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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: Sturgis 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 10/06/2016.

**Mandatory One-Year Compliance Date:** **10/06/2017**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 7 | Transfer of parental rights at age of majority and student participation and consent at the age of majority | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 16 | Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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| **Criterion & Topic:**  SE 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of student records and interviews indicate that the district does not consistently obtain consent from students with shared decision-making rights to continue their special education program once the student reaches 18 years of age. | | |
| **Description of Corrective Action:**  When age of majority is discussed with student, the Special Education Coordinator or their designee will explain that when they turn 18 years of age they need to consent to continued Special Education support on their IEP. When 18, the student will consent to this by signing their IEP under their parent/guardian signature. The Special Education Coordinator or their designee will have students who turn 18 years of age sign their IEP to continue their Special Education services. The Special Education Coordinators will quarterly monitor files of students who have turned 18 years old for 100% accuracy. | | |
| **Title/Role(s) of Responsible Persons:**  Special Education Coordinators:  Susan Voigt  Jessica Lynch | | **Expected Date of Completion:**  10/06/2017 |
| **Evidence of Completion of the Corrective Action:**  All students who turn 18 years old will sign their IEP under parent/guardian signature accepting that they will continue to receive Special Education services on an IEP. | | |
| **Description of Internal Monitoring Procedures:**  Special Education Coordinators will quarterly monitor files of students who have turned 18 years old. The IEP signature page will be reviewed to determine if student who is 18 years old has signed their IEP under parent/guardian signature. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority | **Corrective Action Plan Status:** Approved  **Status Date:** 11/04/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit the results of an internal review of records to determine that students who have turned 18 have provided consent to continue special education services by signing their IEPs. Indicate the number of records reviewed, the number found in compliance. For any records not in compliance determine the root cause and identify corrective actions to be implemented to resolve the non- compliance. Submit the report by February 2, 2017. | | |
| **Progress Report Due Date(s):**  02/16/2017 | | |

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documents indicates that the charter school's Bullying Intervention and Prevention Plan (Plan), as contained in the student handbook, has not been updated or amended to include extending protections to students who are bullied by a member of the school staff and it does not make clear that a member of the school staff may be named the aggressor or perpetrator in a bullying report. The Plan is not included in the staff handbook and no information is provided relative to the duties of faculty and staff in addressing the bullying of students by a school staff member. | | |
| **Description of Corrective Action:**  1. Definition of Bullying has been changed to include staff as possible perpetrators of bullying.  2. On bullying incident reporting form, under "Name of Aggressor", we have the word 'person' who engaged in the behavior.  3. The plan is now part of our staff handbook.  4. On page 3 of our plan (section III. A. 1 "Reporting by Staff", we have included the language, "A faculty or staff member will immediately report witnessed bullying of a student or students by a faculty member to the Principal." | | |
| **Title/Role(s) of Responsible Persons:**  Patrick O'Kane/Principal, Sturgis East  Jenn Kirk/Principal, Sturgis West | | **Expected Date of Completion:**  11/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Bullying Prevention and Intervention Plan, as posted on school website.  Bullying Prevention and Intervention Plan is now part of our staff handbook. | | |
| **Description of Internal Monitoring Procedures:**  Annual review of plan prior to July of each year. Changes to be included in next printing of student and staff handbooks as well as updated on school website. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 11/22/2016  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district has posted a revised and updated Bullying Prevention and Intervention Plan on the district website which includes staff responsibilities in addressing the bullying of students by a school staff member. The Plan is also incorporated into the staff handbook. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documents and interviews indicate that the charter school does not currently send written notice to both the parent/guardian and the student within five days of the student's tenth consecutive absence for the purpose of scheduling an exit interview. The notice currently sent does not offer at least two dates and times for a meeting, which must occur within 10 days of the notice, to be scheduled between the superintendent (or designee) and the student and the parent/guardian prior to the student permanently leaving school. Finally, the notice does not offer an extension of not more than 14 days to meet with a school representative at the request of the parent or guardian. | | |
| **Description of Corrective Action:**  Sample letter to student with 10 consecutive absences | | |
| **Title/Role(s) of Responsible Persons:**  Patrick O'Kane / East Principal and Jenn Kirk / West Principal | | **Expected Date of Completion:**  10/26/2016 |
