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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: Hancock

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 01/25/2018.

**Mandatory One-Year Compliance Date:** **01/25/2019**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |
| CR 14 | Counseling and counseling materials free from bias and stereotypes | Partially Implemented |
| CR 18 | Responsibilities of the school principal | Partially Implemented |

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

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| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district has not reviewed and revised the student code of conduct since 2010 and, therefore, the code of conduct does not include updated discipline policies and procedures and non-discrimination statement. | | |
| **Description of Corrective Action:**  Although we have complete procedures for disciplining students with disabilities and procedures for the discipline of students with Section 504 Accommodation Plans, we do not have this documented in our Code of Conduct. These procedures include accepting, investigating and resolving complaints alleging discrimination or harassment ant eh disciplinary measures that the district ma impose if it determines the harassment or discrimination has occurred. Our Code of Conduct will be updated to include these measures. | | |
| **Title/Role(s) of Responsible Persons:**  Jay Merselis, Principal | | **Expected Date of Completion:**  01/18/2019 |
| **Evidence of Completion of the Corrective Action:**  The Code of Conduct will be updated to include a complete list of procedures. The updated Code of Conduct will be distributed to our community and posted to our website. I will submit the updated Code of Conduct to the Department of Elementary and Secondary Education. | | |
| **Description of Internal Monitoring Procedures:**  I will work with my administrative team to ensure the procedures are documented and that the updated plan is posted and distributed to the community. The Code of Conduct will be reviewed 1 x a year with all staff. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 03/28/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district's code of conduct is missing discipline procedures under under M.G.L.c. 71, section 37H 3/4,M.G.L.c. 76, section 21, and 603 CMR 53.00, and a nondiscrimination statement that affirms the school's non-tolerance for harassment and discrimination based on all required protected categories. | | |
| **Department Order of Corrective Action:**  In addition to discipline for students with disabilities and for students on Section 504 Accommodation Plans, the district is also required to include discipline procedures for all students under M.G.L.c. 71, section 37H 3/4,M.G.L.c. 76, section 21, and 603 CMR 53.00 (See CR 10C). The student code of conduct must also contain a nondiscrimination statement that affirms the school's non-tolerance for harassment and discrimination based on race, color, national origin, sex, gender identity, religion, or sexual orientation.  Please review the legal standard for student handbooks and codes of conduct at: https://gateway.edu.state.ma.us/webmonitor/criteriaDesc.doe?crId=2182. | | |
| **Required Elements of Progress Report(s):**  By June 8, 2018, provide a copy of the proposed revisions to the student code of conduct that includes: 1) procedures for emergency removal; 2) procedures for principal hearings for short-term suspension; 3) procedures for principal hearings for long-term suspension; 4) procedures for superintendent's hearing; and 5) procedures for in-school suspension. Also, provide a copy of the a nondiscrimination statement contained within the student code of conduct that affirms the school's non-tolerance for harassment and discrimination based on race, color, national origin, sex, gender identity, religion, or sexual orientation.  By October 19, 2018, provide a link to the updated 2018-2019 Hancock Code of Conduct on the school website, which contains procedures for the discipline of students and a non-discrimination statement to include all protected categories. | | |
| **Progress Report Due Date(s):**  06/08/2018  10/19/2018 | | |

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

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district's code of conduct has not been reviewed and revised since 2010 and, therefore, does not extend protections to students who are bullied by a member of the school staff and make clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report. | | |
| **Description of Corrective Action:**  Although, we acknowledge and train our faculty/staff that an "aggressor" or "perpetrator" can be a member of our school staff or faculty in a bullying report, it isn't documented in our Code of Conduct. | | |
| **Title/Role(s) of Responsible Persons:**  Jay Merselis, Principal | | **Expected Date of Completion:**  01/18/2019 |
| **Evidence of Completion of the Corrective Action:**  I will provide evidence by submitting an updated Code of Conduct acknowledging that protections to students who are bullied by a member of the school staff/faculty may be named the "aggressor" or "perpetrator" in a bullying report. | | |
| **Description of Internal Monitoring Procedures:**  With the help of my administrative team, our Code of Conduct will be updated to include wording that an "aggressor" or "perpetrator" may be named a member of the school staff/faculty in a bullying report. The Code of Conduct will be reviewed 1 x a year with all staff and the community will have access to it via website or paper. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 03/28/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 8, 2018, provide a provide a copy of the Bullying Prevention and Intervention procedures that will be included  in the 2018-2019 Hancock Code of Conduct that extends protections to students who are bullied by a member of the school staff and to make clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report.  By October 19, 2018, provide a link to the information on bullying in the 2018-2019 Hancock Code of Conduct which extends protections to students who are bullied by a member of the school staff and that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report.  By October 19, 2018, provide evidence (agenda, attendance sheet with signature/role, training materials) that all staff have been trained on the district's Bullying Prevention and Intervention Plan. | | |
| **Progress Report Due Date(s):**  06/08/2018  10/19/2018 | | |

