

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
COORDINATED PROGRAM REVIEW**

**Charter School or District: Four Rivers Public Charter School  
Corrective Action Plan Forms**

**Program Area: Civil Rights  
Prepared by: Peter Garbus, Principal**

CAP Form will expand to as many lines as necessary. Before completing and emailing to pqacap@doe.mass.edu, please see separate *Instructions for Completing Corrective Action Plans*.

*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 Coordinated Program Review Final Report to the school or district.*

**Mandatory One-Year Compliance Date: April 28, 2012**

<b>COORDINATED PROGRAM REVIEW CORRECTIVE ACTION PLAN (To be completed by school district/charter school)</b>	
<b>Criterion &amp; Topic:</b> CR 3 Access to a full range of educational programs	<b>Rating:</b> Partially Implemented
<b>Department CPR Finding:</b> See ELE 11 (Document review and interviews indicate that the one ELL student is not receiving adequate levels of ESL instruction and that content area teachers are not trained in how to shelter content, affecting the student's ability to access the full range of academic opportunities.)	
<b>Narrative Description of Corrective Action:</b> In addressing ELE 5, the CAP calls for changes in the level of ESL instruction as well as training teachers in SCI. The actions described will ensure equal access to the full range of academic opportunities.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Andy Stenson, Academic Support Director	<b>Expected Date of Completion for Each Corrective Action Activity:</b> August 1, 2011
<b>Evidence of Completion of the Corrective Action:</b> Individual student schedules for ELL(s). SCI Professional Development Plan.	
<b>Description of Internal Monitoring Procedures:</b> As described in ELE 5.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION (To be completed by the Department of Elementary and Secondary Education)</b>	
<b>Criterion:</b> CR 3 Access to a full range of educational programs	<b>Status of Corrective Action:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	

<b>Progress Report Due Date(s):</b>
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<b>COORDINATED PROGRAM REVIEW</b> <b>CORRECTIVE ACTION PLAN</b> <b>(To be completed by school district/charter school)</b>
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<b>Criterion &amp; Topic:</b> CR 10A Student handbooks and codes of conduct	<b>Rating:</b> Partially Implemented
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**Department CPR Finding:** The district's handbook and code of conduct did not include appropriate procedures for the discipline of students with special needs and students with Section 504 Accommodation Plans.

**Narrative Description of Corrective Action:** The school will work with DESE and school counsel to determine what procedures are incorrect or missing and will revise the handbook and code of conduct to include all appropriate procedures for the discipline of students with special needs and students with Section 504 Accommodation Plans.

<b>Title/Role of Person(s) Responsible for Implementation:</b> Matt Leaf, Dean of Students	<b>Expected Date of Completion for Each Corrective Action Activity:</b> August 1, 2011
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**Evidence of Completion of the Corrective Action:** A corrected handbook and code of conduct.

**Description of Internal Monitoring Procedures:** Verification by the Principal.

<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b> <b>(To be completed by the Department of Elementary and Secondary Education)</b>
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<b>Criterion:</b> CR 10A Student handbooks and codes of conduct	<b>Status of Corrective Action:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
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**Basis for Partial Approval or Disapproval:**

**Department Order of Corrective Action:**

**Required Elements of Progress Report(s):**

**Progress Report Due Date(s):**

<b>COORDINATED PROGRAM REVIEW</b> <b>CORRECTIVE ACTION PLAN</b> <b>(To be completed by school district/charter school)</b>
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<b>Criterion &amp; Topic:</b> CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion	<b>Rating:</b> Partially Implemented
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<p><b>Department CPR Finding:</b> <i>The written notices that the charter school provides for students who have fifteen consecutive unexcused absences, and for former students who have not yet earned their competency determination and who have not transferred to another school, do not meet all the requirements.</i></p> <p><i>The notice regarding absences goes out after the student is in the process of withdrawing, rather than after 15 consecutive absences. The letter does not state that the parent or guardian may meet with a representative within 10 days from the date the notice is sent, or that the district may agree to extend the time of the meeting for up to 14 days, at the request of the parent or guardian. The letter does not state that at the meeting participants will discuss the reasons that the student is leaving school and alternate educational or other placements.</i></p> <p><i>The notice to students who have left school without earning a competency determination does not inform them of the availability of publicly funded post-high school academic support programs or encourage them to participate in those programs.</i></p>	
<p><b>Narrative Description of Corrective Action:</b> The school will issue a notice after 15 consecutive absences for students and former students who have not yet earned their competency determination and transferred to another school. It will also state that the parent or guardian may meet with a representative with 10 days from the date the notice is sent. The letter will also state that meeting participants will discuss the reasons that the student is leaving school and alternate educational placements.</p> <p>The notice to students who have left school without earning a competency determination will inform them of the availability of publicly funded post-high school academic support programs or encourage them to participate in those programs.</p>	
<p><b>Title/Role of Person(s) Responsible for Implementation:</b> Leslie Taylor, Administrative Coordinator</p>	<p><b>Expected Date of Completion for Each Corrective Action Activity:</b> August 1, 2011</p>
<p><b>Evidence of Completion of the Corrective Action:</b> Corrected letter template in the files.</p>	
<p><b>Description of Internal Monitoring Procedures:</b> Verification by the Principal.</p>	
<p><b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b> (To be completed by the Department of Elementary and Secondary Education)</p>	
<p><b>Criterion:</b> CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion</p>	<p><b>Status of Corrective Action:</b>  <input type="checkbox"/> Approved    <input type="checkbox"/> Partially Approved    <input type="checkbox"/> Disapproved</p>
<p><b>Basis for Partial Approval or Disapproval:</b></p>	
<p><b>Department Order of Corrective Action:</b></p>	
<p><b>Required Elements of Progress Report(s):</b></p>	
<p><b>Progress Report Due Date(s):</b></p>	