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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Old Sturbridge Academy

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 05/01/2024.

**Mandatory One-Year Compliance Date:** **May 1, 2025**

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

| **Criterion** | **Criterion Title** | **Rating** |
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| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |

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

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **Rating:**  Partially Implemented |
| **Department Findings:**  Document review and interviews indicated that the charter school updated the Bullying Prevention and Intervention Plan (Plan) and the Student/Family Handbook to include all required content. However, the revisions to the Plan and the handbook have not yet been approved by the Board of Trustees or disseminated to the school community. | | |
| **Description of Corrective Action:** Charter school administration collaborated to update the Plan however, needed additional time for the Board of Trustees to review and approve. | | |
| **Title/Role(s) of Responsible Persons:**  Rebekah Andino | | **Expected Date of Completion:**  05/29/2024 |
| **Evidence of Completion of the Corrective Action:**  The updated Bullying Prevention and Intervention Plan (Plan) and Student/Family Handbook was unanimously approved by the Board of Trustees on May 29, 2024. The charter school will post the updated handbook and Plan on the school website and notify families of the changes through the family newsletter and e-mail prior to the start of the 2024-2025 school year. Training on the updated Plan and handbook will be provided to all staff during August Institute, August 12-16, 2024. | | |
| **Description of Internal Monitoring Procedures:**  Old Sturbridge Academy’s Vice President for Education along with Director of Charter School Strategy and Planning, will be responsible for oversight of the implementation and dissemination of the Bullying Prevention and Intervention Plan (Plan) as well as the Student/Family Handbook.  Charter school administration, consisting of the principal, Dean of Students, and Director of Special Education and Student Support Services, will review the Plan at least biennially and update the Student/Family Handbook, as necessary. Staff will be provided with professional development on the Plan as part of the school’s annual staff August Institute. In addition, the Plan and Student/Family Handbook will be posted on the website and written notice will be provided annually to both families and staff. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 07/17/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report:**  By September 16, 2024, the charter school will submit the minutes from the Board of Trustees meeting approving the Plan and Student/Family Handbook. The Plan will also be posted on the school’s website.  By September 16, 2024, the charter school will submit the notices provided to the school community and attendance sheet(s) from training provided to staff on the updated Plan. | | |
| **Progress Report Due Date:**  09/16/2024 | | |

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

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| **Criterion & Topic:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | | **Rating:**  Partially Implemented |
| **Department Findings:**  Document review and interviews indicated that the charter school updated the physical restraint prevention and behavior support policy and procedures to comply with 603 CMR 46.00, however, the revisions have not yet been approved by the Board of Trustees or disseminated to the school community. | | |
| **Description of Corrective Action:**  Charter school administration collaborated to update the physical restraint policies and procedures however, needed additional time for the Board of Trustees to review and approve. | | |
| **Title/Role(s) of Responsible Persons:**  Daniel Pear - Principal | | **Expected Date of Completion:**  05/29/2024 |
| **Evidence of Completion of the Corrective Action:**  Old Sturbridge Academy’s administrative team met to review all Massachusetts regulations regarding physical restraint prevention and behavior support policies and procedures. The physical restraint policies and procedures are contained in the Student/Family handbook and were approved by the Board of Trustees on May 29, 2024. The charter school will post the updated handbook on the school website and notify families of the changes through the family newsletter and email prior to the start of the 2024-2025 school year. Training on the updated physical restraint prevention and behavior support policy and procedures will be provided to all staff during our August Institute, August 12-16, 2024. | | |
| **Description of Internal Monitoring Procedures:**  Charter school administration, consisting of the principal, Dean of Students, and Director of Special Education and Student Support Services, will annually review the physical restraint prevention and behavior support policies for compliance and update as necessary.  Training on the charter school’s physical restraint prevention and behavior support policies and procedures will occur annually for all staff during the August Institute.  For staff hired after the August Institute, training will occur within a month of their employment. Oversight will be conducted by the principal and Human Resources Department. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | **Corrective Action Plan Status:** Approved  **Status Date:** 07/17/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report:**  By September 16, 2024, the charter school will submit the minutes from the Board of Trustees meeting approving the physical restraint prevention and behavior support policy and procedures.  By September 16, 2024, the charter school will submit the notices provided to the school community and attendance sheet(s) from the training provided to district staff on the updated policy and procedures. | | |
| **Progress Report Due Date:**  09/16/2024 | | |