

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

**FOCUSED MONITORING REVIEW**

**CORRECTIVE ACTION PLAN**

**Charter School or District: Lawrence Family Development Charter  
(District)**

**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 05/21/2021.*

**Mandatory One-Year Compliance Date: 05/21/2022**

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

<b>Criterion</b>	<b>Criterion Title</b>	<b>FMR Rating</b>
SE 32	Parent advisory council for special education	Partially Implemented
CR 10A	Student handbooks and codes of conduct	Partially Implemented
CR 10C	Student Discipline	Partially Implemented
CR 20	Staff training on confidentiality of student records	Partially Implemented
CR 21	Staff training regarding civil rights responsibilities	Partially Implemented
CR 24	Curriculum review	Partially Implemented
CR 25	Institutional self-evaluation	Partially Implemented



## FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

<b>Criterion &amp; Topic:</b> SE 32 Parent advisory council for special education	<b>FMR Rating:</b> Partially Implemented
<b>Department FMR Findings:</b> A review of documents and administrative and parent interviews indicated that the parent advisory council for special education does not participate in the planning, development, and evaluation of the charter school's special education programs.	
<b>Description of Corrective Action:</b> By February 2022, LFDCS, along with the Special Education Parent Advisory Council, will have documented the collaboration of planning, developing, and evaluating the school's special education program. By August 27, 2022, this team will have developed a calendar of meetings for the 2021-22 school year. The team will survey the parents of special education students assessing the needs of parents, effectiveness and quality of Individualized Education Programs (IEP), and planned workshops for the school year. Furthermore, the team will develop or update the mission statement, by-laws, and review the annual budget for the SEPAC. Finally, the team will collaborate on the required annual training of within the district on the rights of students and their parents under state and federal special education laws.	
<b>Title/Role(s) of Responsible Persons:</b> Director of Special Education, TBD	<b>Expected Date of Completion:</b> 02/01/2022
<b>Evidence of Completion of the Corrective Action:</b> Calendar of meetings, agendas, attendance sheets, surveys, program evaluation reports, workshop agenda, mission statement, by-laws, parent and SEPAC surveys.	
<b>Description of Internal Monitoring Procedures:</b> The SEPAC process will be monitored by the SEPAC, and the administration. The self-evaluation will be reviewed by the administration and presented to the Board.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>	
<b>Criterion:</b> SE 32 Parent advisory council for special education	<b>Corrective Action Plan Status:</b> Approved <b>Status Date:</b> 07/12/2021 <b>Correction Status:</b> Not Corrected
<b>Basis for Decision:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b> By August 20, 2021, submit a calendar displaying SEPAC meetings, the annual training on the rights of students and parents under state and federal special education laws, and at least bi-monthly meetings between Lawrence Family Day Charter School Administrator(s) and the SEPAC.  By November 12, 2021, submit evidence of collaborating with the SEPAC to review governing materials, including the SEPAC's mission statement, by-laws, and budget.  By November 12, 2021, submit evidence of working with the SEPAC to develop a survey for parents with special education students in order to assess experiences and satisfaction with Lawrence Family Day Charter School's special education programming. Include the survey instrument, a timeline for survey dissemination, and plans for analysis.	

By February 18, 2021, submit meeting agendas and signed attendance sheets for meetings between SEPAC leadership and Lawrence Family Day Charter School Administrator(s).

By February 18, 2021, submit a narrative summarizing each meeting to date between the SEPAC leadership and Lawrence Family Day Charter School Special Education Administrator(s) indicating if and how the SEPAC contributed to the planning, development, and evaluation of the charter school's special education programs.

**Progress Report Due Date(s):**

08/20/2021

11/12/2021

02/18/2022

## FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

<b>Criterion &amp; Topic:</b> CR 10A Student handbooks and codes of conduct	<b>FMR Rating:</b> Partially Implemented
<b>Department FMR Findings:</b> A review of documents indicated that the charter school's code of conduct procedures for accepting, investigating, and resolving complaints alleging discrimination or harassment do not contain all required components. Specifically, the procedures do not include the following: <ul style="list-style-type: none"> <li>- Procedures for investigating and resolving complaints; and</li> <li>- Disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred.</li> </ul>	
<b>Description of Corrective Action:</b> By August 4, 2021, LFDCS will amend the Parent-Student Handbook to clearly identify procedures for accepting, investigating, and resolving complaints alleging discrimination or harassment. It will include procedures for investigating and resolving complaints and the disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred.  The changes will be presented to the LFDCS Board of Trustees and voted on at their next meeting in August 2021. Teachers and other staff will be notified of the changes during orientation the week of August 23, 2021.	
<b>Title/Role(s) of Responsible Persons:</b> SD Earabino, Ed.D., Principal	<b>Expected Date of Completion:</b> 08/27/2021
<b>Evidence of Completion of the Corrective Action:</b> Updated Handbook, Orientation Sign-in Sheets, and Orientation slides	
<b>Description of Internal Monitoring Procedures:</b> The Parent-Student Handbook, including Code of Conduct are review annually by administration and voted on by the School Board of Trustees as changes occur.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>	
<b>Criterion:</b> CR 10A Student handbooks and codes of conduct	<b>Corrective Action Plan Status:</b> Approved <b>Status Date:</b> 07/12/2021 <b>Correction Status:</b> Not Corrected
<b>Basis for Decision:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b> By August 20, 2021, submit the revised procedures for accepting, investigating, and resolving complaints alleging discrimination or harassment, along with a link to the updated student-parent handbook on the charter school's website and page numbers for the revised content.  By August 20, 2021, submit evidence of the Board of Trustees' approval of the revised procedures for accepting, investigating, and resolving complaints alleging discrimination or harassment. Please include minutes from the meeting documenting the Board's approval.	

