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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: Holyoke Community Charter (District)

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 04/10/2014.

**Mandatory One-Year Compliance Date:** **04/10/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| CR 24 | Curriculum review | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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

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| **Criterion & Topic:** CR 24 Curriculum review | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** The district does not have a procedure in place to ensure that individual teachers in the district 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. |
| **Description of Corrective Action:** The Holyoke Community Charter School District will have a written procedure in place to ensure that individual teachers in the district 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. During the 2 weeks of training before starting the academic year the district will distribute the procedure to all staff. |
| **Title/Role(s) of Responsible Persons:**Dr. Sonia Correa Pope | **Expected Date of Completion:**08/22/2014 |
| **Evidence of Completion of the Corrective Action:**Evidence of completion will be completed by August 22, 2014 during the teacher's orientation. Teachers will have the opportunity to review all educational materials. Agendas and teacher's signature will display the implementation of this criterion. |
| **Description of Internal Monitoring Procedures:** Dr. Sonia Correa Pope will monitor the training and review of educational materials to ensure all teachers have the opportunity to review educational materials. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 24 Curriculum review | **Corrective Action Plan Status:** Approved **Status Date**: 06/09/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide a copy of the newly developed written procedure along with the agenda and attendance logs from the teacher's orientation meeting where this procedure was shared, by September 5, 2014 |
| **Progress Report Due Date(s):** 09/05/2014 |

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

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| **Criterion & Topic:** CR 25 Institutional self-evaluation | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Although the district has a process in place to evaluate all aspects of its K-12 program annually, and make such changes as are indicated, the review does not specifically address gender identity, sexual orientation, disability, and housing status. |
| **Description of Corrective Action:** The Holyoke Community Charter School District will have a process in place to evaluate all aspects of its K-12 program annually, and make such changes as are indicated, the review will specifically address gender identity, sexual orientation, disability, and housing status. The district will conduct surveys to ensure services are provided to all students regardless of gender identity, sexual orientation, disability, and housing status. |
| **Title/Role(s) of Responsible Persons:**Dr. Sonia Correa Pope | **Expected Date of Completion:**06/23/2014 |
| **Evidence of Completion of the Corrective Action:**Evidence of survey results will be collected by June 23, 2014 |
| **Description of Internal Monitoring Procedures:** Dr. Sonia Correa Pope will monitor strictly the process of evaluating all aspects of its K-12 program. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved **Status Date**: 06/09/2014 |
| **Basis for Status Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Provide the results of the district's evaluation of the district's programs 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 along with a description of any changes made based on the findings of the evaluation, by September 5, 2014. |
| **Progress Report Due Date(s):** 09/05/2014 |