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

##### SPECIAL EDUCATION AND CIVIL RIGHTS MONITORING REVIEW

## CORRECTIVE ACTION PLAN

District: Grafton Public Schools

TFM Onsite Year: 2023-2024

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 Special Education and Civil Rights Monitoring Report dated 02/01/2024.

**Mandatory One-Year Compliance Date:** **02/01/2025**

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

| **Criterion** | **Criterion Title** | **FMR Rating** |
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| SE 54 | Professional development | Partially Implemented |

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| SPECIAL EDUCATION AND CIVIL RIGHTS MONITORING REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  SE 54 Professional development | | **FMR Rating:**  Partially Implemented |
| **Department TFM Findings:**  Document review and interviews indicated that the district does not consistently train all staff, including both special and general education staff, on state and federal special education requirements and related local special education policies and procedures. | | |
| **Description of Corrective Action:**  Grafton Public Schools determined that the root cause for gaps in training all staff on state and federal special education requirements and related policies and procedures was related to a change in district special education leadership over the last couple of school years. District training materials require development and revisions. The Special Education Administration along with the district wide leadership group including the Director of Human Resources, Director of Curriculum and Staff Development, Superintendent, Director of Technology, Finance Director, and Director of Operations has begun an inquiry process to streamline and provide the district-wide mandatory trainings to more dynamic and central hub for training for all staff members. Training regarding state and federal regulations and policies and procedures will be implemented on this new platform. Additionally, the district is transitioning to the new IEP developed by the Department and has applied and been awarded the 274 grant to implement training in this area. The school district has begun district wide training on the new version of the IEP form, DESE IEP Improvement Project, and next steps. To address the root cause of the identified non-compliance, the district will complete the following corrective actions:  By April 29, 2024, the district will submit training procedures and materials to ensure that all staff, including both special and general education staff, are trained on state and federal special education requirements and related local special education policies and procedures. By September 27, 2024, the district will submit evidence that all staff, including both special and general education staff, have received training on state and federal special education requirements and related local special education policies and procedures. | | |
| **Title/Role(s) of Responsible Persons:**  Special Education Administrator, Superintendent | | **Expected Date of Completion:**  09/27/2024 |
| **Evidence of Completion of the Corrective Action:**  Evidence of completed corrective actions will include:   * Training materials and procedures * Evidence of training sessions, including employee sign off sheets for participation and understanding of concepts. | | |
| **Description of Internal Monitoring Procedures:**  In the spring of each year, the district administrative leadership team, inclusive of the Director of Special Education, the Superintendent, Director of Curriculum and Staff Development, Director of Human Resources, and building principals, will review training materials and procedures and track completion of training to ensure that all staff, including both special and general education staff, are trained on state and federal special education requirements and related local special education policies and procedures. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 54 Professional development | **Corrective Action Plan Status:** Approved  **Status Date:** 03/28/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report:**  By September 27, 2024, the district will submit evidence (agendas, attendance sheets) demonstrating that all staff, including both special and general education staff, have received training on state and federal special education requirements and related local special education policies and procedures. | | |
| **Progress Report Due Date:**  09/27/2024 | | |