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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: Old Rochester

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 03/09/2016.

**Mandatory One-Year Compliance Date:** **03/09/2017**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 18A | IEP development and content | Partially Implemented |
| SE 20 | Least restrictive program selected | Partially Implemented |
| SE 47 | Procedural requirements applied to students not yet determined to be eligible for special education | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |

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

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| **Criterion & Topic:** SE 18A IEP development and content | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Review of student records sets forth that when the IEP Team evaluation indicates that a student's disability affects social skills development or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the IEP does not consistently address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing. |
| **Description of Corrective Action:** The Old Rochester School District will train the Special Education Departments to ensure that when the IEP Team evaluation indicates that a student's disability affects social skills development or when the student's disability makes him or her vulnerable to bullying, harassment or teasing, the IEP consistently addresses the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. Moreover, the Old Rochester School District will convene Team meetings to update the IEPs of students identified during the record review and design an internal monitoring process to ensure full compliance. |
| **Title/Role(s) of Responsible Persons:**Director of Student Services, Team Chairperson(s), Special Education Liaisons | **Expected Date of Completion:**10/03/2016 |
| **Evidence of Completion of the Corrective Action:**\*Training Materials \*Attendance Sign-In Sheet from Training \*Updated Copies of IEPs, N1s, and N3As for identified Students \*Internal Monitoring Process Documentation |
| **Description of Internal Monitoring Procedures:** Submit evidence of training to special education team chairs and liaisons on these requirements; include the agenda, training date, signed attendance sheets, and training materials by June 20, 2016. In addition, for those students whose records were identified by the Department, the district must reconvene the IEP Teams to consider and address the skills and proficiencies needed to avoid and respond to bullying and harassment. Submit evidence of reconvened teams, including signed attendance sheet, Notice of Proposed School District Action (N-1), and IEP by June 20, 2016. Submit a description of the district's internal oversight and tracking system with periodic review, along with the name/role of the designated person(s) responsible by June 20, 2016. Submit a report of the results of an internal review of records conducted after the training to determine compliance; include the number of student records reviewed, the number of records in compliance and for any records not in compliance, determine the root cause(s) of the non-compliance and the district's plan to remedy the non-compliance by October 3, 2016. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 18A IEP development and content | **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 evidence of training to special education team chairs and liaisons on these requirements; include the agenda, training date, signed attendance sheets, and training materials by June 20, 2016. Submit a description of the district's internal oversight and tracking system with periodic review, along with the name/role of the designated person(s) responsible by June 20, 2016. In addition, for those students whose records were identified by the Department, the district must reconvene the IEP Teams to consider and address the skills and proficiencies needed to avoid and respond to bullying and harassment. Submit evidence of reconvened teams, including signed attendance sheet, Notice of Proposed School District Action (N-1), and IEP by June 20, 2016. Submit a report of the results of an internal review of records conducted after the training to determine compliance; include the number of student records reviewed, the number of records in compliance and for any records not in compliance, determine the root cause(s) of the non-compliance and the district's plan to remedy the non-compliance by October 3, 2016. |
| **Progress Report Due Date(s):** 06/20/201610/03/2016 |

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| **Criterion & Topic:** SE 20 Least restrictive program selected | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Review of student records indicates that the IEP Non-participation Justification statement does not consistently state why the student's removal from the general education classroom is considered critical to the student's program and the basis for the Team's conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. |
| **Description of Corrective Action:** Review of student records indicates that the IEP Non-participating Justification statement does not consistently state why the student's removal from the general education classroom is considered critical to the student's program and the basis for the Team's conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. Therefore, the Special Education Departments within the Old Rochester Regional High School and the Old Rochester Regional Junior High School will participate in internal training to review the regulatory requirements, discuss best practice, and commit to full compliance within this regulatory area through the design of an internal monitoring process. |
| **Title/Role(s) of Responsible Persons:**Director of Student Services, Team Chairperson(s), Special Education Liaisons | **Expected Date of Completion:**04/14/2016 |
| **Evidence of Completion of the Corrective Action:**\*Training Materials \*Evidence of Training (Sign-In Sheet) |
| **Description of Internal Monitoring Procedures:** To ensure full compliance, The Director of Student Services will review 8-12 Non-participation statements within IEPs developed after the completion of the training from each school (Junior High School and High School). The review will determine if records are in full compliance or determine root causes of any further non-compliance issues and determine action steps to correct. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 20 Least restrictive program selected | **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 report of the results of an internal review of records (subsequent to the training provided to staff in March 2016 which was submitted with this proposed Corrective Action Plan under Additional Documents of the S/A) to determine compliance. Include the number of student records reviewed, the number of records in compliance, and for any records not in compliance, determine the root cause(s) of the non-compliance and the district's plan to remedy the non-compliance. Submit the report by June 20, 2016.\*Please note 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):** 06/20/2016 |

