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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: Ma Academy for Math and Science

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 02/19/2014.

**Mandatory One-Year Compliance Date:** **02/19/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| 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 25 | Institutional self-evaluation | Not Implemented |

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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:**  Review of documents and staff interviews indicated Ma Academy does provide staff training regarding the appropriate responses for student behaviors that require immediate intervention and, has identified by name, the individuals who are school-wide resources with the dates of their training. It does not, however, have written policies and procedures including reporting procedures and parent notice regarding the use of physical restraint on students. In addition, the Academy has not developed or implemented any applicable individual waiver procedures consistent with the regulations. | | | |
| **Description of Corrective Action:**  Physical Restraint Policy | | | |
| **Title/Role(s) of Responsible Persons:**  Michael Barney, Director | | **Expected Date of Completion:**  03/27/2014 | |
| **Evidence of Completion of the Corrective Action:**  Mass Academy has developed written policies and procedures including reporting procedures and parent notice regarding the use of physical restraint on students. In addition, the Academy has developed and implemented applicable individual waiver procedures consistent with the regulations. | | | |
| **Description of Internal Monitoring Procedures:**  Policy will be reviewed and adopted by faculty at next two faculty meetings and implemented as policy. | | | |
| 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**: 04/09/2014 | | |
| **Basis for Status Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  By May 30, 2014, please submit to ESE evidence of the district's newly adopted written policies and procedures, including planned reporting procedures and parent notice, regarding the use of physical restraint on students.  By October 30, 2014, please submit to ESE evidence that the new physical restraint policy has been implemented and reviewed by staff as to the Academy's newly developed applicable reporting procedures and individual waiver procedures consistent with the regulations for this criterion. Include evidence of signed attendance sheets of annual training with review of training materials of procedures for reporting. Also submit an example of parent notice with a narrative description of dissemination of the policy regarding the use of physical restraint along with samples of any implemented individual waivers consistent with the regulations. | | | |
| **Progress Report Due Date(s):**  05/30/2014  10/30/2014 | | | |
| 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:**  Review of documents and staff interviews indicated that Ma Academy conducted training for all staff entitled, "The Multi-Cultural Change Process", which included treatment of diversity, inclusion and stereotypes. The training did not, however, address civil rights responsibilities, including the prevention of discrimination and harassment on the basis of students' race, color, sex, religion, gender identity, national origin, and sexual orientation and the appropriate methods for responding to it in the school setting. | | |
| **Description of Corrective Action:**  Comprehensive Staff Training regarding Civil Rights Responsibilities | | |
| **Title/Role(s) of Responsible Persons:**  Michael Barney, Director | | **Expected Date of Completion:**  06/04/2014 |
| **Evidence of Completion of the Corrective Action:**  Mass Academy has developed a training program to address civil rights responsibilities, including the prevention of discrimination and harassment on the basis of students' race, color, sex, religion, gender identity, national origin, and sexual orientation and the appropriate methods for responding to it in the school setting. Training template attached. | | |
| **Description of Internal Monitoring Procedures:**  The training will be delivered at the end of year professional development sessions. Faculty meeting agenda and survey data will be collected. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 21 Staff training regarding civil rights responsibilities | **Corrective Action Plan Status:** Approved  **Status Date**: 04/08/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before October 30, 2014, submit evidence of staff training related to civil rights responsibilities of staff including the prevention of discrimination and harassment on the basis of students' race, color, sex, religion, gender identity, national origin, and sexual orientation and the appropriate methods for responding to it in the school setting. Provide as evidence any memorandums, training/meeting agendas, signed attendance sheets, training materials, or email correspondence. | | |
| **Progress Report Due Date(s):**  10/30/2014 | | |

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

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Review of documents and staff interviews indicated that Ma Academy has an awareness of the requirement to evaluate all aspects of its Grade 11 and 12 programs for equal access for all students to all programs. However, the academy does not have a procedure in place to do so and therefore does not have a system of documenting an evaluation or implementing any changes that may be indicated by the results of the evaluation. | | |
| **Description of Corrective Action:**  Institutional self-review template. | | |
| **Title/Role(s) of Responsible Persons:**  Michael Barney, Director  Mass Academy Faculty | | **Expected Date of Completion:**  08/15/2014 |
| **Evidence of Completion of the Corrective Action:**  Mass academy will create a template to evaluate the 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 extracurricular activities. Mass Academy will recommend changes based on the results of the evaluation. | | |
| **Description of Internal Monitoring Procedures:**  On an annual basis, at the end of year meetings, faculty and administrators will use the designed template to perform a programmatic review and suggest changes based on the results. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date**: 04/08/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  On or before May 30, 2014, submit evidence to ESE of the Academy's newly developed self-evaluation tool for conducting equal access annually and planned meeting dates for the specific activities along with person(s)/role(s) responsible.  On or before October 30, 2014, submit to ESE the results of any changes recommended with goals and benchmarks as related to the results of self-assessment evaluation for equal access along with person(s)/role(s) responsible for corrective action oversight implementation. | | |
| **Progress Report Due Date(s):**  05/30/2014  10/30/2014 | | |