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

##### INTEGRATED MONITORING REVIEW

## CORRECTIVE ACTION PLAN

District: Hudson 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 12/17/2024.

**Mandatory One-Year Compliance Date:** **12/16/2024**

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

| **Criterion** | **Criterion Title** | **Rating** |
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| CR 7C | Early release of high school seniors | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |
| CR 25 | Institutional self-evaluation | Not Implemented |

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| **Criterion & Topic:**  CR 7C Early release of high school seniors | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of the district's 2024-2025 school year calendar and interviews indicated that the conclusion of the seniors' school year is more than 12 school days before the regularly scheduled closing date of the high school. | | |
| **Description of Corrective Action:**  Following a root cause analysis, it was determined that the district administrators misunderstood the requirements.  Description of the corrective actions:   * Moving forward, the district will create a school calendar that ensures the conclusion of the seniors' school year is no more than 12 school days before the regularly scheduled closing date of the high school. * The district leadership will propose a compliant calendar to the School Committee in the Spring of 2025. Additionally, the district leadership will implement an internal monitoring system to ensure future compliance. * The school committee votes on the school calendar for the 2025-2026 school year in the Spring of 2025. When the calendar is approved by the School Committee, the 2025-2026 calendar will be Posted on school and district websites. | | |
| **Title/Role(s) of Responsible Persons:**  Brian Reagan, Superintendent | | **Expected Date of Completion:**  06/30/2025 |
| **Evidence of Completion of the Corrective Action:**   * Updated school calendar | | |
| **Description of Internal Monitoring Procedures:**   * The Superintendent of Schools will ensure the conclusion of the seniors' school year is not more than 12 school days before the regularly scheduled closing date of the high school. The Superintendent works with the Administrative Assistant to create the school calendar each school year for the upcoming school year and presents to the school committee for approval. * During the month of January of each school year, the Superintendent will discuss the school calendar with the Central Office Leadership Team (COLT) and high school principal examine holidays, last day of school, decisions about graduation dates and the last day of school for seniors for the following year. * A note on the calendar in the month of May/ June will include the last estimated date for high school seniors so it is an action item each year. This eliminates the need for anyone to remember the date on the calendar for seniors. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7C Early release of high school seniors | **Corrective Action Plan Status:** Approved  **Status Date:** 02/03/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By September 8, 2025, the district will submit the 2025-2026 school calendar approved by the school committee. The district will post the calendar on the district and high school website. | | |
| **Progress Report Due Date:**    09/08/2025 | | |

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| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **Rating:**  Partially Implemented |
| **Department Findings:**  Document review and interviews indicated that the district's student handbook and codes of conduct do not include the following:   * Alternative remedies employed to reengage the student in the learning process before a suspension takes places to include but not limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving; * Requirement that the district shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. * Principal's responsibility to ensure adequate provisions have been made for the student's safety and transportation prior to the removal of the student from school on an emergency basis for a disciplinary offense as required by 603 CMR 53.07; and * Procedures for in-school suspension as set forth in 603 CMR 53.10.   In addition, the procedures assuring due process in disciplinary proceedings for students with disabilities do not include the following requirements:   * Within 10 school days of the decision to remove the student for disciplinary reasons, the district, the parent, and relevant members of the student's IEP Team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents; * No later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards; and * Due process in disciplinary proceedings for students on 504 Accommodation Plans and students not yet determined eligible for special education. | | |
| **Description of Corrective Action:**  Following a root cause analysis, it was determined that the annual review process for handbooks and published codes of conduct did not ensure that all required elements were included in these documents. Specifically, the annual reviews did not address all requirements related to due process for disciplinary actions found in 603 CMR 53.00 [Student Discipline], as well as required elements of due process related to students with disabilities.  To correct this, the district will revise their annual review procedures of handbooks and codes of conduct, disseminate these revisions to relevant staff members, and submit compliant student handbooks and codes of conduct to the School Committee for approval. | | |
| **Title/Role(s) of Responsible Persons:**  Brian Reagan, Superintendent | | **Expected Date of Completion:**  06/30/2025 |
| **Evidence of Completion of the Corrective Action:**   * Revised procedures for annual review of handbooks and codes of conduct * Dissemination of procedures to relevant staff * Updated handbooks and evidence of dissemination to the school community | | |
| **Description of Internal Monitoring Procedures:**  To ensure full and sustained compliance the Superintendent will disseminate the procedures for annual review of handbooks and codes of conduct to the Central Office Leadership Team (COLT) and building leaders during the month of January of each school year. By April of each school year the Superintendent and Central Office Leadership Team (COLT) will review all draft handbooks and codes of conduct to ensure they include all required elements prior to submitting final drafts to the School Committee for approval.  When there are updates, the district will notify the school community. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 02/03/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By April 14, 2025, the district will provide the draft student handbooks and codes of conduct, for review by the Department, that include required content outlined in the finding.  By September 8, 2025, subsequent to Department review, the district will submit the links to the updated student handbooks and codes of conduct on each school level’s website that include required content. Also, the district will submit evidence of dissemination to the school community. | | |
| **Progress Report Due Dates:**  04/14/2025  09/08/2025 | | |

