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

##### INTEGRATED MONITORING REVIEW

## CORRECTIVE ACTION PLAN

 Ashland Public Schools

Monitoring Onsite Year: 2024-2025

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 Integrated Monitoring Review Report dated 01/15/2025.

**Mandatory One-Year Compliance Date:** **01/15/2026**

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

| **Criterion** | **Criterion Title** | **Rating** |
| --- | --- | --- |
| 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 25 | Institutional self-evaluation | Partially Implemented |

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| **Criterion & Topic:** CR 10A Student handbooks and codes of conduct | **Rating:** Partially Implemented |
| **Department Findings:** Document review and staff interviews indicated that the district's student handbook and codes of conduct do not include procedures for in-school suspension as set forth in 603 CMR 53.10 and due process in disciplinary proceedings for students not yet determined to be eligible for special education. |
| **Description of Corrective Action:** Internal Review indicated that the district did not have internal monitoring procedures in place for annual review of policies to ensure consistency with the regulations. |
| **Title/Roles of Responsible Persons:*** Superintendent
* Civil Rights Coordinator
* Building
 | **Expected Date of Completion:**05/30/2025 |
| **Evidence of Completion of the Corrective Action:*** Revised procedures to assure due process in disciplinary proceedings
* Evidence of staff training on updated procedures
* Revised district student handbook
* School Committee meeting agenda/notes
* A link to the handbook posted on the district website
* School community email indicating district has shared the link to the handbook with parents, guardians, students, and staff
 |
| **Description of Internal Monitoring Procedures:** Annually, the Superintendent, Civil Right Coordinator, Building Principals, and Assistant Principals, will review and update, as necessary, the District Student Handbook to ensure consistency with the regulations and distribute the handbook to students and families. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved **Status Date:** 03/03/2025 **Correction Status:** Not Corrected |
| **Required Elements of Progress Reports:** By May 30, 2025, the district will submit the link (s) to the updated district student handbook and codes of conduct on the district's website that include procedures for in-school suspension as set forth in 603 CMR 53.10 and due process in disciplinary proceedings for students not yet determined to be eligible for special education. By September 15, 2025, the district will submit the meeting minutes/agenda from the School Committee meeting approving the district student handbook and codes of conduct. The updated student handbook and codes of conduct will be posted on district/school websites. |
| **Progress Report Due Dates:** 05/30/202509/15/2025 |

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| **Criterion & Topic:** CR 10B Bullying Intervention and Prevention | **Rating:** Partially Implemented |
| **Department Findings:** Document review and staff interviews indicated that the district's Bullying Prevention and Intervention Plan (Plan) does not include the following: * A statement indicating that certain students may be more vulnerable to bullying and harassment, based on actual or perceived characteristics, including race; color; religion; ancestry; national origin; sex; socioeconomic status; homelessness; academic status; gender identity or expression; physical appearance; pregnant or parenting status; sexual orientation; mental, physical, developmental, or sensory disability; or by association with a person who has or is perceived to have one or more of these characteristics.
* The specific steps the district will take to create a safe and supportive environment for more vulnerable student populations;
* Administration of a student survey every four years to assess school climate and the prevalence, nature, and severity of bullying in schools;
* Information for parents or guardians about the Department's problem resolution system process for seeking assistance or filing a claim; and
* Definitions of aggressor and bullying that include a member of a school staff.
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| **Description of Corrective Action:** Internal review indicated the district had not reviewed the Bullying Prevention and Intervention Plan (Plan) at least biennially as required by the regulations. |
| **Title/Roles of Responsible Persons:*** Superintendent
* Civil Rights Coordinator
* Building Principals/Assistant Principals
 | **Expected Date of Completion:**06/30/2025 |
| **Evidence of Completion of the Corrective Action:*** A link to the revised Bullying Prevention and Intervention Plan (Plan) posted on the district website.
* School Committee meeting agenda/notes
* School community email indicating district has shared the link to the handbook with parents, guardians, students, and staff
* Evidence staff have reviewed and/or been trained in the updated Bullying Prevention and Intervention Plan
 |
| **Description of Internal Monitoring Procedures:** At least biennially, the Superintendent, Civil Rights Coordinator, Building Principals, and Assistant Principals will review and update, as necessary, the Bullying Prevention and Intervention Plan to ensure consistency with the regulations and distribute the updates to staff, students, and families. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved **Status Date:** 03/03/2025 **Correction Status:** Not Corrected |
| **Required Elements of Progress Reports:** By May 30, 2025, the district will submit the updated Bullying Prevention and Intervention Plan (Plan) that includes required content. The Plan will be posted on the district’s website.By September 15, 2025, the district will submit the minutes from the School Committee meeting approving the Plan. By September 15, 2025, the district will submit training materials, agendas, and attendance sheets from training provided to staff on the updated Plan. |
| **Progress Report Due Dates:** 05/30/202509/15/2025 |