By November 12, 2021, submit evidence of training school staff on the revised procedures for accepting, investigating, and resolving complaints alleging discrimination or harassment. Please include the meeting agenda, signed staff attendance sheet identifying individuals by name and role, name of the facilitator, and training materials.

**Progress Report Due Date(s):**

08/20/2021

11/12/2021

02/18/2022

## FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

<b>Criterion &amp; Topic:</b> CR 10C Student Discipline	<b>FMR Rating:</b> Partially Implemented
<b>Department FMR Findings:</b> A review of documents and administrative interviews indicated that the charter school's written notice of suspension includes an option for parents to waive their right to participate in discipline hearings, rather than require principals to make reasonable efforts to include the parent in the process. A review of documents also indicated that the charter school does not have disciplinary procedures for in-school suspension.	
<b>Description of Corrective Action:</b> LFDCA will amend the Parent-Student Handbook to clearly explain that we will make reasonable efforts to include the parent in the discipline process. The Parent-Student Handbook will also outline disciplinary procedures for in-school suspension as required by M.G.L. c. 76, section 21 and 603 CMR 53.00 for all public schools. The changes will be presented to the LFDCA Board of Trustees and voted on at their next meeting in August 2021. Teachers and other staff will be notified of the changes in procedures during orientation the week of August 23, 2021.	
<b>Title/Role(s) of Responsible Persons:</b> Susan Dion Earabino, Ed.D., Principal	<b>Expected Date of Completion:</b> 08/27/2021
<b>Evidence of Completion of the Corrective Action:</b> Updated Handbook, Orientation Sign-in Sheets, and Orientation slides	
<b>Description of Internal Monitoring Procedures:</b> The Parent-Student Handbook, including all discipline sections are review annually by administration and voted on by the School Board of Trustees as changes occur.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>	
<b>Criterion:</b> CR 10C Student Discipline	<b>Corrective Action Plan Status:</b> Approved <b>Status Date:</b> 07/12/2021 <b>Correction Status:</b> Not Corrected
<b>Basis for Decision:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b> By August 20, 2021, submit the revised written notice of suspension and the disciplinary procedures for in-school suspension, along with a link to the updated student-parent handbook on the charter's website and page numbers for the revised content.  By August 20, 2021, submit evidence of the Board of Trustees' review of the revised written notice of suspension and the disciplinary procedures for in-school suspension. Please include minutes from the meeting documenting the Board's review.  By November 12, 2021, submit evidence of training school based administrators on procedures for in-school suspension and the revised written notice of suspension, ensuring that reasonable efforts are made to include the parent in the hearing process. Include the meeting agenda, signed staff attendance sheets identifying individuals by name and role, name of the facilitator, and training materials.	

By February 18, 2022, submit evidence of internal monitoring to ensure that reasonable efforts are made to include parents in discipline hearings. Review at least five (5) records across the different grade levels. Include a spreadsheet with the students name, the date the incident occurred, the date the hearing notice was provided, the date the hearing was held, whether a parent attended the hearing, the outcome of the hearing. If a parent did not attend, provide evidence of the efforts made to include the parent (such as email correspondence and phone logs).

