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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: Brimfield

CPR Onsite Year: 2015-2016

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 02/19/2016.

**Mandatory One-Year Compliance Date:** **02/19/2017**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 32 | Parent advisory council for special education | Partially Implemented |
| SE 55 | Special education facilities and classrooms | Partially Implemented |
| CR 6 | Availability of in-school programs for pregnant students | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Implementation In Progress |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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| **Criterion & Topic:**  SE 32 Parent advisory council for special education | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Based on interviews, the district currently operates a regional parent advisory council that addresses the requirements of this criterion with representation from each school district. However, the district's ESE approved waiver has expired and needs to be renewed. | | |
| **Description of Corrective Action:**  The Special Education Director will complete the Request for Waiver as provided in Special Education Regulations: Alternative Compliance 603 CMR 28.03(5). The Waiver will be submitted every three years for renewal.  Waiver submitted December 2015 | | |
| **Title/Role(s) of Responsible Persons:**  Special Education Director | | **Expected Date of Completion:**  06/30/2016 |
| **Evidence of Completion of the Corrective Action:**  Copies of Approved Waiver | | |
| **Description of Internal Monitoring Procedures:**  Special Education Director will annually monitor dates for renewal | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 04/19/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the approved Alternative Compliance waiver for a regional PAC, or a copy of the application if the waiver is pending, by May 13, 2016. Please see the Administrative Advisory SPED 2015-2R: Special Education Parent Advisory councils, Acceptable Alternatives, and Use of Social Media: www.doe.mass.edu/sped/advisories/2015-2r.html | | |
| **Progress Report Due Date(s):**  05/13/2016 | | |

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| **Criterion & Topic:**  SE 55 Special education facilities and classrooms | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Observations and interviews indicated that at Brimfield Elementary School three special education resource rooms (grades 1 and 2, grades 3 and 4, and grades 5 and 6) are clustered in one section of the building which does not maximize the inclusion of special needs students into the life of the school. | | |
| **Description of Corrective Action:**  1. Classroom space for grades 1 and 2 will be reassigned to maximize the inclusion of special needs students into the life of the school | | |
| **Title/Role(s) of Responsible Persons:**  Special Education Director  Principal | | **Expected Date of Completion:**  09/01/2016 |
| **Evidence of Completion of the Corrective Action:**  1. Blue print of school, with classroom space identified  2. Invite DESE Chairperson for a site visit | | |
| **Description of Internal Monitoring Procedures:**  Yearly review of classroom space to ensure compliance | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 55 Special education facilities and classrooms | **Corrective Action Plan Status:** Approved  **Status Date:** 04/19/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Please submit a copy of a revised floor plan of Brimfield Elementary School that indicates the reconfigured classroom spaces, by May 13, 2016. Schedule an on-site visit with ESE chairperson to observe the reconfigured classroom spaces before the August 19, 2016, progress report due date. | | |
| **Progress Report Due Date(s):**  05/13/2016  08/19/2016 | | |

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| **Criterion & Topic:**  CR 6 Availability of in-school programs for pregnant students | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  While a specific policy on the availability of in-school programs for pregnant students is not required, a review of the district's documents indicated that students who are pregnant and wish to remain in school must first obtain the certification of a physician, which is not required for other physical or emotional conditions requiring the attention of a physician. Additionally, interviews demonstrated that staff members do not have a consistent understanding of the application of Title IX to these students. | | |
| **Description of Corrective Action:**  The Assistant Superintendent for Learning and Teaching will provide training for the Leadership Team on the following: Title IX: 20 U.S.C. 1681; 34 CFR 106.40(b)  Availability of in-school programs for pregnant students  1. Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.  2. The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.  Principals will provide training to staff regarding the availability of in-school programs for pregnant students and the understanding of the application of Title IX to these students.  Policy JIE, Pregnant Students will be rescinded by June 2016 | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent for Learning and Teaching  Principal | | **Expected Date of Completion:**  06/18/2016 |
| **Evidence of Completion of the Corrective Action:**  Copies of agendas, attendance sheets & handouts regarding training on Availability of in-school programs for pregnant students and Title IX application | | |
| **Description of Internal Monitoring Procedures:**  Yearly review of training | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 6 Availability of in-school programs for pregnant students | **Corrective Action Plan Status:** Approved  **Status Date:** 04/19/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Please submit evidence of training for relevant staff on the applicability of Title IX to pregnant students and the discontinuation of requiring a physician's certification for pregnant students, along with an agenda, signed attendance sheets, and examples of training materials, by May 13, 2016. Submit the school committee's approved meeting minutes or a link to the approved minutes, demonstrating the rescinding of policy JIE on pregnant students, by October 14, 2016. | | |
| **Progress Report Due Date(s):**  05/13/2016  10/14/2016 | | |

