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| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION****Program Quality Assurance Services** |

##### COORDINATED PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: Beverly

CPR Onsite Year: 2014-2015

Program Area: Special Education

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 dated 04/28/2015.

**Mandatory One-Year Compliance Date:** **04/28/2016**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 2 | Required and optional assessments | Partially Implemented |
| SE 7 | Transfer of parental rights at age of majority and student participation and consent at the age of majority | Partially Implemented |
| CR 7A | School year schedules | Partially Implemented |
| CR 7B | Structured learning time | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 16 | Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | Partially Implemented |

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| COORDINATED PROGRAM REVIEW**CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:** SE 2 Required and optional assessments | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of student records and interviews demonstrated that required observations of preschoolers in their natural environment or early intervention program are not completed for students referred for eligibility at age three. |
| **Description of Corrective Action:** By July 10, 2015, the district will submit evidence of staff training of this SE Criterion and district process/procedure for implementation. Evidence will include agenda and department created observation form. By November 1, 2015, the district will review initial pre-K evaluations for compliance and submit progress report. |
| **Title/Role(s) of Responsible Persons:**Valerie Wilson,Early Childhood Team Chairperson | **Expected Date of Completion:**07/10/2015 |
| **Evidence of Completion of the Corrective Action:**For Progress Report 1 (July 10, 2015) the following evidence will be submitted: agenda demonstrating staff training, revised form, procedures. For Progress Report 2 (November 1, 2015) the results of the internal record review will be submitted. |
| **Description of Internal Monitoring Procedures:** Sample files will be reviewed by Administrator of Special Education and PPS and Early Childhood Team Chairperson on a quarterly basis. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 2 Required and optional assessments | **Corrective Action Plan Status:** Approved **Status Date:** 05/26/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By July 10, 2015, submit revised procedures and evidence of staff training (agenda, signed attendance sheets) on the required evaluations for preschoolers referred for evaluation that include observations of preschoolers in their natural environment or early intervention (EI) program. By November 13, 2015, following implementation of all corrective actions, conduct an internal review of preschoolers referred evaluation. Report the number of records reviewed and the number that contained observation reports of preschoolers in their natural environment or EI program. If non-compliance is identified, report the specific actions taken to correct each individual student file. Identify and report the root cause(s) of the ongoing non-compliance and a plan to remedy it. \*Please note that when monitoring the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the record review; b) Date of the review; c) Name of person(s) who conducted the review, their roles(s), and their signature(s). |
| **Progress Report Due Date(s):** 07/10/201511/13/2015  |

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| COORDINATED PROGRAM REVIEW**CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:** SE 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of student records indicated that while parents and students are notified of the transfer of educational decision-making rights at least one year prior to the student reaching age 18, the district does not obtain consent from students to continue their special education program immediately following their 18th birthday. Interviews verified that the district waits until the student's annual review to obtain consent, which can be months after the student has turned 18. |
| **Description of Corrective Action:** Documentation of corrected files (2) will be submitted by July 10, 2015 with CAP. Documentation to include IEP signature page (IEP8) and placement page (PL-1). |
| **Title/Role(s) of Responsible Persons:**Theresa Fitzpatrick,High School Team Chairperson | **Expected Date of Completion:**07/10/2015 |
| **Evidence of Completion of the Corrective Action:**Signed IEP and placement page will be submitted with student record worksheet by Progress Report 1 (July 10, 2015). Further documentation to be included: staff training and revised transfer of student rights procedures. Progress Report 2 (November 1, 2015) will include review of student records for compliance. |
| **Description of Internal Monitoring Procedures:** Quarterly internal review of transfer of rights requirement will be conducted by the High School Team Chairperson and Administrator of Special Education and PPS. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority | **Corrective Action Plan Status:** Approved **Status Date:** 05/26/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** BPS submitted IEPs signed by students satisfying all corrections identified on the CPR Student Record Worksheet. By July 10, 2015, submit revised procedures and staff training (agenda, signed attendance sheets, training materials) to ensure that staff obtain consent from students to continue their special education program immediately following their 18th birthday. By November 13, 2015, following implementation of all corrective actions conduct an internal review of records of students who turned 18. Report the number of records reviewed and the number that contained consent from students to continue in their special education program. If non-compliance is identified, report the specific actions taken to correct each individual student file. Identify and report the root cause(s) of the ongoing non-compliance and a plan to remedy it. \*Please note that when monitoring the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the record review; b) Date of the review; c) Name of person(s) who conducted the review, their roles(s), and their signature(s). |
| **Progress Report Due Date(s):** 07/10/201511/13/2015 |

