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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: Ware

CPR Onsite Year: 2016-2017

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 05/27/2017.

**Mandatory One-Year Compliance Date:** **05/27/2018**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 9 | Timeline for determination of eligibility and provision of documentation to parent | Partially Implemented |
| SE 11 | School district response to parental request for independent educational evaluation | Partially Implemented |
| SE 14 | Review and revision of IEPs | Partially Implemented |
| SE 37 | Procedures for approved and unapproved out-of-district placements | Partially Implemented |
| SE 46 | Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district | Partially Implemented |
| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | 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 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 18A | School district employment practices | Partially Implemented |
| ELE 1 | Annual English Language Proficiency Assessment | Not Implemented |
| ELE 5 | Program Placement and Structure | Partially Implemented |

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

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| **Criterion & Topic:**  SE 9 Timeline for determination of eligibility and provision of documentation to parent | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Record review and interviews indicated that the district does not consistently determine whether the student is eligible for special education and provide to the parent either a proposed IEP and proposed placement or a written explanation of the finding of no eligibility within forty-five (45) school working days after receipt of the parent's written consent to an initial evaluation or re-evaluation. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is to provide sufficient staffing levels within the Department of Special Education at all times. Instances of noncompliance resulted from the District's inability to immediately fill the Director of Special Education, Special Education Administrative Assistant and School Psychologist vacancies due to a lack of viable, licensed, highly qualified candidates. As a result, this negatively impacted the District's ability to meet mandated timelines. In addition, the District determined that there was a need to develop an improved system for assigning initial and re-evaluation assessments and scheduling meetings. In order to correct this area and demonstrate compliance, the District has filled all vacancies of personnel responsible for completion of the evaluation process and eligibility determination including a full-time Director of Special Education, full-time Special Education Administrative Assistant and full-time School Psychologist. The District has also converted to an improved data management system (eSped) that has increased capabilities in timeline tracking and notification. The District will utilize additional timeline monitoring features through its data management system during the 2017-2018 school year. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Personnel letters of hire/contracts  -Training session for key personnel responsible (Special Education Administrative Assistant, School Psychologists, Special Education Liaisons) for ensuring compliance with timelines for determination of eligibility and provision of documentation to parent documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials  -eSped Data Management System Contract  -eSped Mandated Timeline Reports | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Continuous review by the Director of Special Education of the eligibility process for all students  -Sample student records that include initial or re-evaluation procedures | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  SE 9 Timeline for determination of eligibility and provision of documentation to parent | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a description of the district's system for assigning assessments for initial evaluations and reevaluations and Team meetings, by September 28, 2017.  Submit evidence of training (meeting agenda, attendance sheet, materials) of appropriate staff on procedures to ensure that the district determines whether the student is eligible for special education and provides to the parent either a proposed IEP and proposed placement or a written explanation of the finding of no eligibility within forty-five (45) school working days after receipt of the parent's written consent to an initial evaluation or re-evaluation, by September 28, 2017.  Submit the results of a record review for Team meetings across all grade levels, conducted after corrective action, to determine if the 45-day timelines are being met, by January 26, 2018. Please include:  1. The number of records reviewed;  2. The number of records in compliance;  3. For any records not in compliance, determine the root cause; and  4. The specific corrective actions taken to remedy the non-compliance.  \* Please note when conducting internal monitoring the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review with their role(s) and signature(s). | | | |
| **Progress Report Due Date(s):**  09/28/2017  01/26/2018 | | | |

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

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| **Criterion & Topic:**  SE 11 School district response to parental request for independent educational evaluation | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that when the parent disagrees with an evaluation completed by the district, the district requires parents to request an independent educational evaluation within 16 months for all students. The 16-month requirement applies only for students who are cost shared or state wards or receiving free or reduced cost lunch. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Procedure for Independent Educational Evaluation (IEE). In order to correct this area and demonstrate compliance, the District will revise the Procedure for Independent Educational Evaluation to include a statement clarifying the state standard for the provision of a publicly-funded IEE for Massachusetts students who are cost shared or state wards or receiving free or reduced cost lunch to within sixteen (16) months from the date of the evaluation. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Revised Procedure for Independent Educational Evaluation  -Training session for key personnel responsible for implementing the procedure documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review all Special Education procedures and policies  -Sample student records that include an Independent Educational Evaluation | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  SE 11 School district response to parental request for independent educational evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the revised district procedure for addressing a parental request for an independent educational evaluation that clarifies the state standard that students who are cost shared or state wards or receive free or reduced cost lunch to request the independent evaluation within 16 months, by September 28, 2017.  Please provide evidence that appropriate staff have been notified of the revised standard, by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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

