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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Charter School: Global Learning Charter Public School

Monitoring Onsite Year: 2023-2024

Program Area: Special Education and Civil Rights

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 May 7, 2024.

**Mandatory One-Year Compliance Date:** **05/08/2025**

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

| **Criterion** | **Criterion Title** | **Rating** |
| --- | --- | --- |
| SE 32 | Parent advisory council for special education | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |
| CR 21 | Staff training regarding civil rights responsibilities | Partially Implemented |
| CR 23 | Comparability of facilities | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  SE 32 Parent advisory council for special education | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of documents and staff interviews indicated that although the school has established a Special Education Parent Advisory Council (SEPAC) and offered regular meetings throughout the 2023-2024 school year, including a workshop on the rights of students and parents/guardians, the SEPAC does not participate in the planning, development, and evaluation of the school's special education programs. | | |
| **Description of Corrective Action:**  The charter school will review its practices and engagement with SEPAC and identify gaps hindering SEPAC involvement in the planning, development and evaluation of the school's special education programming. Secondary to this review, the school will develop procedures for evaluation of the special education programming and methods for gathering SEPAC input and participation through collaboration meetings, parent surveys, and sharing results with school leadership. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services, Assistant Director of Student Services | | **Expected Date of Completion:**  1/15/2024 |
| **Evidence of Completion of the Corrective Action:**  The school will provide a schedule of meetings with SEPAC for the 2024-2025 school year, meeting notes, agendas, and minutes, summary and analysis of the parent survey results along with evidence of sharing the results with the charter school leadership | | |
| **Description of Internal Monitoring Procedures:**  At the beginning of the school year, the Director of Student Services, in collaboration with the SEPAC leadership, will develop a quarterly schedule of meetings with the SEPAC. The schedule will include activities relating to obtaining input on special education programing, parent survey and sharing SEPAC input with school leadership. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 07/18/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By September 26, 2024, Global Learning Charter Public School will complete a review of its SEPAC engagement practices and develop a schedule of meetings with the SEPAC for the 2024-2025 school year. The school will also update the special education program planning and evaluation procedures to include a process for obtaining the SEPAC’s participation and input through collaboration meetings, parent surveys, and sharing information with charter school leadership.  By November 25, 2024, Global Learning Charter Public School will submit evidence of obtaining SEPAC input regarding the school’s special education programming and the results and analysis of the parent feedback survey.  By January 15, 2025, Global Learning Charter Public School will submit evidence that SEPAC input on the school’s special education program planning, evaluation, and development was reviewed and shared with the school leadership. | | |
| **Progress Report Due Date(s):**  09/26/2024  11/25/2024  01/15/2025 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of documents and staff interviews indicated that the procedures assuring due process in disciplinary proceedings in the school's code of conduct do not include procedures for emergency removal.  In October 2023, the Department's Problem Resolution System (PRS) received two separate complaints alleging that the school failed to assure due process in disciplinary proceedings. PRS requested that the school prepare Local Reports in response to each complaint. Documentation requested in the Local Reports included copies of the school's code of conduct. The complaints remain under review by PRS as of the issuance of this report.  See also CR 10C. | | |
| **Description of Corrective Action:**  Global Learning Charter Public School will update the student code of conduct to include procedures for emergency removal and update the student handbook. | | |
| **Title/Role(s) of Responsible Persons:**  Principal, Assistant Principals | | **Expected Date of Completion:**  11/25/2024 |
| **Evidence of Completion of the Corrective Action:**  Updated code of conduct/handbook that contains the required due process procedures in disciplinary proceedings and emergency removal, a link on the school’s website containing the updated code of conduct/handbook, and evidence of notifying the school community that the procedures have been updated. | | |
| **Description of Internal Monitoring Procedures:**  The principals and assistant principals will review discipline procedures annually to ensure consistency with the regulations. Additionally, any new updates to the discipline procedures will be included in the student handbook and the school community notified of the updates. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 07/18/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By September 26, 2024, Global Learning Charter Public School will submit the updated code of conduct to include procedures for emergency removal.  By November 25, 2024, the school will submit evidence of the Board of Trustees? approval of the updated code of conduct and notification to the school community of the changes to the code of conduct.  On May 17 and June 27, 2024, PRS issued findings for two complaints indicating that the charter school did not implement student discipline procedures as required. Correction of this noncompliance will be reviewed and verified by PRS. | | |
| **Progress Report Due Date(s):**  09/26/2024  11/25/2024 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of documents, staff interviews, and the school website indicated that although the school's Bullying Prevention and Intervention Plan (Plan) included in the student handbook contains all required elements, the version posted on the school's website does not address all requirements. | | |
| **Description of Corrective Action:**  The school will update the Bullying Prevention Plan posted on the school's website to include all the requirements consistent with M.G.L. c. 71, s. 37O. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services | | **Expected Date of Completion:**  09/26/2024 |
| **Evidence of Completion of the Corrective Action:**  The school will submit a link to the Bullying Prevention Plan that includes all the required components posted on the school’s website. The school will also notify members of the school community that the Plan posted on the school website has been updated. | | |
| **Description of Internal Monitoring Procedures:**  The school leadership will annually review all policies, procedures and documents, including those posted on the school website, to ensure they are consistent with the regulations. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 07/18/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By September 26, 2024, Global Learning Charter Public School will submit a link to the Bullying Prevention Plan (Plan) that includes all required components posted on the school’s website. The school will also submit evidence of notification to members of the school community of the updated Plan. | | |
| **Progress Report Due Date(s):**  09/26/2024 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 10C Student Discipline | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of documents and staff interviews indicated that the school has not developed procedures for emergency removal.  In October 2023, the Department's Problem Resolution System (PRS) received two separate complaints alleging that the school failed to assure due process in disciplinary proceedings. PRS requested that the school prepare Local Reports in response to each complaint. Documentation requested in both Local Reports included copies of the school's code of conduct. The complaints remain under review by PRS as of the issuance of this report. | | |
| **Description of Corrective Action:**  Global Learning Charter School will develop procedures for emergency removal that meet all the requirements and provide training to all administrators and staff responsible for implementing discipline procedures. Additionally, the charter school will submit evidence of notifying members of the school community of the updated discipline procedures. | | |
| **Title/Role(s) of Responsible Persons:**  Principals, Assistant Principals | | **Expected Date of Completion:**  11/25/2024 |
| **Evidence of Completion of the Corrective Action:**  The school will submit the updated emergency removal procedures, copies of training materials including attendance lists and agendas, along with evidence of notifying members of the school community of the updated discipline procedures. | | |
| **Description of Internal Monitoring Procedures:**  The principals and assistant principals will review discipline procedures annually to ensure consistency with the regulations and notify members of the school community when updates are made. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 07/18/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By September 26, 2024: Please see CR 10A for submission requirements.  By November 25, 2024, Global Learning Charter Public School will provide training to all staff and administrators on the emergency removal procedures. Evidence will include training materials, agenda, and attendance lists.  On May 17 and June 27, 2024, PRS issued findings for two complaints indicating that the charter school did not implement student discipline procedures as required. Correction of this noncompliance will be reviewed and verified by PRS. | | |
| **Progress Report Due Date(s):**  09/26/2024  11/25/2024 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 21 Staff training regarding civil rights responsibilities | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of documents and staff interviews indicated that the school provides annual in-service training for all school personnel regarding 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. However, the training does not include appropriate methods for responding to discrimination and harassment in the school setting. | | |
| **Description of Corrective Action:**  The school will review the current civil rights responsibilities training and update the process and procedures for responding to discrimination and harassment in the school setting and provide training to all school staff. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Curriculum | | **Expected Date of Completion:**  09/26/2024 |
| **Evidence of Completion of the Corrective Action:**  The school will submit the updated training materials and evidence of staff training, including dated agenda and attendance lists. | | |
| **Description of Internal Monitoring Procedures:**  The school will annually review all materials pertaining to civil rights responsibilities prior to the start of each school year to ensure the materials address all the required elements. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 21 Staff training regarding civil rights responsibilities | **Corrective Action Plan Status:** Approved  **Status Date:** 07/18/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By September 26, 2024, Global Learning Charter Public School will update its annual civil rights in-service training materials for all school personnel to include the appropriate methods for responding to discrimination and harassment in the school setting and provide the updated training to all staff. Evidence will include training materials, agenda, attendance lists, and any other documents utilized in the training. | | |
| **Progress Report Due Date(s):**  09/26/2024 | | |

