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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: Old Colony Regional Vocational Technical

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 09/05/2018.

**Mandatory One-Year Compliance Date:** **09/05/2019**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 32 | Parent advisory council for special education | Partially Implemented |
| SE 40 | Instructional grouping requirements for students aged five and older | 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 |

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

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| **Criterion & Topic:**  SE 32 Parent advisory council for special education | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documentation and staff interviews indicated that the district has not established a functioning parent advisory council (PAC) that advises on matters pertaining to the education and safety of students with disabilities, and meets regularly with school officials to participate in the planning, development, and evaluation of the school's special education programs. | | |
| **Description of Corrective Action:**  A review of documentation and staff interviews that the district has not established a functioning parent advisory council (PAC) that advises on matters pertaining to the education and safety of students with disabilities, and meets regularly with school officials to participate in the planning, development, and evaluation of the school’s special education programs. | | |
| **Title/Role(s) of Responsible Persons:**  Special Services Coordinator | | **Expected Date of Completion:**  05/01/2019 |
| **Evidence of Completion of the Corrective Action:**  1. Recruitment letters to Special Education Parents  2. Flyer for SEPAC Meeting  3. SEPAC Meeting Agenda  4. Website notice of Recruitment of Special Education Parents  5. Website notice of SEPAC Meeting  6. Meeting Attendance Sign-In Sheets  7. Memo of SEPAC Officers | | |
| **Description of Internal Monitoring Procedures:**  This school year 2018-2019, additional recruitment methods will ensue so that the SEPAC is able to continue to provide programing and consult with the Special Services Coordinator in a more independent manner than previously. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 10/01/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 15, 2018 submit the district's proposed timeline for implementation of the SEPAC recruitment plan. By January 15, 2019 submit evidence of recruitment of SEPAC officers and the by-laws regarding officers and operational procedures. By March 15, 2019 submit evidence of ongoing consultation meetings with the SEPAC on planning, development, and evaluation of the district's special education programs. By April 10, 2019 submit evidence that the district in cooperation with the SEPAC has conducted a workshop on the rights of students and their parents and guardians under the state and federal special education laws. | | |
| **Progress Report Due Date(s):**  11/15/2018  03/15/2019 | | |

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| **Criterion & Topic:**  SE 40 Instructional grouping requirements for students aged five and older | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Staff interviews and facilities observations indicated that there are 17 students in the Academic Support class in room CR38B, which exceeds the required size of the instructional grouping for students receiving special education services outside of the general education classroom 60% or less of the student's schedule. | | |
| **Description of Corrective Action:**  At time of DESE review, some of Old Colony's Academic Support classes exceeded the required size limits for instructional grouping for students receiving special education services outside of the general education classroom 60% or less of the student's schedule. Class rosters for the 2018-2019 school year demonstrate instructional grouping sizes within the parameters defined by the DESE. | | |
| **Title/Role(s) of Responsible Persons:**  Special Services Coordinator | | **Expected Date of Completion:**  09/19/2018 |
| **Evidence of Completion of the Corrective Action:**  Evidence of completion of corrective action are class rosters for all Applied Studies classes this school year that indicate the number of students and the Teachers assigned to those classes.  1. Applied Studies class rosters for the 2018-2019 school year with students and teachers indicated.  2. Notification of Increased Instructional Group Size (DESE)  3. Notification of Increased Instructional Group Size (Parents) | | |
| **Description of Internal Monitoring Procedures:**  This school year 2018-2019, special attention was given to ensure that Applied Studies classes did not exceed DESE limits while developing the school's master schedule. The Special Services Coordinator will continue to be a part of developing the school's master schedule in the future to ensure that enough sections of Applied Studies classes are offered so that classes do not exceed instructional grouping limits. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 40 Instructional grouping requirements for students aged five and older | **Corrective Action Plan Status:** Approved  **Status Date:** 10/01/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 15, 2018 submit the class roster for all Academic Support classes to demonstrate compliance with instructional grouping requirements for students receiving special education services outside of the general education classroom 60% or less of the student's schedule. | | |
| **Progress Report Due Date(s):**  11/15/2018 | | |

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| **Criterion & Topic:**  CR 10C Student Discipline | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documentation indicated that the district has not developed a School-wide Education Service Plan describing the education services that the school will make available to students who are suspended for more than ten consecutive days. Additionally, the district does not have procedures for the emergency removal of a student whose continued presence in school poses a danger to persons or property, or substantially disrupts the order of the school, pursuant to the requirements of Massachusetts regulation 603 CMR 53.08. | | |
| **Description of Corrective Action:**  At time of review, the district did not have a school-wide education service plan that describes the educational services available to students who are suspended for more than ten consecutive days and did not have written procedures for the emergency removal of a student whose continued presence in school poses a danger to persons or property, or substantially disrupts the order of the school, pursuant to the requirements of Massachusetts regulation 603 CMR 53.08. | | |
| **Title/Role(s) of Responsible Persons:**  Special Services Coordinator | | **Expected Date of Completion:**  10/01/2018 |
| **Evidence of Completion of the Corrective Action:**  1. School-wide Education Service Plan for students suspended more than 10 consecutive days  2. Emergency Removal of Student Protocol | | |
| **Description of Internal Monitoring Procedures:**  Annual review of protocol and roles. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 10/01/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 15, 2018 submit the district's School-wide Education Service Plan and the district's procedure for emergency removal. By December 14, 2018 submit evidence that the procedures for emergency removal have been approved by the school committee. By January 15, 2019 submit evidence that the revised procedures have been disseminated to the school community. | | |
| **Progress Report Due Date(s):**  11/15/2018 | | |

