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

##### COORDINATED PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: Boston Renaissance Charter Public (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 04/26/2016.

**Mandatory One-Year Compliance Date:** **04/26/2017**

**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 52 | Appropriate certifications/licenses or other credentials -- related service providers | Partially Implemented |
| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 15 | Non-discriminatory administration of scholarships, prizes and awards | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |
| CR 18A | School district employment practices | Partially Implemented |
| CR 24 | Curriculum review | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially 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:**  A review of documents indicated that the procedural requirements applied to students not yet determined to be eligible for special education are not included in the student code of conduct. | | |
| **Description of Corrective Action:**  Procedural requirements for students not yet determined to be eligible for special education will be added to the SY17 Family Handbook. | | |
| **Title/Role(s) of Responsible Persons:**  Alexandra Buckmire/Director of Unified Student Services | | **Expected Date of Completion:**  09/01/2016 |
| **Evidence of Completion of the Corrective Action:**  SY17 Family Handbook | | |
| **Description of Internal Monitoring Procedures:**  The Family Handbook is reviewed annually by the Leadership Team | | |
| 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:** Approved  **Status Date:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 23, 2016, submit a copy of the SY 2017 Family Handbook that highlights the added procedural requirements. Alternatively, the charter school may provide a link to the SY 2017 handbook from its website. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 52 Appropriate certifications/licenses or other credentials -- related service providers | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that one school adjustment counselor does not have current licensure. | | |
| **Description of Corrective Action:**  The staff member in question has obtained her license | | |
| **Title/Role(s) of Responsible Persons:**  Alexandra Buckmire/Director of Unified Student Services | | **Expected Date of Completion:**  05/20/2016 |
| **Evidence of Completion of the Corrective Action:**  License from DESE | | |
| **Description of Internal Monitoring Procedures:**  This criterian has been met | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 52 Appropriate certifications/licenses or other credentials -- related service providers | **Corrective Action Plan Status:** Approved  **Status Date:** 05/31/2016  **Correction Status:** Corrected | |
| **Basis for Decision:**  A review of ELAR demonstrated that staff member CF's school social work/adjustment counselor license was issued as of April 26, 2016. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Although a review of documents indicated that the charter school has a policy that ensures equal access to a full range of education programs for all students, regardless of race, color, religion, national origin, disability or sexual orientation, this policy does not address the protected categories of sex, gender identity, and homelessness. | | |
| **Description of Corrective Action:**  The school will update all materials to reflect all the protected categories are mentioned | | |
| **Title/Role(s) of Responsible Persons:**  Martine Albama, HR Director | | **Expected Date of Completion:**  10/31/2016 |
| **Evidence of Completion of the Corrective Action:**  Updated documents that does not currently address the protected categories | | |
| **Description of Internal Monitoring Procedures:**  All publications to staff, parents, and employee/student’s handbook and school partners will be notified of the update | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 23, 2016, submit samples of updated materials demonstrating that its policy to ensure equal access to a full range of education programs for all students, regardless of race, color, religion, national origin, disability and sexual orientation also addresses the protected categories of sex, gender identity, and homelessness. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |

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

|  |  |  |
| --- | --- | --- |
| **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 and homelessness, does not address the protected category of gender identity. | | |
| **Description of Corrective Action:**  The school will update all materials to reflect all the protected categories are mentioned | | |
| **Title/Role(s) of Responsible Persons:**  Martine Albama, HR Director | | **Expected Date of Completion:**  10/31/2016 |
| **Evidence of Completion of the Corrective Action:**  Updated documents that does not currently address the protected categories | | |
| **Description of Internal Monitoring Procedures:**  All publications to staff, parents, and employee/student’s handbook and school partners will be notified yearly of the update | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 23, 2016, submit the charter school's revised policy to ensure equal access to extracurricular activities for all students, regardless of race, sex, color, religion, national origin, sexual orientation, disability homelessness, and gender identity. Alternatively, the charter school may provide a link for this policy from its website in lieu of an uploaded document. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |

