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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: Duxbury

CPR Onsite Year: 2013-2014

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 08/26/2014.

**Mandatory One-Year Compliance Date:** **08/26/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 15 | Non-discriminatory administration of scholarships, prizes and awards | 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 25 | Institutional self-evaluation | Not 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:**  A review of the documentation indicated that the district's non-discrimination policy in the codes of conduct does not include gender identity as a protected category. | | |
| **Description of Corrective Action:**  The district will review all four student handbooks and code of conduct documents for inclusion of gender identity as a specific category. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent/Principals | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  The district will provide updated copies of student handbooks and code of conduct documents which include gender identity as a specific category. Minutes from School Council meetings will document the revisions as will the Duxbury School Committee agenda where the handbooks and code of conduct are approved. | | |
| **Description of Internal Monitoring Procedures:**  The district will monitor the process by reviewing the current student handbooks and code of conduct documents for consistency. Current documents include gender identity as a protected category sporadically. Upon identification of documents where gender identity is not included, the district will create an annotated list. As handbooks are presented and reviewed during the 2014-2015 school year, the assistant superintendent will ensure that all documents include the required changes. Building principals will present the changes to their individual School Councils as well as to the Duxbury School Committee in the spring of 2014. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date**: 09/29/2014 | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 10, 2014, submit a copy of the revised student handbooks on the district's website and an addendum added to the paper copies of the handbooks that now includes gender identity in the non-discrimination policy in the codes of conduct. | | |
| **Progress Report Due Date(s):**  11/10/2014 | | |

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| **Criterion & Topic:**  CR 15 Non-discriminatory administration of scholarships, prizes and awards | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  While a review of the documentation included a description of how the district manages the administration of scholarships, prizes and awards, the district's policy does not include a statement indicating that scholarships, prizes and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation or disability. | | |
| **Description of Corrective Action:**  The district communicates its policies on scholarships, prizes and awards via the Duxbury High School Student Handbook and Duxbury School Committee Policy Manual. Both documents include the process applied to scholarships, prizes and awards. Currently, the policy includes various criteria but not the non-discrimination statement. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent/Duxbury High School Principal | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  The district will provide evidence through revised policies in both the student handbook and School Committee Policy Manual. Minutes of School Council and School Committee meetings to revise the current policies will also be collected. | | |
| **Description of Internal Monitoring Procedures:**  The assistant superintendent supports the superintendent in maintaining updated School Committee policy. A draft version of the policy will be provided for the School Committee's consideration. The Duxbury High School principal oversees updates to the handbook and will ensure a revised process is the outcome by June of 2015. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 15 Non-discriminatory administration of scholarships, prizes and awards | **Corrective Action Plan Status:** Partially Approved  **Status Date**: 09/29/2014 | |
| **Basis for Decision:**  The district has not updated its policies on scholarships, prizes and awards indicating that scholarships, prizes and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation or disability. | | |
| **Department Order of Corrective Action:**  The district will update its policies on scholarships, prizes and awards indicating that scholarships, prizes and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation or disability. | | |
| **Required Elements of Progress Report(s):**  By November 10, 2014, submit a copy of the district's policies on scholarships, prizes and awards indicating that scholarships, prizes and awards sponsored or administered by the district are free of restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation or disability. | | |
| **Progress Report Due Date(s):**  11/10/2014 | | |

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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 the documentation indicated that the notice pertaining to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion does not include information indicating that, at the request of the parent or guardian, the district may consent to an extension of the time for the meeting of not longer than fourteen days. In addition, this letter is only addressed to the parent and not to the student.  A review of the documentation and interviews also indicated that the district is not sending a written notice to former students who have not yet earned their competency determination and who have not transferred to another school informing them of the availability of publicly funded post-high school academic support programs and encouraging them to participate in those programs. | | |
| **Description of Corrective Action:**  The current letter is addressed solely to parents and provides information relative to re-enrollment, special education services, the right to leave school and options for additional support in the GED or labor trade. The letter is not addressed to students. Written notice to former students who have not yet earned competency or transferred has not been complete. The district will review the current letter, making appropriate changes and ensure it is sent to both parents and students. The letter to former students will also be instituted. While not documented to the full extent of the regulation, the district adeptly supports the few students who leave school resulting in their final competency determination. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent/Duxbury High School Principal | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  The district will provide documentation as to drafts of the revised letter to parents and students as well as a template for use with former students. Sample letters will also be provided. | | |
| **Description of Internal Monitoring Procedures:**  The assistant superintendent will support the high school administration as to the content of the letters. The principal will work directly with the guidance department head to ensure that all students leaving school currently or previously receive such letters. | | |
| 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**: 09/29/2014 | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 10, 2014, submit sample copies of letters sent out to parents and students 16 years of age and older who are leaving school without a high school diploma, certificate of attainment, or certificate of completion that includes all required information. If there are no students meeting this criteria, please submit a sample letter that would be sent, if applicable.  By November 10, 2014, submit sample copies of the annual written notice sent to former students who have not yet earned their competency determination and who have not transferred to another school, informing them of the availability of publicly funded post-high school academic support programs and encouraging them to participate in those programs. | | |
| **Progress Report Due Date(s):**  11/10/2014 | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of the documentation and interviews indicated that the district has not evaluated 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 will annually evaluate its programs annually to ensure that all student have equal access to programs including athletics and extra-curricular activities as outlined by the non-discrimination statement. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent/ Building Principals | | **Expected Date of Completion:**  06/30/2015 |
| **Evidence of Completion of the Corrective Action:**  The district will provide documentation of its analysis of the distribution of students in its programs by subgroup. The district will also provide an examination of its data on the incidence of bullying and harassment for any demographic patterns. The district administers the student Youth Risk Behavior Survey to its high school students annually. The data will be analyzed and reviewed for trends or patterns in bullying, harassment or discriminatory behavior toward certain groups of students. | | |
| **Description of Internal Monitoring Procedures:**  The assistant superintendent will provide information to the building principals as to the evaluation process. Data review and analysis will be provided to administrators during monthly administrative meetings in April and May. Principals will identify patterns and trends indicating any necessary changes to policy implementation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date**: 09/29/2014 | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 10, 2014, submit a detailed outline of the evaluation components to ensure that all students have equal access to programs including athletics and extra-curricular activities as outlined by the non-discrimination statement.  By February 16, 2015, submit evidence of the implementation of the institutional self-evaluation, including data reports, presentations, survey results, etc. | | |
| **Progress Report Due Date(s):**  11/10/2014  02/16/2015 | | |