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| **Criterion & Topic:**  SE 14 Review and revision of IEPs | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Record review and interviews indicated that the district does not consistently hold a Team meeting at least annually, on or before the anniversary date of the IEP, to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is to provide sufficient staffing levels within the Department of Special Education at all times. Instances of noncompliance resulted from the District's inability to immediately fill the Director of Special Education, Special Education Administrative Assistant and School Psychologist vacancies due to a lack of viable, licensed, highly qualified candidates. As a result, this negatively impacted the District's ability to meet mandated timelines. In addition, the District determined that there was a need to develop an improved system for tracking annual review dates and scheduling meetings. In order to correct this area and demonstrate compliance, the District has filled all vacancies of personnel responsible for completion of the annual review process including a full-time Director of Special Education, full-time Special Education Administrative Assistant and a full-time Special Education Liaison. The District has also converted to an improved data management system (eSped) that has increased capabilities in timeline tracking and notification. The District will utilize additional timeline monitoring features through its data management system and provide training to all Special Education Liaisons regarding notification of annual review timeline processes and procedures during the 2017-2018 school year. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Personnel letters of hire/contracts  -Training session for key personnel responsible (Special Education Administrative Assistant, Special Education Liaisons) for ensuring compliance with timelines for annual reviews of IEPs documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials  -eSped Data Management System Contract  -eSped Mandated Timeline Reports | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Continuous review by the Director of Special Education of the annual review process for all students  -Sample student records that include annual review procedures | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  SE 14 Review and revision of IEPs | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a description of the district's system for tracking annual review dates and scheduling annual Team meetings, by September 28, 2017.  Submit evidence of training (meeting agenda, attendance sheet, materials) of appropriate staff to ensure that the district complies with the annual timeline to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate, by September 28, 2017.  Submit the results of a record review for Team meetings across all grade levels, conducted after corrective action, to determine if the one-year timelines are being met, by January 26, 2018. Please include:  1. The number of records reviewed;  2. The number of records in compliance;  3. For any records not in compliance, determine the root cause; and  4. The specific corrective actions taken to remedy the non-compliance.  \* Please note when conducting internal monitoring the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review with their role(s) and signature(s). | | | |
| **Progress Report Due Date(s):**  09/28/2017  01/26/2018 | | | |

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

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| **Criterion & Topic:**  SE 37 Procedures for approved and unapproved out-of-district placements | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Record review and document review indicated that the district's contracts for out-of-district placements omit the protected category of gender identity. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Contract for Out-of-District Placements. In order to correct this area and demonstrate compliance, the District will revise the Contract for Out-of-District Placements to include the protected category of gender identify. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion for this corrective action will include:  -Revised Contract for Out-of-District Placements  -Training session for key personnel responsible for reviewing and approving contracts documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review all Contracts for Out-of-District Placements | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  SE 37 Procedures for approved and unapproved out-of-district placements | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the district's revised contract for out-of-district placements that includes all protected categories, including gender identity, by September 28, 2017.  Provide evidence that appropriate staff have been informed of the revision to the contract for out-of-district placements, by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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

