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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: Rising Tide Charter Public (District)

CPR Onsite Year: 2015-2016

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 05/24/2016.

**Mandatory One-Year Compliance Date:** **05/24/2017**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 10 | Anti-Hazing Reports | Partially Implemented |
| CR 10C | Student Discipline | 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:** CR 3 Access to a full range of education programs | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review indicated that the enrollment policy included in the 2015-2016 student handbook does not address homelessness as a protected category. |
| **Description of Corrective Action:** "homelessness" was not listed as a protected category in Rising Tide's students handbook and in other enrollment documents |
| **Title/Role(s) of Responsible Persons:**Head of SchoolJill Crafts | **Expected Date of Completion:**08/30/2016 |
| **Evidence of Completion of the Corrective Action:**Rising Tide's students handbook and enrollment materials will include "homelessness" as a protected category |
| **Description of Internal Monitoring Procedures:** Head of School and Assistant Head of School will review all handbook and enrollment materials to ensure that "homelessness" is included as a protected category. Rising Tide publications will be submitted to the DESE for review |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved **Status Date:** 06/15/2016 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit a copy of the updated enrollment policy included in the 2016-2017 student handbook along with other enrollment materials to include homelessness as a protected category. In addition, submit evidence of staff training and student notification. This progress report is due September 26, 2016. |
| **Progress Report Due Date(s):** 09/26/2016 |

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

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| **Criterion & Topic:** CR 10 Anti-Hazing Reports | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review and staff interviews indicated that the charter school does not maintain a record of signed anti-hazing policy acknowledgements from designated officers of student groups, teams, and organizations. |
| **Description of Corrective Action:** Rising Tide will create a document that includes the school's anti-hazing policy and also a signature/date line. Staff sponsors of student groups, student officers of those group, sports' team coaches and student leaders will sign those documents and Rising Tide will maintain a record of the documents and signatures. |
| **Title/Role(s) of Responsible Persons:**Head of School, Athletic DirectorJill Crafts, Matthew Peterson | **Expected Date of Completion:**09/15/2016 |
| **Evidence of Completion of the Corrective Action:**Evidence will include signed copies of Rising Tide's anti-hazing policy from designated officers and adult sponsors and coaches. |
| **Description of Internal Monitoring Procedures:** Rising Tide's Head of School and Athletic Director will monitor and ensure compliance with the anti-hazing policy. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10 Anti-Hazing Reports | **Corrective Action Plan Status:** Approved **Status Date:** 06/15/2016 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit a copy of the school's anti-hazing policy acknowledgement form to be used for distribution to student groups, coaches, and student leaders. Also, submit evidence of notification to all staff on the mandated use of the acknowledgement forms for the school's anti-hazing policy for all student teams, groups, and organizations. Submit this documentation by September 26, 2016.Submit sample copies of signed anti-hazing acknowledgement forms from coaches, student leaders, and designated student officers for all student teams, groups, and organizations for the 2016-2017 school year by November 28, 2016. |
| **Progress Report Due Date(s):** 09/26/201611/28/2016 |

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

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| **Criterion & Topic:** CR 10C Student Discipline | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Document review indicated that the charter school's notice of suspension and hearing does not set forth the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; and the right of the student and the student's parent to interpreter services at the hearing if needed to participate. |
| **Description of Corrective Action:** Rising Tide's notice of suspension and hearing did not set forth the disciplinary offense, basis for the charge, potential consequences, including the potential length of the student's suspension, and the right of the student's parent to interpreter services at the hearing if needed to participate. |
| **Title/Role(s) of Responsible Persons:**Head of SchoolJill Crafts | **Expected Date of Completion:**09/15/2016 |
| **Evidence of Completion of the Corrective Action:**Evidence of corrective action will be a sample letter that includes all of the necessary elements. |
| **Description of Internal Monitoring Procedures:** The Head of School will investigate the necessary elements of a suspension and hearing letter and make the necessary changes |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10C Student Discipline | **Corrective Action Plan Status:** Approved **Status Date:** 06/15/2016 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit a copy of the template letter to be used as the notice of suspension and hearing to include the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; and the right of the student and the student's parent to interpreter services at the hearing, if requested. In addition, submit evidence of staff notification/training on the use of the updated notice. This progress report is due September 26, 2016. |
| **Progress Report Due Date(s):** 09/26/2016 |

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

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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:** Document review and staff interviews indicated that the charter school has not developed and implemented written restraint prevention and behavior support policy and procedures consistent with new regulations under 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. While the charter school identified and provided in-depth training to school-wide resource staff, reviewed the restraint policy and procedures with all staff, provided copies of the policy and procedures to program staff, and made copies available to parents of enrolled students at the start of the 2015-2016 school year, the policy and procedures had not been updated as of March 2016 to include the new mandated requirements for restraint prevention and behavior support policy and procedures. At the time of the review, most staff members were unaware of updates to the regulations around physical restraint, and not all staff had been trained on and provided with written information on these updates, nor had the updated physical restraint policy and procedures been made available to parents. |
| **Description of Corrective Action:** Rising Tide had not made the necessary updates to its physical restraint policy by March 2016 and, as a result of not having it completed, did not notify staff and parents of the changes to the policy. |
| **Title/Role(s) of Responsible Persons:**Middle School Dean of Students, Head of SchoolTyler Post, Jill Crafts | **Expected Date of Completion:**08/30/2016 |
| **Evidence of Completion of the Corrective Action:**Rising Tide will publish updates to the physical restraint policy in its student handbook, train staff members of these changes, and also inform parents of the changes. Evidence will include copies of the physical restraint policy from the student handbook and sign-in sheets from staff training sessions. |
| **Description of Internal Monitoring Procedures:** The Middle School Dean will make the necessary changes to the physical restraint policy and the Head of School will publish those changes in the student handbook. Rising Tide will provide a sign-in sheet demonstrating that staff will have been trained in the new regulations. |
| 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:** 06/15/2016 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit a copy of the updated restraint prevention and behavior support policy and procedures consistent with new regulations under 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. In addition, submit evidence of publication of the updated policy and procedures for staff and parents along with evidence of all staff training on the updated policy and procedures. Evidence should include a meeting agenda, staff attendance sheet, and training materials. This progress report is due September 26, 2016. |
| **Progress Report Due Date(s):** 09/26/2016 |