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

##### COORDINATED PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: Pathfinder Regional Vocational Technical

CPR Onsite Year: 2014-2015

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 08/28/2015.

**Mandatory One-Year Compliance Date:** **08/28/2016**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 47 | Procedural requirements applied to students not yet determined to be eligible for special education | Partially Implemented |
| SE 56 | Special education programs and services are evaluated | Not Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |
| CR 16 | Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | Partially Implemented |
| CR 25 | Institutional self-evaluation | Not Implemented |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 47 Procedural requirements applied to students not yet determined to be eligible for special education | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documentation indicated that the procedural requirements applied to students not yet determined eligible for special education prior to disciplinary action are not included in the student handbook. | | |
| **Description of Corrective Action:**  Handbook was revised to address procedure | | |
| **Title/Role(s) of Responsible Persons:**  Nicole Heroux, Director of Pupil Services | | **Expected Date of Completion:**  09/22/2015 |
| **Evidence of Completion of the Corrective Action:**  Student Handbook | | |
| **Description of Internal Monitoring Procedures:**  Completed | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 47 Procedural requirements applied to students not yet determined to be eligible for special education | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 10/06/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  Review of documentation indicates that the procedural requirements applied to students not yet determined eligible for special education are not yet included in the student handbook. Specifically, the procedures should set forth that if, prior to the disciplinary action, the school had knowledge that the student may be a student with a disability, then the school makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The school will be considered to have prior knowledge if the parent had expressed concern in writing, the parent requested an evaluation or if staff had expressed concern about a pattern of behavior to the special education director or other supervisory personnel.  Additionally, persons responsible for student discipline should be trained on the updated procedures. | | |
| **Department Order of Corrective Action:**  Revise the student handbook to include the procedural requirements applied to students not yet determined eligible for special education and train appropriate staff on the updated procedures. | | |
| **Required Elements of Progress Report(s):**  By November 23, 2015, submit the code of conduct from the student handbook and evidence of training of Team chairpersons, the principal, and the assistant director; include the agenda, signed attendance sheet and training materials. | | |
| **Progress Report Due Date(s):**  11/23/2015 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 56 Special education programs and services are evaluated | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Review of documentation and an interview indicated that the district does not regularly evaluate its special education programs and services, as it has not conducted an evaluation in over two years. | | |
| **Description of Corrective Action:**  Contracting with a Special Education Director to evaluate the programs at Pathfinder. | | |
| **Title/Role(s) of Responsible Persons:**  Nicole Heroux, Director of Pupil Services | | **Expected Date of Completion:**  06/01/2015 |
| **Evidence of Completion of the Corrective Action:**  Final Report | | |
| **Description of Internal Monitoring Procedures:**  Review Report and make necessary changes | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 56 Special education programs and services are evaluated | **Corrective Action Plan Status:** Approved  **Status Date:** 10/06/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 23, 2015, submit a description of the district's proposed evaluation plan, the timeline for implementation, and the staff responsible.  By May 25, 2016, submit a copy of the special education program evaluation that includes an analysis of the survey data, a summary of the results, and an action plan for any recommendations based on the results. | | |
| **Progress Report Due Date(s):**  11/23/2015  05/25/2016 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  See SE 47. | | |
| **Description of Corrective Action:**  Documentation was added to the student handbook stating what happens to students not yet determined eligible for special education prior to disciplinary action | | |
| **Title/Role(s) of Responsible Persons:**  Nicole Heroux, Director of Pupil Services | | **Expected Date of Completion:**  09/22/2015 |
| **Evidence of Completion of the Corrective Action:**  Student Handbook | | |
| **Description of Internal Monitoring Procedures:**  Completed | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 10/06/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  See SE 47. | | |
| **Department Order of Corrective Action:**  See SE 47 | | |
| **Required Elements of Progress Report(s):**  See SE 47. | | |
