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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: South Shore Charter Public School

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 02/24/2017.

**Mandatory One-Year Compliance Date:** **02/25/2018**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 14 | Review and revision of IEPs | 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 12A | Annual and continuous notification concerning nondiscrimination and coordinators | 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 |
| CR 26A | Confidentiality and student records | Not Implemented |
| ELE 1 | Annual English Language Proficiency Assessment | Not Implemented |
| ELE 5 | Program Placement and Structure | Partially Implemented |
| ELE 8 | Declining Entry to a Program | Not Implemented |
| ELE 10 | Parental Notification | Not Implemented |
| ELE 17 | Program Evaluation | Partially Implemented |
| ELE 18 | Records of ELL students | Partially Implemented |

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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:**  A review of student records and staff interviews indicated that IEP Teams do not consistently meet 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. A review of student records and staff interviews indicated that, at times, the charter school writes amendments to extend the IEP anniversary date. | | |
| **Description of Corrective Action:**  Matthew Tondorf will present to all responsible parties the expectations as they relate to holding meeting within the appropriate timelines and the inability to use amendments to extend these dates. We will present evidence of these trainings. Before the expected completion date of 9/15/2017 we will review 10 records that fit the criteria and keep records of such review. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  Presentation of training materials, agenda, staff attendance list and results of internal record review. | | |
| **Description of Internal Monitoring Procedures:**  We will pull 10 records of students whose meetings occurred after the training date. We will record as to whether or not the meetings were held within the expected timeline. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 14 Review and revision of IEPs | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 03/30/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The Charter school proposes to conduct special education staff training on IEP review timelines, amendments, submit evidence of such training and conduct internal record review following CAP implementation. The charter school did not submit a description of oversight system to self monitor review and revision of IEPs. | | |
| **Department Order of Corrective Action:**  Submit a description of oversight system to self monitor review and revision of IEPs. | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017 submit evidence of special education staff training on IEP annual review and appropriate timelines including agenda, signed attendance sheet, name and role of presenter, and a sample of training materials. By May 24, 2017 submit a description of the oversight system to track IEP review, including the date of the system's implementation, the frequency of the internal reviews, and the name and role of the staff responsible. By September 14, 2017 submit the results of an internal review of approximately 10-12 records of students from different grade levels conducted subsequent to implementation of all corrective actions. Provide a detailed narrative summary of the review including the number of records reviewed and the number with evidence of review of IEP prior to anniversary of the IEP. If noncompliance is identified, report the specific actions taken to correct each individual student record, identify and report the root cause(s) of the ongoing non-compliance and a plan to remedy it. \*Please note that when conducting internal monitoring, the charter school must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the record review; b) Date of the review; c) Name of person(s) who conducted the review, their roles(s), and their signature(s). | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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

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| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that although the charter school has a policy that ensures equal access to all aspects of education regardless of race, color, gender identity, religion, national origin, sexual orientation or disability, this policy does not address the protected categories of sex and homelessness. | | |
| **Description of Corrective Action:**  Matthew Tondorf, along with other members of the SSCPS administrative team will review all documents that include non-discrimination policies to assure that all protected categories are included within these statements. Any policies that have not included all protected categories with be updated, discuss in an all faculty training, and disseminated to the parents. All documents that are posted electronically will be updated. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will re-submit updated documentation, evidence of all staff training, and samples of the documentation disseminated to the parents. | | |
| **Description of Internal Monitoring Procedures:**  Will re-submit documentation and evidence of the meeting that occurred to review the documentation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 03/30/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017 submit a link to 2016-2017 updated Student Handbook on the charter school website with updates to include sex and homelessness as protected categories in charter school policy ensuring equal access to a full range of education programs. By May 24, 2017 submit evidence of staff training on the revised policy including an agenda, training materials that specify sex and homelessness as a protected categories, signed attendance sheets and the name and role of presenter. By September 14, 2017 submit evidence of dissemination of the updated policy to families. Examples of such evidence include a memo or email indicating how the updated policy will be disseminated, a letter to families or a link to a notice on the charter School's website. | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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

