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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: Whittier Regional Vocational Technical

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 10/03/2014.

**Mandatory One-Year Compliance Date:** **10/03/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 13 | Progress Reports and content | Partially Implemented |
| SE 14 | Review and revision of IEPs | Partially Implemented |
| SE 18A | IEP development and content | Partially Implemented |
| SE 18B | Determination of placement; provision of IEP to parent | Partially Implemented |
| SE 20 | Least restrictive program selected | Partially Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| CR 9 | Hiring and employment practices of prospective employers of students | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | 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 18A | School district employment practices | Partially Implemented |
| CR 21 | Staff training regarding civil rights responsibilities | Partially Implemented |
| CR 24 | Curriculum review | Partially Implemented |

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

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| **Criterion & Topic:**  SE 13 Progress Reports and content | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records and staff interviews indicated that the written information contained in progress reports does not always specifically state the student's progress toward the annual goals in the IEP. | | |
| **Description of Corrective Action:**  The district will implement professional development for all special education staff in the Fall of 2014 to review IEP goals and progress reporting procedures to ensure compliance with this criterion. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  File Review: Progress report random sampling from quarters 3 and 4 in Spring 2015 which demonstrate compliance with the criterion. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Pupil Personnel Services will conduct Professional Development with staff to review progress reporting procedures in the Fall of 2014. Evidence of PD will be sign-in sheet and agenda for the PD. The Director of Pupil Personnel Services will conduct random sampling of progress reports in quarters 2, 3 and 4 and address any areas of non-compliance with staff. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 13 Progress Reports and content | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district's proposed internal monitoring process does not address the need for ongoing monitoring to ensure continued compliance. | | |
| **Department Order of Corrective Action:**  Develop an internal oversight and tracking system to ensure that written information contained in progress reports does not always specifically state the student's progress toward the annual goals in the IEP. The tracking system should include oversight and periodic reviews by the Director of Special Education or their designee to ensure ongoing compliance. | | |
| **Required Elements of Progress Report(s):**  The district will provide evidence of staff training on progress report and content training, which will include but not be limited to a training agenda, attendance sheet and copies of the materials presented. Please submit this to the Department by January 30, 2015.  Submit the description of the internal oversight and tracking system and identify the person(s) responsible for the oversight, including the date of the system's implementation. Submit this information by January 30, 2015.  Subsequent to the implementation of all corrective action, submit the results of an administrative review of student records for content of progress reports. Indicate the number of records reviewed, the number found to be compliant, an explanation of the root cause for any continued noncompliance and a description of additional corrective actions taken by the district to address any identified noncompliance. Please submit this to the Department by March 30, 2015.  \*\*\*Please note when conducting administrative 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 records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  01/30/2015  03/30/2015 | | |

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| **Criterion & Topic:**  SE 14 Review and revision of IEPs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records and staff interviews indicated that although the district and parent may agree to amend a student's IEP between annual Team meetings, the parent is only provided with a revised copy of selected sections of the IEP with the amendments incorporated, rather than a full copy of the revised IEP. | | |
| **Description of Corrective Action:**  The Evaluation Team Leader, upon completion of an amendment to an IEP, will provide the parent with a full copy of the revised IEP. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Special Education program manual- description of amendment protocol. District Special Education records will contain a copy of the proposed/accepted IEP amendment and the full copy of the revised IEP sent to the parent. | | |
| **Description of Internal Monitoring Procedures:**  In June, the Director will conduct a random sampling of Special Education records that contain amended IEPs in the 2014-15 school year. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 14 Review and revision of IEPs | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 30, 2015, submit the district's revised procedures from the school's Special Education program manual describing the amendment protocol.  By March 30, 2015, conduct an internal review of approximately 5 records amended following the implementation of all corrective actions. Provide a detailed narrative summary of this internal review, including the number of records reviewed and the number of records in compliance with provision of full copy of amended IEP. If non-compliance is identified, report the specific actions taken to correct each individual student record, identify and report the root cause(s) of the ongoing non-compliance and a plan to remedy it.  \*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):**  01/30/2015  03/30/2015 | | |

