

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION
Public School Monitoring**

FOCUSED MONITORING REVIEW

CORRECTIVE ACTION PLAN

Charter School or District: Pittsfield

FMR Onsite Year: 2020-2021

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 09/24/2021.

Mandatory One-Year Compliance Date: 09/24/2022

Summary of Required Corrective Action Plans in this Report

Criterion	Criterion Title	FMR Rating
SE 55	Special education facilities and classrooms	Partially Implemented

**FOCUSED MONITORING REVIEW
CORRECTIVE ACTION PLAN**

Criterion & Topic: SE 55 Special education facilities and classrooms		FMR Rating: Partially Implemented
Department FMR Findings: Document review, observations, and interviews indicated that Crosby Educational Academy, Crosby Elementary School, Conte Community School, and Egremont Elementary School utilize time-out rooms that are not clean, safe, sanitary, and appropriate for the purposes of calming. On September 17, 2021, the Department conducted an onsite visit at Crosby Educational Academy, Crosby Elementary School, and Conte Community School. Corrective actions were observed in all locations with some completed and others in progress. The Department will verify the resolution of all identified issues through the district's progress reporting.		
Description of Corrective Action: Conte Community School Pittsfield Public Schools will carpet the tiled area of concern. The door handles will be removed. Crosby Educational Academy It is the opinion of the Pittsfield Public Schools that removal of the safety handles would place students and staff at a greater risk of injury. The safety handle ensures that students can be maintained in the time out room safely. The District and the Crosby Educational Academy staff are committed to decreasing the use of time out spaces. Staff will continue to receive professional development in de-escalation strategies.		
Title/Role(s) of Responsible Persons: Jennifer Stokes, Special Education Director		Expected Date of Completion: 12/31/2021
Evidence of Completion of the Corrective Action: See above		
Description of Internal Monitoring Procedures: A work order for Conte was submitted on 10/15/21. Materials have been ordered and will be installed upon arrival. The Head of Maintenance, Daniel Moore, will oversee the project. CPI - De-escalation and restraint Professional Development for Crosby Educational Academy staff will take place in November 2021.		
CORRECTIVE ACTION PLAN APPROVAL SECTION		
Criterion: SE 55 Special education facilities and classrooms	Corrective Action Plan Status: Partially Approved Status Date: 11/17/2021 Correction Status: Not Corrected	
Basis for Decision: On September 17, 2021, the Department conducted an onsite visit at Crosby Educational Academy, Crosby Elementary School, and Conte Community School. During the onsite visit, the Department's Public School Monitoring team observed that certain corrective actions had been implemented by the school district in some locations. The school district		

had:

- * covered the partially exposed I-Beam and repaired chipped floor tiles at Crosby Educational Academy;
- * converted the time-out room to a space used for other purposes and repaired the broken windows at Crosby Elementary School;
- and
- * cleaned and painted the time-out rooms at Conte Community School. It was also noted that some corrective actions were still in progress at Conte Community School, including addressing the hard ceramic tiled floors and removal of the spring loaded mechanism from the door.

The school district has also informed the Department that it will remove the spring loaded mechanism from the time-out room at Egremont Elementary School.

While steps are being taken to remove the spring loaded mechanisms from time-out rooms, the school district has indicated that due to concerns about student and staff safety, it will not remove the spring loaded mechanisms from the time-out rooms at Crosby Educational Academy. The spring loaded mechanisms will be used only as a last resort and will be phased out as staff at Crosby Educational Academy engage in professional development around de-escalation strategies.

The district is reminded that Massachusetts regulations prohibit use of seclusion in public education programs, and if time-out is used as a behavioral support strategy, the student must be continuously observed by a staff member. The staff also must be with the student or immediately available to the student at all times. 603 CMR 46.01; see also the Department's guidance on Reducing or Eliminating the Use of Time-Out Rooms During the 2021-2022 School Year, available at: <https://www.doe.mass.edu/covid19/sped/2021-0910timeout-rooms.docx>.

Additionally, the Department's regulations specify that "[t]ime out rooms shall not be locked." 603 CMR 18.05(5)(i)(6)(i).

The Department will continue to work with the district to reduce the district's reliance on the use of time-out rooms so that a safe, inclusive, and supportive school environment is created for all students, including students with disabilities.

Department Order of Corrective Action:

In addition to the corrective actions that the district already completed before September 17, 2021, the Department requires the school district to submit a plan for ongoing de-escalation training to be held for staff at Crosby Educational Academy and provide evidence of any training that has occurred this school year. The Department will support the district in reducing the use of time-out rooms at Crosby Educational Academy through regularly scheduled meetings to review and discuss data pertaining to the use of the time-out rooms. The Department's Public School Monitoring team will also conduct an onsite observation to confirm the implementation of all corrective actions.

Required Elements of Progress Report(s):

By December 17, 2021, submit the district's plan for ongoing de-escalation training to be held for staff at Crosby Educational Academy, and submit evidence of any training that

has occurred this school year (agenda, training materials, and signed and dated attendance sheet).

By December 17, 2021, the district will complete the removal of the spring loaded mechanisms on the time-out room door at Egremont Elementary School.

The Department will schedule an observation before December 17, 2021, of the time-out rooms at Conte Community School and Egremont Elementary School to verify the rooms are clean, safe, sanitary, and appropriate for the purposes of calming.

By December 17, 2021, the district and the PSM chairperson will have the schedule of meeting dates to review and discuss data pertaining to the use of time-out rooms at Crosby Educational Academy for the 2021-2022 school year. The data to be reviewed and discussed includes:

- * Dates of use
- * Students' initials
- * Time-Out Room Use Started (Time)
- * Reasons for Use of Time-Out Room (E.g., Behavior Prior to Use)
- * Person Initiating Use of Time-Out Room
- * Alternative Behavioral Management Strategies Attempted Prior to Use of Time-out Room
- * Name of Staff Calming and Observing the Student During Time-Out Room Use
- * List of Strategies Used to Calm the Student During Time-Out Room Use
- * Observations of the Student Response to Use of Time-Out Room
- * Initials of Principal Authorizing Time-Out Over 30 Minutes and Reasons for Extension of Time
- * Time-Out Room Use Ended (Time)
- * Date and Time of Notice(s) to Parents or Guardians

After analyzing the data, the district and PSM chairperson will discuss concerns, additional training requirements and/or implementing alternatives to time-out.

Progress Report Due Date(s):

12/17/2021

03/01/2022