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| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that although the charter school's non-discrimination statement, as contained in the student handbook, affirms the school's non-tolerance for harassment based on race, color, gender identity, religion, national origin, sexual orientation or disability, it does not address the protected category of sex. | | |
| **Description of Corrective Action:**  Matthew Tondorf, along with other members of the SSCPS administrative team will review all documents that include non-discrimination policies to assure that all protected categories are included within these statements. Any policies that have not included all protected categories with be updated, discuss in an all faculty training, and disseminated to the parents. All documents that are posted electronically will be updated. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will re-submit updated documentation, evidence of all staff training, and samples of the documentation disseminated to the parents. | | |
| **Description of Internal Monitoring Procedures:**  Will re-submit documentation and evidence of the meeting that occurred to review the documentation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 03/30/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017 submit a link to 2016-2017 updated Student Handbook on the charter school website with updates to include sex as a protected category in charter school policy assuring non-tolerance for harassment. By May 24, 2017 submit evidence of staff training on the revised policy including an agenda, training materials that specify sex as a protected category in school's non-tolerance policy for harassment, signed attendance sheets and the name and role of presenter. By September 14, 2017 submit evidence of dissemination of the updated policy to families. Examples of such evidence include a memo or email indicating how the updated policy will be disseminated, a letter to families or a link to a notice on the charter School's website. | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that although materials used to publicize the charter school include a notice that the school does not discriminate on the basis of race, color, national origin, gender identity, disability or sexual orientation, the South Shore Charter Public School (SSCPS) online brochure, online application and enrollment policy do not address the protected category of religion and the SSCPS High School Program Guide does not address the protected category of sex. | | |
| **Description of Corrective Action:**  Matthew Tondorf, along with other members of the SSCPS administrative team will review all documents that include non-discrimination policies to assure that all protected categories are included within these statements. Any policies that have not included all protected categories with be updated, discuss in an all faculty training, and disseminated to the parents. All documents that are posted electronically will be updated. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will re-submit updated documentation, evidence of all staff training, and samples of the documentation disseminated to the parents. | | |
| **Description of Internal Monitoring Procedures:**  Will re-submit documentation and evidence of the meeting that occurred to review the documentation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date:** 03/30/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017 submit a link to updated 2017-2017 Student Handbook and promotional materials used in publicizing the charter school affirming the charter school's non-discrimination policy on the bases of religion and sex in enrollment. By May 24, 2017 submit evidence of staff training on the revised policy including an agenda, training materials that specify sex and religion as protected categories in school's non-discrimination policy in enrollment, signed attendance sheets and the name and role of presenter. By September 14, 2017 submit evidence that the revised policy affirming non discrimination in enrollment have been disseminated to students, parents and staff. Examples of such evidence include a memo or email indicating how the procedures are disseminated, a letter to families, or a link to a notice on the district's website | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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

