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

##### SPECIAL EDUCATION AND CIVL RIGHTS MONITORING REVIEW

## CORRECTIVE ACTION PLAN

District: Wayland 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 01/09/2024.

**Mandatory One-Year Compliance Date:** **01/09/2025**

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

| **Criterion** | **Criterion Title** | **FMR Rating** |
| --- | --- | --- |
| SE 13 | Progress Reports and content | Partially Implemented |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 13 Progress Reports and content | | **FMR Rating:**  Partially Implemented |
| **Department TFM Findings:**  Student record review and interviews indicated that progress reports sent to parents do not consistently include written information on the student's progress towards the annual goals in the IEP. | | |
| **Description of Corrective Action:**  By February 28, 2024, the district will submit a description of the root cause analysis that led to non-compliance in this area. The district will also submit updated procedures outlining the progress reporting schedule for each school, review process and distribution process. This information will be posted in the shared special education drive for easy access and reference. By March 29, 2024, the district will submit evidence that all relevant staff have participated in professional development on updated procedures for progress reporting. Training will include a review of the regulations, the district’s practices regarding progress reporting, and the district’s internal monitoring procedures. The training will be conducted at one of the monthly special education staff meetings led by the Director of Student Services and the Assistant Director of Student Services. Participants will sign an attendance sheet acknowledging understanding. By June 28, 2024, the district will submit the results of an internal review of ten student records across all grade levels to ensure compliance with progress reporting requirements. This will allow for two cycles of progress reporting for all levels (preschool, elementary, middle, and high school). For any identified non-compliance, the district will submit a root cause analysis and a description of appropriate corrective actions. | | |
| **Title/Role(s) of Responsible Persons:**  Debbie Dixson | | **Expected Date of Completion:**  06/15/2024 |
| **Evidence of Completion of the Corrective Action:**  The district will share attendance sheets documenting staff attendance on the training.  The district will share updated processes and procedures with DESE. The process and procedures will also be available on the shared special education drive for accessibility to all teachers now and in the future. The district will provide results of the internal review to DESE. | | |
| **Description of Internal Monitoring Procedures:**  For the remainder of this school year, the Director of Student Services and the Assistant Director of Student Services will randomly access progress reports to assess completeness and accuracy of reporting.  Beginning in the 24-25 school year, each building will have a full or part-time Team Chairperson who will be responsible for managing and monitoring the progress report process. The Team Chairperson will be responsible for reading every progress report to ensure technical accuracy, valid content, and completeness.  The Director of Student Services will provide training to all relevant special education staff at least annually on progress reporting regulations, progress reporting best practices, and district internal monitoring procedures. Additionally, the district will conduct quarterly  internal monitoring to ensure compliance with progress reporting requirements. For any noncompliance identified, the district will conduct a root cause analysis and implement appropriate corrective actions. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 13 Progress Reports and content | **Corrective Action Plan Status:** Approved  **Status Date:** 03/28/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By May 24, 2024, the district will submit the results of the root cause analysis and develop an action plan based on the results. While the action plan shall include steps based on the root cause analysis, it must also include the following:   * Updated procedures * Additional staff training   By May 24, 2024, the district will submit updated procedures and evidence of staff training including the agenda, training materials, and attendance sheets.  By September 27, 2024, the Department will conduct a review of ten student records across all grade levels, including those students identified during the initial onsite record review, for evidence that progress reports consistently include written information on the student's progress towards the annual goals in the IEP. For any identified non-compliance, the district will submit a root cause analysis and a description of appropriate corrective actions. | | |
| **Progress Report Due Date(s):**  05/24/2024  09/27/2024 | | |