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| **Criterion & Topic:** CR 10C Student Discipline | **Rating:** Partially Implemented |
| **Department Findings:** Document review and staff interviews indicated that the district does not have a School-wide Education Service Plan that describes the educational services the district will make available to ensure that students who are expelled or placed on long-term suspension have the opportunity to make academic progress. In addition, the district did not provide a copy of the notice of hearing and suspension. Please see CR 10A for concerns with the district's disciplinary procedures specific to 603 CMR 53.10. |
| **Description of Corrective Action:** Internal review indicated the district did not have internal monitoring procedures in place for annual review of student discipline policies and procedures to ensure consistency with the regulations. |
| **Title/Roles of Responsible Persons:*** Superintendent
* Civil Rights Coordinator
* Building Principals/Assistant Principals
 | **Expected Date of Completion:**06/30/2025 |
| **Evidence of Completion of the Corrective Action:*** Schoolwide Education Service Plan
* Notice of Hearing and Suspension
* Revised procedures to assure due process in disciplinary proceedings
 |
| **Description of Internal Monitoring Procedures:** Annually, the Superintendent, Civil Rights Coordinator, Building Principals, and Assistant Principals will review and update, as necessary, the district’s student discipline procedures to ensure consistency with the regulations. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10C Student Discipline | **Corrective Action Plan Status:** Approved **Status Date:** 03/03/2025 **Correction Status:** Not Corrected |
| **Required Elements of Progress Reports:** By May 30, 2025, the district will submit a notice of hearing and suspension that includes the requirements set forth in 603 CMR 53.00 and the procedures for in-school suspension. By May 30, 2025, the district will also submit a newly developed School-Wide Education Service Plan (SWESP) that describes the educational services the district will make available to ensure that students who are expelled or placed on long-term suspension have the opportunity to make academic progress. By September 15, 2025, the district will submit attendance sheet (s) from training provided to staff on the SWESP and the procedures for in-school suspension as well as training provided to relevant staff on the notice of hearing and suspension. |
| **Progress Report Due Dates:** 05/30/202509/15/2025 |

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| **Criterion & Topic:** CR 25 Institutional self-evaluation | **Rating:** Partially Implemented |
| **Department Findings:** Document review and staff interviews indicated that the district does not evaluate all aspects of its K-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:** Internal review indicated the district did not have internal monitoring procedures in place for the annual review to ensure all students have equal access to all programs, including athletics and other extracurricular activities. |
| **Title/Roles of Responsible Persons:*** Superintendent
* Civil Rights Coordinator
* Building Principals/Assistant Principals
 | **Expected Date of Completion:**08/30/2025 |
| **Evidence of Completion of the Corrective Action:*** Procedures and tools for conducting an annual institutional self-evaluation that include data review, actionable root cause analysis and prioritization, input from families, teachers, athletic directors, and students, action planning, and progress monitoring.
* Evidence of training staff and other stakeholders responsible for conducting the institutional self-evaluation
* A self-evaluation summary that includes the results of the data analysis with any discrepancies identified, the root cause analysis, the action plan to address discrepancies, and progress monitoring timelines.
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| **Description of Internal Monitoring Procedures:** Each school year, the Assistant Superintendent will review and update the evaluation protocols, and all administrators will receive training on conducting the self-evaluation. Each quarter, the Assistant Superintendent will monitor data gathering and stakeholder input across all school buildings. At the end of each year, the Assistant Superintendent will present the self-evaluation report and corresponding action plan to the school committee. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved **Status Date:** 03/03/2025 **Correction Status:** Not Corrected |
| **Required Elements of Progress Reports:** By May 5, 2025, the district will conduct a root cause analysis for the noncompliance and submit procedures for ensuring an institutional self-evaluation that addresses all requirements that occurs annually. The district will also submit evidence of assembling a team and providing them with training on conducting institutional self-evaluation. By September 15, 2025, the district will submit evidence of obtaining stakeholder input including summary of survey results for teachers, parents, and students' surveys, along with the results of relevant data analysis. The data analysis will include achievement data, special education placement data, discipline data, athletics and extracurricular participation data and any other relevant data. The team will use this information to identify any gaps or discrepancies in access. By November 10, 2025, the district will submit a summary of the institutional self-evaluation that includes any identified access gaps, root cause analysis and prioritization, action plan, and a progress monitoring plan. The district will maintain documentation of the progress monitoring activities and any additional actions taken to ensure equitable access. |
| **Progress Report Due Dates:** 05/30/202509/15/202511/10/2025 |