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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: Dover-Sherborn

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 06/07/2017.

**Mandatory One-Year Compliance Date:** **06/07/2018**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 2 | Required and optional assessments | Partially Implemented |
| SE 7 | Transfer of parental rights at age of majority and student participation and consent at the age of majority | Partially Implemented |
| SE 13 | Progress Reports and content | Partially Implemented |
| SE 20 | Least restrictive program selected | Partially Implemented |
| CR 7C | Early release of high school seniors | Not Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 10C | Student Discipline | 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 18 | Responsibilities of the school principal | Partially Implemented |
| CR 18A | School district employment practices | Partially Implemented |
| ELE 10 | Parental Notification | Partially Implemented |
| ELE 17 | Program Evaluation | Not 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 2 Required and optional assessments | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that when the district is conducting a re-evaluation, it does not consistently complete an educational assessment by a teacher(s) with current knowledge regarding the student's social relations with groups, peers, and adults. | | |
| **Description of Corrective Action:**  The District received a partially implemented rating in the area of the criterion of required and optional assessments because the file review did not reveal that the IEP folders consistently contained an Ed Assessment that properly addressed the required questions related to reporting on a student's social relations with groups, peers and adults. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Special Education  Christine J. Smith  smithcj@doversherborn.org | | **Expected Date of Completion:**  12/01/2017 |
| **Evidence of Completion of the Corrective Action:**  September 2017- Agenda and sign-in from training with all sped teachers regarding the use of the Ed Assessment A+B and Review of procedures for gen ed staff to complete and return the Ed Assessments  October 1, 2017- Agenda and sign in from Sped teachers will meet with gen ed peers to support new form and procedures | | |
| **Description of Internal Monitoring Procedures:**  October 15th, 2017 Director reviews sign in sheets and agendas  November 2017 Director reviews meetings held from Oct 2017-November 15, 2017 to find evidence that Ed Assessments are in the folders, used at the meetings (evidenced on N1) and discuss with Sped staff regarding procedures in place. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 2 Required and optional assessments | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By October 15, 2017, submit evidence of training of appropriate staff to ensure that when the district is conducting a re-evaluation, an Educational Assessment is completed by a teacher with current knowledge regarding the student's social relations with groups, peers, and adults. Include the training materials, agenda, and signed attendance sheet with staff name, role, and signature.  By October 15, 2017, submit a description of the district's internal oversight and tracking system with periodic reviews, along with the name/role of the designated person responsible for oversight.  By December 15, 2017, submit results of a review of (re-evaluation) records to ensure that an Educational Assessment is completed by a teacher with current knowledge regarding the student's social relations with groups, peers, and adults. Include the number of records reviewed; number of records in compliance; for any records not in compliance, determine the root cause; and specific corrective actions taken to remedy the non-compliance.  \*Please note that when 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 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):**    10/15/2017  12/15/2017 | | |

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| **Criterion & Topic:**  SE 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records and staff interviews indicated that, at least one year prior to the student reaching age 18, the district does not consistently inform the student and the parent/guardian of the rights that will transfer from the parent/guardian to the student upon the student's 18th birthday.    Additionally, upon reaching the age of 18, the school district does not always implement procedures to obtain consent from the student to continue his/her special education program. | | |
| **Description of Corrective Action:**  The District received a partially implemented rating in the area of the criterion of transfer of parental rights at age of majority and student participation and consent at the age of majority because the file review did not reveal that the IEP folders consistently contained the age of majority documentation. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Special Education  Christine J. Smith  smithcj@doversherborn.org | | **Expected Date of Completion:**  12/01/2017 |
| **Evidence of Completion of the Corrective Action:**  September 2017 agenda and sign-in from staff, admin assistants, and related service providers for training regarding procedures  Document of the Procedures  November 2017 review of file recording if any students are a year from turning 18 and need notification or if any students have turned 18. | | |
| **Description of Internal Monitoring Procedures:**  October 15th, 2017 Director reviews sign in sheets and agendas  November 2017 Director reviews meetings held from Oct 2017-November 15, 2017 to find evidence that the Age of Majority forms are in the sped files and noted on N1. A chart of the findings, the director's name, director's signature and students’ names will be made. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By October 15, 2017, submit evidence of revised procedures to ensure that at least one year prior to the student reaching age 18, the district informs the student and the parent/guardian of the rights that will transfer from the parent/guardian to the student upon the student's 18th birthday. Additionally, the revised procedures will ensure that upon reaching the age of 18, the school district will obtain consent from the student to continue his/her special education program.  By October 15, 2017, submit evidence of training of appropriate staff on the new procedures and include the training materials, agenda, and signed attendance sheet with staff name, role, and signature.  By October 15, 2017 submit a description of the district's internal oversight and tracking system with periodic reviews, along with the name/role of the designated person responsible for oversight.  By December 15, 2017, submit results of a review of student records to ensure that at least one year prior to the student reaching age 18, the district informs the student and the parent/guardian of the rights that will transfer from the parent/guardian to the student upon the student's 18th birthday. Additionally, the review will ensure that upon reaching the age of 18, the school district implements procedures to obtain consent from the student to continue his/her special education program. Include the number of records reviewed; the number of records in compliance; and for any records not in compliance, determine the root cause; and specific corrective actions taken to remedy the non-compliance.  \*Please note that when 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 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):**  10/15/2017  12/15/2017 | | |

