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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: Westford

CPR Onsite Year: 2016-2017

Program Area: Special Education

All corrective action must be fully implemented and all noncompliance corrected as soon as possible and no later than one year from the issuance of the Coordinated Program Review Final Report dated 05/30/2017.

**Mandatory One-Year Compliance Date:** **05/31/2018**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 20 | Least restrictive program selected | Partially Implemented |
| SE 32 | Parent advisory council for special education | Partially Implemented |
| SE 55 | Special education facilities and classrooms | Partially Implemented |
| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 9 | Hiring and employment practices of prospective employers of students | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | 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 16 | Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |
| CR 18A | School district employment practices | Partially Implemented |
| CR 23 | Comparability of facilities | Partially Implemented |
| ELE 3 | Initial Identification | Partially Implemented |
| ELE 16 | Equitable Facilities | Partially Implemented |
| ELE 17 | Program Evaluation | Not Implemented |

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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 when a student is removed from the general education classroom at any time, the Team does not always 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 will provide updated training to all special education liaisons. Training will ensure that teams are explicitly discussing recommendations for removing a student from the general education class and documenting appropriately on the student's IEP |
| **Title/Role(s) of Responsible Persons:**Courtney L. Moran, Director of Pupil servicesStudent Support Leaders at each building level | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**The District will submit sample documentation, reflecting the change of practice |
| **Description of Internal Monitoring Procedures:** Student Support Leaders will monitor each IEP prior to sending home for signatures. Immediate follow up with liaisons will occur if corrective action is necessary. The Director will monitor practice by reviewing selected IEPs. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 20 Least restrictive program selected | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, 2017, submit evidence of training of appropriate staff to ensure that when a student is removed from the general education classroom at any time, the Team states on the IEP 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. Please include the training materials, agenda, and signed attendance sheet with staff name, role and signature. Submit a description of the district's internal monitoring and tracking protocols that ensure future compliance; include the roles of those responsible for implementation and the dates of initial implementation.  By February 26, 2018, submit the results of an internal review of records to ensure that when a student is removed from the general education classroom at any time, the Team states 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. Please include the following: 1) the number of records reviewed; 2) the number of records in compliance; 3) for any records not in compliance, determine the root cause; and 4) the specific corrective actions taken to remedy the non-compliance.\*Please note when conducting internal monitoring, the school must maintain the following documentation and make it available to the Department upon request: a) list of the student names and grade levels for the records reviewed; b) date of the review; and c) name of person(s) who conducted the review, their role(s), and signature(s). |
| **Progress Report Due Date(s):** 11/17/201702/26/2018 |

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| **Criterion & Topic:** SE 32 Parent advisory council for special education | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Staff and parent interviews and a review of documentation indicated that the parent advisory council duties do not include advising the district on matters that pertain to the education and safety of students with disabilities through participation in the evaluation of the school district's special education programs. |
| **Description of Corrective Action:** The Director will meet with SEPAC co-chairs twice a year, including the annual report to the School Committee. |
| **Title/Role(s) of Responsible Persons:**Courtney L. Moran, Director of Pupil Services Kathy Healy Norton & Beth DeMille, Co-chair of SEPAC | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**Attendance and minutes of meeting will be available for review. |
| **Description of Internal Monitoring Procedures:** The Director will initiate and schedule meetings with SEPAC. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Disapproved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:** Neither the district nor the special education parent advisory council (SEPAC) have written procedures or policies in place articulating that the duties of the parent advisory council include advising the district on matters that pertain to the education and safety of students with disabilities through participation in the evaluation of the school district's special education programs. |
| **Department Order of Corrective Action:**Develop written policies and procedures that govern the SEPAC to ensure that the duties of parent advisory council include advising the district on matters that pertain to the education and safety of students with disabilities through participation in the evaluation of the school district's special education programs. |
| **Required Elements of Progress Report(s):** By November 17, 2017, submit written policies and procedures that govern the SEPAC to ensure that the duties of parent advisory council include advising the district on matters that pertain to the education and safety of students with disabilities through participation in the evaluation of the school district's special education programs. by November 17, 2017, submit a description of the district's internal monitoring and tracking protocols that ensure future compliance; include the roles of those responsible for implementation and the dates of initial implementation. By February 26, 2018 , submit evidence that the SEPAC has had the opportunity to advise the district on matters that pertain to the education and safety of students with disabilities through participation in the evaluation of the school district's special education programs. Evidence should include meeting agendas and signed attendance sheets. |
| **Progress Report Due Date(s):** 11/17/201702/26/2018 |