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| **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 the charter school has a process for reviewing scholarships, prizes and awards sponsored or administered by the charter school to ensure that they are free of restrictions based upon race, color, gender identity, religion, national origin, sexual orientation or disability, this process does not include the protected category of sex. | | |
| **Description of Corrective Action:**  Matthew Tondorf, along with other members of the SSCPS administrative team will review all documents that include non-discrimination policies to assure that all protected categories are included within these statements. Any policies that have not included all protected categories with be updated, discuss in an all faculty training, and disseminated to the parents. All documents that are posted electronically will be updated. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will re-submit updated documentation, evidence of all staff training, and samples of the documentation disseminated to the parents. | | |
| **Description of Internal Monitoring Procedures:**  Will re-submit documentation and evidence of the meeting that occurred to review the documentation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 15 Non-discriminatory administration of scholarships, prizes and awards | **Corrective Action Plan Status:** Approved  **Status Date:** 03/30/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017 submit a link to 2016-2017 updated Student Handbook on the charter school website affirming the charter school's non-discrimination policy on the bases of sex in administration of scholarships, prizes and awards. By May 24, 2017 submit evidence of staff training on the revised policy including an agenda, training materials that specify sex as a protected category in school's non-discrimination in administration of scholarships, prizes and awards, signed attendance sheets and the name and role of presenter. By September 14, 2017 submit evidence that the revised policy affirming non discrimination on the bases of sex in administration of scholarships, prizes and awards has been disseminated to students, parents and staff. Examples of such evidence include a memo or email indicating how the procedures are disseminated, a letter to families, or a link to a notice on the district's website. | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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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:**  A review of documents and staff interviews indicated that although the charter school has developed and implemented written restraint prevention and behavior support policy and procedures, they are not consistent with regulations under 603 CMR 46.00 regarding methods for preventing student violence; self injurious behavior and suicide; methods for engaging parents and youth in discussions about restraint prevention and use; a description and explanation of the program's alternatives to physical restraint; method of physical restraint in emergency situations; and a procedure to investigate complaints. A review of documents indicated that 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. | | |
| **Description of Corrective Action:**  South Shore Charter Public School will review its current Physical Restraint Policy and make the necessary changes to be in compliance with the regulation. Once the policy is approved, it will be added to the student handbook, both in print and electronically. The staff will complete training on the updated policy. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  12/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will submit a copy of the updated policy and a link to the electronic version of the policy. We will provide copies of the staff lists and agenda of the training in regards to this policy. | | |
| **Description of Internal Monitoring Procedures:**  We will maintain records of the staff training related to review of this policy and continue to keep records of any other trainings related to restraint prevention and behavior support policies. | | |
| 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:** Partially Approved  **Status Date:** 03/31/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The charter school proposes to review and update the restraint policy, present it for approval, conduct staff training on the new policy, submit updated policy and evidence of staff training to the Department. The charter school did not include dissemination of updated restraint policy as part of the CAP. | | |
| **Department Order of Corrective Action:**  Include dissemination of the updated restraint policy as part of the CAP. | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017 submit the revised restraint policy and procedures consistent with amendments in 603 CMR 46.00 that took effect on January 1, 2016. By May 24, 2017 submit evidence, including the agenda, training materials, signed attendance sheets, and name and role of presenter, that all staff have been trained on the updated restraint policy. By September 14, 2017 submit minutes or other evidence documenting that the revised policy and procedures have been approved by the Board of Trustees. By September 14, 2017, submit evidence that the charter school's revised restraint procedures have been disseminated to families. The charter school may provide a web link in lieu of uploading a document. | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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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:**  A review of documents indicated that although the charter school's employment practices in general are free from discrimination on the basis of race, color, gender identity, national origin, or disability, job postings do not consistently address the protected category of sex. | | |
| **Description of Corrective Action:**  Matthew Tondorf, along with other members of the SSCPS administrative team will review all documents that include non-discrimination policies to assure that all protected categories are included within these statements. Any policies that have not included all protected categories with be updated, discuss in an all faculty training, and disseminated to the parents. All documents that are posted electronically will be updated. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will re-submit updated documentation, evidence of all staff training, and samples of the documentation disseminated to the parents. | | |
| **Description of Internal Monitoring Procedures:**  Will re-submit documentation and evidence of the meeting that occurred to review the documentation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 18A School district employment practices | **Corrective Action Plan Status:** Approved  **Status Date:** 03/31/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017 submit samples of the charter school's job postings and recruitment materials updated to include sex as a protected category in the Non-Discrimination statement assuring employment practices at charter school are free from bias on the bases of sex. By May 24, 2017 submit evidence of staff training on the revised employment policy including an agenda, training materials that specify sex as a protected category in charter school's non-discrimination employment practices, signed attendance sheets and the name and role of presenter. By September 14, 2017 submit evidence of dissemination of the revised Non-discrimination employment policy to families and staff. Examples of such evidence include a memo or email indicating how the Handbooks are disseminated, a letter to families, or a link to a notice on the district's website. | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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

