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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: Edward Brooke Charter (District)

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 01/27/2016.

**Mandatory One-Year Compliance Date:** **01/27/2017**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 24 | Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | Partially Implemented |
| SE 32 | Parent advisory council for special education | Partially Implemented |
| SE 55 | Special education facilities and classrooms | Partially Implemented |
| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |
| CR 13 | Availability of information and academic counseling on general curricular and occupational/vocational opportunities | Partially Implemented |
| CR 14 | Counseling and counseling materials free from bias and stereotypes | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Implementation In Progress |
| CR 24 | Curriculum review | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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| **Criterion & Topic:**  SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that the Notice of Proposed School District Action (N1) to propose the IEP and summarize the Team's decisions and considerations does not consistently address any rejected options, the reason for the rejection, and other relevant factors for the school district's decisions. | | |
| **Description of Corrective Action:**  The director of student support conducted a preliminary training about finding SE 24 on Jan. 6th, 2016. The director of student support will conduct a second training with all student support coordinators (special education teachers). During the training, the team will discuss appropriate responses to question 3 on the N1 IEP form and review non-example responses. This training will occur before May 1st.  The director of student support will conduct 2 internal review of IEP records that are written after the May 1st training to ensure compliance. The internal reviews will take place on June 15th and December 1st. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Support | | **Expected Date of Completion:**  12/01/2016 |
| **Evidence of Completion of the Corrective Action:**  The director of student support will provide an attendance sheet and agenda of for the training held on May 1st. The internal monitoring will result in at least 95% of the IEP records compliant. | | |
| **Description of Internal Monitoring Procedures:**  The director of student support will review all N1 forms that are written after the May 1st training and document the number of forms that demonstrate compliance with question 3/SE 24. These reviews will occur on or before June 15th and December 1st. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit evidence of staff training on completion of the Notice of Proposed School District Action (N1) to propose an evaluation or an IEP, ensuring that the Team's decisions and considerations consistently include rejected options and the reason for the rejection and other relevant factors for the school district's decisions by May 9, 2016.  Subsequent to training, submit the results of an administrative review of student records, selecting files from different grade levels and different special education coordinators to demonstrate that the Notice of Proposed School District Action (N1) to propose an evaluation or an IEP includes rejected options and the reason for the rejection and other relevant factors for the school's decisions.  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 school to address any identified noncompliance by November 30, 2016.  \*Please note that 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):**  05/09/2016  11/30/2016 | | |

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| **Criterion & Topic:**  SE 32 Parent advisory council for special education | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  According to interviews with parents and staff, the Brooke Charter Schools established a network-based Parent Advisory Council (PAC) open to all parents in the three school locations in lieu of a school-based PAC. However, a review of documents demonstrated the charter school has not sought a waiver from the Department to meet the PAC requirement in an alternative manner. Although the PAC offered annual rights workshops and meetings at the Mattapan campus, no parents from the Roslindale campus have attended any meetings over the past two years. Additionally, document review and interviews indicated that the PAC duties do not include advising the charter school on matters that pertain to the education and safety of students with disabilities or meeting regularly with school officials to participate in the planning, development and evaluation of the school's special education programs. | | |
| **Description of Corrective Action:**  Waiver - Brooke Charter Schools applied to consolidate the three separate Brooke Charter Schools to one charter. The Board of Education granted Brooke's request on February 23rd therefore there is no longer a need to apply for a waiver.  The director of student support will continue to invite all parents of students with disabilities to all Sped PAC events. Multiple outreach efforts will continue to be used including emails, flyers, in-person invitations during IEP meetings and phone calls. These will continue to be communicated in multiple languages.  The director of student support will work with a few student support coordinators and develop a strategic plan that will achieve two on-going challenges:  1. How do we recruit and/or develop parent leadership from each of the Brooke campuses?  2. How can we assist the Sped PAC leadership team in establishing year-long goals and events that align with these goals before the start of the school year? The goals should include the participation in the planning, development and evaluation of the district's special education program. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Support | | **Expected Date of Completion:**  12/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion and progress will be collected in a number of ways:  - The strategic plan will be developed and submitted by May 1st.  - By June 15th year-long goals and events for SY 2016-2017 will be established.  - By December 1st Brooke will submit evidence that at least one Sped PAC event will be take place in Roslindale during the 2017-2018 school year and the Sped PAC has participated in the planning development and evaluation of the district's special education program | | |
| **Description of Internal Monitoring Procedures:**  The director of student support will include the following criteria on the district's Special Education Program Evaluation Tool:  -Does Sped PAC leadership have a representative from all 3-4 schools?  -Has the Sped PAC created year-long goals that include the planning, development and evaluation of the district's special education program? | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the district's strategic plan for encouraging active parent participation in the special education PAC by May 9, 2016.  Submit evidence of the district's outreach to parents and of the PAC's participation in the planning, development and evaluation of the charter school's special education services by November 30, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016  11/30/2016 | | |