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| COORDINATED PROGRAM REVIEW**CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:** CR 7A School year schedules | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents and interviews demonstrated that Beverly High School and Briscoe Middle School are in operation 179 days, rather than at least 180 days a year, because of one day of freshman and 6th grade orientation respectively. |
| **Description of Corrective Action:** Documentation submitted with CAP: Statement of assurance from principals and superintendent that MS & HS calendars have been adjusted to include that all students are in school 180 days. Also included is a description on how the district remedied this. |
| **Title/Role(s) of Responsible Persons:**Principal - Middle and High School | **Expected Date of Completion:**07/01/2015 |
| **Evidence of Completion of the Corrective Action:**2016 SY calendar, a description of how it was remedied, statements of assurance. |
| **Description of Internal Monitoring Procedures:** Will review school schedules annual every spring. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 7A School year schedules | **Corrective Action Plan Status:** Approved **Status Date:** 05/26/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By July 10, 2015, the district will submit: a description of how it will remedy the middle and high school schedules to ensure that all students are in school 180 days, a copy of the 2016 SY calendar, and administrative statements of assurance (MS & HS principals, superintendent) that the district will be in full compliance at the start of the 2016 School Year. |
| **Progress Report Due Date(s):** 07/10/2015 |

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| COORDINATED PROGRAM REVIEW**CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:** CR 7B Structured learning time | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents and interviews confirmed that students at the high school do not take physical education (PE) every year as required. Documents demonstrated that students must complete five (5) credit hours of PE during their four years of high school, which many students complete in less than four years. |
| **Description of Corrective Action:** PE/Wellness will be reviewed by High School Principal, PE Department Head and staff. Scheduling adjustments will be identified and implemented to ensure students receive PE/Wellness annually (completing 5 credit hours of PE/Wellness throughout the four years of high school). Description of the plan will be included. |
| **Title/Role(s) of Responsible Persons:**Principal - Middle and High School | **Expected Date of Completion:**07/10/2015 |
| **Evidence of Completion of the Corrective Action:**Program of studies, statement of assurance from principals will reflect it as a requirement. |
| **Description of Internal Monitoring Procedures:** Principals and administration will review structured learning time annually in the spring of each school year for the following year. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 7B Structured learning time | **Corrective Action Plan Status:** Approved **Status Date:** 05/26/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By July 10, 2015, the middle and high schools will submit: A description of how the district remedied the non- compliance, revised courses of study(s) informing parents and students of the annual PE requirement, and statements of assurance from principals that their schools will be in full compliance with structured learning time requirements at start of the 2015-2016 school year. |
| **Progress Report Due Date(s):** 07/10/2015 |

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| **Criterion & Topic:** CR 10A Student handbooks and codes of conduct | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents and interviews demonstrated that the district does not have a code of conduct for teachers. |
| **Description of Corrective Action:** The district administration will publish a code of conduct for teachers that will be approved by school committee. The document will be reviewed and disseminated by building principals at a staff meeting in the fall. |
| **Title/Role(s) of Responsible Persons:**Principals | **Expected Date of Completion:**11/01/2015 |
| **Evidence of Completion of the Corrective Action:**Agendas from meetings, completed document. |
| **Description of Internal Monitoring Procedures:** The document will be reviewed annually and presented to staff annually. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved **Status Date:** 05/26/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By November 13, 2015, the district will submit a teacher code of conduct and agendas from each school documenting that staff have been informed and have received the required document. |
| **Progress Report Due Date(s):** 11/13/2015 |

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| COORDINATED PROGRAM REVIEW**CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:** 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:** Document review demonstrated while the district sends a written notice to parents of students 16 or over within 10 days of the student's 15th consecutive day of unexcused absence to discuss the reasons that the student is leaving school, this notice is not sent to the student and does not allow for an extension of time for the meeting of not longer than fourteen days at the request of the parent/guardian. |
| **Description of Corrective Action:** Revised letters are submitted with the CAP - training will be give to Asst. Principal and Wing secretaries. |
| **Title/Role(s) of Responsible Persons:**Title VI and Title IX Coordinator | **Expected Date of Completion:**05/19/2015 |
| **Evidence of Completion of the Corrective Action:**revised letters |
| **Description of Internal Monitoring Procedures:** submitted |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | **Corrective Action Plan Status:** Approved **Status Date:** 05/26/2015 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** The district submitted revised letters that have been reviewed and approved by the Department. These letters contain all current information required under the recently amended M.G.L. c. 76 Sec. 8 effective July 1, 2014. By July 10, 2015, the district will submit documentation (agendas, signed attendance sheets) that Assistant principals and secretaries responsible for the mailing of these letters have been trained on the written requirements of Notice to students 16 or over leaving school. |
| **Progress Report Due Date(s):** 07/10/2015 |

