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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: Walpole

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 09/20/2018.

**Mandatory One-Year Compliance Date:** **09/20/2019**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 11 | School district response to parental request for independent educational evaluation | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | 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 23 | Comparability of facilities | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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| **Criterion & Topic:** SE 11 School district response to parental request for independent educational evaluation | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:**  |
| **Description of Corrective Action:** Will review current letter used by the district in response to parent request for IEE and determine what regulatory components may be missing. Will edit this letter to include all regulatory components outlined in the criterion. |
| **Title/Role(s) of Responsible Persons:**Director of Student Services | **Expected Date of Completion:**11/13/2018 |
| **Evidence of Completion of the Corrective Action:**Revised letter will by uploaded for approval by the department. |
| **Description of Internal Monitoring Procedures:** An approved letter will be shared with all special education team chairs in the district by the Director of Student Services. The letter will be reviewed with the group, highlighting areas of edit. Will review process with team chairs of referring any parent request for IEE to the office of the Director of Student Services, who will then personalize the approved letter and send home. Referring requests to the office of the Director of Student Services will ensure that the appropriate form of the letter will be sent home within the timelines allotted. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 11 School district response to parental request for independent educational evaluation | **Corrective Action Plan Status:** Approved **Status Date:** 10/31/2018 **Correction Status:** Corrected |
| **Basis for Decision:** The district has submitted a revised IEE letter which satisfies the current requirements. |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):**  |
| **Progress Report Due Date(s):**  |

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| **Criterion & Topic:** CR 10B Bullying Intervention and Prevention | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents indicated that the current 2017-2018 versions of the Daniel Feeney Preschool Handbook, Bird Middle School Handbook, Johnson Middle School Handbook and the Walpole High School Handbook, as well as the training materials submitted by the district, contain outdated information about the Bullying Prevention and Intervention policy. Specifically, these documents do not include information about protections extended to students who are bullied by a staff member or make clear that a member of the school staff may be named the "aggressor" in a bullying report. |
| **Description of Corrective Action:** The Walpole Public Schools Bullying Prevention and Intervention Plan was revised to include the updated language that provides information about protections extended to students who are bullied by a staff member or make clear that a member of the school staff may be named the "aggressor" in a bullying report. Additionally, all of the schools' handbooks were revised to align with the WPS Bullying Intervention and Prevention Plan (BPIP). |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**10/18/2018 |
| **Evidence of Completion of the Corrective Action:**All documents including the mandatory training materials have been uploaded to the "Additional Documents" section of the WBMS. |
| **Description of Internal Monitoring Procedures:** Walpole Public Schools has established A Safe Schools Initiative Committee. One of the subcommittees is tasked with an annual review of the BPIP and revision of necessary areas. The School Councils will also review the BPIP and the school handbooks to ensure alignment with current regulation. A final review will be provided by central office personnel to ensure accuracy and inclusion of all essential language and procedures. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved **Status Date:** 10/30/2018 **Correction Status:** Corrected |
| **Basis for Decision:** The district has submitted updated documents which include information about protections extended to students who are bullied by a staff member and the policy makes clear that a member of the school staff may be named the "aggressor" in a bullying report. |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):**  |
| **Progress Report Due Date(s):**  |

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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 documents indicated that the district's annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school only informs the student about supports for passing MCAS exams. The notice does not include information about the availability of other publicly funded post-high school academic support programs or encourage students to participate in those programs. |
| **Description of Corrective Action:** The annual written notice to students who have not completed high school or have had extended absence was revised to provide opportunities to meet with the principal, counselor, and/or special education liaison. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**10/18/2018 |
| **Evidence of Completion of the Corrective Action:**The revised letter was uploaded to "Additional Documents" section of WBMS for students without disabilities and an additional letter was uploaded to advise students with disabilities of access to special education services. |
| **Description of Internal Monitoring Procedures:** The CR regulations will be monitored annually and/or when advisories are received both by the counseling and special education departments and appropriate revisions will be made to communications to students, parents/guardians. The principal will also communicate changes and opportunities for additional support through his e-notes. |
| 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:** 10/31/2018 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** The district will submit an updated annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school. This notice must:a. inform them of the availability of publicly funded post-high school academic support programs andb. encourage them to participate in those programs.At a minimum, the district sends annual written notice by first class mail to the last known address of each such student who attended a high school in the district within the past two years.This updated notice will be submitted to DESE by 12/17/2018. |
| **Progress Report Due Date(s):** 12/17/201801/11/2019 |

