

CPR Program Review Update

Program Area: Civil Rights

CR7: Information to be translated into languages other than English

Description of Corrective Action: There is 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: Links have been created for each one of the translated handbooks: (Both links have been shared with DESE)

http://www.arlington.k12.ma.us/eforms/parent_forms/

<http://www.arlington.k12.ma.us/translations/>



CR10A: Student Handbooks and Codes of Conduct

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

Evidence of completion: Links have been created for the updated handbooks: (The link has been shared with DESE)

<http://www.arlington.k12.ma.us/home/default.asp#>



CR 10B: Bullying Intervention and Prevention

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: Link to classroom training module and updated handbooks: (Both have been sent to DESE)

Online Google classroom training module:

<https://docs.google.com/a/arlington.k12.ma.us/viewer?a=v&pid=sites&srcid=YXJsaW5ndG9uLmsxMi5tYS51c3xjaGVzc29uLXMTY2hhbWJlcnxneDozODdiM2M3OTcwZDRmNDgy>

Handbooks: <http://www.arlington.k12.ma.us/home/default.asp#>

CR 10C: Student Discipline

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: An annual discipline report was given during the December 7 School Committee Meeting. In addition, principals will be given a monthly discipline report beginning Jan 1, 2018. The suspension letter outlining the educational service options to students who have been suspended more than 10 consecutive days has been updated and sent to DESE.



CR12A: Annual and continuous notification concerning nondiscrimination and coordinators

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: Link to updated page with email addresses for 504 coordinators and Title IX Liaison (Both links have been shared with DESE)

504 Coordinators: <http://www.arlington.k12.ma.us/administration/section504/>

Title IX Liaison: <http://www.arlington.k12.ma.us/administration/staffdirectory.asp>



CR16: Notice to students 16 or over leaving school without a high school diploma, certificate or attainment, or certificate of completion

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: Letter has been created and sent out to former students who are part of this group. (The letter has been shared with DESE.)



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

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: The powerpoint for the training and sign-in sheets have been sent to DESE



CR24: Curriculum Review

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.

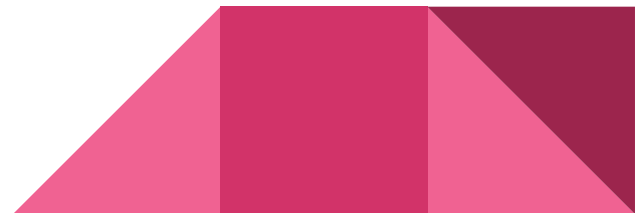
Evidence of Completion: Rubrics and criteria for analyzing curriculum have been given to curriculum leaders and department heads. (The rubrics and criteria have been shared with DESE)



CR25: Institutional Self-evaluation

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: A survey for self-evaluation will be given on January 8, 2018. The data from this survey will be analyzed by district leadership to identify areas that need attention. (The survey has been shared with DESE)



Questions