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| **Criterion & Topic:** SE 55 Special education facilities and classrooms | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Observations indicated that special education classrooms are not consistently equal in all physical respects to the average standards of general education facilities and classrooms. Specifically, at the Norman Day School, speech and language services are provided concurrently with 3rd grade special education services in room 201. This results in increased visual and auditory distractions. Likewise, in room 202, English language learners are served concurrently in a shared space with 4th grade special education and the occupational therapist, causing increased visual and auditory distractions. |
| **Description of Corrective Action:** The Principal will ensure that instructional spaces are conducive to student learning, which are free from visual and auditory distractions. Because of the limitation within the Day School facility, this will include thoughtful scheduling and/or the addition of a wall to separate instructional spaces. |
| **Title/Role(s) of Responsible Persons:**Everett V. Olsen Jr., Superintendent of Schools Chris Louis Sardella, Principal of Day School | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**The Principal will submit a floor plan of the facility along with instructional schedules for the two (2) rooms in question. |
| **Description of Internal Monitoring Procedures:** The Principal will submit a floor plan of the facility along with instructional schedules for the two (2) rooms in question. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 55 Special education facilities and classrooms | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, provide a letter of assurance from the superintendent that changes will be made at the Norman Day School to ensure that special education classrooms are equal in all physical respects to the average standards of general education facilities and classrooms and concurrent instruction of special education, related services, and English Language learner services no longer occurs. Additionally, district will provide floor plans and revised schedules of the Norman Day School to document corrective actions.By November 17, 2017, a representative of the Department will schedule and conduct an onsite visit at the Norman Day School to review facilities and verify completion of corrective actions. |
| **Progress Report Due Date(s):** 09/15/201711/17/2017 |

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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 documentation indicated that the district's statement regarding access to a full range of educational programs does not include gender identity, disability and homelessness. |
| **Description of Corrective Action:** The District will review all internal documents and incorporate gender identity, disability and homelessness as protected classes. |
| **Title/Role(s) of Responsible Persons:**Evertt V. Olsen Jr., Superintendent of Schools | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**The District will provide a revised handbook and handbook policy (P5302) reflecting all protected classes. |
| **Description of Internal Monitoring Procedures:** The Leadership Team will review and revise all handbooks. The School Committee will be notified that policy P5302 needs updating. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, 2017, provide evidence that the protective classes of gender identity, disability, and homelessness have been included in the school committee non-discrimination policy, and provide samples of documents or materials distributed by the school that contain updated non-discrimination statements.by November 17, 2017, provide evidence of dissemination of the revised non-discrimination policy to appropriate staff. Evidence of dissemination to staff may include email correspondences, training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets, as appropriate. |
| **Progress Report Due Date(s):** 11/17/2017 |