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| **Criterion & Topic:**  CR 10C Student Discipline | | **Rating:**  Partially Implemented |
| **Department Findings:**  Please see CR 10A for concerns with the district's disciplinary procedures specific to 603 CMR 53.10. | | |
| **Description of Corrective Action:**  Following a root cause analysis, it was determined that the review process for policies and procedures did not ensure the inclusion of all required elements on these documents. Specifically, the reviews did not address changes in requirements related to due process for disciplinary actions found in 603 CMR 53.00 [Student Discipline], as well as required elements of due process related to students with disabilities.  To correct this, the district will revise their review protocols of policies and procedures, disseminate these revisions to relevant staff members on the revised procedures, and submit compliant policies and procedures to the Department. Upon approval from the Department, the Superintendent will submit revised policies to the school committee for approval. | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent of Schools, Brian Reagan | | **Expected Date of Completion:**  06/30/2025 |
| **Evidence of Completion of the Corrective Action:**   * Approved /updated student disciplinary policy * School Committee agenda and meeting minutes * Revised procedures to ensure due process * The link to the handbook posted on the district website | | |
| **Description of Internal Monitoring Procedures:**  Annually, the Superintendent, the Central Office Leadership Team (COLT), school principals will review and update the district’s student discipline policy and procedures to be consistent with regulations and distribute updates via School Committee policies and student handbooks. For any updates, the district will train staff and notify the school community. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 02/03/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By April 14, 2025, the district will submit the draft disciplinary procedures for review by the Department that include 603 CMR 53.10. See CR 10A.  By September 8, 2025, subsequent to Department review, the district will submit minutes from the School Committee meeting demonstrating approval of the updated disciplinary procedures.  By September 8, 2025, the district will submit training materials, agendas and attendance sheets to demonstrate that staff are trained on the updated procedures. | | |
| **Progress Report Due Dates:**  04/14/2025  09/08/2025 | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **Rating:**  Not Implemented |
| **Department Findings:**  Document review and interviews indicated that the district does not evaluate all aspects of its K-12 programs annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English-speaking ability, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities. | | |
| **Description of Corrective Action:**  Following a root cause analysis, it was determined that the Hudson Public School district administration team did not have a yearly procedure to evaluate all aspects of its K-12 programs to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English-speaking ability, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.  To correct this, the district will enlist training from DESE on conducting institutional self-evaluation. We will utilize the current EAG team that will prepare and share appropriate and relevant data, determine root causes, and develop and implement an action plan while monitoring progress; dates to be determined. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Brian Reagan, Superintendent of Schools | | **Expected Date of Completion:**  12/30/2025 |
| **Evidence of Completion of the Corrective Action:**   * Procedures for annual self-evaluation * Training agendas, attendance sheets, and materials * Self-evaluation summary * Submission of documents showing a review of all aspects of the K-12 program has been conducted | | |
| **Description of Internal Monitoring Procedures:**  Following DESE training, the district will develop an action plan, and a progress monitoring plan will be put into place for annual review by the district leadership team. All administrators will receive training in conducting the self-evaluation and will follow through with progress monitoring on a yearly basis. Relevant data will be monitored quarterly by the building-based leadership teams, along with stakeholder input from all school buildings. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 02/03/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By June 6, 2025, district and building-based leadership will participate in training provided by the Department specific to conducting an annual institutional self-evaluation. The training will address assembling an appropriate team, data review, actionable root-cause analysis and prioritization, action planning, and progress monitoring.  By September 8, 2025, the district will submit the procedures and tools developed to ensure that an institutional self-evaluation occurs annually. The district will assemble an appropriate data team to analyze relevant student data. The team will also obtain stakeholder input on student access by surveying athletic directors, teachers, parents, and students. The team will use this information to identify any gaps or discrepancies in access.  By October 31, 2025, the district will submit a summary of the institutional self-evaluation that includes the root cause analysis and prioritization, action plan, and a progress monitoring plan. | | |
| **Progress Report Due Dates:**  06/06/2025  09/08/2025  10/31/2025 | | |