|  |
| --- |
| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **Program Quality Assurance Services** |

##### COORDINATED PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: Lee

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 01/05/2018.

**Mandatory One-Year Compliance Date:** **01/04/2019**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 37 | Procedures for approved and unapproved out-of-district placements | Partially Implemented |
| SE 39 | Procedures used to provide services to eligible students enrolled in private schools at private expense | Partially Implemented |
| SE 41 | Age span requirements | Partially Implemented |
| SE 51 | Appropriate special education teacher licensure | Partially Implemented |
| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| 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 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 24 | Curriculum review | Partially Implemented |
| ELE 5 | Program Placement and Structure | Partially Implemented |
| ELE 14 | Licensure Requirements | Partially Implemented |
| ELE 17 | Program Evaluation | Not Implemented |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 37 Procedures for approved and unapproved out-of-district placements | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that the statement of nondiscrimination in the written contracts with out-of-district placements does not include the protected category of gender identity. | | |
| **Description of Corrective Action:**  Update contract from placement that includes gender identity in the nondiscrimination statement | | |
| **Title/Role(s) of Responsible Persons:**  Jennifer Norton, Special Education Director | | **Expected Date of Completion:**  02/15/2018 |
| **Evidence of Completion of the Corrective Action:**  Contract is updated and in student's file as of 2/15/2018 | | |
| **Description of Internal Monitoring Procedures:**  Administration will monitor all future contracts for up to date regulations as they are signed. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 37 Procedures for approved and unapproved out-of-district placements | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, provide a copy of the written contract with out-of-district placements that includes the protected category of gender identity. | | |
| **Progress Report Due Date(s):**  04/13/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 39 Procedures used to provide services to eligible students enrolled in private schools at private expense | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that the district's procedures for the provision of services to eligible students enrolled in private schools at private expense do not demonstrate evidence of ongoing timely and meaningful consultation with private school representatives and parents of parentally-placed private school children with disabilities to include the determination of proportionate funds calculated, and how funds will be apportioned if federal funds are insufficient to serve all eligible students. Additionally, the school district procedures do not include the requirement to obtain written affirmation that is signed by representatives of participating private schools documenting that meaningful consultation has occurred. | | |
| **Description of Corrective Action:**  The school district will meet regularly with the private school administration and follow outlines indicated in Administrative Advisory SPED 2018-1: Guidance and Workbook for Calculating and Providing Proportionate Share Services for Students with Disabilities Enrolled by Their Parents in Private Schools | | |
| **Title/Role(s) of Responsible Persons:**  Jennifer Norton, Special Education Director | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  School District will keep Written Affirmation of Consultation with Private School Representatives concerning Special Education Services on file and complete proportionate share calculations within the guidelines for 2018-2019 school year. | | |
| **Description of Internal Monitoring Procedures:**  This process will be updated and added to the Special Education Director's monthly calendar on an annual basis. Any further guidance put forth the Massachusetts Department of Elementary and Secondary Education will be adhered to. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 39 Procedures used to provide services to eligible students enrolled in private schools at private expense | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13 2018, provide revised procedures for the provision of services to eligible students enrolled in private schools at private expense that include the requirement to document ongoing timely and meaningful consultation with private school representatives and parents of parentally-placed private school children with disabilities to include the determination of proportionate funds calculated, and how funds will be apportioned if federal funds are insufficient to serve all eligible students.  By April 13, 2018, provide written affirmation that is signed by representatives of participating private schools documenting that meaningful consultation has occurred. | | |
| **Progress Report Due Date(s):**  04/13/2018  06/08/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 41 Age span requirements | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that within the Life Skills Program at the high school, the ages of the youngest and oldest student differ by more than 48 months and a written request for approval of a wider age range was not submitted to the Department of Elementary and Secondary Education. | | |
| **Description of Corrective Action:**  Age Span Waiver and Age Span Waiver Cover Sheet to be completed for the Lee Middle High School Life Skills Program. | | |
| **Title/Role(s) of Responsible Persons:**  Jennifer Norton, Special Education Director | | **Expected Date of Completion:**  02/23/2018 |
| **Evidence of Completion of the Corrective Action:**  Age Span Waiver and Age Span Waiver Cover will be submitted to  Problem Resolution System Office  MA Department of Elementary and Secondary Education  75 Pleasant Street  Malden, MA 02148 | | |
