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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: South Hadley

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 08/29/2018.

**Mandatory One-Year Compliance Date:** **08/29/2019**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 9 | Timeline for determination of eligibility and provision of documentation to parent | Partially Implemented |
| SE 47 | Procedural requirements applied to students not yet determined to be eligible for special education | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |

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| **Criterion & Topic:** SE 9 Timeline for determination of eligibility and provision of documentation to parent | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Student record review indicates that the district does not consistently convene an IEP Team to determine whether the student is eligible for special education and provide to the parent either a proposed IEP and proposed placement or a written explanation of the finding of no eligibility within forty-five school working days after receipt of the parent's written consent to an initial or re-evaluation. |
| **Description of Corrective Action:** The district has determined the root cause for the timeline for determination of eligibility. The root cause stems from lack of back up documentation when the IEP Team does not convene and provide the parent with the proposed IEP and placement or a written explanation of the finding of no eligibility within 45 days. The district has created a new document, the Evaluation Timelines Form, to track timelines and include any reasons why the timeline was not met. In addition, the Cover Sheets for Reevaluation and Initial Evaluations were updated to include the Evaluation Timeline Form. On September 21, the Director of Student Services reviewed the new documents at the monthly Special Education Team Leaders meeting. The aforementioned documents will be disseminated and reviewed at the October special education department meetings in the four schools. The administrative assistant to the Director of Student Services developed a log and will use the log to track all initial and reevaluations to ensure timeline compliance. Moreover, the data will be reviewed at the November, December, January, February March, April and May Special Education Team Leaders meetings by the Director of Student Services, Assistant Director of Student Services and Special Education Team Leaders. The data will be reviewed at the school level at monthly special education department meetings. |
| **Title/Role(s) of Responsible Persons:**Director, Asst. Director, SPED Team Leaders, SPED Liaisons, Administrative Assistant | **Expected Date of Completion:**05/31/2019 |
| **Evidence of Completion of the Corrective Action:**1. The Evaluation Timeline Form for Initial and Reevaluations.2. Cover Sheets for Initial and Reevaluations3. Training Agenda4. The initial and reevaluation timeline log used by the administrative assistant to the Director of Student Services. |
| **Description of Internal Monitoring Procedures:** The initial and reevaluation log maintained by the administrative assistant to the Director of Student Services will be used and reviewed for compliance. Moreover, the timeline for eligibility will be emphasized at the September Special Education Team Leaders meetings and October special education department meetings at the four schools. In 2019-2010, a review of timelines and the aforementioned documents will be included in the September meetings. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 9 Timeline for determination of eligibility and provision of documentation to parent | **Corrective Action Plan Status:** Approved **Status Date:** 10/22/2018 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By December 11, 2018, submit evidence of trainings (agenda, Evaluation Timeline Form for Initial and Reevaluations, cover sheets for Initial and Reevaluations, and attendance list with staff signature/role) provided to special education staff on the district procedures to ensure the parent is provided a proposed IEP and proposed placement within forty-five school working days after receipt of the parent's written consent to an initial evaluation or a re-evaluation. By March 19, 2019, conduct a review of a minimum of 20 student records across all grade levels with Team meetings held after the September 21, 2018 training was provided, for evidence that the parent was provided a proposed IEP and proposed placement within forty-five school working days after receipt of the parent's written consent to an initial evaluation or a re-evaluation. Submit a copy of the district's initial and reevaluation timeline log, which indicates 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. \*Please note when conducting internal monitoring the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, with their role(s) and signature(s). |
| **Progress Report Due Date(s):** 12/11/201803/19/2019 |

