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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: Williamstown

CPR Onsite Year: 2014-2015

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 09/15/2015.

**Mandatory One-Year Compliance Date:** **09/15/2016**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |
| CR 21 | Staff training regarding civil rights responsibilities | Partially Implemented |
| CR 24 | Curriculum review | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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| **Criterion & Topic:** CR 10A Student handbooks and codes of conduct | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review revealed that gender identity is not included as a protected category in the district's nondiscrimination policy. |
| **Description of Corrective Action:** At the time of upload the former policy was loaded new policy has been implemented since 9/1/15 handbook |
| **Title/Role(s) of Responsible Persons:**Principal - Joelle Brookner | **Expected Date of Completion:**09/16/2015 |
| **Evidence of Completion of the Corrective Action:**New policy on the district website and corrective information in the student handbook. Policy attached |
| **Description of Internal Monitoring Procedures:** As DESE comes out with updated information and mandates for Bullying the district will work diligently with legal counsel and school committee to update and post policies on district website and electronic version of the student handbook |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Partially Approved **Status Date:** 09/30/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:** The handbook on the Williamstown website is from 2014-15 and does not contain a nondiscrimination policy that includes the protected category of gender identity. |
| **Department Order of Corrective Action:**The district provided an updated policy in additional documents. The district now needs to put the policy on the website and demonstrate that it has been incorporated into the 2015-2016 code of conduct. |
| **Required Elements of Progress Report(s):** Submit evidence that the updated code of conduct was disseminated by including it in the 2015-2016 handbook and placing it on the district's web site, by November 23, 2015. |
| **Progress Report Due Date(s):** 11/23/2015 |

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| **Criterion & Topic:** CR 10B Bullying Intervention and Prevention | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review revealed that the district's handbook was not updated to make clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report. The required annual written notice to staff and to parents or guardians, and professional development provided to all staff did not include this amendment to the anti-bullying law. |
| **Description of Corrective Action:** The new Bullying Intervention and Prevention plan was adopted and implemented on 9/1/15, this was reviewed during opening day of school. The new material is on the district website and the electronic version of the handbook |
| **Title/Role(s) of Responsible Persons:**Principal - Joelle Brookner | **Expected Date of Completion:**09/16/2015 |
| **Evidence of Completion of the Corrective Action:**Attached in a copy of the updated Bullying Intervention and Prevention Policy and procedures |
| **Description of Internal Monitoring Procedures:** This policy will be reviewed annually with administration, school committee, parents/guardians, staff and students. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Partially Approved **Status Date:** 09/30/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:** The district did not provide an updated Bullying Prevention and Intervention plan, nor is an updated version posted on the website, that makes clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report. |
| **Department Order of Corrective Action:**The district must provide evidence of an amended Bullying Prevention and Intervention plan to make clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report and notify staff and parents or guardians of the change. The updated plan also must be placed on the Williamstown website. |
| **Required Elements of Progress Report(s):** Submit amended language from the handbook that makes it clear that a member of the school staff may be named the "aggressor" or "perpetrator" in a bullying report and evidence that the new language is included in the annual written notice to staff and parents or guardians and is on the district website, by November 23, 2015. Please provide evidence that staff has received professional development on the updated Bulling Intervention and Prevention Plan by providing materials presented at the staff review on the opening day of school, by November 23, 2015. |
| **Progress Report Due Date(s):** 11/23/2015 |

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| **Criterion & Topic:** CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review revealed that written materials and other media used to publicize the district do not include gender identity among the protected categories of students that it does not discriminate against. |
| **Description of Corrective Action:** The new policy that was updated has all necessary wording and was reviewed at the first day orientation |
| **Title/Role(s) of Responsible Persons:**Principal - Joelle Brookner | **Expected Date of Completion:**09/16/2015 |
| **Evidence of Completion of the Corrective Action:**Sign in sheet and updated policy attached |
| **Description of Internal Monitoring Procedures:** If policy changes are made we assure that updated materials will be placed on file in the school and the district office. In addition any new policies that are implemented and approved through the school year from school committee will be reviewed at staff meetings. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Partially Approved **Status Date:** 09/30/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:** The district amended its policy to include gender identity as a protected category, but did not submit a list of materials and publications that include the notice. |
| **Department Order of Corrective Action:**The district needs to submit a list of materials and publications that include gender identity as a protected category. |
| **Required Elements of Progress Report(s):** Submit a sample and a list of materials and publications (letterhead, newsletters, employment notices, the website, etc.) that include gender identity among the protected categories of students that it does not discriminate against, by November 23, 2015. |
| **Progress Report Due Date(s):** 11/23/2015 |