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| **Criterion & Topic:** CR 9 Hiring and employment practices of prospective employers of students | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documentation and interviews indicated that the district does not require employers recruiting at the school to sign a statement that the employer complies with applicable federal and state laws prohibiting discrimination in hiring or employment practices and the statement specifically includes the following protected categories: race, color, national origin, sex, gender identity, handicap, religion and sexual orientation. |
| **Description of Corrective Action:** The District will add to the employer contract a statement that the employer complies with applicable federal and state laws prohibiting discrimination in hiring or employment practices with the inclusion of all protected categories. |
| **Title/Role(s) of Responsible Persons:**Michelle Duffet, Human Resource Coordinator | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**The employee handbook will be updated and submitted.All postings will reflect the District's adherence to state and federal laws prohibiting discrimination. |
| **Description of Internal Monitoring Procedures:** The HR Coordinator will update the handbook and update all postings. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 9 Hiring and employment practices of prospective employers of students | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, submit samples of statements of assurance from employers recruiting at the school indicating that the employer complies with applicable federal and state laws prohibiting discrimination in hiring or employment practices. The statement must include the following protected categories: race, color, national origin, sex, gender identity, handicap, religion and sexual orientation.By November 17, 2017, submit evidence that revised protocols and documents have been disseminated to appropriate staff responsible for ensuring that employers recruiting at the school indicate that they comply with applicable federal and state laws prohibiting discrimination in hiring or employment practices. Evidence of dissemination to staff may include email correspondences, training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets, as appropriate. |
| **Progress Report Due Date(s):** 11/17/201702/26/2018 |

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| **Criterion & Topic:** CR 10A Student handbooks and codes of conduct | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documentation indicated that the non-discrimination statement contained in the district's PreK-5 and 9-12 level handbooks does not include gender identity as a protected category. School Committee policy, P5303, relating to harassment, does not include gender identity as a protected category. A review of documentation also indicated that the PreK-5 grade level code of conduct does not include appropriate procedures for the discipline of students with disabilities and students with Section 504 Accommodation Plans. |
| **Description of Corrective Action:** The Leadership Team will revise all student handbooks to include gender identity as a protected class. School Committee Policy (P5303) will be revised to include gender identity as a protected category. |
| **Title/Role(s) of Responsible Persons:**Everett V. Olsen Jr., Superintendent of Schools | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**The handbooks will updated and submitted.School Committee Policy (P5303) will be updated. |
| **Description of Internal Monitoring Procedures:** The handbooks will updated and submitted. School Committee Policy (P5303) will be updated. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, 2017, provide evidence that the non-discrimination statement contained in the district's PreK-5 and 9-12 level handbooks, as well as the School Committee Policy P5303, include gender identity as a protected category. Additionally, provide evidence that the PreK-5 grade level code of conduct includes appropriate procedures for the discipline of students with disabilities and students with Section 504 Accommodation Plans. By November 17, 2017, submit evidence that the revised documents and polices have been disseminated to the school community inclusive of staff, students, and parents. Evidence of dissemination may include email correspondence, web link, training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets, as appropriate. |
| **Progress Report Due Date(s):** 11/17/201702/26/2018 |

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| **Criterion & Topic:** CR 10B Bullying Intervention and Prevention | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documentation indicated that although the district has a Bullying Intervention and Prevention Plan, the PreK-5 and 9-12 grade level handbooks do not include members of school staff in their definition of "aggressor" nor do these school handbooks make clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report. |
| **Description of Corrective Action:** All handbooks will reflect the fact that an aggressor may include a school staff member; and a school staff member may be named as an aggressor or perpetrator in a bullying report. |
| **Title/Role(s) of Responsible Persons:**Everett V. Olsen, Superintendent of SchoolsBuilding Principals | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**All handbooks will be reviewed and updated by Principals. |
| **Description of Internal Monitoring Procedures:** All handbooks will be reviewed and updated by Principals. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, 2017, provide evidence that PreK-5 and 9-12 grade level handbooks make clear that members of school staff are included in the definition of "aggressor" and that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report.By November 17, 2017, submit evidence that the revised documents have been disseminated to the school community inclusive of staff, students, and parents. Evidence of dissemination may include email correspondence, web link, training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets, as appropriate. |
| **Progress Report Due Date(s):** 11/17/2017 |