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| **Criterion & Topic:**  SE 55 Special education facilities and classrooms | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of facilities demonstrated that identifying signs are posted outside all special education instructional spaces, which stigmatizes students with disabilities who receive services in these rooms. Labeled special education instructional spaces included speech-language therapy, occupational therapy, and student support. | | |
| **Description of Corrective Action:**  The district has changed the signs outside of all special education instructional spaces. Each sign now just has the teacher or specialist's name posted. The director of student support will complete a review of all special education instructional spaces in September of 2016 to ensure new signs posted outside of special education spaces do not identify they are special education instructional spaces. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Support | | **Expected Date of Completion:**  10/01/2016 |
| **Evidence of Completion of the Corrective Action:**  The district will submit pictures of the signs outside of each special education instructional space by May 1st.  The district will submit results from the review completed in September of 2016. | | |
| **Description of Internal Monitoring Procedures:**  Each September the director of student support will conduct a building walk-through to ensure all schools have not posted signs that stigmatize students with disabilities who receive services. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 55 Special education facilities and classrooms | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit photographic evidence of signs on special education instructional spaces indicating that they are not identified by signs or other means that stigmatize special education students by May 9, 2016.  Submit the results of a visual review of instructional spaces and facilities for evidence of continued compliance. Include in the report the number of spaces reviewed for each school, the services provided in each space, and the number without stigmatizing signs posted by November 30, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016  11/30/2016 | | |

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| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that although the charter school describes how it ensures equal access to a full range of education programs for all students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, or disability, this policy does not address the protected category of homelessness. | | |
| **Description of Corrective Action:**  Brooke Roslindale has amended its Student and Family Handbook to include homelessness as a protected category. The Handbook now states that no person shall be discriminated against in admission to the school or access to the courses of study on the basis of homelessness. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Operations | | **Expected Date of Completion:**  08/12/2016 |
| **Evidence of Completion of the Corrective Action:**  The updated version of the Brooke Roslindale Student and Family Handbook has been uploaded to the Brooke Charter School's website (http://www.ebrooke.org/parents/parents/) so that all current and prospective families may access it. In addition, the school will send a memo home to all families including any amendments that have been made to the Student and Family Handbook. A memo will also be sent to all staff alerting them to the amendment to the Student and Family Handbook. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Operations will review the Student and Family Handbook before the start of each school year to ensure that it continues to include homelessness as a protected category. The Director of Operations will be responsible for ensuring that the most recent version of the Student and Family Handbook is disseminated to all families and that the most recent version of the Student and Family Handbook is uploaded to the Brooke Charter School's website. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the revised nondiscrimination statement that includes the protected category of homelessness by May 9, 2016.  Submit evidence of the dissemination of the non-discrimination statement, either by uploading a memorandum to staff, family, and students or providing a web link to the revised statement in information and documents on the district's website by May 9, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016 | | |

