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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: Northampton

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 08/22/2015.

**Mandatory One-Year Compliance Date:** **08/22/2016**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 20 | Least restrictive program selected | Partially Implemented |
| CR 7B | Structured learning time | Partially Implemented |

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

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| **Criterion & Topic:**  SE 20 Least restrictive program selected | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Interviews and student record review indicated that Nonparticipation Justification statements in students' IEPs are not consistently specific to the individual student and do not consistently state why, if the student is removed from the general education classroom at any time, the removal is considered critical to the student's program and why the education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. | | |
| **Description of Corrective Action:**  Training sessions will be held at the beginning of the school year to discuss the issues with the "Nonparticipation Justification" portion of the IEP. Faculty will be directed to make this section of the IEP more specific to the student with references to their needs and the types of services to be provided during any pull-out with the reasons that this service must be delivered in a pull-out session. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services | | **Expected Date of Completion:**  06/30/2016 |
| **Evidence of Completion of the Corrective Action:**  The evidence that the statement in the "Nonparticipation Justification" portion of the IEP has been personalized will be a document review of IEPs generated from 9/2/15 to 6/30/16. | | |
| **Description of Internal Monitoring Procedures:**  All IEPs will be reviewed by the Director of Student Services with a focus on this area of the IEP. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 20 Least restrictive program selected | **Corrective Action Plan Status:** Approved  **Status Date:** 09/21/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Provide evidence of training on completion of nonparticipation justification statements to ensure they are student specific and contain all required elements for appropriate staff, including agenda, signed attendance logs and any materials used by November 20, 2015.  Submit a description of the internal oversight and tracking system in place to ensure that all IEPs contain comprehensive nonparticipation justification statements. The tracking system should include periodic reviews by the Director of Special Education or his/her designee to ensure continuing compliance.  Submit the results of a review of student records, across all levels, containing IEPs developed after training and implementation of the new procedures for writing nonparticipation justification statements. Report the number of records reviewed, and the number in compliance. For any noncompliance, conduct a root cause analysis, report the results of analysis and provide a detailed description of the district's plan to address any noncompliance by March 11, 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, with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  11/20/2015  03/11/2016 | | |

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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:**  Review of school year schedules and interviews revealed that the district does not have a Physical Education requirement for grades 9-12. A Wellness class is required for graduation once during that four year period, usually in 9th grade. | | |
| **Description of Corrective Action:**  The Northampton High School has previously only required one Physical Education course, called "Wellness", as a graduation requirement. Physical Education must be provided each year in some type of format. A task force at Northampton High School, that included the principal and superintendent along with teachers and other faculty/staff, met during the spring of 2015 to develop various ways this could be accomplished. A proposal is now ready for the School Committee review/approval regarding changes in offerings in Physical Education as well as changes in graduation requirements to include four years of physical education. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services, Northampton High School Principal, Superintendent | | **Expected Date of Completion:**  06/30/2016 |
| **Evidence of Completion of the Corrective Action:**  These changes will be described in the Course Catalog and Student/Parent Handbook developed for the 2016-2017 school year. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Student Services, Northampton High School Principal, and the Superintendent will monitor the movement of the proposal to the School Committee to ensure it goes through in a timely manner such that the Course Catalog and Handbook will be able to reflect the changes for the following school year (2016-2017). | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7B Structured learning time | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 09/21/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district has put together a task force to develop a plan to provide PE/Health to all students in grades 9-12 for the 2016-2017 school year; however the district must develop an interim measure for the 2015-2016 school year to meet the Massachusetts statutory graduation requirement for PE (G.L. c. 71, § 3). | | |
| **Department Order of Corrective Action:**  The district must develop an interim measure for the 2015-2016 school year to meet the Massachusetts statutory graduation requirement for PE (G.L. c. 71, § 3). | | |
| **Required Elements of Progress Report(s):**  Please submit a detailed description of the district's interim plan to provide PE/Health to all students in grades 9-12 during the 2015-2016 school year by November 20, 2015. | | |
| **Progress Report Due Date(s):**  11/20/2015 | | |