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| **Criterion & Topic:** SE 47 Procedural requirements applied to students not yet determined to be eligible for special education | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review indicates that written procedures for students not yet determined to be eligible for special education do not include information for situations when the district would not be considered to have known that a student has a disability. These include: if the parent has not consented to an evaluation of the student; the parent has refused special education services; or an evaluation of the student has resulted in a determination of ineligibility. |
| **Description of Corrective Action:** The district determined the root cause for the procedural requirement. The procedures were not comprehensive. The attorney reviewed and revised the procedures. The new procedures were reviewed at the September 21, 2018 Special Education Team Leader's meetings and will be reviewed with the administration at the October leadership meeting. |
| **Title/Role(s) of Responsible Persons:**Director of Student Services, Special Education Attorney, Administrative Assistant | **Expected Date of Completion:**10/31/2019 |
| **Evidence of Completion of the Corrective Action:**1. Updated SE 47 and Comparison with old SE 47.2. Agenda at the September 21, 2018 Special Education Team Leaders meeting3. Agenda at the October Leadership Team meeting4. The revised SE 47 will be included in all Special Education Procedures Manuals. |
| **Description of Internal Monitoring Procedures:** The Director of Student Services will review the procedural changes with the Special Education Team Leaders and Administration. The administrative assistant will email the revised SE 47 to staff with Special Education Procedural Manuals. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 47 Procedural requirements applied to students not yet determined to be eligible for special education | **Corrective Action Plan Status:** Partially Approved **Status Date:** 10/22/2018 **Correction Status:** Not Corrected |
| **Basis for Decision:** The district plans to submit revised written procedures for students not yet determined to be eligible for special education and agendas, but not also sign-in sheets, as evidence of staff training. |
| **Department Order of Corrective Action:**The district must submit the signatures of staff in attendance at trainings to review revised procedures. |
| **Required Elements of Progress Report(s):** By December 11, 2018, submit: 1) revised written procedures for students not yet determined to be eligible for special education; 2) agenda for the September 2018 Special Education Team Leaders meeting; 3) agenda for the October 2018 Leadership Team meeting; 4) sign-in sheets from the September and October 2018 meetings; and, 4) email to special education staff with a copy of the Special Education Procedural Manuals that include revised procedures. |
| **Progress Report Due Date(s):** 12/11/2018 |

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| **Criterion & Topic:** CR 10A Student handbooks and codes of conduct | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review indicates that the nondiscrimination policy found in the Plains School Family Handbook and the Mosier School Family Handbook does not include the protected category of gender identity. Additionally, the Plains School Family Handbook, the Mosier School Family Handbook and the Michael E. Smith Middle School Student Handbook do not include procedures for the discipline of students with Section 504 Accommodation Plans.Also, there is an erroneous statement in the student discipline policy, as set forth in the South Hadley Public Schools High School Student Handbook, that the district is not required to provide educational services to students during a period of expulsion. |
| **Description of Corrective Action:** The district determined the root cause of the finding. Language in the handbooks was omitted. The principals are aware of the findings and updated the handbooks. |
| **Title/Role(s) of Responsible Persons:**Director of Student Services, Principals | **Expected Date of Completion:**10/01/2018 |
| **Evidence of Completion of the Corrective Action:**1. Updated 2018-2019 Handbooks2. 2018-2019 Handbooks posted on the District website. |
| **Description of Internal Monitoring Procedures:** The handbooks will be reviewed by the principals and Director of Student Services. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Partially Approved **Status Date:** 10/22/2018 **Correction Status:** Not Corrected |
| **Basis for Decision:** The district has distributed 2018-2019 student handbooks and posted them on its website. An erroneous statement about not providing educational services to expelled students has been removed from the South Hadley High School handbook. The nondiscrimination policy in the Plains School and Mosier school family handbooks contain a nondiscrimination policy that includes all required categories. The Plains School and Michael E. Smith Middle School handbooks now include procedures for the discipline of students with Section 504 Accommodation Plans, however the Mosier School Family Handbook still does not. |
| **Department Order of Corrective Action:**The Mosier School Family Handbook must be revised to include the same information on the discipline of students with Section 504 Accommodation Plans as are found in the Plains School Family Handbook and Michael E. Smith Middle School Student Handbook. |
| **Required Elements of Progress Report(s):** By December 11, 2018, submit a link to the school's website where the updated Mosier School Family Handbook is posted that includes procedures for the discipline of students with Section 504 Accommodation Plans. |
| **Progress Report Due Date(s):** 12/11/2018 |