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

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

## CORRECTIVE ACTION PLAN

Charter School or District: Triton Regional School District

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 Tiered Focused Monitoring Report dated 02/10/2024.

**Mandatory One-Year Compliance Date:**

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

| **Criterion** | **Criterion Title** | **FMR Rating** |
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| CR 10C | Student Discipline | Partially Implemented |

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| TIERED FOCUSED MONITORING REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  CR 10C Student Discipline | | **FMR Rating:**  Partially Implemented |
| **Department TFM Findings:**  A review of student records and administrative interviews indicated that the hearing notice used by the high school does not contain the following required components:  Disciplinary offense;  Potential consequence; and  The right of the student and the parent to interpreter services. | | |
| **Description of Corrective Action:**  During the onsite visit the district became aware of this issue. The district had compliant hearing notices available to all administration in a shared Google drive. On August 22, 2023, an email was sent out to all principals and assistant principals in the district notifying the team that the suspension templates had been updated and were available in the drive. Though these templates were available, the high school did not use these templates when issuing suspension hearing notices. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services | | **Expected Date of Completion:**  02/10/2025 |
| **Evidence of Completion of the Corrective Action:**  The district will provide the following evidence:   * Training Materials * List of Attendees * Date when the training was completed * List of dates when the Director of Student Services checked student records for correct suspension notices | | |
| **Description of Internal Monitoring Procedures:**  Action Steps:  Action Steps: On April 4, 2024, the district will train all principals and assistant principals on the suspension process and district templates. While the training will happen in the spring of 2024, administrators will be reminded of expectations in August of 2024. The Director of Student Services will monitor all suspension letters issued across the district. A file review of suspended students will occur on a monthly basis throughout the school year. The Director of Student Services will carry out the internal monitoring action steps and report on the findings. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 03/28/2024  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 10, 2024, Triton Regional School District will train school administrators on the district's hearing notice requirements and the use of the district's approved templates for providing notice of hearing.  By December 13, 2024, Triton Regional School District will submit copies of all hearing notices sent after May 10, 2024. If noncompliance is identified, the district will implement appropriate corrective actions. | | |
| **Progress Report Due Date(s):**  05/10/2024  12/13/2024 | | |