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| **Criterion & Topic:**  SE 46 Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that district procedures do not include notification of the parent regarding the district's decision to take disciplinary action and provision of written notice of the procedural safeguards, no later than the date of the decision to take disciplinary action. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Procedures for Suspension of Students with Disabilities when Suspensions Exceed Ten (10) Consecutive or Cumulative School Days. In order to correct this area and demonstrate compliance, the District will revise the Procedures for Suspension of Students with Disabilities when Suspensions Exceed Ten (10) Consecutive or Cumulative School Days to include notification of the parent/guardian regarding the District's decision to take disciplinary action and provision of written notice of the procedural safeguards, no later than the date of the decision to take disciplinary action. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Revised Procedures for Suspension of Students with Disabilities when Suspensions Exceed (Ten) 10 Consecutive or Cumulative School Days  -Training session for key personnel responsible for implementing the procedure documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review all Special Education Procedures and Policies | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  SE 46 Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the revised Procedures for Suspension of Students with Disabilities when Suspensions Exceed Ten (10) Consecutive or Cumulative School Days to include notification of the parent/guardian regarding the District's decision to take disciplinary action and provision of written notice of the procedural safeguards, no later than the date of the decision to take disciplinary action, by September 28, 2017.  Submit evidence that appropriate staff have been informed of the revised procedures, by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district's Equal Educational Opportunities statement omits the protected categories of sex, gender identity, disability, and homelessness. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Equal Educational Opportunities statement. In order to correct this area and demonstrate compliance, the District will revise the Equal Educational Opportunities statement to include the protected categories of sex, gender identity, disability, and homelessness. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion for this corrective action will include:  -Revised Equal Educational Opportunities statement  -Training session for key personnel responsible for disseminating and upholding the statement documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annual review of all Civil Rights procedures, policies and statements | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the revised Equal Educational Opportunities statement that includes the protected categories of sex, gender identity, disability, and homelessness, by September 28, 2017.  Provide evidence that appropriate staff have been informed of the revision to the Equal Educational Opportunities statement by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district's non-discrimination policy in the student handbook omits the protected category of gender identity. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Non-Discrimination Policy in the Ware Public Schools Student Handbook. In order to correct this area and demonstrate compliance, the District will revise the Non-Discrimination Policy in the Ware Public Schools Student Handbook to include the protected category of gender identity. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion for this corrective action will include:  -Revised Non-Discrimination Policy  -Training session for key personnel responsible for implementing the policy documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review the Ware Public Schools Student Handbook and all Civil Rights procedures and policies | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit the link to the Ware Public Schools Student Handbook on the district website that includes the non-discrimination policy that addresses all protected categories, including the protected category of gender identity by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district student handbooks and Bullying Prevention and Intervention Plan have not been updated to reflect that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Student Handbook and Bullying Prevention and Intervention Plan. In order to correct this area and demonstrate compliance, the District will revise the Ware Public Schools Student Handbook and Bullying Prevention and Intervention Plan to include a statement that reflects that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Revised Ware Public Schools Handbook and Bullying Prevention and Intervention Plan  -Training session for key personnel responsible for implementing the procedure and plan documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review the Ware Public Schools Student Handbook and Bullying Prevention and Intervention Plan | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a link to the Bullying Prevention and Intervention Plan and the student handbook on the district website that have been updated to be consistent with the amendments to the Massachusetts anti-bullying law, which became effective July 1, 2013. The amendments extend protections to students who are bullied by a member of the school staff. As defined in G.L. c. 71, 37O, as amended, a member of the school staff includes, but is not limited to, an "educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional." The school handbook must make clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report. Please submit by September 28, 2017.  Please see https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37O. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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| **Criterion & Topic:**  CR 10C Student Discipline | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district's student discipline policy regarding procedures for the Principal Hearing for Long Term Suspension does not provide the parent, if present, the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.    In addition, the procedures for in-house suspension do not include: the principal's responsibility to inform the student of the disciplinary charge and provide the student the opportunity to dispute the charges and explain the circumstances; the requirement to inform the student of the length of the suspension which may not exceed ten days cumulatively or consecutively, in a school year; the responsibility to orally inform the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction and the length of the in-school suspension; the responsibility to invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior; the need to schedule the parent/guardian meeting for the day of the suspension or as soon as possible and to document at least two attempts to reach the parent for the purpose of orally informing the parent; and the need to send written notice to the student and the parent/guardian about the in-school suspension, inviting the parent to a meeting if such meeting has not occurred, which must be delivered on the day of the suspension.    Lastly, the Notice of Suspension and Hearing is addressed only to the parent instead of the parent and student. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Student Discipline Policy regarding procedures for the Principal Hearing for Long Term Suspension, In-School Suspension and Notice of Suspension and Hearing. In order to correct this area and demonstrate compliance, the District will revise the Student Discipline Policy regarding procedures for the Principal Hearing for Long Term Suspension to provide the parent, if present, the opportunity to discuss the student's conduct and offer information, including mitigating circumstances. The Procedures for In-School Suspension will be revised to include: the Principal's responsibility to inform the student of the disciplinary charge and provide the student the opportunity to dispute the charges and explain the circumstances; the requirement to inform the student of the length of the suspension which may not exceed ten (10) days cumulatively or consecutively, in a school year; the responsibility to orally inform the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction and the length of the in-school suspension; the responsibility to invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior; the need to schedule the parent/guardian meeting for the day of the suspension or as soon as possible and to document at least two (2) attempts to reach the parent for the purpose of orally informing the parent; and the need to send written notice to the student and the parent/guardian about the in-school suspension, inviting the parent to a meeting if such meeting has not occurred, which must be delivered on the day of the suspension. Lastly, the Notice of Suspension and Hearing will be revised to be addressed to the parent and student. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Revised Student Discipline Policy regarding the Procedures for the Principal Hearing for Long Term Suspension, Procedures for In-School Suspension and Notice of Suspension and Hearing  -Training session for key personnel responsible for implementing the procedure and policy and providing the notice documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review student discipline policies and procedures  -Periodically sample the Notice of Suspension and Hearing | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a revised Student Discipline Policy that includes the requirement for the Principal Hearing for Long Term Suspension to provide the parent, if present, the opportunity to discuss the student's conduct and offer information, including mitigating circumstances; submit a revised Procedures for In-School Suspension. Also submit a revised Notice of Suspension and Hearing that is addressed to the parent and student, by September 28, 2017.  Submit evidence (agenda, sign-in sheet, materials) that the administrative team has reviewed the revised Student Discipline Policy and the revised Notice of Suspension and Hearing by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the written materials and other media used to publicize the school district, such as the school choice application, district invitation for bid and the facilities use form, do not contain a notice that the district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation. Also, the district website and the individual school websites do not include a notice of non-discrimination. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of Ware Public Schools written materials and other media used to publicize the school district, such as the school choice application, district invitation for bid and the facilities use form as well as an update of the individual school websites. In order to correct this area and demonstrate compliance, the District will revise and update written materials and other media used to publicize the school district, such as the school choice application, district invitation for bid, facilities use form and individual school websites to contain a notice that the district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Revised written materials and other media used to publicize the school district, such as the school choice application, district invitation for bid and the facilities use form  -Updated individual school websites  -Training session for key personnel responsible for creating written materials and other media used to publicize the District, as well as individual school websites, documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review written materials and other media used to publicize the school district, such as the school choice application, district invitation for bid and the facilities use form  -Annually review individual school websites | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a sample of written materials and other media that contain the notice that the district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation, and include links to the district and individual school websites that contain the notice by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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

