

CPR Program Review Findings for 2016-2017

Program Area: Civil Rights

Coordinated Program Review

- Conducted every six years by the Department of Elementary and Secondary Education (DESE) Program Quality Assurance Services
- Covers Civil Rights, English Language Education, & Special Education
- Combination of self-assessment and internal record review (Jan – May 2016) and on-site visit (Nov 2016)
- Self-assessment includes review of policies and procedures for 57 criteria
- Internal record review of 30 student records based on DESE selection criteria
- Onsite visit includes additional record review, site inspections/observations, staff interview (gen ed, special ed, admin, TAs,) and parent survey & interviews

CPR Report Timeline

A draft report was released in April 2017 in which the District had 10 days to respond to the findings

In June 2017 a final report was released publicly and the District had 20 days to create a Corrective Action Plan (CAP) and submit to the DESE for approval

At the beginning of July 2017 the CAP was approved by the DESE
Mandatory One-Year Compliance Date is issued for June 5, 2018

Progress reporting periods occur Nov 1, 2017 & March 12, 2018



CPR Findings

Commendable: Any requirement or aspect of a requirement implemented in an exemplary manner significantly beyond the requirements of law or regulation.

Implemented: The requirement is substantially met in all important aspects.

Implementation in Progress: This rating is used for criteria containing new or updated legal requirements and means that the district has implemented any old requirements contained in the criterion and is training staff or beginning to implement the new requirements in such a way that the onsite team anticipates that the new requirements will be implemented by the end of the school year.

Partially Implemented: The requirement, in one or several important aspects, is not entirely met.

Not Implemented: The requirement is totally or substantially not met.

Not Applicable: The requirement does not apply to the school district.



APS Findings

CR 7: Information to be translated into languages other than English

CR 10A: Student handbooks and codes of conduct

CR 10B: Bullying Intervention and Prevention

CR 10C: Student Discipline

CR 12A: Annual and continuous notification concerning nondiscrimination and coordinators

CR 16: Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion

CR 17A: Use of physical restraint on any student enrolled in a publicly-funded education program

CR 24: Curriculum review

CR 25: Institutional self-evaluation



CR 7: Information to be translated into languages other than English

CPR rating: Partially Implemented

Department CPR Findings: A review of documents and staff interviews indicated that the district does not consistently translate important information and documents, such as handbooks and codes of conduct, into its major languages of Chinese, Spanish, and Japanese. The district website has an online translation option, but the translator is not functional for linked documents such as the student handbook, code of conduct, or Bullying Prevention and Intervention Plan. Interviews indicated that although the district will provide translations and oral interpretation upon parent request, notices for requesting translations are provided only in English.

Description of Corrective Action: A misunderstanding of how the technology would work to automatically translate the documents. The documents have already been translated into Chinese, Japanese, and Spanish. The District will place hot links to translated documents on the website. Will put request to translate documents in those three languages. Staff will include request to translate in their email signature.

Evidence of Completion

Evidence of Completion of the Corrective Action: Share links with the Department. Selected notices to parents indicate the availability of translation in the major three languages (Chinese, Japanese, & Spanish)



CR 10A: Student Handbooks and Codes of Conduct

CPR Rating: Partially Implemented

Department CPR Findings: A review of student handbooks indicated that the schools' non-discrimination policy affirming non-tolerance for harassment does not address sex or gender identity as protected categories, and the elementary schools' code of conduct does not include sex as a protected category.

Description of Corrective Action: Although handbooks/code of conduct were updated, some protected categories were over-looked. The handbooks and associated codes of conduct will be updated to include the missing categories.

Evidence of Completion of the Corrective Action: Links to the updated handbooks/code of conduct will be forwarded to the department.




CR 10B: Bullying Intervention and Prevention

CPR Rating: Partially Implemented

Department CPR Findings: A review of documents indicated that the District's Bullying Prevention and Intervention Plan states that staff hired after the start of the school year will be provided training on the District's Plan only if they cannot document participation in a comparable program within the last two years. In addition, the middle school handbook does not include staff as possible aggressors in its definition of bullying.

Description of Corrective Action: Bullying plan will be updated to reflect the change that all new staff will be trained for Fall 2017. Online Google classroom training module on bullying plan will be created by October 15, 2017 for teachers hired after October 15 (prior to that date there will be small group training for all new teachers hired prior to October 15, 2017. In addition, middle school handbook will be updated to include staff as possible aggressors in its definition of bullying by September 20, 2017.



Evidence of completion

Evidence of Completion of the Corrective Action: Link to updated Bullying Prevention and Intervention Plan sent to DESE. Copy of Google classroom training module for staff hired after beginning of the year sent to DESE. Link updated middle school handbook sent to DESE.