| **Description of Internal Monitoring Procedures:**  Once the form is submitted, it will go on the Special Education Director's list of duties calendar for the month of September each year based on enrollment of students in the Life Skills Program. All possible alternatives will be exhausted prior to applying for an age span waiver. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 41 Age span requirements | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, submit the approval of a wider age range for the Life Skills Program at the high school for the 2017-2018 school year from the Department. | | |
| **Progress Report Due Date(s):**  04/13/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 51 Appropriate special education teacher licensure | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that at Lee Elementary School, a special education teacher who designs and provides direct special education services described in students' IEPs does not hold a current license in special education. | | |
| **Description of Corrective Action:**  The teacher in question, Debra Bolt Thompson, needed to pass the math MTEL. MEPID 52874178 | | |
| **Title/Role(s) of Responsible Persons:**  H. Jake Eberwein, Superintendent, Jennifer Norton, Special Education Director | | **Expected Date of Completion:**  08/23/2018 |
| **Evidence of Completion of the Corrective Action:**  She passed in December 2017, which is noted in ELAR and is awaiting the change in status. She has her Bachelors, Masters, and SEI Endorsement. | | |
| **Description of Internal Monitoring Procedures:**  Human Resources, in conjunction with the Business Office and Superintendent's Office are now monitoring all professionals licensed with the school district on a rolling basis to ensure that all staff are appropriately licensed for their placements within the district | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 51 Appropriate special education teacher licensure | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, provide a copy of the license or approved waiver for the special education teacher at Lee Elementary School who designs and provides direct special education services. | | |
| **Progress Report Due Date(s):**  04/13/2018  06/08/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the school committee policy regarding equal access to the full range of education programs does not include homelessness as a protected category. | | |
| **Description of Corrective Action:**  School Committee Policies JJ-E-2, JB, and AC will be revised to include the protected category of homelessness. | | |
| **Title/Role(s) of Responsible Persons:**  Gregg Brighenti / LMHS Principal, Kate Retzel, LES Principal | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Minutes of School Committee meeting where revised policies were approved; copies the newly revised and approved policies. | | |
| **Description of Internal Monitoring Procedures:**  Administration will monitor the approval process. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, submit the draft policy regarding equal access to the full range of education program that will be submitted for school committee approval that includes homelessness as a protected category.  By June 6, 2018, submit the approved school committee agenda on equal access to the full range of education programs policy that includes homelessness as a protected category. | | |
| **Progress Report Due Date(s):**  04/13/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 8 Accessibility of extracurricular activities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the school committee policy regarding equal access to the full range of co-curricular and extracurricular activities is missing the protected categories of homelessness and gender identity. | | |
| **Description of Corrective Action:**  School Committee policy JJ-E-2 will be revised to include the protected categories of homelessness and gender identity. | | |
| **Title/Role(s) of Responsible Persons:**  Gregg Brighenti / LMHS Principal, Kate Retzel, LES Principal | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Minutes from the school committee meeting where the revised policy was adopted; copy of the revised and approved policy. | | |
| **Description of Internal Monitoring Procedures:**  Administration will monitor the revision and approval process. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, submit the draft policy regarding equal access to the full range of co-curricular and extracurricular activities that will be submitted for school committee approval that includes homelessness gender identity as a protected categories.  By June 6, 2018, submit the approved school committee policy on equal access to co-curricular and extracurricular activities that includes homelessness and gender identity as a protected categories. | | |
| **Progress Report Due Date(s):**  04/13/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the Lee Elementary, Middle and High School handbooks do not contain complete procedures for the discipline of students with disabilities or procedures for the discipline of students with Section 504 Accommodation Plans.  Also, the nondiscrimination statement in the Lee Elementary School handbook does not contain the protected categories of gender identity and sexual orientation. | | |
| **Description of Corrective Action:**  LES and LMHS Handbooks for 2018-19 will include complete procedures for the discipline of students with disabilities and/or Section 504 Accommodation Plans. The LES Handbook will include the revised nondiscrimination statement with the protected categories of gender identity and sexual orientation. | | |
| **Title/Role(s) of Responsible Persons:**  Gregg Brighenti / LMHS Principal; Kate Retzel, LES Principal | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Copies of the updated 2018-19 student handbooks. | | |