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| **Criterion & Topic:**  CR 8 Accessibility of extracurricular activities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the charter school's policy to ensure equal access to extracurricular activities for all students, regardless of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness, does not address the protected category of gender identity. | | |
| **Description of Corrective Action:**  Brooke Roslindale has amended its Student and Family Handbook to include gender identity as a protected category. The Handbook now states that no person shall be discriminated against in access to in extracurricular activities on the basis of gender identity. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Operations | | **Expected Date of Completion:**  08/12/2016 |
| **Evidence of Completion of the Corrective Action:**  The updated version of the Brooke Roslindale Student and Family Handbook has been uploaded to the Brooke Charter School's website (http://www.ebrooke.org/parents/parents/) so that all current and prospective families may access it. In addition, the school will send a memo home to all families including any amendments that have been made to the Student and Family Handbook. A memo will also be sent to all staff alerting them to the amendment to the Staff Handbook. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Operations will review the Student and Family Handbook and Staff Handbook before the start of each school year to ensure that it continues to include gender identity as a protected category. The Director of Operations will be responsible for ensuring that the most recent version of the Student and Family Handbook is disseminated to all families and that the most recent version of the Student and Family Handbook is uploaded to the Brooke Charter School's website. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the revised extracurricular policy in the Student & Family Handbook that includes the protected category of gender identity by May 9, 2016.  Submit evidence of the dissemination of the revised extracurricular policy, either by uploading a memorandum to staff, family, and students or providing a web link to the revised policy in information and documents on the district's website by May 9, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016 | | |

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that the charter school's bullying intervention and prevention plan in the Staff Handbook includes amendments that extend protections to students who are bullied by a member of the school staff. However, the Student and Family Handbook does not contain the required amendments. In addition, the charter school does not ensure that new staff members participate in required annual training if they were trained elsewhere within the past two years. | | |
| **Description of Corrective Action:**  Brooke Roslindale has amended its Student and Family Handbook to include amendments that extend protections to students who are bullied by a member of the staff. Furthermore, it will have staff members participate in an annual training on bullying prevention. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Operations, Dean of Students | | **Expected Date of Completion:**  08/12/2016 |
| **Evidence of Completion of the Corrective Action:**  The updated version of the Brooke Roslindale Student and Family Handbook has been uploaded to the Brooke Charter School's website (http://www.ebrooke.org/parents/parents/) so that all current and prospective families may access it. In addition, the school plans to send a memo home to all families including any amendments that have been made to the Student and Family Handbook. A memo will also be sent to all staff alerting them to the amendment to the Student and Family Handbook. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Operations will review the Student and Family Handbook before the start of each school year to ensure that it continues to include amendments that extend protections to students who are bullied. The Director of Operations will be responsible for ensuring that the most recent version of the Student and Family Handbook is disseminated to all families and that the most recent version of the Student and Family Handbook is uploaded to the Brooke Charter School's website. The Dean of Students will provide an annual bullying prevention training to all staff members starting in August 2016 and will obtain all staff members' signatures at the training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the revised Student and Family Handbook 2015-2016, ensuring that the handbooks include the amendments that extend protections to students who are bullied by staff members. Alternatively, submit a link to the revised 2015-2016 handbook posted on the district's website by May 9, 2016.  Please note: as of March 3, 2016, posted handbooks and bullying intervention plans on www.ebrooke.org/parents/parents did not include the language from M.G.L. c. 71, s. 370(d), as amended.  Submit evidence of staff training on bullying intervention and prevention, including signed attendance sheets, agenda with presenter/role, and examples of training materials by November 30, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016  11/30/2016 | | |