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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:**  Document review and interviews indicated that the annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school is addressed only to parents, rather than the student. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school. In order to correct this area and demonstrate compliance, the District will revise the annual written notice to students sixteen (16) or over leaving school without a high school diploma, certificate of attainment, or certificate of completion to be addressed to the student rather than the parent. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion for this corrective action will include:  -Revised annual notice to students sixteen (16) or over leaving school without a high school diploma, certificate of attainment, or certificate of completion  -Training session for key personnel responsible for creating and sending the annual written notice documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Sample the annual written notice to students sixteen (16) or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | | | |
| 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:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the revised annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school, that is addressed to the student and submit evidence that appropriate high school staff have been informed of the revised notice by September 28, 2017.  Submit copies of the notice that the district has sent to former students who left the district without a high school diploma, certificate of attainment, or certificate of completion within the past two years, if any, by January 26, 2018. | | | |
| **Progress Report Due Date(s):**  09/28/2017  01/26/2018 | | | |

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

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| **Criterion & Topic:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district's restraint prevention and behavior support policy and procedures do not include a procedure for the use of timeout. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Use of Restraint Policy and Procedure for the Implementation of Physical Restraint, Prevention and Behavior Intervention. In order to correct this area and demonstrate compliance, the District will revise the Use of Restraint Policy and Procedure for the Implementation of Physical Restraint, Prevention and Behavior Intervention to include a procedure for the use of timeout. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Revised Use of Restraint Policy  -Revised Procedure for the Implementation of Physical Restraint, Prevention and Behavior Intervention  -Training session for key personnel responsible for implementing the policy and procedure documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review the District's Use of Restraint Policy and Procedure for the Implementation of Physical Restraint, Prevention and Behavior Intervention | | | |
| 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:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the district's procedure for the use of time-out that is included in the restraint prevention and behavior support policy and procedures, by September 28, 2017.  Submit evidence of staff training (agenda, attendance sheet, materials) on the district's restraint prevention and behavior support procedures, including the use of time-out, presented for all school staff within the first month of the school year, as required, by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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