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

Charter School or District: Beverly Public School District

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Beverly Public Schools/Suzanne Charochak

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: June 15, 2016**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| **Criterion & Topic:** ELE 5  | **Rating:** Partially Implemented |
| **Department CPR Finding:** *A review of the documentation submitted by the district indicated that there is no consistency in the level of ESL instruction ELLs receive at the same proficiency levels. For instance, some of the students at the proficiency levels 1 and 2 receive as low as 60 minutes of daily ESL instruction while those at higher proficiency levels are provided 150 minutes. Therefore, the district* *does not provide equal access to all ELLs in regards to ESL services by not providing the same learning opportunities to the students with the similar English proficiency levels.* |
| **Narrative Description of Corrective Action:** The ELL Committee will revise the schedule for the coming year to provide the same learning opportunities to the students with similar English proficiency levels. The ELL Committee met on Friday, June 19th to review the provision of learning opportunities and our compliance with this indicator. Performance levels of all students were identified and the committee reviewed the recommended minimum hours of ESL instruction from the Transitional Guidance document. For the 2015-2016 school year, all students in Level I (Entering) and Level 2 (Emerging) will be scheduled for 2.5 hours per day of direct ESL instruction, delivered by a licensed ESL instructor. Students will be placed when available, with an SEI Endorsed content teacher. Additionally, Beverly continues to implement our SEI PD plan for all eligible staff. These procedures will be included in our new version of our ELL Manual of Procedures (completed by Aug. 30, 2015). These procedures will be shared with all administrators during our August Leadership meeting and Administrators will share these with their staff in staff training in September 2015. Student schedules will reflect this service delivery and will be monitored by the ELL Committee at our quarterly meetings.  |
| **Title/Role of Person(s) Responsible for Implementation:** Assistant Superintendent – Director of ELL | **Expected Date of Completion for Each Corrective Action Activity:** October 15, 2015 |
| **Evidence of Completion of the Corrective Action:** An agenda from the June 19, 2015 meeting will document the review of procedures and service delivery for Level 1 and 2 students. Agendas and attendance sheets from the Leadership and Staff Training meeting will document the dissemination of the information system wide. Student schedules will reflect the consistent delivery of ELL services to Level 1 and 2 students for the 2015-2016 school year. Copies of sample schedules will be provided for 2015-2016.  |
| **Description of Internal Monitoring Procedures:** The ELL committee will meet quarterly to review student progress, programming and current topics pertaining to our ELL program. Each agenda will begin with a review of service delivery to address any challenges in providing consistent service levels for Level 1 and 2 students. Within each building, the ELL teachers will review schedules monthly.  |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 5 | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** N/A |
| **Department Order of Corrective Action:** N/A |
| **Required Elements of Progress Report(s):** 1- Please complete district information in the attached ELL Student Data form by school for each ELL student in the district. 2- Provide a copy of the 2015-16 ESL teacher schedules for all grade levels district wide.All schedules should include the following for each block of time: * + Names of the ELL students
	+ Grade level for each student;
	+ English proficiency level for each student
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| **Progress Report Due Date(s): October 30, 2015** |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| **Criterion & Topic:** ELE 6 **Program Exit and Readiness** | **Rating: Partially Implemented** |
| **Department CPR Finding:** *A review of the documentation submitted by the district revealed that a student on the ELL roster was marked as being on a waiver. This student was not transferred to an educationally recognized and legally permitted ELL program other than a sheltered English immersion or two-way bilingual program as required by*  **G.L. c. 71A, § 5***. Upon a request for clarification, the district indicated that the student was marked as being on a waiver by mistake and was actually reclassified due to a severe cognitive impairment. The decision to reclassify ELLs with disabilities using the waiver form is not consistent with the district’s policy for exiting ELL students and the Department guidelines for reclassification as stated in the “Transitional Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners August 2013 . Please see* [*http://www.doe.mass.edu/ell/guidance\_laws.html*](http://www.doe.mass.edu/ell/guidance_laws.html) *.*  |
| **Narrative Description of Corrective Action:** An exit meeting was held on June 12, 2015 with the school-based team and the student has exited the ELL program based upon the available assessment data. Our ELL Handbook has been revised to clarify exiting procedures. These procedures will be included in our new version of our ELL Handbook (completed by Aug. 30, 2015). These procedures will be shared with all administrators during our August Leadership meeting and Administrators will share these with their staff in staff training in September 2015.  |