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| **Criterion & Topic:**  CR 24 Curriculum review | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that although the charter school has procedures to ensure that individual teachers in the charter school review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, national origin and sexual orientation, this procedure does not address the protected category of religion. | | |
| **Description of Corrective Action:**  Matthew Tondorf, along with other members of the SSCPS administrative team will review all documents that include non-discrimination policies to assure that all protected categories are included within these statements. Any policies that have not included all protected categories with be updated, discuss in an all faculty training, and disseminated to the parents. All documents that are posted electronically will be updated. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will re-submit updated documentation, evidence of all staff training, and samples of the documentation disseminated to the parents. | | |
| **Description of Internal Monitoring Procedures:**  Will re-submit documentation and evidence of the meeting that occurred to review the documentation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 03/31/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017, submit the updated charter school's policy on curriculum review to include religion as a protected category. By May 24, 2017 submit evidence, including the agenda, training materials, signed attendance sheets, and name and role of presenter, that all staff have been trained on the updated curriculum review policy. By September 14, 2017, submit evidence that the charter school's revised curriculum review policy has been disseminated to families. The charter school may provide a web link in lieu of uploading a document. | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and interviews indicated that the although the charter school does evaluate various aspects of its K-12 programming to ensure that all students, regardless of race, color, sex, limited English proficiency, or disability, have equal access to programs, the evaluation does not annually address all programs including athletics and other extracurricular activities or include the protected categories of gender identity, religion, national origin, sexual orientation or housing status. | | |
| **Description of Corrective Action:**  SSCPS will continue to evaluate and review aspects of its K-12 programming in the same way as currently implemented. However, we will add specific review of the protected categories that were identified as not being reviewed. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will keep accurate records of these reviews, dates of the review, and staff in attendance during the reviews. All records will be submitted. | | |
| **Description of Internal Monitoring Procedures:**  We will review these records regularly and keep records of the review annually. The final review will take place in during the summer and results of the review will help shape our planning for the new school year, if any areas are identified it affords us the opportunity to make these programmatic changes. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 03/31/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017, submit a copy or description of the charter school's updated institutional self evaluation tool. By September 14, 2017 submit evidence of institutional self evaluation of all school programs in the charter school including athletics and other extracurricular activities for equal access and include non discrimination statement assuring equal access regardless of gender identity, religion, national origin, sexual orientation and housing status. | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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

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| **Criterion & Topic:**  CR 26A Confidentiality and student records | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of student records indicated that the charter school does not maintain a log of access in cumulative student records. | | |
| **Description of Corrective Action:**  SSCPS will add a log of access to all its cumulative records. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  We will submit a copy of the log of access to be attached to all the cumulative records. We will submit a copy of the agenda that includes training on the use of the log of access. | | |
| **Description of Internal Monitoring Procedures:**  We will add "log of access" page to the checklist that is utilized to setup each student initial cumulative folder, or when new student transfer into the school. Checklist will also be submitted as evidence. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 26A Confidentiality and student records | **Corrective Action Plan Status:** Approved  **Status Date:** 03/31/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017, submit a copy of the log of access to be attached to all cumulative records and a copy of the updated checklist utilized to set up each student cumulative folder. By May 24, 2017, submit evidence of staff training on the confidentiality of student records and the use of log of access in cumulative student records. This documentation should include an agenda, signed attendance sheet, name and role of presenter, and a sample of training materials. By September 14, 2017 submit samples of used student logs of access. | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |

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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 charter school only assessed the English proficiency of 90% of the ELs in the school. | | |
| **Description of Corrective Action:**  An internal review identified that we had not tested a few students that had "opted out", resulting in the data to show a few students as not being tested. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  02/15/2018 |
| **Evidence of Completion of the Corrective Action:**  We are re-vamping our "opt out" procedures to ensure that we follow all acceptable procedures as it results to the "opt out" regulations. We will provide documentation of the policy, dates the policy was discussed with the staff, and records of the training. | | |
| **Description of Internal Monitoring Procedures:**  Before the October SIMS report, we will review the data to make sure all the reporting is accurate. We will keep records of our review. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 1 Annual English Language Proficiency Assessment | **Corrective Action Plan Status:** Approved  **Status Date:** 04/05/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Please revise the school's opt-out forms, documents about opt-out policies and procedures. Provide training to all staff members involved in ACCESS test administration and ELE staff to ensure that they are all knowledgeable about the process and submit the training materials, sign-in sheets and agendas by the progress report due date. | | |
| **Progress Report Due Date(s):**  04/24/2017 | | |