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| **Criterion & Topic:**  CR 10C Student Discipline | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that the district implements the regional policy and discipline procedures which have been adopted by the district's school committee. Document review indicated that the principal of Brimfield Elementary School has not developed a School-wide Education Service Plan, and the district's written notice of suspension does not include the following: 1) evidence the notice is provided to the student; 2) an opportunity for the student to dispute the charges and present an explanation; or 3) the date, time and location of the hearing. In addition, the written notice requires that parents attend a re-entry meeting prior to the student's return to school, which is not required by regulation and may extend the student's exclusion from school. | | |
| **Description of Corrective Action:**  Principal will develop a School-wide Education Service Plan, and review plan with staff during faculty meetings  Review and update document: Written Notice of Suspension, to include the following:  1. Evidence the notice is provided to the student  2. An opportunity for the student to dispute the charges and present and explanation  3. The date, time, and location of the hearing  4. Rescind the requirement that the parent attend a re-entry meeting prior to the students return to school , which is not required by regulation and may extend the student's exclusion from school | | |
| **Title/Role(s) of Responsible Persons:**  Special Education Director  Principal | | **Expected Date of Completion:**  06/30/2016 |
| **Evidence of Completion of the Corrective Action:**  Copy of School- wide Education Service Plan, meeting agendas and sign-in sheets  Copy of updated Letter | | |
| **Description of Internal Monitoring Procedures:**  Yearly review of handbook | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 04/19/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Please submit a copy of the School-wide Education Services Plan, by May 13, 2016. Submit the updated Written Notice of Suspension that includes (1) evidence that notice is provided to the student; (2) an opportunity for the student to dispute the charges and present an explanation; and (3) the date, time and location of the Hearing; and (4) removes the requirement for a re-en try meeting prior to the student's return to school, by May 13, 2016.  Submit evidence of training on the revised policy and procedures to the district's leadership team, including training agenda, examples of training materials, and attendance sheet, by May 13, 2016. | | |
| **Progress Report Due Date(s):**  05/13/2016 | | |

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| **Criterion & Topic:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | | **CPR Rating:**  Implementation In Progress |
| **Department CPR Findings:**  Document review and interviews indicated that the district meets current requirements for physical restraint. The district has identified program staff to serve as school-wide resources for the administration of restraint and provided them with in-depth training on both de-escalation and the administration of restraints. Staff were informed in early fall that a revised restraint prevention and behavior support policy and new procedures would be implemented in January. The district has begun revising its policy and procedures and preparing training materials. | | |
| **Description of Corrective Action:**  1. The district will revise and update the JKAA Policy. The Superintendent will submit revisions of District Policy JKAA (Restraint) to school committee for adoption  2. The Special Education Director will review with the Leadership Team:  methods for preventing student violence, self-injurious behavior and suicide; methods for engaging parents and youth in discussions about restraint prevention and use; a description and explanation of the program's alternatives to physical restraint and method of physical restraint in emergency situations; a statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b), seclusion, and the use of restraint inconsistent with 603 CMR 46.03; a description of the program's training requirements, reporting requirements, and follow-up procedures; a procedure for receiving and investigating complaints; a procedure for conducting periodic review of data and documentation on the program's use of restraint; a procedure for implementing the reporting requirements; a procedure for making both oral and written notification to the parent; and a procedure for the use of time-out  3. Principal will review with all staff the revised restraint prevention and behavior support policy and procedures. | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent, Special Education Director  Principal | | **Expected Date of Completion:**  06/30/2016 |
| **Evidence of Completion of the Corrective Action:**  Copy of revised Policy JKAA  Copies of agendas, attendance sheets & handouts regarding training | | |
| **Description of Internal Monitoring Procedures:**  Yearly review of policy and training. | | |
| 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:** 04/19/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the updated restraint prevention and behavior support policy and procedures, which include 1) methods to prevent student violence, self-injurious behavior and suicide; 2) methods to engage parents and youth in discussion about restraint prevention and use; 3) an explanation of the alternatives to physical restraint and method of physical restraint in emergency situations; 4) the prohibition of certain restraints; reporting requirements; follow-up procedures; 5) a procedure for receiving and investigating complaints; 6) a procedure for conducting periodic review of data and documentation on the use of restraint; 7) a procedure to implement the reporting requirements; 8) a procedure to make both oral and written notification to the parent; and 9) a procedure to use time-out by May 13, 2016.  Submit evidence of training to staff, including training materials, agenda and signed attendance by May 13, 2016. | | |
| **Progress Report Due Date(s):**  05/13/2016  10/14/2016 | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the district does not formally evaluate all aspects of its K-6 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 district will review and develop a formal evaluation process which will include:  1. the evaluation all aspects of its K-6 program 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.  2. Develop a survey  3. Analyze data  4. Leadership training of any recommended changes  5. Staff training of any recommended changes | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent for Learning and Teaching  Special Education Director  Principal | | **Expected Date of Completion:**  11/30/2016 |
| **Evidence of Completion of the Corrective Action:**  Copies of survey, documentation of analysis and process, training agenda's used by district to ensure equal access for all students | | |
| **Description of Internal Monitoring Procedures:**  Yearly evaluation, results and training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 04/19/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Please submit a detailed description of the components that will be included in the evaluation to ensure that students from any protected category are not excluded from participating in any program or extracurricular activity. This will include the timeline for distributing, collecting and analyzing the surveys developed as well as a narrative description of how the district will ensure the evaluation's annual use by May 13, 2016.  The district must submit a copy of the institutional self-evaluation, conclusions reached, and resolution of any identified issues by October 14, 2016. | | |
| **Progress Report Due Date(s):**  05/13/2016  10/14/2016 | | |