| **Description of Internal Monitoring Procedures:**  Administration will monitor the necessary handbook changes. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, provide a copy of the language that will be included in the 2018-2019 Lee Elementary, Middle and High School handbooks on procedures for the discipline of students with disabilities or procedures for the discipline of students with Section 504 Accommodation Plans, and post the procedures on the district website. Please provide a link to the website where these procedures may be viewed.  By April 13, 2018, provide a copy of the nondiscrimination statement that will be included in the 2018-2019 Lee Elementary School handbook that contains the protected categories of gender identity and sexual orientation, and post the nondiscrimination statement on the Lee Elementary School website. Please provide a link to the website where the statement may be viewed.  By September 14, 2018, provide a link to the updated 2018-2019 Lee Elementary Handbook on the school website, which contains procedures for the discipline of students with disabilities and discipline of students with Section 504 Accommodation Plans as well as the revised nondiscrimination statement containing the protected categories of gender identity and sexual orientation.  By September 14, 2018, provide a link to the updated 2018-2019 Lee Middle and High School Handbook on the school website, which contains procedures for the discipline of students with disabilities and discipline of students with Section 504 Accommodation Plans. | | |
| **Progress Report Due Date(s):**  04/13/2018  06/08/2018  09/14/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the Bullying Prevention and Intervention Plan on the district's web-site and within the Lee Elementary School handbook does not extend protections to students who are bullied by a member of the school staff and it does not make clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report. | | |
| **Description of Corrective Action:**  The Bullying Prevention and Intervention Plan on the district's web site and in the LES Handbook will be updated with the most current version, which does include language that school staff members may be named as an "aggressor" or "perpetrator" in a bullying report. | | |
| **Title/Role(s) of Responsible Persons:**  Gregg Brighenti / LMHS Principal, Kate Retzel, LES Principal | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Web site link to the updated Plan; copy of the revised LES Handbook. | | |
| **Description of Internal Monitoring Procedures:**  Administration will monitor to ensure the changes are implemented. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, provide a link to the district's web-site where the current and updated Bullying Prevention and Intervention Plan is posted.  By September 14, 2018, provide a link to the information on bullying in the 2018-2019 Lee Elementary Handbook 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. | | |
| **Progress Report Due Date(s):**  04/13/2018  06/08/2018  09/14/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **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 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 at each school for students who are expelled or suspended for more than 10 consecutive days, and the district has not developed a system for periodic review of discipline data by special populations. | | |
| **Description of Corrective Action:**  Student Handbooks will be updated to include a revised discipline policy. This will include that student safety and transportation will be ensured before an emergency removal, and the details of the School-Wide Education Service Plan for those removed for more than 10 school days. The Principals will develop a system for review of discipline data by special populations. | | |
| **Title/Role(s) of Responsible Persons:**  Gregg Brighenti / LMHS Principal, Kate Retzel / LES Principal | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Revised handbooks for 2018-19, and a description of the review system will be provided. | | |
| **Description of Internal Monitoring Procedures:**  Principals will monitor the implementation of Handbook changes, and will ensure that the review of discipline information by special populations occurs. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district must develop a School-Wide Education Service Plan that identifies a list of education services available to students who are expelled or suspended for more that ten consecutive days.  The district must develop a system of periodic review of discipline data by special populations. | | |
| **Department Order of Corrective Action:**  The district must develop a School-Wide Education Service Plan that identifies a list of education services available to students who are expelled or suspended for more that ten consecutive days.  Please review the "Advisory on Student Discipline under Chapter 222 of the Acts of 2012: An Act Relative to Student Access to Educational Services and Exclusion from School", particularly Section VII, Academic Progress (G.L. c. 76, §21; 603 CMR 53.13) found at http://www.doe.mass.edu/lawsregs/advisory/discipline/StudentDiscipline.html  and "Questions and Answers Student Discipline Laws and Regulations G.L. c. 71, §37H ¾ and G.L. c. 76, §21", particularly Section V, Academic Progress and Education Services; School-wide Education Service Plans; G.L. c. 76, §21; §53.13. (Applicable to §§37H, 37H ½ , and 37H ¾ offenses) found at http://www.doe.mass.edu/lawsregs/advisory/discipline/QA.html  The district must develop a system of periodic review of discipline data by special populations. Please review the "Advisory on Student Discipline under Chapter 222 of the Acts of 2012: An Act Relative to Student Access to Educational Services and Exclusion from School", particularly Section VIII, Data Collection and Reporting (603 CMR 53.14) found at at http://www.doe.mass.edu/lawsregs/advisory/discipline/StudentDiscipline.html | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, provide a copy of the School-wide Educational Service Plan developed for each school, or for the district.  By April 13, 2018, provide a copy system developed for the periodic review of discipline data by special populations.  By June 8, 2018, provide a link to the Student Discipline Policy on the districts web-site that includes procedures for the emergency removal of a student that states 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. | | |
| **Progress Report Due Date(s):**  04/13/2018  06/08/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **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:**  Document review and interviews indicated that the notice sent to students 16 or over and their parent/guardian within 5 days from the student's tenth consecutive absence does not indicate that the date and time 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 letter used to inform parents and students will be revised to include information that the exit interview appointment may be extended at parent request for up to 14 days. | | |