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

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| **Criterion & Topic:**  SE 18A IEP development and content | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:** Review of student records and staff interviews indicated that at the conclusion of the Team meeting, the parent is asked to provide written consent to the signature page of the IEP without the benefit of having a complete copy of the IEP attached. As a result, the district is not able to ensure that the IEP mailed to the parent has not been changed at a higher administrative level. | | |
| **Description of Corrective Action:**  The district has purchased a TV, Apple TV, and Macbook for the Evaluation Team Leader. This will allow the Team Leader to input all IEP data immediately during the Team meeting and allow for a full copy of the proposed IEP to be printed for the parent should they choose to provide written consent at the conclusion of the meeting. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:** Submission of completed, proposed, and accepted IEPs for special education records following the conclusion of IEP meetings. | | |
| **Description of Internal Monitoring Procedures:**  Special Education record review. Evaluation/observation of Team chair procedures. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18A IEP development and content | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** By January 30, 2015, provide evidence of implementation of new procedure for printing proposed IEPs at the conclusion of IEP meeting.  By March 30, 2015, conduct an internal review of records with IEP development following the implementation of all corrective action for evidence that parents were provided with full copies of the proposed IEP at the conclusion of the Team meeting if they chose to provide consent. Provide a detailed narrative summary of this internal review, including the number of records reviewed and the number of records in compliance with provision of full copy of amended IEP. If non-compliance is identified, report the specific actions taken to correct each individual student record, identify and report the root cause(s) of the ongoing non-compliance and a plan to remedy it.  \*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):**  01/30/2015  03/30/2015 | | |

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

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| **Criterion & Topic:**  SE 18B Determination of placement; provision of IEP to parent | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of student records and staff interviews indicated that at the conclusion of the Team meeting, the district provides the parent with a summary of the decisions and agreements reached during the Team meeting, along with required notice. However, the district sends only one copy of the complete IEP to parents. | | |
| **Description of Corrective Action:**  The district will provide parents with two copies of the complete IEP to parents. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Procedure updated in 2014-15 Special Education Procedure Manual. | | |
| **Description of Internal Monitoring Procedures:**  The Director will revise the Special Education Procedure Manual to include the procedure stated. The Director will review the procedure with the ETL and Special Education Secretary via a memo in the Fall of 2014. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district's proposal does not include an internal monitoring process to address the need for ongoing monitoring to ensure continued compliance. | | |
| **Department Order of Corrective Action:**  Develop an internal oversight system to ensure that parents are sent 2 copies of the proposed IEP. The tracking system should include oversight and periodic reviews by the Director of Special Education or their designee to ensure ongoing compliance. | | |
| **Required Elements of Progress Report(s):**  By January 30, 2015, submit a copy of the district's updated Special Education Procedure Manual and evidence of dissemination of information to the ETL and the Special Education Secretary on the provision of 2 copies of the proposed IEP.  By January 30, 2015, submit the description of the internal oversight and tracking system and identify the person(s) responsible for the oversight, including the date of the system's implementation.  By March 30, 2015, conduct an internal review of approximately 10 records with IEP development post-training for evidence that 2 copies of the proposed IEP and placement were sent to parents. 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, provide an analysis of the root cause(s) and any steps that the district has taken 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 the person(s) who conducted the review, their role(s), and their signatures. | | |
| **Progress Report Due Date(s):**  01/30/2015  03/30/2015 | | |

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| **Criterion & Topic:**  SE 20 Least restrictive program selected | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that when a student is removed from the general education classroom, the Team's Nonparticipation Justification statement in the IEP explaining why the removal is considered critical to the student's program is sometimes general and does not specifically explain the basis for its conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. | | |
| **Description of Corrective Action:**  The district will provide professional development to the Special Education staff in the fall of 2014 to review this criterion and to insure future compliance. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Completed Professional Development Agenda and sign-in sheet. Random record review in June 2014. | | |
| **Description of Internal Monitoring Procedures:**  The Director will provide professional development accountability and conduct a random record review of 10 IEPs which contain a non-justification statement in June 2015. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 20 Least restrictive program selected | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district's proposed internal monitoring process does not address the need for ongoing monitoring to ensure continued compliance. | | |
| **Department Order of Corrective Action:**  Develop an internal oversight system to ensure that IEP Teams develop Nonparticipation Justification statement that explains why a student's removal is considered critical to the student's program. The tracking system should include oversight and periodic reviews by the Director of Special Education or their designee to ensure ongoing compliance. | | |
| **Required Elements of Progress Report(s):**  By January 30, 2015, submit evidence of training for Special Education staff on writing individualized Nonparticipation Justification statements for the IEP that includes but is not limited to the training agenda, handouts and signed attendance sheets by January 30, 2015. Identify the person(s) responsible for the internal oversight, and include the date of the system's implementation.  By January 30, 2015, submit the description of the internal oversight and tracking system and identify the person(s) responsible for the oversight, including the date of the system's implementation.  By March 30, 2015, conduct an internal review of records with IEP development following the implementation of all corrective action for evidence that Nonparticipation Justification statements explain why a student's removal from the general education environment is critical. Indicate the number of records reviewed, the number found to be compliant, an explanation of the root cause for any continued noncompliance and a description of additional corrective actions taken by the district to address any identified noncompliance.  \*\*\*Please note when conducting administrative 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 records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  01/30/2015  03/30/2015 | | |