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| **Criterion & Topic:**  CR 18A School district employment practices | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district's Equal Opportunity Employment policy does not include the protected categories of gender identity and disability. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is a revision of the Ware Public Schools Equal Opportunity Employment policy. In order to correct this area and demonstrate compliance, the District will revise the Equal Opportunity Employment policy to include the protected categories of gender identity and disability. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion for this corrective action will include:  -Revised Equal Opportunity Employment policy  -Training session for key personnel responsible for implementing the policy documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review all Civil Rights policies | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  CR 18A School district employment practices | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit an amended Equal Opportunity and Employment policy that includes the protected categories of gender identity and disability, by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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

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| **Criterion & Topic:**  ELE 1 Annual English Language Proficiency Assessment | | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of ACCESS participation rates as shown in the state database revealed that the district assessed the English proficiency of 87% of the English learners (ELs) in the district. | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is to ensure accurate submission of SIMS data, as the finding was a result of inaccurate reporting of two (2) students as English Learner students who had been reclassified as Former English Learner students. In order to correct this area and demonstrate compliance, the District will accurately report English Learner (EL) students and Former English Learner (FEL) students. | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion for this corrective action will include:  -Accurate SIMS data for EL and FEL students  -Training session for key personnel responsible for amending and submitting EL SIMS data documented by:  1. training agenda  2. signed participant attendance sheet  3. training materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review SIMS data for EL and FEL students | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  ELE 1 Annual English Language Proficiency Assessment | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Provide training to all staff members involved in ACCESS test administration, ELE staff and staff responsible for data entry to ensure that they are all knowledgeable about the process and submit the training materials, sign-in sheets and agendas, by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |

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

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| **Criterion & Topic:**  ELE 5 Program Placement and Structure | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of 2016 ACCESS for ELL scores indicated that ELs in the district are not appropriately served and the district's ELE program is not effective in developing students' English language skills and requires appropriate program adjustment to improve the outcomes of the service delivery. Please see the district's English Learner Student Learning Targets in the Security Portal at HYPERLINK "https://gateway.edu.state.ma.us" https://gateway.edu.state.ma.us . | | | |
| **Description of Corrective Action:**  The District has determined that the corrective action for this area of noncompliance is to make the following adjustments to the English Learner Education Program:  -Increase one (1) ESL Teacher to a 1.0 position (full-time) from a .8 position  -To the extent possible, provide the recommended periods of ESL instruction for ELs based on ACCESS for ELLs results (full-day Kindergarten through grade 12)  -Allocate funds for and provide tutoring services to EL students before and/or after school  -Provide professional development opportunities to District personnel in effective EL strategies | | | |
| **Title/Role(s) of Responsible Persons:**  Jessica R. Bolduc, Director of Special Education | | **Expected Date of Completion:**  05/27/2018 | |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of this corrective action will include:  -Student and staff schedules  -Tutoring logs  -Professional development for personnel responsible working with EL students documented by:  1. professional development schedule  2. professional development confirmation letter  3. professional development materials | | | |
| **Description of Internal Monitoring Procedures:**  The District will implement the following internal monitoring process to determine whether the area of noncompliance has been corrected and ensure continued compliance:  -Annually review all ESL teacher schedules  -Annually review and evaluate the English Learner Education Program  -Collect and review EL tutoring logs | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  ELE 5 Program Placement and Structure | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  1-Use the "Root Cause analysis, Corrective Action Plans and Progress Reports" document available in the Document Library (located under OELAAA - ELE Templates) to clarify why the district did not meet English Learner Student Learning Target numbers and what the district's corrective action will be to improve ELE program outcomes, by September 28, 2017. Please be specific with all the adjustments or changes that will be required in order to provide better learning opportunities to ELs so that they can acquire English at a rapid pace as Chapter 71 A requires.  2- Revise the Castañeda test submitted for the self assessment to ensure that your answers to the questions on the test reflect the changes that the district will implement in order to improve ELE program outcomes, by September 28, 2017.  3-Provide the district's plan of action to implement SEI strategies in SEI classrooms and designing lesson plans with language objectives in mind, by September 28, 2017.  4-Provide a detailed plan on how district administration will ensure that SEI strategies are implemented and language objectives are taught in SEI classrooms, by September 28, 2017.  5-Submit evidence of English language development occurring during the time dedicated to ESL such as unit plans and/or lesson plans that ESL teachers use for ESL instruction, by September 28, 2017. | | | |
| **Progress Report Due Date(s):**  09/28/2017 | | | |