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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: Douglas

CPR Onsite Year: 2017-2018

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 12/08/2017.

**Mandatory One-Year Compliance Date:** **12/08/2018**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |

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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 district ensures all students have equal access to the full range of education programs, school committee policies and nondiscrimination statements do not include homelessness as a protected category. | | |
| **Description of Corrective Action:**  Homelessness will be included as a protected category in all school committee policies and nondiscrimination statements across the district. | | |
| **Title/Role(s) of Responsible Persons:**  Nealy Koumanelis-Urquhart, Assistant Superintendent of Student Support Services | | **Expected Date of Completion:**  12/08/2018 |
| **Evidence of Completion of the Corrective Action:**  Addition of Homelessness in all school committee policies and nondiscrimination statements across the district. | | |
| **Description of Internal Monitoring Procedures:**  The Superintendent and Assistant Superintendent of Student Support Services will annually review school committee policies to ensure that Homelessness is included as a protected class, as well as conduct monitoring of documents to ensure Homelessness is included on all documents within all nondiscrimination statements. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 01/25/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By March 30, 2018, submit a revised policy, approved by the school committee, that ensures homelessness has been included as a protected category in the district's non-discrimination policy.  By May 11, 2018, provide evidence of dissemination of the revised non-discrimination policy to the school community. Evidence of dissemination may include samples from student handbooks, staff trainings or notifications, documents, and web-based materials distributed by the school that contain updated non-discrimination statements. | | |
| **Progress Report Due Date(s):**  03/30/2018  06/08/2018  09/07/2018 | | |

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

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| **Criterion & Topic:**  CR 8 Accessibility of extracurricular activities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that although the district ensures all students have equal access to the full range of education programs and extracurricular activities, school committee policies and nondiscrimination statements do not include homelessness as a protected category. | | |
| **Description of Corrective Action:**  Homelessness will be included as a protected category in all school committee policies and nondiscrimination statements across the district. | | |
| **Title/Role(s) of Responsible Persons:**  Nealy Koumanelis-Urquhart, Assistant Superintendent of Student Support Services | | **Expected Date of Completion:**  12/08/2018 |
| **Evidence of Completion of the Corrective Action:**  Addition of Homelessness in all school committee policies and nondiscrimination statements across the district. | | |
| **Description of Internal Monitoring Procedures:**  The Superintendent and Assistant Superintendent of Student Support Services will annually review school committee policies to ensure that Homelessness is included as a protected class, as well as conduct monitoring of documents to ensure Homelessness is included on all documents within all nondiscrimination statements. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date:** 01/25/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  See CR 3. | | |
| **Progress Report Due Date(s):**  03/30/2018  06/08/2018  09/07/2018 | | |

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

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| **Criterion & Topic:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that although the district has Restraint Prevention and Behavior Support Policies and Procedures, these do not include: methods for preventing student violence, self-injurious behavior and suicide; methods for engaging parents and youth in discussions about restraint prevention and use; and a description and explanation of the program's alternatives to physical restraint. | | |
| **Description of Corrective Action:**  The district will add methods for preventing student violence, self-injurious behavior and suicide; methods for engaging parents and youth in discussions about restraint prevention and use; and a description and explanation of the program's alternatives to physical restraint, to the current restraint policy. | | |
| **Title/Role(s) of Responsible Persons:**  Nealy Koumanelis-Urquhart, Assistant Superintendent of Student Support Services | | **Expected Date of Completion:**  12/08/2018 |
| **Evidence of Completion of the Corrective Action:**  The addition of methods for preventing student violence, self-injurious behavior and suicide; methods for engaging parents and youth in discussions about restraint prevention and use; and a description and explanation of the program's alternatives to physical restraint to the current restraint policy. | | |
| **Description of Internal Monitoring Procedures:**  The Superintendent and Assistant Superintendent of Student Support Services will annually review the restraint policy to ensure it is updated and includes methods for preventing student violence, self-injurious behavior and suicide; methods for engaging parents and youth in discussions about restraint prevention and use; and a description and explanation of the program's alternatives to physical restraint. | | |
| 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:** 01/25/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By March 30, 2018, 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; methods for engaging parents and youth in discussions about restraint prevention and use; and a description and explanation of the program's alternatives to physical restraint.  By May 11, 2018, provide evidence of dissemination of the revised policy to the school community inclusive of staff, students, and parents.  By May 11, 2018, provide evidence of training for all staff members on the revised policy. Evidence of training should include training materials, meeting agendas and signed attendance sheets. | | |
| **Progress Report Due Date(s):**  03/30/2018  06/08/2018  09/07/2018 | | |