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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 regarding the accessibility of extracurricular activities revealed that "gender identity" is not included as a protected category. | | |
| **Description of Corrective Action:**  "Gender Identity" will be included in the description of the district practices regarding the accessibility of extracurricular activities. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Submission of district practices from student handbook. | | |
| **Description of Internal Monitoring Procedures:**  Review of 2014-15 student handbook for inclusion of "gender identity" in non-discrimination statement. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Corrected | |
| **Basis for Decision:**  A review of the online student handbook for SY 2014 - 201 demonstrates the protected category of gender identity in the non-discrimination statement has been added. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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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 the statement signed by prospective employers recruiting at the school does not include "gender identity" as a protected category. | | |
| **Description of Corrective Action:**  The district co-operative education agreement will be edited to include "gender identity" as a protected category in the non-discrimination statement. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Submission of corrected agreement | | |
| **Description of Internal Monitoring Procedures:**  The Director of Pupil Personnel will distribute the corrected agreement to the Vocational Coordinator for distribution to all co-operative education employees in 2014-15. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 9 Hiring and employment practices of prospective employers of students | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 30, 2015, the district will provide a copy of a corrected co-operative education agreement which includes the protected category of gender identification. District will also provide evidence of implementation of signed agreement by a recruiting agency for SY 2014 - 2015. | | |
| **Progress Report Due Date(s):**  01/30/2015 | | |

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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 the district's documents revealed that not all of the district's documents include the updated nondiscrimination statement with the protected category of "gender identity." | | |
| **Description of Corrective Action:**  Written and electronic media used to publicize the district will include notice of non-discrimination of all protected categories, including "gender identity". | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Submission of district website, Faculty Handbook and Student Handbook. | | |
| **Description of Internal Monitoring Procedures:**  Annual review of all written and electronic publication media for the district for non-discrimination statement. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Corrected | |
| **Basis for Decision:**  Review of online student handbook for SY 2014 - 201 demonstrates that the protected category of gender identity in the non-discrimination statement has been added. Employee application for employment also identifies gender identity in their non-discrimination statement. District's webpage also indicates gender identity in their non-discrimination statement as a basis for consideration for the school enrollment practices. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 14 Counseling and counseling materials free from bias and stereotypes | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documents and staff interviews indicated that counselors do not examine testing materials for bias or counteract any found bias when administering tests and interpreting test results. | | |
| **Description of Corrective Action:**  The district will implement an annual review procedure for the review of counseling and counseling materials to ensure freedom from bias and stereotypes | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Annual review of counseling and counseling materials form | | |
| **Description of Internal Monitoring Procedures:**  Each year, each guidance staff will submit a review document to the Director of Pupil Personnel Services that demonstrates counseling materials are free from bias and stereotypes. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 14 Counseling and counseling materials free from bias and stereotypes | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 30, 2015, submit the process for reviewing counseling and counseling materials to ensure freedom from bias and stereotypes to include written process and any forms to be utilized for this purpose.  Subsequent to the implementation of this process, district will show evidence of training applicable staff members through an agenda and sign in sheet. District will also include evidence of the process being utilized. Please submit this to the Department by March 30, 2015. | | |
| **Progress Report Due Date(s):**  01/30/2015  03/30/2015 | | |

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

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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 description of district practices regarding non-discriminatory administration of scholarships, prizes and awards will be updated to demonstrate compliance with the criterion, including the convening of a committee consisting of academic instructors, vocational instructors and guidance counselors to review the applications, select recipients and ensure the selection process remains consistent with federal and state laws regarding such. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Description of district practice including scholarship committee membership. | | |
| **Description of Internal Monitoring Procedures:**  Annual scholarship review committee membership and meeting documents. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 15 Non-discriminatory administration of scholarships, prizes and awards | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 30, 2015, provide the district's scholarship process, including the committee membership and a description of the practice for reviewing documents to ensure 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):**  01/30/2015 | | |

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

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| **Criterion & Topic:**  CR 18A School district employment practices | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents regarding school district employment practices indicated that the district's staff employment application contains a nondiscrimination statement that does not include "gender identity" as a protected category. | | |
| **Description of Corrective Action:**  The district employment application will be updated to include "gender identity" as a protected category. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Submission of the district employment application. | | |
| **Description of Internal Monitoring Procedures:**  Annual review of district employment forms and notices. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 18A School district employment practices | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Corrected | |
| **Basis for Decision:**  Review of the district's online employment application demonstrates that gender identity has been added to the non-discrimination statement. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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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 regarding staff training for civil rights responsibilities indicated that the non-discrimination statement used in the district's training materials does not include "gender identity" as a protected category. | | |
| **Description of Corrective Action:**  The district's civil rights training materials for August 2015 will include "gender identity" as a protected category. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Submission of civil rights training materials for August 2015 annual training. | | |
| **Description of Internal Monitoring Procedures:**  Annual review of civil rights training materials. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 21 Staff training regarding civil rights responsibilities | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 30, 2015, submit evidence of district's civil rights training materials, which include gender identity as a protected category, including agenda, training materials, and signed attendance sheets. | | |
| **Progress Report Due Date(s):**  01/30/2015 | | |