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| **Criterion & Topic:**  CR 10C Student Discipline | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district's procedures for the emergency removal of a student, as contained within the district's student discipline policy, do not include that the principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.  Additionally, there is no School-wide Education Service Plan in place for students who are expelled or suspended for more than 10 consecutive days or a system for periodic review of discipline data by special populations. | | |
| **Description of Corrective Action:**  Although the district follows through with these measures, the district's procedures for the emergency removal of a student, as contained within the district's student discipline policy, does not include that the principal may not remove a student form school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.  Additionally, there is no School-wide Education Service in place at the school for students who have been expelled or suspended for more than 10 consecutive days, and the district has not documented a system for periodic review or discipline data by special populations. | | |
| **Title/Role(s) of Responsible Persons:**  Jay Merselis, Principal | | **Expected Date of Completion:**  01/18/2019 |
| **Evidence of Completion of the Corrective Action:**  The district's discipline policy will be updated to include that the principal may not remove a student from school on an emergency basis for disciplinary offense until adequate provisions have been made for the student's safety and transportation. In addition, we review special population student discipline data bi-weekly in our admin team meetings. This will be documented and added into the student disciplinary policy within the code of conduct. The policy will also indicate that there will be School-wide Education Services for students suspended or expelled for more than 10 consecutive days. | | |
| **Description of Internal Monitoring Procedures:**  The administrative team and I will update and monitor the procedures put in place for tracking student discipline data along with procedures surrounding the emergency removal of a student. The team will review and update policies as necessary regarding educational services in the event that a student is expelled or suspended for 10 or more consecutive days. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 03/28/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 8, 2018, provide a copy of the student discipline procedures to include a principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.  By June 8, 2018 provide a copy of the School-wide Education Service Plan for students who are expelled or suspended for more than 10 consecutive days, and a copy of the system the district will use for periodic review of discipline data by special populations. | | |
| **Progress Report Due Date(s):**  06/08/2018 | | |

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that written materials and other media used to publicize Hancock Public Schools do not include notices that the district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation. Additionally, the district's notification does not include the name, office address, and phone number of the person designated to coordinate compliance under Title IX and Section 504. | | |
| **Description of Corrective Action:**  Hancock School did include notices that the district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation. Additionally, the district's notification does not include the name, office address, and phone number of the person designated to coordinate compliance under Title IX and Section 504. | | |
| **Title/Role(s) of Responsible Persons:**  Jay Merselis  Principal | | **Expected Date of Completion:**  01/18/2019 |
| **Evidence of Completion of the Corrective Action:**  We will update all notifications from the district, including websites that we do not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation. | | |
| **Description of Internal Monitoring Procedures:**  The principal will make sure that all notifications going home to parents and the website will include the correct nondiscrimination information. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date:** 03/28/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 8, 2018, provide a link to the district's web-page demonstrating that includes a notice that the district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation, and the name, office address, and phone number of the person designated to coordinate compliance under Title IX and Section 504. | | |
| **Progress Report Due Date(s):**  06/08/2018 | | |

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| **Criterion & Topic:**  CR 14 Counseling and counseling materials free from bias and stereotypes | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the procedures to ensure that counseling and counseling materials are free from bias and stereotypes do not include the protected category of gender identity. | | |
| **Description of Corrective Action:**  Procedures did not ensure that counseling and counseling materials are free from bias and stereotypes do not include the protected category of gender identity. | | |
| **Title/Role(s) of Responsible Persons:**  Jay Merselis  Principal | | **Expected Date of Completion:**  01/18/2019 |
| **Evidence of Completion of the Corrective Action:**  The school adjustment counselor will go through all his materials used in guidance and classroom work to make sure that they include the category of gender identity. | | |
| **Description of Internal Monitoring Procedures:**  The principal will work with the school adjustment counselor to make sure this is happening and they will both review all new materials in the future. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 14 Counseling and counseling materials free from bias and stereotypes | **Corrective Action Plan Status:** Approved  **Status Date:** 03/28/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 8, 2018, provide a copy of the procedures used to ensure that counseling and counseling materials are free from bias and stereotypes that contains all the protected categories, including gender identity. | | |
| **Progress Report Due Date(s):**  06/08/2018 | | |

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| **Criterion & Topic:**  CR 18 Responsibilities of the school principal | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that the district has not developed a district curriculum accommodation plan (DCAP) that includes efforts to meet the needs of diverse learners within the general education program; assists the regular classroom teacher in analyzing and accommodating the various learning styles of all children within the general education program; assists in providing appropriate services and support, including direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning; and encourages teacher mentoring and collaboration, and parental involvement. | | |
| **Description of Corrective Action:**  The DCAP that we use and developed does not meet the needs of diverse learners within the general education program; assists the regular classroom teacher in analyzing and accommodating the various learning styles of all children within the general education program; assists in providing appropriate services and support, including direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning; and encourages teacher mentoring and collaboration, and parental involvement. | | |
| **Title/Role(s) of Responsible Persons:**  Jay Merselis, Principal | | **Expected Date of Completion:**  01/18/2019 |
| **Evidence of Completion of the Corrective Action:**  An updated DCAP will be developed and loaded for our District. This will replace our exisiting DCAP and staff will be informed of the shift. This will meet the needs of diverse learners within the general education program; assists the regular classroom teacher in analyzing and accommodating the various learning styles of all children within the general education program; assists in providing appropriate services and support, including direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning; and encourages teacher mentoring and collaboration, and parental involvement. | | |
| **Description of Internal Monitoring Procedures:**  The administrative team and I will develop the plan, share with our educators and provide training on response to intervention and accommodating the various learning styles of all children within the general education program. This meeting will occur 1 x a year. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 18 Responsibilities of the school principal | **Corrective Action Plan Status:** Approved  **Status Date:** 03/28/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 8, 2018, provide a copy of the district curriculum accommodation plan (DCAP) that includes: 1) efforts to meet the needs of diverse learners within the general education program; 2) assists the regular classroom teacher in analyzing and accommodating the various learning styles of all children within the general education program; 3) assists in providing appropriate services and support, including direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning, and: 4) encourages teacher mentoring and collaboration, and parental involvement.  By October 19, 2018, provide evidence (signed attendance sheet, agenda, materials) that all staff have been trained on the district's revised DCAP. | | |
| **Progress Report Due Date(s):**  06/08/2018  10/19/2018 | | |