| **Progress Report Due Date(s):**  11/23/2015 | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documentation and interviews indicated that while the district has created a policy and procedure manual to provide written notice to students, parents, and staff of the Bullying Intervention and Prevention Plan, the Plan is not included in the school handbook. The Plan is also posted on the school's website, but has not been updated or amended to include extending protections to students who are bullied by a member of the school staff. The Plan, as posted on the website, does not make clear that a member of the school staff may be named the aggressor or perpetrator in a bullying report and it does not contain information relative to the duties of faculty and staff addressing the bullying of students by a school staff member. | | | |
| **Description of Corrective Action:**  Updated plan is posted on the website and reflects an amendment that protects students who are bullied by a staff member. | | | |
| **Title/Role(s) of Responsible Persons:**  Nicole Heroux, Director of Pupil Service | | **Expected Date of Completion:**  09/22/2015 | |
| **Evidence of Completion of the Corrective Action:**  website and handbook | | | |
| **Description of Internal Monitoring Procedures:**  completed | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 10/06/2015  **Correction Status:** Not Corrected | | |
| **Basis for Decision:**  The district indicated that the Bullying Intervention and Prevention Plan has been updated to include extending protections to students who are bullied by a member of the school staff; however, a review of the bullying plan on the website and the current handbook posted on the website indicates that these documents do not include updated information. In addition, the district did not indicate that staff would be trained on the changes or the duties of faculty and staff addressing the bullying of students by a school staff member. | | | |
| **Department Order of Corrective Action:**  Update the handbook and provide training to staff on the updated Plan. | | | |
| **Required Elements of Progress Report(s):**  By November 23, 2015, submit the student handbook sections indicating that the Bullying Intervention and Prevention Plan has been updated to include extending protections to students who are bullied by a member of the school staff and also indicate when this plan was updated on the website.  Submit evidence of training of administrators and staff on extending protections to students who are bullied by a member of the school staff and the duties and responsibilities of faculty and staff in addressing the bullying of students by a school staff member; documentation of staff training will include the agenda, signed attendance sheets and name and role of presenter. | | | |
| **Progress Report Due Date(s):**  11/23/2015 | | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documentation indicated that written materials and other media used to publicize a school, such as the admissions policy, do not indicate that the school does not discriminate on the basis of gender identity. | | |
| **Description of Corrective Action:**  admissions policy was updated and other sources of media | | |
| **Title/Role(s) of Responsible Persons:**  Nicole Heroux, Director of Pupil Services | | **Expected Date of Completion:**  09/22/2015 |
| **Evidence of Completion of the Corrective Action:**  Samples | | |
| **Description of Internal Monitoring Procedures:**  completed...reviewed all documentation | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date:** 10/06/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 23, 2015, submit a copy of the admissions policy indicating that the school does not discriminate on the basis of gender identity. | | |
| **Progress Report Due Date(s):**  11/23/2015 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documentation and interviews indicated that the notice sent to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion does not indicate that the student and the parent or guardian may meet with a representative of the district within ten days from the date the notice was sent. | | |
| **Description of Corrective Action:**  New letters were created to be sent | | |
| **Title/Role(s) of Responsible Persons:**  Nicole Heroux, Director of Pupil Services | | **Expected Date of Completion:**  09/22/2015 |
| **Evidence of Completion of the Corrective Action:**  Samples of letters | | |
| **Description of Internal Monitoring Procedures:**  Receive attendance and verify letters are being sent to students. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | **Corrective Action Plan Status:** Approved  **Status Date:** 10/06/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 23, 2015, submit samples of letters addressing the requirements for the notice sent to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion. | | |
| **Progress Report Due Date(s):**  11/23/2015 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Review of documentation and interviews indicated that the district 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:**  We have created surveys to evaluate our programs 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. Surveys will be given to all staff, parents and students | | |
| **Title/Role(s) of Responsible Persons:**  Nicole Heroux, Director of Pupil Services | | **Expected Date of Completion:**  06/22/2015 |
| **Evidence of Completion of the Corrective Action:**  results of the survey | | |
| **Description of Internal Monitoring Procedures:**  Surveys completed through Google. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 10/06/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 23, 2015, submit a detailed description of the components that will be included in the evaluation model, including timelines for distributing and collecting the surveys, as well as analyzing the survey information.  By May 25, 2016, submit a copy of the institutional self-evaluation. | | |
| **Progress Report Due Date(s):**  11/23/2015  05/25/2016 | | |