MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Public School Monitoring

FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

Charter School or District: Palmer FMR Onsite Year: 2018-2019 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 05/18/2019.*

Mandatory One-Year Compliance Date:

Summary of Required Corrective Action Plans in this Report

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| **Criterion** | **Criterion Title** | **FMR Rating** |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |

FOCUSED MONITORING 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 | **FMR Rating:**  Partially Implemented |
| **Department FMR Findings:**  A review of documents indicated that although the district has developed and implemented a written restraint prevention and behavior support policy, it is not consistent with updated regulations pursuant to 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Specifically, the policy does not include the explicit circumstances in which prone restraints may be permitted pursuant to 603 CMR 46.03(1)(b). | |
| **Description of Corrective Action:**  The School District must revise the policy for the "Use of physical restraint", School Committee Policy JKAA. The School District will first complete a root cause analysis to determine the source of noncompliance. The school district will then engage in a series of activities including 1). Revise the policy according to 603 CMR 46.03(1)(b). 2). The School District will present the revised policy at the next immediate Policy Subcommittee meeting, schedule to be determined depending on the next policy subcommittee meeting, either at the end of June, 2019, or in September, 2019. 3). Upon receipt and acceptance of the revised policy by the policy subcommittee, the revised policy is then taken to the larger School Committee board for approval at the next scheduled School Committee meeting, which are held monthly. 4). Upon School Committee approval (the full SC body), the revised policy will then be disseminated to all staff, students, and parents in the following manner: published on the Palmer Public Schools Website; added to the mandatory staff training on special education and civil rights at the beginning of the year, that all staff must sign off on; sent to all parents through a connect ed message, indicating a revision in the policy, and directing them to the policy on the website. In addition staff training will occur with staff who are trained in the physical management and verbal de-escalation specialized training; faculty meetings and department meetings will again review the restraint policies, along with other substantive civil rights concerns during the course of the school year. | |
| **Title/Role(s) of Responsible Persons:**  Colleen M. Culligan, Director, Student Services | **Expected Date of Completion:** 12/31/2019 |
| **Evidence of Completion of the Corrective Action:**  Evidence of the revised policy accepted by the School Committee, with agendas and minutes to be sent as documentation;  Evidence of the new policy on the website;  Staff sign off on the mandated civil rights training at the beginning of the year and the full PowerPoint presentation also on the website;  Connect Ed message sent as documentation to all parents. | |
| **Description of Internal Monitoring Procedures:**  The Palmer Public Schools will develop a means to review all policies and changes in the laws and regulations in a timely manner, by an annual checklist that will be reviewed by the policy subcommittee. With an annual checklist reviewed by the policy subcommittee, there will be a change from meeting on an "as needed" basis to a proactive approach of checking all policies on an annual basis. Changes in the regulations will also be proactively responded to, through continued updates and awareness of advisory and | |

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| regulation revisions as they become available through DESE. The quarterly meetings with Commissioner Johnson have been especially helpful in this regard. | |
| **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:** 06/17/2019  **Correction Status:** Not Corrected |
| **Basis for Decision:** | |
| **Department Order of Corrective Action:** | |
| **Required Elements of Progress Report(s):**  By September 20, 2019, submit a written restraint prevention and behavior support policy that is consistent with regulations pursuant to 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention.  By November 29, 2019, submit evidence that the revised written restraint prevention and behavior support policy was approved by the school committee. Evidence can include meeting agenda and minutes.  By November 29, 2019, provide evidence of dissemination of the school committee- approved policy to the school community inclusive of staff, students and parents.  Evidence can include a link to the online policy, copy of notice to parents and staff meeting agendas.  By November 29, 2019, provide evidence of training for all staff members on the revised policy. Include training materials, meeting agendas and signed attendance sheets. | |
| **Progress Report Due Date(s):**  09/20/2019  11/29/2019 | |

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