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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 documentation indicated that although written materials and other media used to publicize district schools include a notice that the school does not discriminate on the basis of race, color, national origin, sex, disability, religion, or sexual orientation, they do not consistently include gender identity as a protected category. Specifically, individual school web pages and web-based employment applications do not include gender identity as a protected category. |
| **Description of Corrective Action:** The District will update the web page, the School Committee's nondiscrimination policy and employment application to include gender identity as a protected category. |
| **Title/Role(s) of Responsible Persons:**Everett V. Olsen Jr., Superintendent of Schools Michelle Duffet, Human Resource Coordinator | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**The District will submit a screen shot of the web page, a revised policy and a revised employment application all which will reflect the protection of gender identity. |
| **Description of Internal Monitoring Procedures:** The District will submit a screen shot of the web page, a revised policy and a revised employment application all which will reflect the protection of gender identity. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, 2017, provide evidence that written materials and other media used to publicize district schools include a notice that the school does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, and gender identity. Provide samples of individual school web pages and web-based employment applications. By November 17, 2017 , submit evidence that revised protocols have been disseminated to appropriate staff responsible for ensuring that written materials and other media used to publicize district schools include a notice that the school does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, and gender identity. Evidence of dissemination to staff may include email correspondences, training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets as appropriate. |
| **Progress Report Due Date(s):** 11/17/2017 |

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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 documentation indicated that although scholarships, prizes and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, religion, national origin, sexual orientation or disability, the nondiscrimination assurance included in the district's document promoting and describing the list of Trustee Awards/Scholarships does not include gender identity as a protected category. |
| **Description of Corrective Action:** The building principal will revise documents related to scholarships, prizes and awards to include gender identify as a protected category. |
| **Title/Role(s) of Responsible Persons:**James Antonelli, Principal of Westford Academy | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**The building principal will submit sample documentation of scholarships, prizes and awards reflecting the changes of the protected categories. |
| **Description of Internal Monitoring Procedures:** The building principal will submit sample documentation of scholarships, prizes and awards reflecting the changes of the protected categories. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 15 Non-discriminatory administration of scholarships, prizes and awards | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, 2017, submit procedures developed to ensure that scholarships, prizes and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, religion, national origin, sexual orientation, disability, and gender identity. Include examples of scholarships, prizes, and awards that reflect the inclusion of the protected categories.By November 17, 2017, submit evidence that revised procedures have been disseminated to appropriate staff responsible for ensuring that that scholarships, prizes, and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, religion, national origin, sexual orientation, disability, and gender identity. Evidence of dissemination to staff may include email correspondences, training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets as appropriate. |
| **Progress Report Due Date(s):** 11/17/2017 |

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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 documentation indicated that while a notice is sent from the superintendent (or designee) within five days from a student's tenth consecutive absence regarding an exit interview, there is no evidence that it is sent to both the parent/guardian and the student. The notice does not offer at least 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; nor does it indicate 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. |
| **Description of Corrective Action:** The building principal will update the withdrawal notice, so that it is addressed to parents/guardian and the student. It will also include two (2) dates and times for an exit interview prior to the school permanently leaving school. Lastly it will indicate that the time and date for the exit interview may be extended at the request of the parent/guardian for up to for teen (14) days. Policy (P5107) will be revised to indicate that the notice is sent to students as well. |
| **Title/Role(s) of Responsible Persons:**James Antonelli, Principal of Westford Academy | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**The revised form and policy will be submitted. |
| **Description of Internal Monitoring Procedures:** The revised form and policy will be submitted. |
| 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:** Partially Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:** The proposed internal monitoring system does not ensure future compliance. |
| **Department Order of Corrective Action:**Develop internal monitoring and tracking protocols that ensure future compliance. |
| **Required Elements of Progress Report(s):** By November 17, 2017, provide evidence that notices to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion are sent from the superintendent (or designee) within five days from a student's tenth consecutive absence regarding an exit interview, to both the parent/guardian and the student. Provide evidence that these notices include all required elements, including; at least 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; indication 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.By November 17, 2017, submit the description of the internal oversight and tracking system that ensures future compliance; include the person(s) responsible for the oversight and the date of the system's implementation.By November 17, 2017, submit evidence that the revised documents and monitoring procedures have been disseminated to the appropriate staff. Evidence of dissemination to staff may include training materials, signed attendance sheets, meeting agendas, and/or staff sign off sheets.By February 26, 2018, submit the evidence that the internal monitoring system has been implemented. Indicate the number of records reviewed; the number found to be compliant; an explanation of the root cause (s) for any continued non-compliance; and a description of additional corrective actions taken by the district to address any identified non-compliance. |
| **Progress Report Due Date(s):** 11/17/201702/26/2018 |