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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:**  The district will identify "gender identity" as a protected category in its curriculum review forms. | | |
| **Title/Role(s) of Responsible Persons:**  Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Submission of the district's curriculum review forms. | | |
| **Description of Internal Monitoring Procedures:**  Annual review of district practices of non-discrimination in curriculum review documents. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 11/24/2014  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 30, 2014, submit the district's curriculum review form, which include gender identity as an area of consideration when reviewing curriculum. | | |
| **Progress Report Due Date(s):**  01/30/2015 | | |

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

**District: Whittier Regional Technical High School**

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Name of School/District Staff Member

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: October 9, 2015**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic: ELE 10 Parent Notification** | | | **Rating:**  **Partially Implemented** |
| **Department CPR Finding:** *Review of student records and staff interviews indicated that the district’s notices sent to parents do not include information regarding the opt-out process or exit requirements.* | | | |
| **Narrative Description of Corrective Action:** The district will update the ELE procedure manual to include the appropriate form of Parent Notification including information regarding the opt-out process or exit requirements. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion for Each Corrective Action Activity:** 01/01/2015 | |
| **Evidence of Completion of the Corrective Action:** Procedure Manual and file documents | | | |
| **Description of Internal Monitoring Procedures:** Record Review to ensure compliance with notification document. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion: ELE 10 Parent Notification** | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** N/A | | | |
| **Department Order of Corrective Action:** N/A | | | |
| **Required Elements of Progress Report(s): Required Elements of Progress Report(s):** Please submit evidence of staff trainings provided to appropriate personnel related to the required provision of parental notices regarding provisions of the opt-out process and exit criteria. Include memorandums, email correspondence, training/meeting agendas, signed attendance sheets, and a sample of training materials to ESE by **January 30, 2015. \*Sample parent notification forms in the home language(s) are available at** [**http://www.doe.mass.edu/ell/resources.html**](http://www.doe.mass.edu/ell/resources.html)  Submit the results of an administrative record review of a representative sample of student records from each school level, for evidence of the opt-out process and exit criteria included parental notice. Indicate 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 submit this to the Department **by**  **May 30, 2015**.  \* **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): January 30, 2015 May 30, 2015** | | | |
| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic: ELE 18 Records of ELL Students** | | | **Rating: Partially Implemented** |
| **Department CPR Finding:** *Review of student records and staff interviews indicated that the district does not always include MCAS testing results in the records of ELL students.* | | | |
| **Narrative Description of Corrective Action:** In the absence of transferred records from previous district enrollment, the District will engage with DESE to seek MCAS data for inclusion in the student record at Whittier. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Patricia Lowell, Director of Pupil Personnel Services | | **Expected Date of Completion for Each Corrective Action Activity:** 01/01/2015 | |
| **Evidence of Completion of the Corrective Action:** Record Review for MCAS documentation | | | |
| **Description of Internal Monitoring Procedures: Upon transfer to Whittier and identification of ELL status, the district will verify student record transfer or seek MCAS data from DESE when files are not available from previous district for inclusion in the ELL student record.** | | | |
| 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:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** The district’s proposal of corrective action has not fully identified the necessary steps to ensure MCAS testing results are always included in the records of ELL students. | | | |
| **Department Order of Corrective Action:** Train appropriate staff of the requirement that MCAS testing data be included within each ELL student record. Develop an internal oversight and tracking system to ensure compliance. | | | |
| **Required Elements of Progress Report(s):**  Please submit evidence of staff trainings provided to appropriate personnel related to the required content of MCAS testing results in ELL student records. Include memorandums, email correspondence, training/meeting agendas, and signed attendance sheets to ensure MCAS testing results are included in the ELL student to ESE by **January 30, 2015.**  Also include the name/role of the person conducting internal administrative oversight.    Submit the results of an administrative record review of a representative sample of student records from each school level after corrective actions have been implemented to ensure MCAS testing data is contained within the ELL student record. Indicate 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 submit this to the Department **by May 30, 2015**.  \* **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): January 30, 2015 May 30, 2015** | | | |