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| **Criterion & Topic:**  SE 13 Progress Reports and content | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that progress reports do not consistently provide information regarding the goals set in the IEP, and are not consistently sent to parents at least as often as parents are informed of the progress of non-disabled students. | | |
| **Description of Corrective Action:**  The District received a partially implemented rating in the area of the progress reports because the file review did not reveal that the IEP folders consistently contained the progress report and that the progress report did not consistently contain updates on the student's goal areas and the progress reports did not contain evidence that they are consistently sent home to parents at least as often as parents are informed of the progress of non-disabled students. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Special Education  Christine J. Smith  smithcj@doversherborn.org | | **Expected Date of Completion:**  12/15/2017 |
| **Evidence of Completion of the Corrective Action:**  Record Review Chart that contains Director's name and signature, students name and grade, number of goal areas, number of progress reports found  September 2017 Agenda and sign-in training  Procedures listing  Record Review Chart that contains Director's name and signature, students name and grade, number of goal areas, number of progress reports found, content matches goals, and procedures were followed by sped staff and Admin Assistants. | | |
| **Description of Internal Monitoring Procedures:**  In August 2017 a second file review will be conducted by the Director of Special Education to determine if the June progress reports were added to each child's file, sent home, and a random review of the content will be done to determine if the content reflects progress on the goals of the IEP.  In September 2017 a meeting will be held with the Admin Assistant, team chairs, sped teachers, and related service providers to ensure a procedure is in place for the writing, collection, uploading, sending and filing of progress reports is in place.  November 30th, 2017, review o f files to determine that 100% of the students have received a June 2017 and November 2017 progress report. Check student files, check sped teachers process, check Admin Assistant process. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 13 Progress Reports and content | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By October 15, 2017, submit evidence of training of appropriate staff to ensure that progress reports consistently provide information regarding the goals set in the IEP, and are sent to parents at least as often as parents are informed of the progress of non-disabled students. Include the training materials, agenda, and signed attendance sheet with staff name, role, and signature.  By October 15, 2017 submit a description of the district's internal oversight and tracking system with periodic reviews, along with the name/role of the designated person responsible for oversight.  By December 15, 2017, submit results of a review of student records to ensure progress reports consistently provide information regarding the goals set in the IEP, and are sent to parents at least as often as parents are informed of the progress of non-disabled students. Include the number of records reviewed; the number of records in compliance; and for any records not in compliance, determine the root cause; and specific corrective actions taken to remedy the non-compliance.  \*Please note that when 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 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):**  10/15/2017  12/15/2017 | | |