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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 documentation indicated that although the district has restraint prevention and behavior support policy and procedures, they do not include methods for preventing student violence, self-injurious behavior and suicide; and methods for engaging parents and youth in discussions about restraint prevention and use. |
| **Description of Corrective Action:** The Director of Pupil Personnel will review and revise the Restraint Prevention and Behavior Support Plan to include methods for preventing student violence, self injurious behavior and suicide. It will also include methods for engaging parents and students in discussions about restraint prevention and use. |
| **Title/Role(s) of Responsible Persons:**Courtney L. Moran, Director of Pupil Personnel | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**A revised Restraint and Behavior Support Plan will be submitted. |
| **Description of Internal Monitoring Procedures:** A revised Restraint and Behavior Support Plan will be submitted. |
| 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:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:** The proposed corrective action does not include an annual review of the policy. The proposed corrective action does not include assurances that the revised policy and procedures will be disseminated to program staff annually nor does it assure the policy and procedures will be made available to parents of enrolled students on an annual basis.The proposed corrective action does not include training of staff on the revised policy. |
| **Department Order of Corrective Action:**Develop and implement procedures to annually review the policy, provide it to program staff, and make available to parents of enrolled students.Train staff on the revised policy. |
| **Required Elements of Progress Report(s):** By November 17, 2017, develop and implement procedures to annually review the policy, provide it to program staff, and make available to parents of enrolled students. By November 17, 2017, submit updated restraint prevention and behavior support policy and procedures that incorporate all required components, including: methods for preventing student violence, self-injurious behavior and suicide; and methods for engaging parents and youth in discussions about restraint prevention and use. By February 26, 2018, provide evidence of dissemination of the revised policy to the school community inclusive of staff, students, and parents. By February 26, 2018, provide evidence of all-staff training on the revised policy. Evidence of training may include training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets. |
| **Progress Report Due Date(s):** 11/17/201702/26/2018 |

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| **Criterion & Topic:** CR 18A School district employment practices | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documentation indicated that the School Committee policy relating to equal employment opportunities does not include gender identity as a protected category. |
| **Description of Corrective Action:** The School Committee will revise Staff Position Policy (P4102) to include gender identity as a protected category. |
| **Title/Role(s) of Responsible Persons:**Everett V. Olsen, Superintendent of Schools | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**Staff Position Policy (P4102) will be revised and submitted. |
| **Description of Internal Monitoring Procedures:** Staff Position Policy (P4102) will be revised and submitted. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 18A School district employment practices | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, 2017, provide evidence that the school committee policy relating to equal employment opportunities include all required protected categories, including gender identity. By February 26, 2018, provide evidence of dissemination of the revised policy to the school community inclusive of staff, students, and parents. Additionally, provide evidence of staff training on the revised policy. Evidence of training may include training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets. |
| **Progress Report Due Date(s):** 11/17/2017 |

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| **Criterion & Topic:** CR 23 Comparability of facilities | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Observations indicated that separate facilities for disabled and limited-English-proficient students are not always comparable to the facilities for other students in the district. Specifically, in room 202 at the Norman Day School, English language learners are served concurrently in a shared space with 4th grade special education and the occupational therapist. This causes increased visual and auditory distractions. |
| **Description of Corrective Action:** The Principal will relocate ELL services to a different location. The special education related services will remain in the current location. |
| **Title/Role(s) of Responsible Persons:**Everett V. Olsen Jr., Superintendent of Schools Chris Louis Sardella, Principal of Day School | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**ELL services will be relocated. The new room number and map of school will be submitted. |
| **Description of Internal Monitoring Procedures:** ELL services will be relocated. The new room number and map of school will be submitted. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 23 Comparability of facilities | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, submit a letter of assurance from the superintendent indicating that corrective actions will be completed that ensure facilities for disabled and limited-English-proficient students are comparable to the facilities for other students in the district. Also, provide floor plans and revised schedules of the Norman Day School that document corrective actions.By November 17, 2017, a representative of the Department will schedule and conduct an onsite visit at the Norman Day School to review facilities and verify completion of corrective actions. |
| **Progress Report Due Date(s):** 09/15/201711/17/2017 |