| **Title/Role of Person(s) Responsible for Implementation:** Assistant Superintendent – Director of ELL | **Expected Date of Completion for Each Corrective Action Activity:** October 15, 2015 |
| **Evidence of Completion of the Corrective Action:** The exiting procedures will be documented in our ELL Handbook (completed by Aug. 30, 2015). Those procedures will be provided. Agendas and attendance sheets from the Leadership and Staff Training meetings will document the dissemination of the information system wide.  |
| **Description of Internal Monitoring Procedures:** The ELL committee will meet quarterly to review student progress, programming and current topics pertaining to our ELL program. All exit forms will be reviewed for accuracy in accordance with our procedures. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 6 | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** N/A |
| **Department Order of Corrective Action:** N/A |
| **Required Elements of Progress Report(s):** 1. Please submit a description of the district’s reclassification procedures and other supporting documents listed by the district under the “Evidence of Completion of the Corrective Action”.
2. Please use the attached FLEP Student Roster to provide information for all the ELLs in your district who have been reclassified in the last school year.
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| **Progress Report Due Date(s): October 30, 2015** |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| **Criterion & Topic: ELE** **13 Follow-up Support** | **Rating: Not Implemented** |
| **Department CPR Finding:** *A review of student records and interviews demonstrated that the district does not actively monitor students who have exited English learner education programming.* |
| **Narrative Description of Corrective Action:** The ELL Committee met on Friday, June 19th to review the requirements of progress monitoring for all FLEP students and our compliance with this indicator. Progress monitoring forms will be completed for all FLEP students in June and training is planned for all staff in September. Progress monitoring will be completed in tandem with each report card marking period (trimester – elementary, quarterly – Middle and High School). The procedures for progress monitoring are clearly stated in our ELL Handbook. The ELL teacher in each building will conduct a sample record review on a quarterly/trimester basis. Additionally, ELL teachers will monitor the list of students that have exited to ensure content teachers are aware of these students in their classes. These procedures will be included in our new version of our ELL Handbook (completed by Aug. 30, 2015). These procedures will be shared with all administrators during our August Leadership meeting and Administrators will share these with their staff in staff training in September 2015. The ELL committee will meet monthly to review student progress and address any concerns of FLEP students.  |
| **Title/Role of Person(s) Responsible for Implementation:** Assistant Superintendent – Director of ELL | **Expected Date of Completion for Each Corrective Action Activity:** October 15, 2015 |
| **Evidence of Completion of the Corrective Action:** The progress monitoring procedures for FLEP students will be documented in our ELL Handbook. Those procedures will be provided. Agendas and attendance sheets from the Leadership and Staff Training meeting will document the dissemination of the information system wide. Copies of Progress Monitoring forms from June 2015 will be provided.  |
| **Description of Internal Monitoring Procedures:** Copies of all progress monitoring forms will be submitted to the ELL teacher in each building. Additionally, sample record reviews will be conducted on a quarterly/trimester basis.  |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 13 | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** Not Applicable |
| **Department Order of Corrective Action:** Not Applicable |
| **Required Elements of Progress Report(s):** TheDepartment has developed aFLEP Monitoring Form for district use, along with other resources such as a folder checklist, available at [**http://www.doe.mass.edu/ell/resources.html**](http://www.doe.mass.edu/ell/resources.html)**.**Submit relevant sections of the district’s ELL Handbook on progress monitoring procedures for FLEP students, along with a copy of the district’s FLEP monitoring form. This progress report is due **October 30, 2015.**Submit evidence of staff training from the Leadership and all-staff training sessions, including agendas, signed attendance sheets, and examples of training materials. This progress report is due **October 30, 2015.****Please see ELE 18** for the internal record review requirements to demonstrate that FLEP monitoring is documented in applicable student records. This progress report is due **March 7, 2016**. |
| **Progress Report Due Date(s): October 30, 2015; March 7, 2016** |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| **Criterion & Topic:** ELE 17 **Program Evaluation** | **Rating: Not Implemented** |
| **Department CPR Finding:** *Documentation and staff interviews indicated that the district has not conducted periodic evaluations of the effectiveness of its ELE program in developing students’ English language skills and increasing their ability to participate meaningfully in the educational program.* |