**Progress Report Due Date(s):**

08/20/2021

11/12/2021

02/18/2022

04/01/2022



## FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

<b>Criterion &amp; Topic:</b> CR 20 Staff training on confidentiality of student records	<b>FMR Rating:</b> Partially Implemented
<b>Department FMR Findings:</b> A review of documents and administrative interviews indicated that the charter school does not train staff on the provisions of parental access to student records within the Family Educational Rights and Privacy Act.	
<b>Description of Corrective Action:</b> By August 6, 2021, LFDCS will create a clearer explanation of parental access to student records and the staff training on confidentiality of records based on the federal Family Educational Rights and Privacy Act. Staff members will be informed during Orientation week of August 23, 2021 what their responsibilities are with student records. The changes in the Parent-Student Handbook will be presented to the LFDCS Board of Trustees and voted on at their next meeting in August 2021.	
<b>Title/Role(s) of Responsible Persons:</b> Susan Dion Earabino, Ed.D., Principal	<b>Expected Date of Completion:</b> 08/27/2021
<b>Evidence of Completion of the Corrective Action:</b> Updated Handbook, Orientation Sign-in Sheets, and Orientation slides	
<b>Description of Internal Monitoring Procedures:</b> The Parent-Student Handbook, including confidentiality are review annually by administration and voted on by the School Board of Trustees if changes occur.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>	
<b>Criterion:</b> CR 20 Staff training on confidentiality of student records	<b>Corrective Action Plan Status:</b> Approved <b>Status Date:</b> 07/12/2021 <b>Correction Status:</b> Not Corrected
<b>Basis for Decision:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b> By August 20, 2021, submit revised materials regarding parental access to student records as outlined in the Family Educational Rights and Privacy Act, along with a link to the updated student-parent handbook on the charter's website and page numbers for the revised content.  By August 20, 2021, submit evidence of the Board of Trustees' approval of the revised materials regarding parental access to student records within the Family Educational Rights and Privacy Act. Please include minutes from the meeting documenting the Board's approval.  By November 12, 2021, submit evidence of training school staff on parental access to student records within the Family Educational Rights and Privacy Act. Include the meeting agenda, signed attendance sheet that identifies individuals by name and role, name of the facilitator, and training materials.	
<b>Progress Report Due Date(s):</b> 08/20/2021 11/12/2021	

02/18/2022

## FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

<b>Criterion &amp; Topic:</b> CR 21 Staff training regarding civil rights responsibilities	<b>FMR Rating:</b> Partially Implemented
<b>Department FMR Findings:</b> A review of documents and administrative interviews indicated that while staff receive annual training on civil rights responsibilities, including the prevention of discrimination and harassment on the basis of students' race, color, sex, gender identity, religion, national origin and sexual orientation, the training does not include the charter school's procedures for responding to discrimination and harassment in the school setting.	
<b>Description of Corrective Action:</b> By August 6, 2021, LFDACS will clarify the school's procedures for responding to discrimination and harassment in the school setting and add to the Parent-Student Handbook. Staff members will be informed during Orientation week of August 23, 2021 of how the school responds to reports of discrimination and harassment. The changes in the Parent-Student Handbook will be presented to the LFDACS Board of Trustees and voted on at their next meeting in August 2021.	
<b>Title/Role(s) of Responsible Persons:</b> Susan Dion Earabino, Ed.D., Principal	<b>Expected Date of Completion:</b> 08/27/2021
<b>Evidence of Completion of the Corrective Action:</b> Updated Handbook, Orientation Sign-in Sheets, and Orientation slides	
<b>Description of Internal Monitoring Procedures:</b> The Civil Right Responsibilities and function are reviewed annually and the Parent-Student Handbook, including Code of Conduct are review annually by administration and voted on by the School Board of Trustees if a change occurs.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>	
<b>Criterion:</b> CR 21 Staff training regarding civil rights responsibilities	<b>Corrective Action Plan Status:</b> Approved <b>Status Date:</b> 07/12/2021 <b>Correction Status:</b> Not Corrected
<b>Basis for Decision:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b> By August 20, 2021, submit revised procedures for responding to discrimination and harassment in the school setting, along with a link to the updated student-parent handbook on the charter's website and page numbers for the revised content.  By August 20, 2021, submit evidence of the Board of Trustees' approval of the revised procedures for responding to discrimination and harassment in the school setting. Please include minutes from the meeting documenting the Board's approval.  By November 12, 2021, submit evidence of training school staff on procedures for responding to discrimination and harassment in the school setting. Include the meeting agenda, signed attendance sheet that identifies individuals by name and role, name of the facilitator, and training materials.	
<b>Progress Report Due Date(s):</b> 08/20/2021	