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| **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:** Review of documentation indicates that the procedural requirements applied to students not yet determined to be eligible for special education are not included in the student codes of conduct. |
| **Description of Corrective Action:** The Old Rochester School District will revise its Student Code of Conducts to include regulatory information regarding procedural requirements applied to students not yet determined to be eligible for special education. |
| **Title/Role(s) of Responsible Persons:**Director of Student Services, Principal(s) | **Expected Date of Completion:**04/14/2016 |
| **Evidence of Completion of the Corrective Action:**\*Revised Student Code of Conducts \*Evidence of Training (Principals) \*Evidence of Notification (Parents/Guardians) |
| **Description of Internal Monitoring Procedures:** The Director of Student Services will ensure that the Old Rochester School District includes the regulatory language related to the procedural requirements applied to students not yet determined to be eligible for special education in the Student Code of Conducts each year. |
| 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:** 04/19/2016 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit the revised Student Code of Conduct including the regulatory information regarding the procedural requirements applied to students not yet determined to be eligible for special education. Provide evidence of training of school principal(s). Submit evidence of notification of parents/guardians of the changes to the Student Code of Conduct. Submit all by October 3, 2016. |
| **Progress Report Due Date(s):** 10/03/2016 |

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| **Criterion & Topic:** CR 10A Student handbooks and codes of conduct | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** See SE 47. |
| **Description of Corrective Action:** The Old Rochester School District will revise its Student Code of Conducts to include regulatory information regarding procedural requirements applied to students not yet determined to be eligible for special education. |
| **Title/Role(s) of Responsible Persons:**Director of Student Services, Principal(s) | **Expected Date of Completion:**04/14/2016 |
| **Evidence of Completion of the Corrective Action:**\*Revised Student Code of Conducts \*Evidence of Training (Principals) \*Evidence of Notification (Parents/Guardians) |
| **Description of Internal Monitoring Procedures:** The Director of Student Services will ensure that the Rochester School District includes the regulatory language related to the procedural requirements applied to students not yet determined to be eligible for special education in the Student Code of Conducts each year. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10A Student handbooks and codes of conduct | **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):** See SE 47. |
| **Progress Report Due Date(s):** 10/03/2016 |

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| **Criterion & Topic:** CR 10C Student Discipline | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Review of documentation indicates that the district's notice of suspension and hearing under M.G.L. c.71, § 37H¾, does not inform the student and the student's parent of the right to have an interpreter present at the hearing if needed for participation. |
| **Description of Corrective Action:** The Old Rochester School District will revise the district's notice of suspension and hearing under M.G.L. c.71, § 37H¾, to inform the student and the student's parent of the right to have an interpreter present at the hearing if needed for participation. |
| **Title/Role(s) of Responsible Persons:**Director of Student Services, Principal(s) | **Expected Date of Completion:**04/14/2016 |
| **Evidence of Completion of the Corrective Action:**\*Revised Notice of Suspension and Hearing \*Train Central and Building Administration on this Procedural Revision \*Notification of Parents/Guardians |
| **Description of Internal Monitoring Procedures:** The Director of Student Services will ensure that the Central and Building Administration implement the revised Notice of Suspension and Hearing. |
| 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):** Submit the revised district's notice of suspension and hearing which includes the right to have an interpreter at the hearing if needed for participation. Provide evidence of training of central and school-based administration on the procedural changes. Submit evidence of notification to students/parents/guardians of the updates to the discipline code. Submit all to ESE by June 20, 2016. |
| **Progress Report Due Date(s):** 06/20/2016 |