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| **Criterion & Topic:**  SE 20 Least restrictive program selected | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that if a student is removed from the general education classroom at any time, IEP Teams do not consistently state why the removal is considered critical to the student's program and the basis for its conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. | | |
| **Description of Corrective Action:**  The District received a partially implemented rating in the area of the Non-participation Justification statement in the IEP because the file review did not reveal that the IEP team consistently stated why the removal from the gen ed setting was necessary. In order to correct this area the District will conduct trainings, observations and a record review.  Training with team chairs will occur in September 2017. By September 30th, 2017 training at each building level with special education teachers and related service providers to discuss the Non-participation Justification Statement and a closer look at our practices around determining if a student needs/requires removal from the general education setting in order to receive the specially designed instruction. Asking our teachers to carefully consider if the specially designed instruction can take place in the general education setting with the use of supplemental aides and supports.    A record review of all annuals, re-evals and initials held between October 1, 2017-November 15th, 2017 to find evidence that the Non-Participation Justification statement clearly identifies why the removal is necessary. This review will include a listing of the number of records reviewed and the number of records found compliant.    Additionally the team chairs and the Director will observe at team meetings to ensure the conversation about the Nonparticipation Justification statement is attended to during the team meeting | | |
| **Title/Role(s) of Responsible Persons:**  Director of Special Education  Christine J. Smith  smithcj@doversherboorn.org | | **Expected Date of Completion:**  12/01/2017 |
| **Evidence of Completion of the Corrective Action:**  Agenda and sign in from Team Chair training  Agenda and sign in from building meetings  Record review chart of compliance including, director's name and signature, date of review, student name and grade, check for compliance of language that describes why the removal is necessary. | | |
| **Description of Internal Monitoring Procedures:**  The director and the team chairs will sit in on IEP meetings conducted to ensure the Non-Participation justification statement is carefully considered. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 20 Least restrictive program selected | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By October 15, 2017, submit evidence of training of appropriate staff to ensure that if a student is removed from the general education classroom at any time, IEP Teams consistently state why the removal is considered critical to the student's program and the basis for its conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. Include the training materials, agenda, and signed attendance sheet with staff name, role, and signature.  By October 15, 2017 submit a description of the district's internal oversight and tracking system with periodic reviews, along with the name/role of the designated person responsible for oversight.  By December 15, 2017, submit results of a review of student records to ensure that if a student is removed from the general education classroom at any time, IEP Teams consistently state why the removal is considered critical to the student's program and the basis for its conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. Include the number of records reviewed; the number of records in compliance; and for any records not in compliance, determine the root cause; and specific corrective actions taken to remedy the non-compliance.  \*Please note that when 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 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):**  10/15/2017  12/15/2017 | | |

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| **Criterion & Topic:**  CR 7C Early release of high school seniors | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that high school seniors are released more than twelve days before the regular scheduled closing date of the high school. | | |
| **Description of Corrective Action:**  Headmaster will set the release date for high school seniors no more than twelve days before the regular scheduled closing date of the high school by:  ? Publishing the release date for high school seniors by August 28, 2017 in compliance with the regulation noted above. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent/High School Headmaster | | **Expected Date of Completion:**  10/01/2017 |
| **Evidence of Completion of the Corrective Action:**  ? Published calendar indicating the last day for seniors  ? Communication to staff, students and families noting the last day for seniors | | |
| **Description of Internal Monitoring Procedures:**  Headmaster will determine the release date for high school seniors by August 1st and communications will be sent to constituencies by October 1, 2017. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7C Early release of high school seniors | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By October 15, 2017, submit a copy of the updated district calendar to ensure high school seniors are released less than twelve days before the regular scheduled closing date of the high school. Include evidence of dissemination of the updated calendar to all staff, students, and families. | | |
| **Progress Report Due Date(s):**  10/15/2017 | | |

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that although the district utilizes the Massachusetts Aggression Reduction Center (MARC) program and provides training for all school staff on the district's Bullying Intervention and Prevention Plan, the annual all-staff training does not include developmentally appropriate strategies to prevent bullying incidents; developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; information on the incidence and nature of cyber-bullying; and internet safety issues as they relate to cyber-bullying. | | |
| **Description of Corrective Action:**  The school/district will develop a presentation for each school, including the topics noted below, and will provide all staff training during the August 28, 2017 all school staff meeting.  1. developmentally appropriate strategies to prevent bullying incidents;  2. developmentally appropriate strategies for immediate,  3. effective interventions to stop bullying incidents;  4. information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying;  5. research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;  6. information on the incidence and nature of cyber-bullying; and  7. internet safety issues as they relate to cyber-bullying. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent | | **Expected Date of Completion:**  09/08/2017 |
| **Evidence of Completion of the Corrective Action:**  Copy of the presentation  Agenda for the session  Sign-in sheets for participants | | |
| **Description of Internal Monitoring Procedures:**  Summer 2017: Assistant Superintendent and Building Headmaster will develop the presentation and agendas for the August 28, 2017, the district will review this presentation yearly in order to assure compliance. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 15, 2017, provide evidence of the annual training for all staff that includes: developmentally appropriate strategies to prevent bullying incidents; developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; information on the incidence and nature of cyber-bullying; and internet safety issues as they relate to cyber-bullying. Include an agenda, training materials and signed attendance sheets. | | |
| **Progress Report Due Date(s):**  09/15/2017 | | |