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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 a system for periodic review of discipline data for special populations and alternatives to suspension has not been developed by the charter school. | | |
| **Description of Corrective Action:**  The Dean of Students at Brooke Roslindale developed a system for periodic review of discipline data for special populations and alternatives to suspension. | | |
| **Title/Role(s) of Responsible Persons:**  Dean of Students, Principal | | **Expected Date of Completion:**  04/15/2016 |
| **Evidence of Completion of the Corrective Action:**  The Dean of Students developed an internal comprehensive tracking system to analyze discipline and suspension data. The Dean of Students and the Principal meet weekly to discuss these data for all students, taking into consideration special populations. The Dean has developed alternatives to suspension, including logical consequences and in-school suspension. | | |
| **Description of Internal Monitoring Procedures:**  The Dean of Students will analyze data on a weekly basis with the Principal, and will review the discipline and suspension data every trimester as well (November, March, and June) to accommodate special populations of students. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit a narrative description of the district's system for periodic review of discipline & suspension data for special populations, including its tracking system, methods of data analysis, and possible actions based on the reports' findings, by May 9, 2016.  Submit the district's list of alternatives to suspension, along with evidence of its dissemination, by May 9, 2016.  Submit evidence of analysis of suspension data, either from multiple examples of weekly data review or a trimester report by November 30, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016  11/30/2016 | | |

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents demonstrated that the charter school does not consistently address gender identity as a protected category in media used to publicize the school. | | |
| **Description of Corrective Action:**  Brooke Roslindale has amended its media sources (i.e. website) to consistently address gender identity as a protected category. The website now indicates that no person shall be discriminated against based on gender identity. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Operations | | **Expected Date of Completion:**  04/15/2016 |
| **Evidence of Completion of the Corrective Action:**  The updated version of Brooke Charter School's website (http://www.ebrooke.org) is an available resource to all current and prospective families. In addition, the school plans to send a memo home to all families including any amendments that have been made to the school website. A memo will also be sent to all staff alerting them to the amendment to the website. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Operations will review the school website before the start of each school year to ensure that it continues to consistently include gender identity as a protected category. The Director of Operations will be responsible for ensuring that the most recent version of the website addresses this category. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  A review of the district's website, specifically http://www.ebrooke.org/parents/enroll/, demonstrates that the addition of gender identity as a protected category has not been addressed throughout. | | |
| **Department Order of Corrective Action:**  Provide specific web links to the district's posted revised notification concerning nondiscrimination for evidence of the addition of gender identity as a protected category. | | |
| **Required Elements of Progress Report(s):**  Submit specific web links to the district's posted revised notification concerning nondiscrimination for evidence of the addition of gender identity as a protected category by May 9, 2016.  Submit the memorandum sent to staff & families alerting them to revisions made to the protected categories in the district's nondiscrimination notification, excluding the handbooks, by May 9, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016 | | |

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| **Criterion & Topic:**  CR 13 Availability of information and academic counseling on general curricular and occupational/vocational opportunities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that the charter school's process to ensure that students from linguistic and racial minorities, males, females, and students with disabilities all receive the same information and academic counseling on the full range of general curricular and occupational/vocational opportunities does not address the protected categories of ethnic minorities and homelessness. | | |
| **Description of Corrective Action:**  Brooke Roslindale has amended its counseling process to address the protected categories of ethnic minorities and homelessness in academic counseling on the full range of general curricular and occupational/vocational opportunities. A memorandum will be submitted to families and staff members explaining the new process. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Operations | | **Expected Date of Completion:**  08/12/2016 |
| **Evidence of Completion of the Corrective Action:**  The school will send a memo to all staff members alerting them to the amended counseling process. In addition, the school will keep attendance records of all civil rights and counseling trainings held for staff to verify that all staff members are aware of the amended counseling process. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Operations will be responsible for ensuring that the counseling process includes the protected categories of ethnic minorities and homelessness. The Director of Operations will also be responsible for ensuring that all staff members receive training on the updated counseling process. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 13 Availability of information and academic counseling on general curricular and occupational/vocational opportunities | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit evidence of the revision of the process to ensure equal access on the full range of general curricular and occupational/vocation materials demonstrating the addition of ethnic minorities and homelessness as protected categories by May 9, 2016.  Submit the memorandum to staff and families alerting them of revisions made to the protected categories in the district's process ensuring equal access to information and academic counseling by May 9, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016 | | |