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

|  |  |  |
| --- | --- | --- |
| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of documents and staff interviews indicated that the school conducts stakeholder surveys, school climate surveys, policy reviews, and discipline data analysis to inform program improvement. However, the school does not evaluate all aspects of its 5-12 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. | | |
| **Description of Corrective Action:**  Global Learning Charter School will evaluate all aspects of its 5-12 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. The school will also develop a process and procedural tools to ensure that institutional self-evaluation is conducted annually. | | |
| **Title/Role(s) of Responsible Persons:**  Global Learning Charter Public School Administration | | **Expected Date of Completion:**  03/28/2025 |
| **Evidence of Completion of the Corrective Action:**  Process for conducting self-evaluation, stakeholder survey and survey results, evidence of data analysis including achievement data, graduation rates, drop-out rates, discipline, enrollment, course selection, attendance, extracurricular participation and policy review. | | |
| **Description of Internal Monitoring Procedures:**  The school administration and stakeholders will ensure that at least annually an institutional self-evaluation for access involving data analysis and stakeholder surveys is conducted and any identified access gaps addressed through appropriate action steps. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 07/18/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By September 26, 2024, Global Learning Charter Public School will submit an overview of processes and procedures to annually evaluate all aspects of its 5-12 programming for equal access. The plan will include procedures and tools for reviewing data including achievement data, graduation, and drop-out rates; discipline; enrollment; course selection; attendance; extracurricular participation; and policy review.  By January 15, 2025, the school will develop and administer the stakeholder survey on student access to the school’s programming.  By March 28, 2025, the school administration and applicable stakeholders will meet to review current data related to access to the school’s programming and stakeholder survey results. For any identified gaps in program access and participation, the school will conduct a root cause analysis and create an action plan to address discrepancies. | | |
| **Progress Report Due Date(s):**  09/26/2024  01/15/2025  03/28/2025 | | |