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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Four Rivers Charter Public School

Monitoring 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 08/12/2024.

**Mandatory One-Year Compliance Date:** **08/12/2025**

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

| **Criterion** | **Criterion Title** | **Rating** |
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| SE 9 | Timeline for determination of eligibility | Partially Implemented |
| SE 18B | Determination of placement; provision of IEP to parent | Partially Implemented |

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

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| **Criterion & Topic:**  SE 9 Timeline for determination of eligibility | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of student records and interviews indicate the school does not always determine whether a student is eligible for special education within 45 school working days after receipt of the parent's written consent to an initial evaluation or a re-evaluation. | | |
| **Description of Corrective Action:**  The school identified several possible reasons for non-compliance at Four Rivers Public Charter School. The school has seen turn-over in the director position, leading to four directors in as many years. Each director had their own implementation of systems and understanding of timelines. Another possible cause is that the administrative assistant, whose role is to send IEPs to parents, works part time in another time zone, which may have led to delays in sending IEPs. Additionally, reports were sometimes late due to the dual role of the school psychologist, who prioritized students in crisis before testing, leading to delays in meetings.  To address the non-compliance the district will take the following action steps: 1. a half-time school psychologist (or a contracted consulting school psychologist) whose role will be solely to evaluate and a half-time counselor to support social-emotional learning will be hired. 2. The school will hire a full-time administrative assistant to ensure timely provision of IEPs; 3. the director of student services will revise the special education procedures and provide training to all staff on timelines and responsibilities. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services | | **Expected Date of Completion:**  06/30/2025 |
| **Evidence of Completion of the Corrective Action:**  The school will submit revised procedures for IEP provision timelines and responsibilities. Evidence will include the revised procedures and evidence that staff have been trained on the procedures (agendas, attendance sheets, and training materials). | | |
| **Description of Internal Monitoring Procedures:**  The current tracker will be revised to include \*due by\*, \*send by\*, and \*date sent\* to monitor for IEP provision. This tracker will be audited by the director of student services monthly to ensure that timelines have been met. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 9 Timeline for determination of eligibility | **Corrective Action Plan Status:** Approved  **Status Date:** 09/09/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  October 31, 2024, Four Rivers Charter Public School will submit revised procedures and protocols to ensure that the school determines whether a student is eligible for special education within 45 school working days after receipt of the parent's written consent to an initial evaluation or re-evaluation.  By October 31, 2024, the school will submit evidence of staff training on the school's procedures and protocols. Evidence will include the training materials, agenda, and signed attendance sheets.  By March 14, 2025, the Department will conduct an onsite review of student records for evidence that IEPs are provided to parents/guardians for signature within 45 days of receipt of signed consent to an initial evaluation or re-evaluation. For any identified non-compliance, the school will submit a root cause analysis and a description of appropriate corrective actions. Subsequent progress reports may be required. | | |
| **Progress Report Due Date(s):**  10/31/2024  03/14/2025 | | |

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| **Criterion & Topic:**  SE 18B Determination of placement; provision of IEP to parent | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of student records and interviews indicate the school does not always provide the proposed IEP and proposed placement along with the required notice to the parent/guardian immediately following the development of the IEP. | | |
| **Description of Corrective Action:**  The school identified several possible reasons for non-compliance at Four Rivers Public Charter School. The school has seen turn-over in the director position, leading to four directors in as many years. Each director had their own implementation of systems and understanding of timelines. Another possible cause is that the administrative assistant, whose role is to send IEPs to parents, works part time in another time zone, which may have led to delays in sending IEPs. To address the non-compliance the district will take the following action steps: 1. The school will hire a full-time administrative assistant to ensure timely provision of IEPs; 2. the director of student services will revise the special education procedures and provide training to all staff on timelines and responsibilities. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services | | **Expected Date of Completion:**  06/30/2025 |
| **Evidence of Completion of the Corrective Action:**  The school will submit revised procedures for IEP provision timelines and responsibilities. Evidence will include the revised procedures and evidence that staff have been trained on the procedures (agendas, attendance sheets, and training materials). | | |
| **Description of Internal Monitoring Procedures:**  The current tracker will be revised to include \*due by\*, \*send by\* and \*date sent\* to monitor IEP provision. This tracker will be audited by the director of student services monthly to ensure that timelines have been met | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Approved  **Status Date:** 09/09/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By October 31, 2024, Four Rivers Charter Public School will submit updated procedures and protocols for ensuring that the school issues a proposed IEP and proposed placement along with the required notice to the parent/guardian immediately following the development of the IEP.  By October 31, 2024, the school will submit evidence of staff training on the district's procedures and protocol(s). Evidence will include the training materials, agenda, and signed attendance sheets.  By March 14, 2025, the Department will conduct an onsite review of student records, including those identified during the initial onsite review, for evidence the school issues a proposed IEP and proposed placement to the parent/guardian immediately following the development of the IEP. For any identified non-compliance, the school will submit a root cause analysis and a description of appropriate corrective actions. Subsequent progress reports may be required. | | |
| **Progress Report Due Date(s):**  10/31/2024  03/14/2025 | | |