

FLLAC

EDUCATIONAL COLLABORATIVE

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To all FLLAC Stakeholders,

During the week of November 2, 2015 the Massachusetts Department of Elementary and Secondary Education conducted a scheduled Coordinated Program Review (CPR) of the FLLAC Collaborative. Coordinated Program Reviews are done for collaboratives across the state once every six years. The Department issued the final report on the FLLAC Collaborative on April 7, 2016 and accepted our Corrective Action Plan (CAP) on July 1, 2016. The Corrective Action Plan requires that FLLAC notify parents, district school committees, our Board of Directors and our member district Special Education Administrators of the findings of the CPR and the steps we are taking to address the findings. The majority of the findings cited FLLAC for not including specific language or legal citations in our policies and handbooks or for failing to obtain signatures on student Individual Educational Plans in a timely manner. The findings of the CPR and the steps we are taking to correct them are listed below and cite the pertinent regulations.

SE 13, Progress Reports: Some progress reports were written on goals for IEPs that were not signed by parents.

SE 22, Signed IEPs: Not all students have signed, current IEP in effect.

FLLAC Corrective Action: FLLAC will implement a procedure to obtain current signatures on all student IEPs.

SE 41, Age Span Requirements: Classrooms in two FLLAC programs included students whose age differs by more than 48 months without the approval of DESE.

FLLAC Corrective Action: FLLAC will implement a system to monitor all classrooms schedules to ensure that no students attend classes with students whose age differs more than 48 months or obtain waivers from the Department of Elementary and Secondary Education.

SE 46, Procedures for Suspension: The suspension procedures in one FLLAC program handbooks did not include the rights of any party to request a hearing.

FLLAC Corrective Action: The suspension procedures in the program handbooks will be updated to include the right of any party to request a hearing.

SE 51, Appropriate special education teacher licensure: One teacher at the Caldwell Elementary program and two teachers in the ASD/DD program were not appropriately licensed.

FLLAC Corrective Action: Both teachers in the ASD/DD Program are now appropriately licensed and the teacher at the Caldwell Elementary program has been reassigned to a class for which she is appropriately

licensed. FLLAC will implement a procedure to review all newly hired teachers to ensure that they are appropriately licensed.

CR10A, Student Handbooks and Codes of Conduct: Reviews of documents found that codes of conduct in program handbooks do not contain all required elements.

- Caldwell Alternative Schools non-discrimination statement did not include gender identity as a protected class and did not include procedures for discipline for students on section 504 accommodation plans.
- Caldwell Elementary Programs non-discrimination statement does not include gender identity as a protected class and does not describe procedures for accepting, investigating and resolving complaints and does not contain a policy for students with 504 accommodation plans.
- The ASD/DD Programs non-discrimination statement does not include gender identity as a protected class and does not describe procedures for accepting, investigating and resolving complaints and does not contain a policy for students with 504 accommodation plans.

FLLAC Corrective Action: FLLAC will update all handbooks to contain all required elements.

CR10B, Bullying Intervention Plan: The Bullying and Intervention Plan in the ASD/DD Program Handbook does not make it clear that a member of the school staff may be an aggressor or perpetrator and does not include protections for students who are bullied by a staff person. The Bullying and Intervention plan on the FLLAC website has not been updated to include that school staff may be the aggressor or perpetrator.

FLLAC Corrective Action: FLLAC will update the bullying and Intervention Plan in the ASD/DD Program Handbook and to the FLLAC website to make it clear that a member of the school staff may be an aggressor or perpetrator and to include all protections for students who are bullied by a staff person.

CR17A: Physical Restraint: The Collaborative meets all current requirements with regards to physical restraint. The collaborative has begun developing written restraint prevention and behavior support policy and procedures consistent with the new regulations under 603 CMR 46.00 which went into effect on January 1, 2016. A staff training has been held regarding regulation changes.

Public Day Programs, 5.2a: Not all student records contain a written contract with the sending district.

FLLAC Corrective Action: FLLAC will implement a procedure to ensure that all student records contain a written contract with the sending district.

Public Day Programs, 8.5: There is not documented evidence of efforts or steps taken to obtain signed IEPs. The collaborative does not consistently maintain documentation showing efforts to obtain signed IEPs from the district.

FLLAC Corrective Action: FLLAC will implement a procedure to ensure that all efforts to obtain signed IEPs from sending districts are documented.

Public Day Programs, 8.8: Copies of Progress Reports maintained in student records do not always include documentation of all persons or agencies receiving such reports.

FLLAC Corrective Action: FLLAC will implement a procedure to ensure that documentation of all persons or agencies to whom progress reports are sent is maintained.

Public Day Programs, 9.1a: Student separation. The handbook at the Caldwell Elementary Program does not contain all of the required elements. The policy does not include persons responsible for implementing procedures, the duration of the procedure, including procedures for approval of the chief administrative person and/or his designee for any period longer than 30 minutes.

FLLAC Corrective Action: The Handbook for the Caldwell Elementary Program will be updated to include all required elements.

Public Day Programs, 15.5: Parent Consent and required notification. Not all student records at the Caldwell Alternative School contained a signed consent for emergency medical treatment obtained annually.

FLLAC Corrective Action: FLLAC will implement a procedure to ensure that all student records at the Caldwell Alternative Program contain signed consent for emergency medical treatment obtained annually.

FLLAC will take steps to train all appropriate staff in new procedures and policies and will document all trainings and maintain sign in sheets. All appropriate stakeholders will be notified of changes/updates to procedures and policies.

FLLAC takes great pride in the work we do with children and will take all required steps to make sure that all FLLAC policies and procedures meet state requirements and that all staff are appropriately trained and licensed to teach the children we serve.