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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Lincoln-Sudbury Regional High School

Monitoring Onsite Year: 2023-2024

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 06/24/2024.

**Mandatory One-Year Compliance Date:** **June 24, 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:**  Student record review and interviews indicated that the district does not consistently provide the proposed IEP and proposed placement to the parent within 45 days after receipt of written parental consent to an initial evaluation or a re-evaluation. | | |
| **Description of Corrective Action:**  A root cause analysis indicated that the non-compliance was the result of a lack of training of special education staff on requirements of eligibility determinations and a deficiency in central office monitoring of timelines.  The action steps to be completed in the 2024-2025 school year include the following:   * Review monitoring procedures with central office and special education staff   to ensure the proposed Individualized Education Program (IEP) and proposed placement to the parent are consistently provided to the parent within 45 days after receipt of written parental consent to an initial evaluation or re-evaluation.   * Provide training to relevant staff * Implement the internal monitoring procedures | | |
| **Title/Role(s) of Responsible Persons:**  Richard Whitehead, Director of Student Services | | **Expected Date of Completion:**  12/19/2024 |
| **Evidence of Completion of the Corrective Action:**   * Evidence of dissemination of procedures to central office staff * Training materials, agenda, and attendance sheets * Results of internal monitoring | | |
| **Description of Internal Monitoring Procedures:**  The Special Education Leadership Team, consisting of the Director of Student Services, the Department of Special Education Coordinator, and the Department of Student Services Administrative Assistant, will monitor timelines for every evaluation consent form received. Monitoring will include markers for each stage of the eligibility determination process to ensure timelines are met.  During regularly scheduled monthly meetings the Special Education Leadership Team will review the status of all active eligibility determinations as well as identify and address concerns that might impact completing them within the required timelines.    At least annually, the leadership team will conduct a record review of a representative sample of student records to ensure that the proposed IEP and proposed placement is always provided to the parent within 45 days after receipt of written parental consent to an initial evaluation or a re-evaluation. For any noncompliance identified, the district will determine a root cause and take appropriate corrective actions. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 9 Timeline for determination of eligibility | **Corrective Action Plan Status:** Approved  **Status Date:** 08/23/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By September 30, 2024, the school will submit evidence that the monitoring procedures, specific to providing the proposed IEP and proposed placement to the parent within 45 days after receipt of parental consent, were reviewed with relevant staff. Evidence will include training materials, agenda, and attendance sheets.  By April 18, 2025, the Department will conduct a review of student records, across all grade levels, for evidence that the district provided the proposed IEP and proposed placement to the parent within 45 days after receipt of written parental consent to an initial evaluation or a re-evaluation. For any identified non-compliance, the district will submit a root cause analysis and a description of appropriate corrective actions. | | |
| **Progress Report Due Dates:**  09/30/2024  04/18/2025 | | |

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

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| **Criterion & Topic:**  SE 18B Determination of placement; provision of IEP to parent | | **Rating:**  Partially Implemented |
| **Department Findings:**  Student record review and interviews indicated that the district does not consistently issue the proposed IEP and proposed placement to the parent immediately following the development of the IEP. | | |
| **Description of Corrective Action:**  A root cause analysis indicated that the non-compliance was the result of a lack of training of special education staff on the requirements of the immediate provision of the IEP to parents/guardians and a deficiency in central office monitoring of timelines.  The action steps to be completed in the 2024-2025 school year include the following:   * Review of procedures with central office staff * Provide training to relevant staff * Implement the internal monitoring procedures | | |
| **Title/Role(s) of Responsible Persons:**  Richard Whitehead, Director of Student Services | | **Expected Date of Completion:**  12/19/2024 |
| **Evidence of Completion of the Corrective Action:**   * Evidence of dissemination of procedures to central office staff * Training materials, agenda, and attendance sheets * Results of internal monitoring | | |
| **Description of Internal Monitoring Procedures:**  During regularly scheduled monthly meetings the Special Education Leadership Team, consisting of the Director of Student Services, the Department of Special Education Coordinator, and the Department of Student Services Administrative Assistant, will review timelines for every scheduled IEP Team meeting to ensure that the district consistently issues the proposed IEP and proposed placement to the parent immediately following the development of the IEP. Monitoring will include markers for each stage of the IEP development process to ensure timelines are met.  The Special Education Director will review the status of every IEP in process at least weekly. During these reviews, the Director will identify any concerns that might inhibit the process and identify supports those teams might need to address any barriers to meeting the required timeline.  At least annually the leadership team will conduct a review of a representative sample of student records to determine the efficacy of the procedures to ensure that the district issues the proposed IEPs and proposed placements to the parent immediately following the development of the IEP. For any identified non-compliance, the district will determine a root cause and take appropriate corrective actions. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Approved  **Status Date:** 08/23/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By September 30, 2024, the school will submit evidence that the monitoring procedures specific to immediate provision of the IEP were reviewed with relevant staff. Evidence will include training materials, agenda, and attendance sheets.  By April 18, 2025, the Department will conduct a review of student records, across all grade levels, for evidence that the district issued the proposed IEP and proposed placement to the parent immediately following the development of 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 Dates:**  09/30/2024  04/18/2025 | | |