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| **Criterion & Topic:**  CR 10C Student Discipline | | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that although the school committee has an established student discipline policy that includes a notice of suspension and hearing and a system of periodic review of discipline data by special populations, the policy is not consistent with  M.G.L. c. 71, section 37H ¾. Specifically, the current policy does not include procedures for emergency removal; procedures for principal hearings for both short and long-term suspension; procedures for in-school suspension; procedures for superintendent hearing; procedures for education services and academic progress (School-wide Education Service Plan); and alternatives to suspension. | | | |
| **Description of Corrective Action:**  The Dover, Sherborn and Dover-Sherborn Regional School Committees updated and approved the Policy JIC Student Discipline at their April 10, 2017 meeting. The districts will provide training to all staff on this update at the August 28, 2017 all staff meeting. | | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent | | **Expected Date of Completion:**  09/08/2017 | |
| **Evidence of Completion of the Corrective Action:**  ? Updated Policy JIC  ? Agenda for the August 28, 2017 session, indicating review of the policy JIC  ? Sign-in sheets for participants | | | |
| **Description of Internal Monitoring Procedures:**  Summer 2017: Building Headmaster will review the policy and place an update on the agenda for all staff meeting on August 28, 2017 | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | | |
| **Basis for Decision:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  By September 15, 2017, submit a copy of the updated student discipline policy that includes procedures for emergency removal; procedures for principal hearings for both short and long-term suspension; procedures for in-school suspension; procedures for superintendent hearing; procedures for education services and academic progress (School-wide Education Service Plan); and alternatives to suspension.  By October 15, 2017, provide evidence of training on the updated student discipline policy to appropriate staff, and include an agenda, training materials and signed attendance sheets. | | | |
| **Progress Report Due Date(s):**  09/15/2017  10/15/2017 | | | |

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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:**  A review of documents indicated that the district's written notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion and their parents/guardians to discuss why the student is leaving school is not sent within five days of the student's tenth consecutive absence. In addition, the notice does not offer two dates and times for an exit interview between the superintendent (or designee) and the student and the parent/guardian to occur prior to the student permanently leaving school. The notice does not inform parents that the time and the date for the exit interview may be extended at the request of the parent/guardian but for no longer than 14 days.  Additionally, the annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school, informing them of the availability of publicly funded post-high school academic support programs and encouraging them to participate in those programs, is not sent for a minimum of two consecutive years. | | |
| **Description of Corrective Action:**  1.) By August 28, 2017, High School Headmaster and Assistant Headmaster will revise written notice to students 16 or over leaving school (as noted in finding) and their parents/guardians to ensure that the notice is sent within five days of the student’s tenth absence and the notice will include:  ? two dates and times for an exit interview between the superintendent (or designee) and the student and the parent/guardian to occur prior to the student permanently leaving school;  ? inform parents that the time and the date for the exit interview may be extended at the request of the parent/guardian but for no longer than 14 days;  2.) By August 28, 2017 High School Headmaster and Assistant Headmaster will revise the annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school, informing them of:  ? the availability of publicly funded post-high school academic support programs and encouraging them to participate in those programs; and  ? abiding by the requirement that the notice will be sent for a minimum of two consecutive years | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent/High School Headmaster | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  ? Revised letter to student 16 years or older who are leaving school  ? Revised letter to former students  ? Samples of letters sent to students who fit this criteria | | |
| **Description of Internal Monitoring Procedures:**  Headmaster/Assistant Headmaster will coordinate identification of students with the Guidance Counselor who meet this criteria. | | |
| 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:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Prior to the development of the district's corrective action, please review information for School Districts about Required Notices Regarding Students who Leave High School without Graduating at: http://www.doe.mass.edu/news/news.aspx?id=3051 along with amendments to M.G.L. c.76, ss. 5, 18 (as amended by 2012, 222, Sec. 8 effective July 1, 2014; St. 1965, c. 741).28  By September 15, 2017, submit a copy of the revised letter to be sent to former students who have not yet earned their competency determination and who have not transferred to another school.  By September 15, 2017, submit a narrative of the district's internal oversight and tracking system ensuring the district sends an annual written notice for a minimum of two years to former students who have not yet earned their competency determination and who have not transferred to another school to inform them of the availability of publicly funded post-high school academic support programs and encourage them to  participate in those programs. Additionally, provide evidence of dissemination to appropriate staff on this updated process which may include emails and training materials.  By December 15, 2017, submit evidence of a sample of student letters that have gone to former students who have not yet earned their competency determination and who have not transferred to another school informing them of the availability of publicly funded post-high school academic support programs and encouraging them to participate in those programs. | | |
| **Progress Report Due Date(s):**  09/15/2017  12/15/2017 | | |