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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:**  Lesson plans submitted by the charter school as evidence of language instruction indicate that the charter school still refers to the outdated English Language Proficiency Benchmarks and Outcomes (ELPBOs) that were replaced by the WIDA ELD standards beginning in the SY 2012-13. Regardless of the reference to ELPBOs and some strategies that were included into the lesson plans for English learners (ELs), special education and 504 students, there is not sufficient evidence showing that instruction and instructional activities are designed with language goals in mind. The Department concludes that the charter school does not have an ESL curriculum that guides ESL instruction and addresses the English language needs of the EL population at all levels and WIDA standards are not integrated into the charter school's curricula as was required after the Board of Elementary and Secondary Education adopted the WIDA English Language Development Standards Framework (WIDA ELD) in June 2012 as part of the Rethinking Equity and Teaching for English Language Learners (RETELL) initiative. | | |
| **Description of Corrective Action:**  During part of this summers internal program review, SSCPS will review how they deliver ELL instruction. A training will be developed for all teachers to focus on incorporating language objectives and several whole-school sheltered english emerging strategies to be the focal point of next school years PD. We are currently reviewing and changing our curriculum across the school and ELL curriculum will reflect the curriculum that we adopt. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services, Alicia Savage, Executive Director | | **Expected Date of Completion:**  12/15/2017 |
| **Evidence of Completion of the Corrective Action:**  Professional development on incorporating language objectives and identifying whole-school SEI strategies. Training agendas, staff attendance lists. Development and selection of new curriculum and submission of updated lesson plans reflecting that curriculum. | | |
| **Description of Internal Monitoring Procedures:**  Review and submission of lesson plans. Ongoing data collected through annual review of programs. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 5 Program Placement and Structure | **Corrective Action Plan Status:** Approved  **Status Date:** 04/05/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  1-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 school will implement in order to comply with federal and state laws and regulations.2-Provide a detailed plan showing the school's plan of actions to implement SEI strategies in SEI classrooms and designing lesson plans with language objectives in mind. 3-Provide a detailed plan on how the school administration will ensure that SEI strategies are implemented and language objectives are taught in SEI classrooms. 4-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. 5- Submit information showing the school's progress towards developing an ESL curriculum. | | |
| **Progress Report Due Date(s):**  04/24/2017  06/15/2017 | | |

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

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| **Criterion & Topic:**  ELE 8 Declining Entry to a Program | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of documents indicated that the charter school does not have procedures established to monitor the progress of students whose parents opted out of the ELE program to ensure that these students' linguistic and academic needs are met and the charter school takes affirmative steps and appropriate action as required by Title VI and EEOA to provide them access to its educational programs. | | |
| **Description of Corrective Action:**  During or annual review of our ELL program, we will re-vamp our policies and procedures as they pertain to students that "opt-out". | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of learning Services | | **Expected Date of Completion:**  12/15/2017 |
| **Evidence of Completion of the Corrective Action:**  Submission of the updated policy, including how we intend to monitor our "opt-out" students. Dates and agenda to train the staff on the changes made to the policy. | | |
| **Description of Internal Monitoring Procedures:**  Since our overall number of "opt-out" students is less than 10, we will pull the folders of all of our opt out students after the first marking term for the 2017-2018 school year. We will submit data of this record review. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 8 Declining Entry to a Program | **Corrective Action Plan Status:** Approved  **Status Date:** 04/05/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Please submit a plan explaining how the school will monitor the progress of students whose parents declined ELE services to ensure that they make adequate progress and the level of support that will be available for them provided that students need such support to have access to the curricula taught in the school. Provide training to all ELE staff to ensure that they are all knowledgeable about the process and submit the training materials, sign-in sheets and agendas by the progress report due date. | | |
| **Progress Report Due Date(s):**  04/24/2017 | | |

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

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| **Criterion & Topic:**  ELE 10 Parental Notification | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that although the charter school sends home an ACCESS score card generated for parents by WIDA, it does not send a parent notification form to inform the parents of the student's placement and other information that needs to be communicated to parents annually after a student has been identified as an EL.  A review of documents and staff interviews also indicated that the charter school does not send parents progress reports that include information regarding students' progress in becoming proficient in using the English language. | | |
| **Description of Corrective Action:**  During our annual review of the ELL program we will re-vamp the policy to include parent notification letters to be sent home annually to parents to inform them of placement in the ELL program and description of what that program looks like. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  12/15/2017 |
| **Evidence of Completion of the Corrective Action:**  Submission of the updated policy, including how we intend to inform parents annually about placement. Dates and agenda to train the staff on the changes made to the policy. | | |
| **Description of Internal Monitoring Procedures:**  After the first marking term for the 2017-2018 school, SSCPS will conduct a record review of 10 records across the grade levels. We will submit results of that record review as it pertains to the inclusion of parent notification letters. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 10 Parental Notification | **Corrective Action Plan Status:** Approved  **Status Date:** 04/05/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  1- By April 24, 2017, submit a copy of the parent notification letter the district will use. 2- By April 24, 2017, provide training to ELE staff to ensure that they are all knowledgeable about the requirements regarding the parent notification letter and submit the training materials, sign-in sheets and agendas by the progress report due date. 3- By September 14, 2017, submit a copy of the parent notification letters sent to each student's parent or guardian in their preferred language. | | |
| **Progress Report Due Date(s):**  04/24/2017  09/14/2017 | | |

