

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

FOCUSED MONITORING REVIEW

CORRECTIVE ACTION PLAN

Charter School or District: Southbridge

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 07/07/2021.

Mandatory One-Year Compliance Date:

Summary of Required Corrective Action Plans in this Report

Criterion	Criterion Title	FMR Rating
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 25	Institutional self-evaluation	Partially Implemented

FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

Criterion & Topic: CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion	FMR Rating: Partially Implemented
Department FMR Findings: Although the district has developed the appropriate notifications for students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion, and for former students who have left school, not enrolled elsewhere and not earned their diploma, student record review and staff interviews indicated that these updated notices are not used by all schools that have such students. Use of the appropriate notices ensures that students and families are aware of not only the detrimental effects of early withdrawal, but also the alternative educational programming, supports and services available to the student.	
Description of Corrective Action: 1. Review the template notification letter to students over 16 or students leaving school without a high school diploma, certificate of attainment/completion to all administrators of schools in the district servicing students aged 16 or over. 2. Review the template notification letter for former students who have left school, not enrolled anywhere, and have not earned their diploma to all administrators of schools in the district servicing students aged 16 or over. 3. Train appropriate administrators on all requirements of CR 16 including timelines, meeting agendas, tracking annual mailings to former students, documentation, etc.	
Title/Role(s) of Responsible Persons: Director of Student Services	Expected Date of Completion: 11/01/2021
Evidence of Completion of the Corrective Action: 1. Provide evidence of administrator training with agenda and attendance list. 2. Provide evidence of notification to any student aged 16 or over who has accumulated 10 consecutive absences in the 2021-2022 school year to offer exit meeting and alternative education programs and services available to the student. 3. Provide evidence of the annual notification to former students who have left school, not enrolled elsewhere, and not earned their diploma within the last two years	
Description of Internal Monitoring Procedures: The Director of Student Services will verify each year that the schools serving students aged 16 or over have: 1. Identified staff responsible for implementing and documenting the notification to students aged 16 or over leaving school without a high school diploma, certificate of attainment/completion 2. Identified staff responsible for implementing and documenting the annual notification to former students who have left school, not enrolled elsewhere and not earned their diploma within the last 2 years 3. Provided training to any newly hired staff assigned to the above duties	
CORRECTIVE ACTION PLAN APPROVAL SECTION	
Criterion: CR 16 Notice to students 16 or over leaving school without a high school	Corrective Action Plan Status: Approved Status Date: 08/24/2021 Correction Status: Not Corrected

diploma, certificate of attainment, or certificate of completion	
Basis for Decision:	
Department Order of Corrective Action:	
<p>Required Elements of Progress Report(s): By October 29, 2021, the district will submit evidence of training of high school administrators, guidance counselors, school adjustment counselors, and, as appropriate, administrative assistants on procedures for students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion, and for former students who have left school, not enrolled elsewhere, and not earned their diploma. Include the agendas, signed attendance sheets with staff name and roll, name and role of presenters, training materials, and updated procedures.</p> <p>By April 1, 2022, the district will submit the results of an internal review of records of all students 16 or over who have accumulated 10 consecutive absences in the 2021-2022 school year to ensure proper notice was provided and an exit meeting was offered. The summary will include the initials of each student, the date of the 10th consecutive absence, and the date(s) the notification was sent. For any records not in compliance, this district will determine the root cause and identify the specific corrective actions taken to remedy the non-compliance.</p> <p>By April 1, 2022, the district will submit the results of an internal review of records of former students who have left school, not enrolled elsewhere, and not earned their diploma. The summary will include the initials of each former student, the date of withdrawal, and the date(s) the notification was sent. For any records not in compliance, the district will determine the root cause and identify specific corrective actions taken to remedy the non-compliance.</p>	
<p>Progress Report Due Date(s): 10/29/2021 04/01/2022</p>	

FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

Criterion & Topic: CR 25 Institutional self-evaluation	FMR Rating: Partially Implemented
Department FMR Findings: A review of documents and staff interviews indicated that, although the district has developed a plan to evaluate all aspects of its K-12 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, the self-evaluation has not been conducted.	
Description of Corrective Action: 1. Collaborate with district administrators to establish an Equity team that will annually review all aspects of the district's K-12 programs to ensure equal access 2. Identify/create a tool that will be used to collect student, parent, staff, and administrator data identified by the team above 3. Develop a system that will monitor and report the collection, reviewing, analyzing and results of the data collected	
Title/Role(s) of Responsible Persons: The Director of Student Services	Expected Date of Completion: 11/01/2021
Evidence of Completion of the Corrective Action: 1. Provide a list of all team members including their roles 2. Provide a description of the data to be collected and reviewed 3. Provide a sample of the instrument used to collect the data from students, parents, staff, and administrators 4. Provide a copy of the procedures for collecting, reviewing, analyzing, and documenting the results 5. Provide a summary of the data analysis results	
Description of Internal Monitoring Procedures: The Director of Student Services will meet annually with the Equity team to review the process and procedures for collecting the data to be reviewed and the timelines in which to collect this data.	
CORRECTIVE ACTION PLAN APPROVAL SECTION	
Criterion: CR 25 Institutional self-evaluation	Corrective Action Plan Status: Approved Status Date: 08/24/2021 Correction Status: Not Corrected
Basis for Decision:	
Department Order of Corrective Action:	
Required Elements of Progress Report(s): By October 29, 2021, the district will submit the following: 1) a list of the Equity Team members and their role in the district; 2) a description of the data to be collected and reviewed; 3) a copy of the instrument(s) used to collect the data from students, parents, staff and administrators; and 4) a copy of the evaluation procedures including estimated timelines for collecting, reviewing, and analyzing the results.	

By April 1, 2022, the district will submit a copy of the self-evaluation including the results of the data analysis, any recommendations made, and corresponding action steps.
Progress Report Due Date(s): 10/29/2021 04/01/2022