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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 indicated that although the school committee has established policies and procedures regarding the use of physical restraint on any student, the school committee policy is not consistent with 603 CMR 46.00. Specifically, the policy does not include appropriate responses to student behavior that may require immediate intervention.  A review of documents and staff interviews, however, indicated that the district has identified program staff to serve as school-wide resources for the administration of restraint and provided them with in-depth training on both de-escalation and the administration of restraints. | | |
| **Description of Corrective Action:**  The School Committee revised and voted Policy JKAA Policy on Restraint of Students at their April 10, 2017 to reflect the 603 CMR 46.00. The districts will provide training to all staff on this updated policy at the August 28, 2017 all staff meeting. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent | | **Expected Date of Completion:**  09/15/2017 |
| **Evidence of Completion of the Corrective Action:**  ? Updated School Committee Policy JKAA  ? Agenda for the August 28, 2017 all staff training session, indicating review of the policy  ? Sign-in sheets for participants | | |
| **Description of Internal Monitoring Procedures:**  Summer 2017: Building Headmaster will review the policy and place an update on the agenda for all staff meeting on August 28, 2017 | | |
| 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:** 07/05/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 15, 2017, submit a copy of the updated Policy on Restraint of Students that is consistent with regulations under 603 CMR 46.00.  By October 15, 2017, provide evidence of training on the updated Policy on Restraint of Students to all staff, and include an agenda, training materials and signed attendance sheets. | | |
| **Progress Report Due Date(s):**  09/15/2017  10/15/2017 | | |

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| **Criterion & Topic:**  CR 18 Responsibilities of the school principal | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the district does not, upon receipt of a physician's written order, arrange for educational services for students who are out for a period of not less than fourteen school days in any school year due to medical reasons. | | |
| **Description of Corrective Action:**  The School Committee reviewed Policy IHBF Homebound Instruction on June 19, 2017 and will vote this policy by the end of October 2017. The district has revised their protocol to include the language ‘not less than fourteen school days’. Building administrators will review this new protocol during the August 28, 2017 all staff training and will provide additional training on the policy revision at a November 2017 (date TBD) all staff training. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent | | **Expected Date of Completion:**  12/15/2017 |
| **Evidence of Completion of the Corrective Action:**  ? Updated and voted School Committee Policy IHBF Homebound Instruction  ? Agenda for the November 2017 staff training session, indicating review of the policy and protocol  ? Sign-in sheets for participants | | |
| **Description of Internal Monitoring Procedures:**  Yearly review of Homebound Instruction Policy and Procedures by building administration to ensure compliance. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 18 Responsibilities of the school principal | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 15, 2017, submit a copy of the updated and approved Policy IHBF Homebound Instruction to ensure upon receipt of a physician's written order, the district arranges for educational services for students who are out for a period of not less than fourteen school days in any school year due to medical reasons.  By December 15, 2017, provide evidence of training on the updated Homebound Instruction Policy to appropriate staff, including agenda, training materials and signed attendance sheets. | | |
| **Progress Report Due Date(s):**  09/15/2017  12/15/2017 | | |

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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 the anti-discrimination statement contained in the district's employment application form does not include the protected category of gender identity. | | |
| **Description of Corrective Action:**  The district will use School Spring as the sole source for employment applications and this form does include the protected category of gender identity | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent | | **Expected Date of Completion:**  09/08/2017 |
| **Evidence of Completion of the Corrective Action:**  ? Sample employment posting to School Spring | | |
| **Description of Internal Monitoring Procedures:**  Assistant Superintendent will monitor throughout the school year to assure that all employment applications are posted to the sole course of School Spring. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 18A School district employment practices | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 15, 2017, submit a sample employment application that lists all required protected categories, including gender identity. | | |
| **Progress Report Due Date(s):**  09/15/2017 | | |