| **Title/Role(s) of Responsible Persons:**  Gregg Brighenti / LMHS Principal | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Revised letter template. | | |
| **Description of Internal Monitoring Procedures:**  The Principal will monitor to ensure that the revised letter is in use. | | |
| 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:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018, provide the notice sent to students 16 or over and their parent/guardian within 5 days from the student's tenth consecutive absence indicating that the date and time for the exit interview may be extended at the request of the parent/guardian, but for no longer than 14 days. | | |
| **Progress Report Due Date(s):**  04/13/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **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:**  Document review and interviews indicated that the district has updated the restraint prevention and behavior support policy to include all required content consistent with regulatory requirements that went into effect January 1, 2016. However, it has not developed procedures for the implementation of this policy to include: 1) methods for preventing student violence, self-injurious behavior and suicide; 2) methods for engaging parents and youth in discussions about restraint prevention and use;  3) alternatives to physical restraint and method of physical restraint in emergency situations; 4) a statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b), seclusion, and the use of restraint inconsistent with  603 CMR 46.03; 5) a description of the training requirements, reporting requirements, and follow-up procedures; 6) a procedure for receiving and investigating complaints; 7) a procedure for conducting periodic review of data and documentation on the program's use of restraint; 8) a procedure for making both oral and written notification to the parent; and 9) a procedure for the use of time-out. | | |
| **Description of Corrective Action:**  The administration team will develop procedures for the implementation of this policy to include:  1) methods for preventing student violence, self-injurious behavior and suicide; 2) methods for engaging parents and youth in discussions about restraint prevention and use; 3) alternatives to physical restraint and method of physical restraint in emergency situations; 4) a statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b), seclusion, and the use of restraint inconsistent with 603 CMR 46.03; 5) a description of the training requirements, reporting requirements, and follow-up procedures; 6) a procedure for receiving and investigating complaints; 7) a procedure for conducting periodic review of data and documentation on the program's use of restraint; 8) a procedure for making both oral and written notification to the parent; and 9) a procedure for the use of time-out. | | |
| **Title/Role(s) of Responsible Persons:**  Jennifer Norton, SPED Director, Gregg Brighenti, Principal LMHS and Kate Retzel, Principal LES | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  The procedures in each of the 9 areas will be created and implemented for school year 2018-2019. | | |
| **Description of Internal Monitoring Procedures:**  Administrative cabinet team will monitor the policy and procedures, at least annually, but also as advisories are released, to make sure they are up to date and fall within DESE guidelines. | | |
| 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:** 02/26/2018  **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 developed for the implementation of the restraint prevention and behavior support policy to include: 1) methods for preventing student violence, self-injurious behavior and suicide; 2) methods for engaging parents and youth in discussions about restraint prevention and use; 3) alternatives to physical restraint and method of physical restraint in emergency situations; 4) a statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b), seclusion, and the use of restraint inconsistent with 603 CMR 46.03; 5) a description of the training requirements, reporting requirements, and follow-up procedures; 6) a procedure for receiving and investigating complaints; 7) a procedure for conducting periodic review of data and documentation on the program's use of restraint; 8) a procedure for making both oral and written notification to the parent; and 9) a procedure for the use of time-out.  By September 14, 2018, provide evidence (agenda, attendance sheet with signature/role, training materials) that all staff have been trained on the district's restraint prevention and behavior support policy and procedures. | | |
| **Progress Report Due Date(s):**  06/08/2018  09/14/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 24 Curriculum review | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that individual teachers in the district do not review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation, and individual teachers do not provide appropriate activities, such as discussions and/or supplementary materials to provide balance and context when stereotypes are depicted in educational materials. | | |
| **Description of Corrective Action:**  School Committee curriculum development policies IGA and IJJ will be updated to include provisions that curriculum material and textbook adoptions and reviews will include attention to demeaning and simplistic generalizations based upon protected categories, and that supplementary materials need to be developed to provide balance in those cases. Training will be provided to district staff in this area. | | |
| **Title/Role(s) of Responsible Persons:**  Gregg Brighenti / LMHS Principal, Kate Retzel | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  School committee minutes where revised policies were adopted; sign-in sheets from the relevant training. | | |