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| **Criterion & Topic:** CR 23 Comparability of facilities | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Observation indicated that at the Bird Middle School, English language learner (ELL) instruction is provided in a space that is openly accessible to the school's students and staff. Specifically, ELL instruction is provided in a central hallway that also includes a bank of computers for use by the school's students. There is no wall or other physical divider to prevent auditory and visual distractions for students receiving ELL instruction. |
| **Description of Corrective Action:** Several meetings were held to examine the current space and provide solutions for this space. A work order has been submitted to the Building Maintenance Department to collaborate on a short-term solution. The district has also submitted a Statement of Interest to MSBA to develop a long-term solution for inadequate and inappropriate instructional spaces. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent, Director of Student Services, and School Business Administrator | **Expected Date of Completion:**12/30/2018 |
| **Evidence of Completion of the Corrective Action:**A chronology of meetings has been uploaded to the "Additional Documents" section. The Statement of Interest for Bird Middle School also documents the steps toward a long-term solution. |
| **Description of Internal Monitoring Procedures:** The district personnel will continue to visit the school with a planner, the Building Maintenance Director, and the principal to ensure that progress is being made toward resolution. We are also examining the school schedule to determine if there are classrooms that may be available for EL students during priority instructional times. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 23 Comparability of facilities | **Corrective Action Plan Status:** Approved **Status Date:** 10/31/2018 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By 12/17/2018, the district will give an update to DESE on the process of completely separating the ELL instructional space in the Bird Middle School. In addition, the district will show evidence that the ELL spaces are conducted in a separate space comparable to facilities for other students while renovating. The district will submit evidence of completion of the instructional spaces by 06/30/2019, which will demonstrate the same priority as general education programs in the allocation of instructional and other space in public schools in order to minimize the separation or stigmatization of eligible students. |
| **Progress Report Due Date(s):** 12/17/201802/15/201904/12/201906/30/2019 |

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| **Criterion & Topic:** CR 25 Institutional self-evaluation | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documentation and interviews indicated that the district does not evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities. |
| **Description of Corrective Action:** The district continues to analyze data from multiple sources to address any identified issues concerning equity and access to all programs in the Walpole Public Schools. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent, Director of Student Services, and school administrators | **Expected Date of Completion:**05/30/2019 |
| **Evidence of Completion of the Corrective Action:**This process is ongoing and will continue throughout the 2018-2019 school year. Several artifacts have been uploaded to "Additional Documents" as evidence of our progress toward addressing identified issues. |
| **Description of Internal Monitoring Procedures:** Several committees have been formed across the district at all levels. The Leadership Council meets regularly to monitor progress. Several new committees meet at least monthly to collaborate and monitor progress. Additional surveys will be developed and sent to families and students during the late winter/early spring to measure progress toward academic, social, enrichment, and extracurricular involvement in all opportunities. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved **Status Date:** 10/31/2018 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** The district has provided some evidence through documents. programs and committees which demonstrates the district evaluates certain aspects of its K-12 program annually. However, please submit a district developed survey to the department by January 11, 2018. The survey will be offered to all stakeholders of the district, and will provide evidence ensuring that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities. Please provide to the department by June 30, 2019, evidence of the sent survey, including a written report, recommendations, and any plans or changes made by the district which were a direct result of this survey. If any additional surveys are sent out by the district to measure progress toward equal access by all students, including the above protected classes, to academic, social, enrichment, and extracurricular involvement, please include with the June 30, 2019 progress report. |
| **Progress Report Due Date(s):** 01/11/201906/30/2019 |