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

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| **Criterion & Topic:** ELE 3 Initial Identification | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documentation and staff interviews indicated that the district has not established English language proficiency screening procedures to determine the proficiency level of each potential English learner (EL) preschool student. Please see the "Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners" at HYPERLINK "http://www.doe.mass.edu/ell/Guidance.pdf" http://www.doe.mass.edu/ell/Guidance.pdf . |
| **Description of Corrective Action:** The district will implement proficiency screening procedures for preschool students who meet the criteria based on the Home Language Survey. |
| **Title/Role(s) of Responsible Persons:**Kerry Clery, Assistant Superintendent | **Expected Date of Completion:**12/01/2017 |
| **Evidence of Completion of the Corrective Action:**We will submit a sample of student results once the screening has been administered. |
| **Description of Internal Monitoring Procedures:** Students who meet the eligibility for screening criteria based on the Home Language Survey, will also have screening results in their school file. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** ELE 3 Initial Identification | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By February 26, 2018, submit the district's revised initial identifications policies and procedures, ensuring they include information regarding the initial identification of preschool ELs. By February 26, 2018, provide evidence of training to all staff members involved in the initial identification process to ensure that they are all knowledgeable about the districts revised policies and procedures. Evidence of training may include training materials, meeting agendas, signed attendance sheets, and/or staff sign off sheets.By February 26, 2018, complete and submit the "Initial Identification Testing Data" form that is available in the Document Library to document the district's efforts to identify ELs in preschool in SY 2017-18. |
| **Progress Report Due Date(s):** 02/26/2018 |

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

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| **Criterion & Topic:** ELE 16 Equitable Facilities | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** See CR 23. |
| **Description of Corrective Action:** The Principal will relocate ELL services to a different location. The special education services will remain in current location. |
| **Title/Role(s) of Responsible Persons:**Everett V. Olsen Jr., Superintendent of Schools Chris Louis Sardella, Principal of Day School | **Expected Date of Completion:**05/31/2018 |
| **Evidence of Completion of the Corrective Action:**ELL services will be relocated. The new room number and map of the school will be submitted. |
| **Description of Internal Monitoring Procedures:** ELL services will be relocated. The new room number and map of the school will be submitted. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** ELE 16 Equitable Facilities | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** See CR 23. |
| **Progress Report Due Date(s):** 09/15/201711/17/2017 |

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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:** A review of documentation and staff interviews 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 HYPERLINK "http://www.doe.mass.edu/ell/ProgramEvaluation.pdf" http://www.doe.mass.edu/ell/ProgramEvaluation.pdf . |
| **Description of Corrective Action:** We will convene our ELL team and complete an annual program evaluation using the DESE template. |
| **Title/Role(s) of Responsible Persons:**Kerr Clery, Assistant Superintendent | **Expected Date of Completion:**06/10/2018 |
| **Evidence of Completion of the Corrective Action:**A populated DESE Program Evaluation will be submitted |
| **Description of Internal Monitoring Procedures:** The team will meet annually and monitor our ELL program using the Program Evaluation protocol recommended by DESE. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** ELE 17 Program Evaluation | **Corrective Action Plan Status:** Approved **Status Date:** 07/27/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 17, 2017, please complete the program evaluation tool that is available on the Department's website ( 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 November 17, 2017, provide information regarding the strengths and areas of improvement the district identified as a result of its ELE program evaluation. By November 17, 2017, 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):** 11/17/2017 |