11/12/2021  
02/18/2022

## FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

<b>Criterion &amp; Topic:</b> CR 24 Curriculum review	<b>FMR Rating:</b> Partially Implemented
<b>Department FMR Findings:</b> A review of documents and administrative interviews indicated that the charter school does not ensure that individual teachers review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation, and that appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any stereotypes depicted in such materials.	
<b>Description of Corrective Action:</b> Beginning in August 2021, LFDACS will commence use of a curriculum review checklist based on Teacher Checklist: Seven Forms of Bias to Consider, developed by Wellesley, Massachusetts Public Schools (2019). This will be reviewed with teachers during the Orientation week of August 23, 2021. During the first quarter teachers will use the checklist as they plan their Mathematics and ELA lessons. Identified issues will be discussed for mitigation plans, including any activities, discussions and/or supplementary materials needed to provide balance and context for any stereotypes depicted in materials in use by LFDACS.	
<b>Title/Role(s) of Responsible Persons:</b> Susan Dion Earabino, Ed.D., Principal	<b>Expected Date of Completion:</b> 11/05/2021
<b>Evidence of Completion of the Corrective Action:</b> Orientation Sign-in Sheets and Orientation slides used, Completed summary checklist, Plan for mitigating any areas of bias.	
<b>Description of Internal Monitoring Procedures:</b> Heads of School will join teachers' common planning time monthly to observe to be sure that teachers comprehend the task and are completing it. Heads of School and Principal will receive a report by each grade level regarding biases found and a written plan on how they will address it. The teachers will report to teachers at building meetings their findings and a written plan on how they will address it. As new curriculum is considered, the checklist will be used to monitor it for bias.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>	
<b>Criterion:</b> CR 24 Curriculum review	<b>Corrective Action Plan Status:</b> Approved <b>Status Date:</b> 07/12/2021 <b>Correction Status:</b> Not Corrected
<b>Basis for Decision:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b> By November 12, 2021, submit evidence of training teachers and administrators on detecting implicit bias and stereotyping in educational materials and the school's revised curriculum review process. Include the training agendas, signed attendance sheets that identify staff by name and role, the name and role of presenters, and training materials.	

By February 18, 2022, submit evidence of common planning time meetings across different grade levels to demonstrate the use of the checklist by individual teachers. Include meeting agendas, the specific names and roles of the staff participating, and a narrative summarizing the curricular bias and stereotypes identified, as well as the strengths and challenges identified during the first year of putting the checklist into practice.

**Progress Report Due Date(s):**

11/12/2021  
02/18/2022

## FOCUSED MONITORING REVIEW CORRECTIVE ACTION PLAN

<b>Criterion &amp; Topic:</b> CR 25 Institutional self-evaluation	<b>FMR Rating:</b> Partially Implemented
<b>Department FMR Findings:</b> A review of documents and administrative interviews indicated that the charter school does not evaluate all aspects of its PreK-8 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.	
<b>Description of Corrective Action:</b> LFDSCS has provided a self-evaluation plan with timelines. This evaluation will be ongoing as is CR24. The plan will be reviewed with teachers during the Orientation week of August 23, 2021. One teacher from each grade and specialty will work with a Head of School to complete the evaluation with check points built in to meet with all staff. Their evaluation, due at the mid-year, will include a written plan recommending what LFDSCS will change, such as policy, procedure, and materials as needed if any aspect of the school program does not meet the criterion.	
<b>Title/Role(s) of Responsible Persons:</b> Susan Dion Earabino, Ed.D., Principal	<b>Expected Date of Completion:</b> 01/28/2022
<b>Evidence of Completion of the Corrective Action:</b> Orientation Sign-in Sheets and Orientation slides used, Completed summary checklist, written plan, meetings' sign-in sheets and notes	
<b>Description of Internal Monitoring Procedures:</b> After the initial plan is implemented, the self-evaluation will reviewed be reviewed annually with the School Site Council and a summary check-in will be part of a Heads of School review and report to the Principal.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>	
<b>Criterion:</b> CR 25 Institutional self-evaluation	<b>Corrective Action Plan Status:</b> Partially Approved  <div style="text-align: right;"> <b>Status Date:</b> 07/12/2021  <b>Correction Status:</b> Not Corrected         </div>
<b>Basis for Decision:</b> The charter school submitted a plan for its institutional self-assessment (during the comment response phase of TFM) that includes reviewing curricular, academic achievement, environmental, and budgetary data. However, the plan did not include athletics and extracurricular activities.	
<b>Department Order of Corrective Action:</b> Establish procedures and expectations to fully review all aspects of its PreK-8 program, including student participation in academics, athletics and extracurricular activities.	
<b>Required Elements of Progress Report(s):</b> By August 20, 2021, submit the revised plan for conducting the institutional self-evaluation. The plan should examine access to academic, athletic, and extracurricular programming across all grades Pre-K to 8.  By November 12, 2021, submit the preliminary results of the self evaluation, with evidence documenting the implementation of the plan to evaluate policies and programming access.	

By November 12, 2021, provide training to staff on procedures and expectations relating to the charter school's plan for conducting its institutional self-evaluation. Include the meeting agenda, signed attendance sheet that identifies individuals by name and role, name of the facilitator, and training materials.

By February 18, 2021, submit a written narrative summary of the outcomes of the institutional self-evaluation, changes the charter school is implementing to address any barriers to equal access, and evidence of sharing results and commitments with the Lawrence Family Day Board of Trustees and school community.

**Progress Report Due Date(s):**

08/20/2021

11/12/2021

02/18/2022

04/01/2022