| **Narrative Description of Corrective Action:** The ELL Committee met on Friday, June 19th to conduct a program evaluation for 2014-2015 school year and action plan for the 2015-2016 school year. Staff from each of the buildings, ELL teachers, building administrators, and the assistant superintendent/director of ELL were part of the evaluation team. The evaluation included a review of survey data collected from staff and feedback from parents collected at our ELL family night, the data analysis of the recently released ACCESS results, and the creation of goals and an action plan for the ELL Program. A data meeting was held and goals for instructional adjustments were identified. The team formalized procedures for an annual ELL Program Evaluation and these procedures will be included in our ELL Handbook (completed by Aug. 30, 2015). These procedures will be shared with all administrators during our August Leadership meeting and Administrators will share these with their staff in staff training in September 2015. |
| **Title/Role of Person(s) Responsible for Implementation:** Assistant Superintendent – Director of ELL | **Expected Date of Completion for Each Corrective Action Activity:** October 15, 2015 |
| **Evidence of Completion of the Corrective Action:** The annual evaluation procedures for the ELL Program will be documented in our ELL Handbook. Those procedures will be provided. Agendas and attendance sheets from the Leadership and Staff Training meeting will document the dissemination of the information system wide. A copy of our evaluation for 2014-2015 will be provided.  |
| **Description of Internal Monitoring Procedures:** The ELL committee will meet annually to evaluate our ELL program. All program evaluations will be submitted to the Superintendent of Schools.  |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 17 | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** N/A |
| **Department Order of Corrective Action:** N/A |
| **Required Elements of Progress Report(s):** 1. Please provide a copy of the most recent evaluation conducted by the district to identify the strengths and areas of improvement in developing ELLs’ English language skills and increasing their ability to participate meaningfully in the district’s educational program..
2. Please submit the description of program adjustments or changes made in response to the most recent ELE program evaluation.
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| **Progress Report Due Date(s): October 30, 2015** |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| **Criterion & Topic: ELE 18 Records of ELL** Students | **Rating: Partially Implemented** |
| **Department CPR Finding:** *See ELE 13.* |
| **Narrative Description of Corrective Action:** The ELL Committee met on Friday, June 19th to review the requirements of progress monitoring for all FLEP students and our compliance with this indicator. Progress monitoring forms will be completed for all FLEP students in June and training is planned for all staff in September. Progress monitoring will be completed in tandem with each report card marking period (trimester – elementary, quarterly – Middle and High School). The procedures for progress monitoring are clearly stated in our ELL Handbook. The ELL teacher in each building will conduct a sample record review on a quarterly/trimester basis. Additionally, ELL teachers will monitor the list of students that have exited to ensure content teachers are aware of these students in their classes. These procedures will be included in our new version of our ELL Handbook (completed by Aug. 30, 2015). These procedures will be shared with all administrators during our August Leadership meeting and Administrators will share these with their staff in staff training in September 2015. The ELL committee will meet monthly to review student progress and address any concerns of FLEP students.  |
| **Title/Role of Person(s) Responsible for Implementation:** Assistant Superintendent – Director of ELL | **Expected Date of Completion for Each Corrective Action Activity:** October 15, 2015 |
| **Evidence of Completion of the Corrective Action:** The progress monitoring procedures for FLEP students will be documented in our ELL Handbook. Those procedures will be provided. Agendas and attendance sheets from the Leadership and Staff Training meeting will document the dissemination of the information system wide. Copies of Progress Monitoring forms from June 2015 will be provided.  |
| **Description of Internal Monitoring Procedures:** Copies of all progress monitoring forms will be submitted to the ELL teacher in each building. Additionally, sample record reviews will be conducted on a quarterly/trimester basis.  |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 18 | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** Not Applicable |
| **Department Order of Corrective Action:** Not Applicable |
| **Required Elements of Progress Report(s):** Conduct an internal record review of approximately 20 ELLs representing a cross-section of the Beverly Public Schools following the implementation of all corrective actions, for evidence that progress monitoring forms and other evidence of follow-up support for FLEP students is documented in the student record. Report the number of ELL records reviewed at each level and the number that contained monitoring and follow-up documentation. If any non-compliance is identified, the district will report the root cause and its proposed plan of action to remedy any noncompliance for each student record reviewed. This progress report is due **March 7, 2016.****\*Please note when conducting internal monitoring the district must maintain the following documentation and make it available to the Department upon request a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, their role(s) and signature(s).** |
| **Progress Report Due Date(s): March 7, 2016** |