CR 10C: Student Discipline

CPR Rating: Partially Implemented

Department CPR Findings: A review of documents and staff interviews indicated that although the district provides educational services to students suspended for more than ten days in a school year either consecutively or cumulatively, the School-wide Education Service Plan is not included in the discipline policy. In addition, the District has not developed a system for periodic review of discipline data by principals to assess the extent of suspensions and removals or the impact of such disciplinary action on selected student populations.

Description of Corrective Action: Update the District's handbooks to include the School-wide Education Service plan in the sections regarding discipline policy September 30, 2017. Update handbooks to include the documentation of the annual review process currently in place to assess the extent of suspensions and removals or the impact of such disciplinary action on selected student population by September 30, 2017. Documentation of the presentation of this data to school committee in public meeting on the district by website by September 30, 2017. Data to be examine will come from the SSDR report to the DESE and the data collected for the federal CRDC report.

Evidence of Completion

Evidence of Completion of the Corrective Action: Link will be provided to the handbooks to show inclusion of School-wide Education Service plan in the sections regarding discipline. Documentation of the presentation of the data to school committee on District website.



CR 12A Annual and continuous notification concerning nondiscrimination and coordinators

CPR Rating: Partially Implemented

Department CPR Findings: A review of documents and the District's website indicated that the District's annual and continuous notification concerning nondiscrimination and coordinators does not include the office address(es) and phone number(s) of the person(s) designated to coordinate compliance under Title IX and Section 504.

Description of Corrective Action: Documents which discuss compliance under Title IX and Section 504 and portions of District website which deal with these two regulations will be updated to include the office addresses and phone numbers of those designated in each building and across the district to ensure compliance.

Evidence of Completion of the Corrective Action: Copies of documents and links will be added to the appropriate sections of the District website.



CR 16: Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion

CPR Rating: Partially Implemented

Department CPR Findings: A review of documents and staff interviews indicated that the district has developed a notice to students 16 and over and their parents which is sent within five days of the student's tenth consecutive absence; however, the notice does not offer at least two (2) dates and times for an exit interview to discuss reasons why the student is permanently leaving school and does not state that the exit interview may be extended at the request of the parent/guardian for up to 14 days. In addition, document review indicated that the district has not developed a process to provide annual written notice to former students who have left school, not enrolled elsewhere and not earned their diploma, to inform them of the availability of publicly funded post-high school academic support programs and to encourage them to participate in those programs.

Description of Corrective Action: Assistant principal will modify 10th consecutive absence letter to include offering of at least two dates and times for exit interview and that there may be an extension of the exit interview for up to 14 days by parental request by 09/01/17. Assistant principal will develop letter to be sent annually to all former students who have left school, not enrolled elsewhere and not earned their diploma, to inform them of availability of publicly funded post-high school academic support programs and to encourage them to participate in those programs by September 1, 2017. Letters will be sent out to all former students who are part of this group by December 15, 2017.

Evidence of completion

Evidence of Completion of the Corrective Action: Link to sample 10 day letter as appendix to high school handbook. Sample of letter to former students provided to DESE. List of students who received letter to DESE.



CR 17A: Use of physical restraint on any student enrolled in a publicly-funded education program

CPR Rating: Partially Implemented

Department CPR Findings: A review of documents and staff interviews indicated that although the District has written restraint prevention and behavior support policy and procedures consistent with regulations under 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention and provides annual staff training within the first month of each school year, the training does not include de-escalation strategies and alternatives to restraint.

Description of Corrective Action: Annual training that happens within the first month of school will be expanded to include de-escalation strategies and alternatives to restraint will be designed by September 1, 2017 and will be delivered to all staff by September 30, 2017.

Evidence of Completion of the Corrective Action: Sign-in sheets, copies of slides to be used in training.



CR 24: Curriculum Review

CPR Rating: Partially Implemented

Department CPR Findings: A review of documents and staff interviews indicated that the district does not ensure that individual teachers review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation; and that appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such materials.

Description of Corrective Action: Each curriculum director will present to the assistant superintendent a plan to assure for regular review of materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation; and that appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such materials by November 20, 2017. These plans will include training for teachers on how they should review any materials that are unique to their classroom in the same manner. Review cycles will be completed for the initial reviews by June 5, 2018.

Evidence of completion

Evidence of Completion of the Corrective Action: Plans for the review cycles and teacher training to DESE. Reports from review cycles to the DESE.




CR 25: Institutional self-evaluation

CPR Rating: Partially Implemented

Department CPR Findings: A review of documents 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: Assistant superintendent will develop calendar for review of each program of the district to 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 by February of 2018. Initial reviews will be completed by June 5, 2018.



Evidence of completion

Evidence of Completion of the Corrective Action: Calendar of reviews and outline of protocols for review to DESE. Reports from initial reviews.



Questions

