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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: Franklin

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 02/12/2016.

**Mandatory One-Year Compliance Date:** **02/11/2017**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Implementation In Progress |
| CR 26A | Confidentiality and student records | Partially 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:**  Implementation In Progress |
| **Department CPR Findings:**  Interviews and a review of documentation indicated that the district meets all current requirements with regard to physical restraint. The district has begun the revision of its written restraint prevention and behavior support policy and procedures, including methods for preventing student violence and self-injurious behavior, and procedures for receiving and investigating complaints. Staff authorized to act as school-wide resources to assist in ensuring the proper administration of physical restraint have participated in in-depth restraint training. | | | |
| **Description of Corrective Action:**  A schedule for training all staff in the new restraint regulations has been developed. The training schedule is listed below:  January 15, 2016 - Educational Assistants, Activity Monitors, Cafeteria Workers  January 27, 2016 - Oak Street Elementary School  February 3, 2016 - Kennedy Elementary School  February 10, 2016 - Remington Middle School  February 10, 2016 - Keller Elementary School  February 24, 2016 - Early Childhood Development Center  March 2, 2016 - Davis Thayer Elementary School  March 2, 2016 - Horace Mann Middle School  March 23, 2016 - Franklin High School  March 23, 2016 - Parmenter Elementary School  March 23, 2016 - Annie Sullivan Middle School  April 6, 2016 - Jefferson Elementary School  TBD, April 2016 - make up day for anyone who still needs training  The district has used ACCEPT Collaborative's training PowerPoint in all trainings. In addition to the PowerPoint presentation, all trainees received (or will receive) a copy of the district's new procedures (Non-Violent Physical Crisis Prevention/Intervention - Administration Procedures/Response Team Procedures) and a list of Safety Care trained staff in the respective buildings. | | | |
| **Title/Role(s) of Responsible Persons:**  Deborah N Dixson, Director of Student Services | | **Expected Date of Completion:**  04/30/2016 | |
| **Evidence of Completion of the Corrective Action:**  The district has maintained signed attendance sheets for each training. | | | |
| **Description of Internal Monitoring Procedures:**  This full training will become part of the mandated training provided to all staff at the beginning of each year and new staff as they are hired throughout the year. There is a required sign-off for all staff upon completion of the mandated 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:** Partially Approved  **Status Date:** 03/16/2016  **Correction Status:** Not Corrected | | |
| **Basis for Decision:**  The district must submit the revised School Committee approved restraint policy consistent with 603 CMR 46.00.  The district must provide a copy of the revised training materials developed with procedures consistent with new regulations under 603 CMR 46.00. | | | |
| **Department Order of Corrective Action:**  The training materials will include requirements @  http://www.doe.mass.edu/lawsregs/603cmr46.html?section=all | | | |
| **Required Elements of Progress Report(s):**  By June 16, 2016, submit a copy of the approved School Committee policy and revised training materials that include all required information on physical restraint policies and procedures consistent with new regulations (January 2016) under 603.CMR 46.00.  By October 14, 2016, submit evidence of mandated staff training (agenda, sign-in sheets with names/roles) on physical restraint policies and procedures consistent with new regulations (effective January 2016) under 603.CMR 46.00 to be completed within the first month of the school year. Include a list of identified staff who are authorized to serve as school-wide resources to assist in the proper admin. of physical restraint. | | | |
| **Progress Report Due Date(s):**  06/16/2016  10/14/2016 | | | |

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

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| **Criterion & Topic:**  CR 26A Confidentiality and student records | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that the English learner education student records do not contain a log of access. | | |
| **Description of Corrective Action:**  Pre-printed ELL folders were immediately ordered following receipt of the CPR report with this finding. | | |
| **Title/Role(s) of Responsible Persons:**  Michele Kingsland-Smith, ELE Director | | **Expected Date of Completion:**  02/01/2016 |
| **Evidence of Completion of the Corrective Action:**  All identified ELE students' files were transferred to the new folders. | | |
| **Description of Internal Monitoring Procedures:**  Moving forward, the new pre-printed folders will be utilized for any and all students identified as ELE. Folders will be reviewed by the ELE Director twice per year to insure compliance. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 26A Confidentiality and student records | **Corrective Action Plan Status:** Approved  **Status Date:** 03/16/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 16, 2016, submit to the Department a copy of the pre-printed (with log of access) English learner education student record folder.  By October 14, 2016, submit to the Department the results of an internal review of English learner education student records to ensure each contains a log of access. Include the number of student records reviewed, the number of records in compliance, and for any records not in compliance, determine the root cause of the non-compliance and the district's plan to remedy the non-compliance. \*Please note 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 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):**  06/16/2016  10/14/2016 | | |