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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: Bellingham

CPR Onsite Year: 2016-2017

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 10/13/2017.

**Mandatory One-Year Compliance Date:** **10/13/2018**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| CR 14 | Counseling and counseling materials free from bias and stereotypes | 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 26A | Confidentiality and student records | Partially Implemented |

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

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| **Criterion & Topic:**  CR 14 Counseling and counseling materials free from bias and stereotypes | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the district's policy to ensure that counseling materials are free from bias and stereotypes does not include national origin as a protected category. | | |
| **Description of Corrective Action:**  CR 14 - Counseling Statement | | |
| **Title/Role(s) of Responsible Persons:**  Rachel Lawrence, Assistant Superintendent Student Services | | **Expected Date of Completion:**  10/30/2017 |
| **Evidence of Completion of the Corrective Action:**  Attached document indicates that the Bellingham Public School District ensures that counseling and counseling materials are free from bias tna stereotypes on the basis of race, national origin, color, sex, gender, identity, religion, sexual orientation, disability, and homelessness. | | |
| **Description of Internal Monitoring Procedures:**  Revision of counseling statement; annual review of counseling practices to ensure that all counselors encourage students to consider programs of study, courses, extra curricular activities and occupational opportunities on the basis of individual interests skills regardless of gender; all testing materials acquired are researched based, valid/reliable, and are free from bias; all counselors work in conjunction with the ELLA Program Coordinator and Special Education Team Chairs to ensure that our ELL and Disabled students have access to all counselors and counseling services. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 14 Counseling and counseling materials free from bias and stereotypes | **Corrective Action Plan Status:** Approved  **Status Date:** 10/31/2017  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district has submitted updated documents showing that the policy to ensure counseling materials are free from bias and stereotypes has been updated to include national origin as a protected category. The district described a monitoring plan to review, on an annual basis, any documents pertaining to counseling to ensure that all protected categories are included in the district's review of counseling materials. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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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 documents indicated that the district's notice to students and parents/guardians regarding students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion does not contain all required elements. Specifically, the district's notice does not offer the student and parent/guardian two dates and times for an exit interview with the superintendent (or designee); contain contact information for scheduling the exit interview; indicate that the parties shall agree to the date and time for the exit interview; indicate that the exit interview shall occur within 10 days of the notice; and indicate that the date and time for the exit interview may be extended at the request of the parent/guardian but for no longer than 14 days. | | |
| **Description of Corrective Action:**  CR 16 - Notice to student 16 or over leaving school without a high school diploma, certificate of attainment or certificate of completion | | |
| **Title/Role(s) of Responsible Persons:**  Rachel Lawrence, Assistant Superintendent of Student Services | | **Expected Date of Completion:**  10/30/2017 |
| **Evidence of Completion of the Corrective Action:**  District has revised the procedures and district's notice offering the student and parent/guardian two dates and times for the exit interview. In addition, the District instituted a meeting attendance form and exit interview checklist to ensure required members are in attendance, the notification timelines are documented; and the student is informed of alternative educational programs, benefits of HS diploma and the detrimental effects of early withdrawal are discussed. | | |
| **Description of Internal Monitoring Procedures:**  Procedures were provided to appropriate staff at both Bellingham High School and Keough Memorial Academy serving students 16 yrs of age or older. All completed forms will be filed with the student records. Review of the records for student 16 yrs of age or older who left school will be conducted annually by the principal or his/her designee. | | |
| 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:** 10/31/2017  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district has submitted an updated letter/notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion. This updated notice contains all the required elements necessary, including two dates and times for exit interview, contact information for scheduling exit interview, an indication that all parties must agree to a date and time of the exit meeting which should occur within 10 days of the notice and that the date and time of the exit interview may be extended at the request of the guardian/parent but no longer then 14 days. The district has also presented an annual monitoring plan ensuring all records for students 16 years of age or older who left school will be reviewed by the principal or designee. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 26A Confidentiality and student records | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that not all student records contain a log of access. | | |
| **Description of Corrective Action:**  CR 26A - Confidentiality and student records | | |
| **Title/Role(s) of Responsible Persons:**  Rachel Lawrence, Assistant Superintendent of Student Services | | **Expected Date of Completion:**  09/22/2017 |
| **Evidence of Completion of the Corrective Action:**  Effective 9/26/17, the District revised the Student Record Access Log. The new log details the Name/Role of the person accessing the record, the date, and purpose of accessing the record. This log is now attached to the front of the student records across the record. On September 22, 2017 an email, with the access log, directing all Principals, School Nurses, Special Education Team Chairs. Guidance Director and Guidance Counselors and all clerical who maintain student records to attach the log to the front of all student records and to remind staff that they must utilize the sign-in log each time they access the student record. | | |
| **Description of Internal Monitoring Procedures:**  Annual review of a representative sample of student records will be conducted to ensure the implementation of this log. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 26A Confidentiality and student records | **Corrective Action Plan Status:** Approved  **Status Date:** 10/31/2017  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district has submitted an updated Student Record Access Log that details the Name/Role of the person accessing the record, the date, and purpose for accessing the record. A directive/reminder has been emailed to all appropriate staff members on the use of the access log. The log is now attached to the front of the student record. The district stated that an annual review of a representative sample of student records will be conducted to ensure the implementation of this log. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |