation tool used in the past to include the additional methods through which the leaders will gather information. The Principal and Director of Operations will complete the self-evaluation tool at the end of every school year and will develop a plan for corrective action based on their findings. |
| **Description of Internal Monitoring Procedures:** The Director of Operations will be responsible for ensuring that the school leaders participate in the self-evaluation of all aspects of Brooke Mattapan's 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, including athletics and other extracurricular activities. The self-evaluation tools will be kept on file at the school. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved **Status Date**: 04/22/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide samples of the district's newly developed instruments, such as surveys, templates or tools, used for the purpose of civil rights institutional self-evaluation. This progress report is due June 6, 2014. Submit the results of the district's institutional self-evaluation utilizing these newly developed procedures. This progress report is due September 26, 2014. |
| **Progress Report Due Date(s):** 06/06/201409/26/2014 |

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION COORDINATED PROGRAM REVIEW**

Charter School: BROOKE CHARTER SCHOOL - MATTAPAN

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Brooke Charter Schools - Mattapan / Cristie McGrath

CAP Form will expand to as many lines as necessary. Before completing and emailing to pqacap@doe.mass.edu, please see separate *Instructions for Completing Corrective Action Plans.*

*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 to the school or district.*

**Mandatory One-Year Compliance Date: November 13, 2015**

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| **COORDINATED PROGRAM REVIEW CORRECTIVE ACTION PLAN****(To be completed by school district/charter school)** |
| **Criterion & Topic:** ELE 18 Records of ELL Students | **Rating:** Partially Implemented |
| **Department CPR Finding:** *A review of ELE student records demonstrated that progress reports indicating progress in becoming proficient in using the English language to the parents or legal guardians of students in the English learners program are not consistently found in student records.* |
| **Narrative Description of Corrective Action:*****STEP 1*** *– August 5th, 2014**Brooke Charter School’s lead ELL Coordinator discussed the findings and policies related to ELE 18 with Brooke ELL staff during an ELL coordinator meeting in early August. (agenda attached).****STEP 2*** *– Early fall 2014**An ELD progress report template was developed by the lead ELL Coordinator (template attached)****STEP 3*** *– Oct 1 & Nov. 5, 2014**ELL team discussed ELD progress reports two more times during weekly meetings (agendas attached).****STEP 4*** *– January 15, 2015**The director of student support will conduct an internal review all ELL files to ensure compliance with ELE 18. By January, at least one ELD progress reports should be included in each active ELL file which aligns with Brooke’s trimester schedule (November, March and June).* |

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| **Title/Role of Person(s) Responsible for Implementation:**Cristie McGrath/Director of Student Support | **Expected Date of Completion for Each Corrective Action Activity:*****STEP 1*** *– August 5th, 2014 (completed)****STEP 2*** *– Early fall 2014 (completed)****STEP 3*** *– Oct 1 & Nov. 5, 2014 (completed)****STEP 4*** *– January 15, 2015* |
| **Evidence of Completion of the Corrective Action:***Included with this proposed CAP is the ELD progress report template that was created in early fall of 2014 as well as agendas from the August 5th, Oct 1st and November 5th ELL Coordinator meetings.**After the internal review of all ELL files the director of student support will provide DESE with data related to ELE 18 compliance. This data will be submitted by January 16, 2015.* |
| **Description of Internal Monitoring Procedures:***In April of 2015 the director of student support will review 50% of the ELL files to ensure compliance with ELE 18.**The director of student support will add ELD progress reports to the list of documents that will be randomly checked during annual ELL file reviews.* |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 18 Records of ELL Students | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** Not Applicable |
| **Department Order of Corrective Action:** Not Applicable |
| **Required Elements of Progress Report(s):** Conduct an internal review of student records for evidence that progress reports on English language acquisition are consistently included in the record. Report the total number of records reviewed, and the number of records with progress reports. If any non-compliance is identified, report the specific actions taken to correct each individual file. If a pattern of non-compliance persists, conduct a root cause analysis; identify the cause and a plan to remedy it. This progress report is due **January 30, 2015.*****\*Please note when conducting internal monitoring that district must maintain the following documentation and make it available to the Department upon request: a) List of the student names and grade level for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, their role(s), and signature(s).*** |
| **Progress Report Due Date(s): January 30, 2015** |