| **Evidence of Completion of the Corrective Action:**  Sample letter to parent:  Mr./Ms. XXXXX XXXXXX  XXX XXXX Road  XXXXX, MA XXXXX  October 7, 2016  Dear Mrs. XXXXXX:  I am writing in reference to XXXXXX recent absences. To date, she has missed 10 days of school. I have also been informed that XXXXX plans on withdrawing from Sturgis to pursue on online high school diploma. I would like to arrange for an exit interview before any such action takes place. I would like to ensure that XXXXX has all the information she needs before making this decision and, in the event that she does decide to withdraw, that she is equipped for success.  I would like to arrange for a meeting with you and XXXXX, plus one or two staff members on either Wednesday, October 19 at 2:30pm or Thursday, October 20, at 9:00am. Please call me here at school with the date you feel is best. If neither date works, please provide 2 alternate dates that will work for you over the next three weeks.  I am hopeful that this meeting will be productive and that we can all agree to proceed with the steps that are in the best interest of XXXXX.  Sincerely,  Patrick O'Kane  Principal  Sturgis Charter Public School-East  508-778-1782 x226  pokane@sturgischarterschool.org  cc: Paul Marble  Danielle Massey  Susan Voigt  Sample letter to student:  XXXXX XXXXXX  XXX XXXX Road  XXXXX, MA XXXXX  October 7, 2016  Dear XXXXX:  I am writing in reference to your recent absences. To date, you have missed 10 days of school. I have also been informed that you plan on withdrawing from Sturgis to pursue on online high school diploma. I would like to arrange for an exit interview before any such action takes place. I would like to ensure that you have all the information you need before making this decision and, in the event that you do decide to withdraw, that you are equipped for success.  I would like to arrange for a meeting with you, your mother, plus one or two staff members on either Wednesday, October 19 at 2:30pm or Thursday, October 20, at 9:00am. Please call me here at school with the date you feel is best. If neither date works, please provide 2 alternate dates that will work for you over the next three weeks. Of course, you are welcome to come into school and discuss this with me at any time.    I am hopeful that this meeting will be productive and that we can all agree to proceed with the steps that are in your best interest.  Sincerely,  Patrick O'Kane  Principal  Sturgis Charter Public School-East  508-778-1782 x226  pokane@sturgischarterschool.org  cc: Paul Marble  Danielle Massey  Susan Voigt | | |
| **Description of Internal Monitoring Procedures:**  Letter will be sent within 5 days of student's 10th consecutive absence | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | **Corrective Action Plan Status:** Approved  **Status Date:** 11/22/2016  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district submitted sample letters for parent and student to be used in the event of a student's extended absence. The letters meet the criteria for notification including the purpose of a meeting, two date options, and the opportunity for extension, and identifies administrators and staff who may be included. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **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:**  Review of documents and interviews indicate that the district has developed and implemented written restraint prevention and behavior support policy and procedures consistent with new regulations under 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Program staff have been identified to serve as school-wide resources for the administration of restraint and provided with in-depth training on the use of physical restraint; however, the charter school has not yet made the policy and procedures available to parents. | | |
| **Description of Corrective Action:**  Policy has been made available to parents on school website | | |
| **Title/Role(s) of Responsible Persons:**  Patrick O'Kane / Sturgis East Principal  Jenn Kirk / Sturgis West Principal | | **Expected Date of Completion:**  10/26/2016 |
| **Evidence of Completion of the Corrective Action:**  http://sturgischarterschool.org/staff/healthWEST.html  http://sturgischarterschool.org/staff/healthEAST.html  There is a link from the above websites to the following policy:  http://sturgischarterschool.org/Health/documents/2016RestraintPolicy.pdf | | |
| **Description of Internal Monitoring Procedures:**  Reviewed yearly and updated 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:** 11/16/2016  **Correction Status:** Corrected | |
| **Basis for Decision:**  The school district posted the Use of Physical Restraint policies and procedures on the district website and informed parents via email newsletter that the information was available, and where to locate it. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of documents and interviews indicate that while the charter school solicits feedback from surveyed populations for the purpose of conducting a civil rights institutional self-evaluation, it does not summarize and evaluate the results nor make changes as indicated by the evaluation. | | |
| **Description of Corrective Action:**  Beginning with the end-of-year student, parent and faculty feedback surveys for the 2016-17 school year, members of the school leadership team will annually summarize and evaluate the survey results with regards to equal access to all programming. The Executive Director and building Principals will then oversee needed changes as indicated by the evaluation. | | |
| **Title/Role(s) of Responsible Persons:**  Patrick O'Kane/East Principal and Jenn Kirk/West Principal | | **Expected Date of Completion:**  06/20/2017 |
| **Evidence of Completion of the Corrective Action:**  A summary of analysis will be available in June 2017 | | |
| **Description of Internal Monitoring Procedures:**  Sturgis will solicit feedback in April of every year and then review, summarize and evaluate the feedback. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 11/16/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district submitted a plan of action, however, the district did not submit examples of the survey tools that will be implemented to ensure that they appropriately address questions of access. | | |
| **Department Order of Corrective Action:**  Submit the tools that have been developed to solicit feedback on student access to all programs, extracurriculars, and athletics.  Submit the summary evaluation, including recommendations for actions as a result of responses. | | |
| **Required Elements of Progress Report(s):**  Submit the survey tools that will be used to gain feedback from students, faculty, and parents to determine that students have equal access to all programs, including athletics and other extracurricular activities by February 16, 2017.  Submit a report and analysis of the results of the surveys. Indicate any changes that will be made as a result of the responses and evaluation by May 25, 2017. | | |
| **Progress Report Due Date(s):**  02/16/2017  05/25/2017 | | |