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

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| **Criterion & Topic:**  ELE 10 Parental Notification | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records and documents indicated that the district's parent notification form does not include information regarding the specific exit requirements and the parents' right to apply for a waiver. | | |
| **Description of Corrective Action:**  By June 30, 2017 the ELL Coordinator and the Assistant Superintendent revised this parental notification form to include information regarding the specific exit requirements and the parents’ right to apply for a waiver, and this new document is in use.  This document is included in the ELL Handbook that is posted to the DS website: http://www.doversherborn.org/uploaded/District\_Administration/Assistant\_Superintendent/English\_Language\_Education\_Program\_and\_Structure\_Handbook.pdf | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent | | **Expected Date of Completion:**  09/08/2017 |
| **Evidence of Completion of the Corrective Action:**  ? The updated letter that includes information regarding the specific exit requirements and the parents’ right to apply for a waiver | | |
| **Description of Internal Monitoring Procedures:**  ELL Coordinator will assure that the correct form is used and will monitor the DESE requirements and revise handbook/letters as needed. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 10 Parental Notification | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Corrected | |
| **Basis for Decision:**  The program handbook including the revised parent notification form is posted to the district's website. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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

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| **Criterion & Topic:**  ELE 17 Program Evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Staff interviews and documentation indicated that the district 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 district's educational program. Please see http://www.doe.mass.edu/ell/ProgramEvaluation.pdf. | | |
| **Description of Corrective Action:**  The district will follow the document ELE Program Evaluation. By September 15, 2017 the district will establish a team at each school, consisting of the Assistant Superintendent, Principal/Assistant Principal, ELL Coordinator, General Educator, Guidance Counselor, and Data Analyst. This team will follow the Program Evaluation protocol as outlined by the DESE with an action plan developed by November 1, 2017. Strengths and areas for improvement will be noted, with adjustments/changes identified in the action plan. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent and ELL Coordinator | | **Expected Date of Completion:**  12/22/2017 |
| **Evidence of Completion of the Corrective Action:**  ? Agenda for the team sessions  ? Action plan  ? Sign-in sheets for participants | | |
| **Description of Internal Monitoring Procedures:**  School year 2017-2018: Assistant Superintendent and ELL Coordinator will monitor progress and compliance to create the action plan and implementation next steps | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 17 Program Evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By December 15, 2017, complete the program evaluation tool that is available at http://www.doe.mass.edu/ell/ProgramEvaluation.pdf The district must complete all of the components of the attached form in order to evaluate the effectiveness of its ELE program in developing students' English language skills and increasing their ability to participate meaningfully in the district's educational program.  By December 15, 2017, submit strengths and areas of improvement the district has identified as a result of its ELE program evaluation.  By December 15, 2017, submit evidence of a plan 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):**  12/15/2017 | | |

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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 a current home language survey is not consistently found in ELE records. | | |
| **Description of Corrective Action:**  The ELL Coordinator will review all ELL student files by September 15, 2017 to assure compliance that the current home language survey is in each ELE record. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent and ELL Coordinator | | **Expected Date of Completion:**  09/29/2017 |
| **Evidence of Completion of the Corrective Action:**  ? Review sheet of each ELL Student file by ELL Coordinator | | |
| **Description of Internal Monitoring Procedures:**  Continued monitoring by ELL coordinator to assure that the home language survey is in the ELE record. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 18 Records of ELL students | **Corrective Action Plan Status:** Approved  **Status Date:** 07/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 15, 2017, provide a description of updated monitoring procedures to ensure EL student records have a current home language survey in student record.  By September 15, 2017, submit evidence of training on updated procedures to all staff, including agenda, training materials and signed attendance sheets.  By December 15, 2017, submit results of a review of EL student records to ensure current home language survey is included in record. Include the number of records reviewed; the number of records in compliance; and for any records not in compliance, determine the root cause; specific corrective actions taken to remedy the non-compliance.  E  \*Please note that when 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 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):**  09/15/2017  12/15/2017 | | |