| **Description of Internal Monitoring Procedures:**  Administrators will ensure the policies are revised and adopted, training is provided, and teachers implement the new policies. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district's corrective action plan states policies IGA and IJJ will be supplemented to include review of demeaning and simplistic generalizations based upon protected categories, and that supplementary materials will be developed to provide balance for the review of curriculum and textbooks, as well as staff training. The CPR finding does not focus on curriculum and textbook selection and adoption on the district level, but on the materials the individual teaching staff members use within their classrooms on a daily basis. | | |
| **Department Order of Corrective Action:**  There are resources in the WBMS Document Library under "Public School Programmatic Guidance" including a technical assistance document: "Tiered Focused Monitoring Technical Assistance for CR 24 & 25"; and a PowerPoint presentation: "LEA Toolkit for Identifying & Addressing Curriculum Bias". the Department is also available to provide onsite assistance for the implementation of this criterion. | | |
| **Required Elements of Progress Report(s):**  By April, 2018, submit the district's plan for individual teachers in the district to review all educational materials that are presented in the classroom for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation; and for individual teachers to provide appropriate activities, such as discussions and/or supplementary materials to provide balance and context when stereotypes are depicted in educational materials.  By June 8, 2018, provide evidence (agenda, attendance sheet with signature/role, training materials) that all staff have been trained on the district's revised procedures for individual teachers to review the classroom materials for simplistic and demeaning generalizations and stereotypes. | | |
| **Progress Report Due Date(s):**  04/13/2018  06/08/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  ELE 5 Program Placement and Structure | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district has an ESL curriculum for the middle school and high school levels; but there is no ESL curriculum for the elementary grade level designed to develop English language skills of English learners (ELs). | | |
| **Description of Corrective Action:**  ESL Curriculum for elementary grade level designed to develop English language skills of English learners (ELs) will be completed. | | |
| **Title/Role(s) of Responsible Persons:**  Jennifer Norton, Special Education Director, Carrie Ely, ESL Teacher | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Upload of elementary ESL Curriculum. | | |
| **Description of Internal Monitoring Procedures:**  Administration annual monitoring and updating of curriculum material will include ESL from this point forward. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 5 Program Placement and Structure | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 13, 2018:  1- Please provide the Department with information about the process of developing ESL/ELD curriculum for elementary grade levels as well as the timeline that shows executive milestones of the project, estimated completion and implementation timeframe. Please note that the plan should reflect the content to be taught and address the instructional needs of the EL population at all proficiency levels.  2- Please provide information regarding the roles and responsibilities of the staff who are assigned to the ESL curriculum project and their qualifications. | | |
| **Progress Report Due Date(s):**  04/13/2018  06/08/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  ELE 14 Licensure Requirements | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that not all ESL teachers hold an ESL license or a current waiver issued by the Massachusetts Department of Elementary and Secondary Education. | | |
| **Description of Corrective Action:**  District will employ an ESL teachers hold an ESL license or a current waiver issued by the Massachusetts Department of Elementary and Secondary Education. | | |
| **Title/Role(s) of Responsible Persons:**  H. Jake Eberwein, Superintendent, Jennifer Norton, SPED Director, Kate Retzel, Elementary Principal | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Employment Records for Lee Public Schools | | |
| **Description of Internal Monitoring Procedures:**  Human Resources, in conjunction with the Business Office and Superintendent's Office are now monitoring all professionals licensed with the school district on a rolling basis to ensure that all staff are appropriately licensed for their placements within the district. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 14 Licensure Requirements | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 19, 2018, provide a copy of any job posting and application information.  By September 14, 2018, provide evidence of the licensure of the current ESL teacher(s). | | |
| **Progress Report Due Date(s):**  04/13/2018  09/14/2018 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  ELE 17 Program Evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Document review and 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. | | |
| **Description of Corrective Action:**  District ELE Program Evaluation | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent, Principals, ESL Teacher, ELL Director/Title III Coordinator, Data Analyst | | **Expected Date of Completion:**  01/04/2019 |
| **Evidence of Completion of the Corrective Action:**  Completed District ELE Program Evaluation | | |
| **Description of Internal Monitoring Procedures:**  This program evaluation will be updated and aligned with the district-wide mission and vision for all students. This will be reviewed/updated annually with the administrative cabinet team. The evaluation results will be used to drive instruction. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 17 Program Evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 02/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 14, 2018:  1. Please complete the program evaluation tool that is available at http://www.doe.mass.edu/ell/resources.html  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.  2. Please provide information regarding the strengths and areas of improvement the district identified as a result of its ELE program evaluation.  3. Please provide a plan of action to make appropriate program adjustments or changes that are responsive to the outcomes of the program evaluation to improve the effectiveness of the program. | | |
| **Progress Report Due Date(s):**  09/14/2018 | | |