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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 documentation indicated that the district does not send annual written notice with information on available publicly funded post-high school academic support programs to students aged 16 and over who have left school without a high school diploma. | | |
| **Description of Corrective Action:**  A review of documentation indicated that the district did not send annual written notice with information on available publicly funded post-high school academic support programs to students aged 16 and over who had left school without a high school diploma. Since the review, Old Colony has defined a procedure to identify and notify students of available programs to attain their High School diploma or GED. | | |
| **Title/Role(s) of Responsible Persons:**  Special Services Coordinator | | **Expected Date of Completion:**  10/01/2018 |
| **Evidence of Completion of the Corrective Action:**  1. School Committee Agenda to vote on new Student Absences and Excuses policy.  2. Policy Index with new Student Absences and Excuses policy.  3. Student Absences and Excuses policy.  4. School Committee Meeting Minutes approving new Student Absences and Excuses policy.  5.A. School Committee Website page with link to new policy.  5.B. School Website News posting announcing new policy with Link to policy.  6. Annual notice letter to send to students who are 16 or older that have left school without a high school diploma, certificate of attainment, or certificate of completion that notifies them of alternative programming available to them.  7. Procedure to identify students who have left school without a high school diploma, certificate of attainment, or certificate of completion.  8. Procedure to send and track annual notice letter to identified students for two years after leaving school.  9. Withdrawal packet example. | | |
| **Description of Internal Monitoring Procedures:**  1. Student Information System monitors and Identifies student absences.  2. Attendance officer notified principal of students who have been absent from school on or before their 10th consecutive day.  3. Guidance counselors notify principal and special services coordinator of students who are discussing dropping out of school.  4. Students who are leaving school meet with guidance counselor or principal designee to conduct an exit interview and complete the Withdrawal packet.  5. Students identified as dropouts are mailed notification letter on their 10th consecutive day of absence and in September of the next two years to their last known address. | | |
| 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:** 10/01/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 15, 2018 submit the district's notice that is sent to students aged 16 and over who have left school without a high school diploma that includes information on available publicly funded post-high school academic support programs. | | |
| **Progress Report Due Date(s):**  11/15/2018 | | |

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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 documentation indicated that the district's physical restraint policy allows restraint procedures to be applied pursuant to a student's IEP or other written plan that is approved by the school and the parent or guardian. However, this practice does not comply with current state regulation 603 CMR 46.03(2)(d), which prohibits including the use of physical restraint as a standard response to any behavior in a student's written individual behavior plan or IEP. | | |
| **Description of Corrective Action:**  At time of DESE review, the Old Colony's Physical Restraint of Student's policy indicated that the district's physical restraint policy allows restraint procedures to be applied pursuant to a student's IEP or other written plan. On July 19, 2018, the Old Colony School Committee approved a new Physical Restraint of Student's policy which prohibits including the use of physical restraint as a standard response to any behavior in a student's written individual behavior plan or IEP. Staff was trained the first month of the school year on the new Physical Restraint protocol. | | |
| **Title/Role(s) of Responsible Persons:**  Special Services Coordinator | | **Expected Date of Completion:**  10/01/2018 |
| **Evidence of Completion of the Corrective Action:**  1. School Committee Agenda to vote on new Physical Restraint Policy.  2. Policy Index with new Physical Restraint Policy.  3. Physical Restraint Policy.  4. School Committee Meeting Minutes approving new Physical Restraint Policy.  5.A. School Committee Website with link to new policy.  5.B. School Website News Posting announcing new policy with Link to policy.  6. Staff training on Physical Restraint (screen shot of Web page). Shows Link to Physical Restraint Law and DESE presentation on Physical Restraint.  7. Staff training Web page Link to 603 CMR 46.00.  8. Staff completion of Physical Restraint training. | | |
| **Description of Internal Monitoring Procedures:**  1. Yearly Mandated Staff Training on the Physical Restraint of Student's policy  2. Yearly Staff Mandated Training completion spreadsheet | | |
| 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:** 10/01/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  November 15, 2018 submit a revised physical restraint prevention and behavior support policy and procedures consistent with 603 CMR 46.00. By December 14, 2018 submit minutes or other evidence documenting that the revised policy and procedures have been approved by the school committee. By January 15, 2019 submit evidence of all staff training on the updated physical restraint policy, including dated agenda, training materials, signed attendance sheets, name and role of presenter. By March 15, 2019, submit evidence that the district's revised physical restraint prevention and behavior support policy and procedures have been disseminated to students, staff and families. | | |
| **Progress Report Due Date(s):**  11/15/2018  12/14/2018  01/15/2019  03/15/2019 | | |