|  |
| --- |
| 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:**  Procedural requirements for students not yet determined to be eligible for special education will be added to the SY17 Family Handbook. | | |
| **Title/Role(s) of Responsible Persons:**  Alexandra Buckmire/Director of Unified Student Services | | **Expected Date of Completion:**  09/01/2016 |
| **Evidence of Completion of the Corrective Action:**  SY17 Family Handbook | | |
| **Description of Internal Monitoring Procedures:**  The Family Handbook is reviewed annually by the Leadership Team | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  See SE 47. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 15 Non-discriminatory administration of scholarships, prizes and awards | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that although scholarships, prizes and awards sponsored or administered by the charter school are free of restrictions based upon race, color, sex, religion, national origin, sexual orientation or disability, this process does not address the protected category of gender identity. | | |
| **Description of Corrective Action:**  The school will update all materials to reflect all the protected categories are mentioned | | |
| **Title/Role(s) of Responsible Persons:**  Martine Albama, HR Director | | **Expected Date of Completion:**  10/31/2016 |
| **Evidence of Completion of the Corrective Action:**  Updated documents that does not currently address the protected categories | | |
| **Description of Internal Monitoring Procedures:**  All publications to staff, parents, and employee/student’s handbook and school partners will be notified yearly of the update | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 15 Non-discriminatory administration of scholarships, prizes and awards | **Corrective Action Plan Status:** Approved  **Status Date:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 23, 2016, submit the revised policy ensuring that scholarships, prizes and awards sponsored or administered by the charter school are free of restrictions based upon race, color, sex, religion, national origin, sexual orientation, disability, and gender identity. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents demonstrated that the charter school's physical restraint prevention and behavior support policy and procedures do not include the following: 1) methods for preventing student violence, self-injurious behavior, and suicide; 2) methods for engaging parents and youth in discussions about restraint prevention and use; 3) a description and explanation of the program's alternatives to physical restraint and method of physical restraint in emergency situations; 4) 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; and 5) a procedure for receiving and investigating complaints. | | |
| **Description of Corrective Action:**  The Physical Restraint policy will be updated to include the missing notes pieces. The updated policy will be distributed to staff in August, 2016 and posted on the school website for parents. | | |
| **Title/Role(s) of Responsible Persons:**  Alexandra Buckmire/Director of Unified Student Services | | **Expected Date of Completion:**  09/01/2016 |
| **Evidence of Completion of the Corrective Action:**  BRCPS Physical Restraint Policy. | | |
| **Description of Internal Monitoring Procedures:**  BRCPS will monitor any new regulations for physical restraint and update the policy as needed. | | |
| 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:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 23, 2016, submit the revised Physical Restraint policy with the additions of 1) methods for preventing student violence, self-injurious behavior, and suicide; 2) methods for engaging parents and youth in discussions about restraint prevention and use; 3) a description and explanation of the program's alternatives to physical restraint and method of physical restraint in emergency situations; 4) 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; and 5) a procedure for receiving and investigating complaints.  By September 23, 2016, submit evidence that the school has 1) trained all staff in the revised procedures, including signed attendance sheets, agenda with date and name of presenter; and 2) proactively engaged parents and students in discussions about restraint prevention and use, including examples of materials used. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 18A School district employment practices | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents confirmed that the charter school's notice for job vacancies does not address the protected categories of race, color, national origin, sex, or disability. | | |
| **Description of Corrective Action:**  The school will update all materials to reflect all the protected categories are mentioned | | |
| **Title/Role(s) of Responsible Persons:**  Martine Albama, HR Director | | **Expected Date of Completion:**  10/31/2016 |
| **Evidence of Completion of the Corrective Action:**  Updated documents that does not currently address the protected categories | | |
| **Description of Internal Monitoring Procedures:**  All publications to staff, parents, and employee/student’s handbook and school partners will be notified yearly of the update | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 18A School district employment practices | **Corrective Action Plan Status:** Approved  **Status Date:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 23, 2016, submit examples of job vacancy notices, indicating the addition of the protected categories of race, color, national origin, sex, and disability, including postings from employment websites and the charter school's internal postings. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 24 Curriculum review | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and interviews indicated that while individual teachers review educational materials for simplistic and demeaning generalizations, the protected category of gender identity is not addressed in this process. | | |
| **Description of Corrective Action:**  A rubric will be developed for the review of educational materials for staff to use. This rubric will include all areas that must be reviewed including simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation. | | |
| **Title/Role(s) of Responsible Persons:**  Alexandra Buckmire/Director of Unified Student Services | | **Expected Date of Completion:**  10/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Developed rubric | | |
| **Description of Internal Monitoring Procedures:**  When educational materials are reviewed the developed rubric will completed and submitted to the Head of School. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 23, 2016, submit the rubric, along with evidence of staff training on its use, including signed attendance sheets, an agenda with date and name of presenter, and examples of the rubric's use by staff members. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and interviews indicated that while the charter school evaluates all aspects of its K-6 programming to ensure that all students, regardless of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, disability or housing status, have equal access to all programs, the protected category of gender identity is not addressed in this process. | | |
| **Description of Corrective Action:**  A rubric will be developed for the self-evaluation process for staff to use. This rubric will include all areas that must be reviewed including simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation. | | |
| **Title/Role(s) of Responsible Persons:**  Alexandra Buckmire/Director of Unified Student Services | | **Expected Date of Completion:**  10/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Developed rubric | | |
| **Description of Internal Monitoring Procedures:**  The Head of School will ensure the rubric is used when conducting all self-evaluations and keep on file. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Disapproved  **Status Date:** 05/31/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The charter school's proposed corrective action is essentially the same as its proposal for CR 24. | | |
| **Department Order of Corrective Action:**  Revise the charter school's institutional self-evaluation to include the protected category of gender identity. Submit the revised procedure, along with proposed timelines for implementation, and a proposed date for the final product. | | |
| **Required Elements of Progress Report(s):**  By September 23, 2016 submit the revised institutional self-evaluation, along with proposed timelines for implementation, and a proposed date for the final product. | | |
| **Progress Report Due Date(s):**  09/23/2016 | | |