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| **Criterion & Topic:** CR 21 Staff training regarding civil rights responsibilities | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review revealed that gender identity and sexual orientation are not included as protected categories in the district's annual training on civil rights responsibilities. |
| **Description of Corrective Action:** At the time of upload an outdated policy was loaded into the WBMS system and since the new policy has been incorporated into the staff training on the first day of school and is on file at the school and district office |
| **Title/Role(s) of Responsible Persons:**Principal - Joelle Brookner | **Expected Date of Completion:**09/16/2015 |
| **Evidence of Completion of the Corrective Action:**New policy attached with first day sign in sheet from faculty |
| **Description of Internal Monitoring Procedures:** As changes to policy occur the district will work diligently with legal counsel and school committee to maintain current policy and practices |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 21 Staff training regarding civil rights responsibilities | **Corrective Action Plan Status:** Partially Approved **Status Date:** 09/30/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:** The district submitted documentation of staff training for the 2015-2016 school year, but did not include the updated policy or materials used in the training on the first day of school. |
| **Department Order of Corrective Action:**Submit a copy of the policy used in the district's annual training on civil rights responsibilities that includes gender identity and sexual orientation as protected categories. |
| **Required Elements of Progress Report(s):** Submit a copy of the policy used in the district's annual training on civil rights responsibilities on September 1 that includes gender identity and sexual orientation as protected categories, by November 23, 2015. |
| **Progress Report Due Date(s):** 11/23/2015 |

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| **Criterion & Topic:** CR 24 Curriculum review | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Interviews and document review revealed that the district has developed curriculum review procedures, but individual teachers do not consistently 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:** After review and feedback from DESE as the building principal I have met with my grade level leaders and Director of Pupil Personnel Services and have implemented a review of curriculum |
| **Title/Role(s) of Responsible Persons:**Principal - Joelle Brookner | **Expected Date of Completion:**09/16/2015 |
| **Evidence of Completion of the Corrective Action:**Sign in sheet from grade level teachers meeting and attached letter addressing CR 24 |
| **Description of Internal Monitoring Procedures:** With the new procedure all new materials will be reviewed by myself as the principal and the grade level teacher as well as he librarian if it is a new book purchase for the school |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 24 Curriculum review | **Corrective Action Plan Status:** Approved **Status Date:** 09/30/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit a description of local practices to ensure that individual teachers review curriculum for bias and stereotyping, by November 23, 2015. |
| **Progress Report Due Date(s):** 11/23/2015 |

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| **Criterion & Topic:** CR 25 Institutional self-evaluation | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review and interviews indicated that the district evaluates many aspects of its program; however it does not review its 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:** With the support and input from the school leadership team, other district administrators we will do a fill assessment of the school specifically focusing on Organizational Leadership, Instructional Leadership and Teaching |
| **Title/Role(s) of Responsible Persons:**Principal - Joelle Brookner | **Expected Date of Completion:**06/15/2016 |
| **Evidence of Completion of the Corrective Action:**We will submit a completed institutional assessment to DESE for final review |
| **Description of Internal Monitoring Procedures:** As the Principal I will meet monthly with the leadership team to review data being collected throughout the school. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Partially Approved **Status Date:** 09/30/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:** The district states they will focus the assessment on Organizational Leadership, Instructional Leadership and Teaching. The required institutional self-evaluation focuses specifically on 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. |
| **Department Order of Corrective Action:**The district needs to conduct an evaluation of all aspects of the K-6 program 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 and submit a copy of the results. |
| **Required Elements of Progress Report(s):** Conduct an evaluation of all aspects of the K-6 program 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 and submit a copy of the results, conclusions reached and resolution of any identified issues, by November 23, 2015. |
| **Progress Report Due Date(s):** 11/23/2015 |