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

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| **Criterion & Topic:**  ELE 17 Program Evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the charter school's process of periodically evaluating the effectiveness of its ELE program does not meet the expectations of the rubric the Department uses to review districts' program evaluations. The Department concludes that the charter school does not have a comprehensive process to evaluate the effectiveness of its ELE programming in developing students' English language skills and increasing their ability to participate meaningfully in the charter school's educational program. | | |
| **Description of Corrective Action:**  SSCPS will review the Department's rubric and develop and adjust how we review our ELL program. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  02/15/2017 |
| **Evidence of Completion of the Corrective Action:**  Submission of adjusted procedures for reviewing the ELL program. Agendas and attendance records of staff for this summers internally review of the ELL program. | | |
| **Description of Internal Monitoring Procedures:**  Completed annual report of the periodic review of the ELL program, SSCPS will submit a sample of the review, reflecting the departments rubric, in February of 2018. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 17 Program Evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 04/05/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  1-Please complete the program evaluation tool that is available at http://www.doe.mass.edu/ell/ProgramEvaluation.pdf . The charter school must complete all of the components of the attached form in order to evaluate the effectiveness of its ELE program. 2- Provide information regarding the strengths and areas of improvement the school identified as a result of its ELE program evaluation.  3- Please provide a plan of action to make appropriate program adjustments or changes that are responsive to the outcomes of the program evaluation to improve the effectiveness of the program at promoting and supporting the rapid acquisition of English language proficiency by ELs as is required in G.L. c. 71A. | | |
| **Progress Report Due Date(s):**  09/14/2017 | | |

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

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| **Criterion & Topic:**  ELE 18 Records of ELL students | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that EL records do not consistently include copies of parent notification letters or English proficiency progress reports. | | |
| **Description of Corrective Action:**  During our annual review of the ELL program we will re-vamp the checklist for student record to include parent notification letters to be sent home annually to parents to inform them of placement in the ELL program and description of what that program looks like, and English Language proficiency reports. | | |
| **Title/Role(s) of Responsible Persons:**  Matthew Tondorf, Director of Learning Services | | **Expected Date of Completion:**  12/15/2017 |
| **Evidence of Completion of the Corrective Action:**  Submission of the updated policy and ELL student record checklist. Dates and agenda to train the staff on the changes made to the policy, and expectations regarding student folders. | | |
| **Description of Internal Monitoring Procedures:**  After the first marking term for the 2017-2018 school, SSCPS will conduct a record review of 10 records across the grade levels. We will submit results of that record review as it pertains to the inclusion of parent notification letters, and English proficiency progress reports. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 18 Records of ELL students | **Corrective Action Plan Status:** Approved  **Status Date:** 03/31/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 24, 2017 submit evidence of staff training on including parent notification letters and English proficiency progress reports in records. Include training agenda and signed attendance sheet. By May 24, 2017 submit a description of the oversight system to ensure compliance.  By September 14, 2017 submit the results of an internal review of approximately 10-12 ELL student records from different grade levels. Provide a summary of the review, the number of records reviewed and the outcome of the review. If noncompliance is identified, report the specific actions taken to correct each individual student record, identify and report the root cause(s) of the ongoing non-compliance and a plan to remedy it. \*Please note that when monitoring the charter school must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the record review; b) Date of the review; c) Name of person(s) who conducted the review, their roles(s), and their signature(s). | | |
| **Progress Report Due Date(s):**  05/24/2017  09/14/2017 | | |