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| **Criterion & Topic:**  CR 14 Counseling and counseling materials free from bias and stereotypes | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that charter school's process to ensure that counseling and counseling materials are free from bias and stereotypes does not address the protected categories of color, gender identity, religion, national origin, sexual orientation, and homelessness. | | |
| **Description of Corrective Action:**  Brooke Roslindale has amended its counseling and counseling materials to ensure that they are free of bias and stereotypes. The materials will address the protected categories of color, gender identity, religion, national origin, sexual orientation and homelessness. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Operations | | **Expected Date of Completion:**  08/12/2016 |
| **Evidence of Completion of the Corrective Action:**  The school will send a memo to all staff members alerting them to the amended policy on counseling and counseling materials. In addition, the school will keep attendance records of all counseling and counseling material trainings held for staff to verify that all staff members receive the training. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Operations will be responsible for ensuring that the counseling materials provided are free of bias and stereotypes. The Director of Operations will also be responsible for ensuring that all staff members receive training to ensure that all counseling and 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:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the amended procedures for the review of counseling materials for bias and stereotypes to demonstrate the inclusion of the protected categories of color, gender identity, religion, national origin, sexual orientation, and homelessness for staff by May 9, 2016.  Submit a copy of the memorandum to staff and families alerting them of the addition of protected categories and procedural changes in the district's counseling review process by May 9, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016 | | |

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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:**  A review of documents and staff interviews indicated that the charter school meets all current requirements for the use of physical restraint. Document review and interviews demonstrated that the charter school has begun the revision of its written restraint prevention and behavior support policies, as well as planning the general training for all staff on the revised policies and interventions and the in-depth training for those who will administer restraints to meet the new physical restraint requirements. | | |
| **Description of Corrective Action:**  Brooke Roslindale has revised its written restraint prevention and behavior support policies. It has also provided a general training for all staff on the revised policies and interventions. Staff members who will administer restraints have been trained and certified in the new physical restraint requirements. | | |
| **Title/Role(s) of Responsible Persons:**  Dean of Students, Director of Operations | | **Expected Date of Completion:**  08/12/2016 |
| **Evidence of Completion of the Corrective Action:**  The Dean of Students will provide a general training for all staff on the revised policies and interventions in August 2016. All staff members signed an attendance form. The in-depth training for those who will administer restraints occurred in fall 2016 as well, and participants will earn certification. The Director of Operations revised the written physical restraint policy and distributed it to staff members. | | |
| **Description of Internal Monitoring Procedures:**  The Dean of Students will annually provide a general training for all staff members and an in-depth training for staff members who will administer restraints to meet the new physical restraint requirements. The Director of Operations is the person responsible for monitoring the written physical restraint policy to ensure it consistently meets the requirements for the use of physical restraint | | |
| 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:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the updated policy for physical restraint and behavioral support by May 9, 2016.  Submit evidence of general training for all staff on the revised physical restraint and behavior support policy, including an agenda, examples of training materials, and signed attendance by May 9, 2016.  Submit the list of in-depth trained staff who can administer restraints that meet the new physical restraint requirements by May 9, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016 | | |

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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 the charter school's process for reviewing all educational materials for simplistic and demeaning generalizations does not address gender identity as a protected category. | | |
| **Description of Corrective Action:**  Brooke Roslindale has amended its Student and Family Handbook to include gender identity as a protected category. The Handbook now states that no person shall be discriminated against in admission to the school or access to the courses of study on the basis of gender identity. Following, the school will amend its policy on curriculum review to include gender identity as a protected category. The school will send a memo to all staff members to inform them that individual teachers and school leaders must review educational materials and eliminate any simplistic and demeaning generalizations based on gender identity. The school will include this policy in future civil rights training for all staff members. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Operations | | **Expected Date of Completion:**  08/12/2016 |
| **Evidence of Completion of the Corrective Action:**  The school will send a memo to all staff members alerting them to the amended policy on curriculum review. In addition, the school will keep attendance records of all civil rights and curriculum review trainings held for staff to verify that all staff members receive the training. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Operations will be responsible for ensuring that the policy against curriculum review and the elimination of simplistic and demeaning generalizations based on gender identity is included in all future civil rights and curriculum review trainings for staff. The Director of Operations will also be responsible for ensuring that all staff members receive the training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** Submit the district's process for reviewing all educational materials for simplistic and demeaning generalizations, demonstrating the addition of gender identity as a protected category by May 9, 2016.  Submit the memorandum to staff and families alerting them of the addition of gender identity as a protected category in the individual review of educational materials for simplistic and demeaning generalizations lacking intellectual merit by May 9, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016 | | |

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

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that although the charter school has developed an assessment tool for its institutional evaluation, the charter school has not yet evaluated all aspects of its K-8 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. | | |
| **Description of Corrective Action:**  Brooke Roslindale has revised its institutional self-evaluation tool 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. | | |
| **Title/Role(s) of Responsible Persons:**  Principal, Director of Operations | | **Expected Date of Completion:**  07/01/2016 |
| **Evidence of Completion of the Corrective Action:**  The Director of Operations has revised the institutional self-evaluation tool to ensure all protected categories have access to all programs, including athletics and other extracurricular activities. Please see Additional Documents for a copy of the updated self-evaluation tool. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Operations and the Principal will meet to evaluate student access to all programs in the spring of 2016 and successively once a trimester to ensure equal access to all programs. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 03/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the revised institutional self-evaluation tool for ensuring equal access to all programming K-8, along with evidence documenting the implementation of the plan to evaluate policies and programming access by May 9, 2016.  Submit a short narrative on the outcomes of the institutional self-evaluation for 2015-2016 by November 30, 2016. | | |
| **Progress Report Due Date(s):**  05/09/2016  11/30/2016 | | |

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

**Charter School:** **Edward W. Brooke Roslindale Charter School**

Corrective Action Plan Form

Program Area: English Learner Education

**Prepared by: Brooke Charter Schools – Roslindale**

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: March 28, 2017**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 10 | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *A review of documents indicated that the charter school’s notice of initial identification to parents does not include the specific exit requirements or the parent’s right to apply for a waiver. The annual parental notice does not include program placement and/or method of instruction, accurate exit requirements, and the right to apply for a waiver or decline to enroll their child in the English Learner Education program.* | | | |
| **Narrative Description of Corrective Action:**  *The lead ELL Coordinator will revise the initial identification letter to parents and ensure it includes specific exit requirements and parent’s right to apply for a waiver. The annual parental notice will be revised to include program placement and/or method of instruction, accurate exit requirements, and the right to apply for a waiver or decline to enroll their child in the English Learner Education program. The lead ELL Coordinator will conduct trainings about the revised letters with all ELL coordinators by June 15th.*  *The director of student support will conduct an internal review of at least 50% of the ELL folders to ensure the revised letters include the elements previously mentioned. The review will be conducted by October 15th.* | | | |
| **Title/Role of Person(s) Responsible for Implementation:** *Director of Student Support* | | **Expected Date of Completion for Each Corrective Action Activity:**  *June 15, 2016 and October 15, 201*6. | |
| **Evidence of Completion of the Corrective Action:**  *The director of student support will send the revised letters and proof of the training (agenda and attendance sheet) by June 15th.*  *The director of student support will send the results of the internal review by October 15th* | | | |
| **Description of Internal Monitoring Procedures:**  *The director of student support will review approximately 50% of the ELE folder or no less than 10 files at each school to ensure the revised letters were sent at the beginning of the school year. Results of the internal review will be reported to DESE by October 15th.* | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 10 | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** Not Applicable | | | |
| **Department Order of Corrective Action:** Not Applicable | | | |
| **Required Elements of Progress Report(s):**  **By June 27, 2016** submit the initial Parent Notification letter and the annual Parent Notification letter, as well as evidence of training for ELE staff that includes the agenda, name and role of presenter, and signed attendance.  **By October 28, 2016** conduct an internal review of approximately ten ELL records from different grade levels for evidence that all records contain the revised Parent Notification letter. 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 submit 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): June 27, 2016 and October 28, 2016** | | | |