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

District: Northampton Public Schools

Corrective Action Plan

Program Area: English Learner Education

Prepared by: Northampton Public Schools/Laurie Farkas

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: October 22, 2016**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic: ELE 1**  **Annual English Language Proficiency Assessment** | | | **Rating: Not Implemented** |
| **Department CPR Finding:** *A review of ACCESS participation rates as shown in the state database shows that the district did not assess the English proficiency of all ELL students.* | | | |
| **Narrative Description of Corrective Action:** This year, in preparation for ordering and administering the ACCESS tests, the district is taking the following steps:   * **School building administrators submit the list of ELL students that are not FLEP to the Test Coordinator/Director of Student Services** * **The building lists are compared with the October 1 SIMS submission of ELL students** * **Tests are ordered based on both lists being exactly the same so all ELL students will be tested** * **In the follow-up ordering period (just before testing takes place), lists are requested again from each school and compared with the October 1 SIMS submission and the district records of students arriving and withdrawing after October 1 but before the administration of ACCESS takes place** * **These steps will ensure that all current ELLs between grades K-12 will take the ACCESS test in the 2015-2016 school year** | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Laurie Farkas, Director of Student Services | | **Expected Date of Completion for Each Corrective Action Activity:** February 10, 2016 | |
| **Evidence of Completion of the Corrective Action:** DESE records of all reported ELLs having taken the ACCESS tests | | | |
| **Description of Internal Monitoring Procedures:** Each step as described above is a check and re-check that all students recorded as ELLs in the district will be administered the ACCESS test. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 1 | **Status of Corrective Action:**  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):** No further documentation is required for this criterion. | | | |
| **Progress Report Due Date(s): N/A** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic: ELE 2**  **State Accountability Assessment** | | | **Rating: Not Implemented** |
| **Department CPR Finding:** *MCAS or PARCC participation rates as shown in the state database indicates that only 90% of the ELLs in the district participated in the MCAS Science and Technology/Engineering test and 93% of the ELLs participated in the MCAS English language Arts.* | | | |
| **Narrative Description of Corrective Action:** This year, in preparation for ordering and administering both the ELA and Science MCAS tests, the district is taking the following steps:   * **School building administrators submit the list of ELL students that are not FLEP to the Test Coordinator/Director of Student Services** * **The building lists are compared with the March 2016 SIMS submission of ELL students** * **Numbers of tests that are ordered by principals for each building will be checked to make sure they include sufficient tests for ELLs based on the building list and the SIMS list being exactly the same so all ELL students will be tested** * **In the planning period for testing (just before testing takes place), lists will be requested again from each school and compared with the March 2015 SIMS submission and the district records of students arriving and withdrawing after March but before the administration of MCAS takes place.** * **Student testing groups will be reviewed in each building to ensure that all ELL students are taking the MCAS tests assigned for their grade level**   **These steps will ensure that all current ELLs between grades 3-10 will take the MCAS test(s)as appropriate in the 2015-2016 school year** | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Laurie Farkas/Director of Student Services | | **Expected Date of Completion for Each Corrective Action Activity:** June 6, 2016 (the final date of administration of the Science/all MCAS testing in the 2015-2016 school year) | |
| **Evidence of Completion of the Corrective Action:** DESE records of all reported ELLs having taken the MCAS ELA and Science tests | | | |
| **Description of Internal Monitoring Procedures:** Each step as described above is a check and re-check that all students recorded as ELLs in the district will be administered the ELA and Science MCAS tests as appropriate and based on their grade level. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion: ELE 2** | **Status of Corrective Action:**  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):** No further documentation is required for this criterion. | | | |
| **Progress Report Due Date(s): N/A** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic: ELE 4**  **Waiver Procedures** | | | **Rating: Partially Implemented** |
| **Department CPR Finding:** *Record reviews and interviews indicated that parents were not consistently informed of their right to apply for a waiver* *based on parent request, providing the parent annually visits the school and provides written informed consent.* | | | |
| **Narrative Description of Corrective Action:** The following procedures have been put in place to ensure all appropriate forms are sent to parents in the framework outlined in guidance from DESE in August 2015:   * **A tracking list has been created based on all forms that must be included in each file as well as forms that are necessary for transitions, waivers (completed 8/15)** * **At the start of each academic quarter, forms are placed in files that must be gathered from the registrar, Edwin Analytics (test scores), the district student information system (report cards), and from ESL teachers (notices to parents, initial testing, reports to general education teachers), as well as any forms that have been sent to families to inform them of transition, waiver rights. (November 2015, January 2016, March 2016, June/July 2016)** | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Laurie Farkas/Director of Student Services | | **Expected Date of Completion for Each Corrective Action Activity:** See each “bulleted” step for completion dates | |
| **Evidence of Completion of the Corrective Action:** Complete ELL files in a central location that contain all recommended and completed forms | | | |
| **Description of Internal Monitoring Procedures:** Each student file will contain a tracking list; a sample of 25 files will be reviewed in April 2016 for completeness | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion: ELE 4** | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** The district has developed a tracking system to ensure student records contain documentation that parents have been informed of procedures and their right to request a waiver with a plan to review ELL records in April 2016. The district does not indicate how it will inform ESL teachers, general education teachers, and the registrar of these procedures. It also does not indicate that student records will be reviewed on an on-going basis after April 2016 to ensure the district documents parental notification of the right to request a waiver. | | | |
| **Department Order of Corrective Action:** The district must train staff on new procedures to ensure ELL student records include parental notification of the right to request a waiver and review ELL student records on an on-going basis. | | | |
| **Required Elements of Progress Report(s):**  By **February 10, 2016**, submit a copy of the tracking list that will be placed in ELL student records and used to ensure they include notification to parents of the right to request a waiver. Submit the agenda and signature of ESL teachers, general education teachers, and registrar in attendanceat a meeting to review the tracking list and procedures.Also submit a statement that indicates the frequency and the role of the individual responsible to review ELL records on an on-going basis.  By **April 29, 2016**, submit the results of the review of 25 ELL student records to ensure that each includes documentation that parents of ELL students were informed of their right to apply for a waiver. Report the number of records reviewed and the number of records in compliance. For any records found to be out of compliance, the district must conduct a root cause analysis of the noncompliance and provide a description of the root cause along with a description of the district’s plan to remedy remaining noncompliance.  **\*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, with their roles(s) and signatures** | | | |
| **Progress Report Due Date(s): February 10, 2016 and April 29, 2016** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic: ELE 5**  **Program Placement and Structure** | | | **Rating: Partially Implemented** |
| **Department CPR Finding:** *A review of the documentation revealed that some ELLs in the district receive direct ESL services, some others only receive consultation in lieu of direct ESL instruction and some are only monitored although they are still enrolled in the SEI program. In JFK Middle School, none of the ELLs who are also eligible for Special Education services are provided ESL services, but only consultation. Therefore, the Department concludes that the ELE program in the district does not reflect a sound educational approach recognized as a legitimate educational strategy to teach ELL students English language skills, and the district* *does not provide all the ELLs in the district with the same learning opportunities to promote and support the rapid acquisition of English language proficiency as required in G.L. c 71A and Equal Educational Opportunities Act, 20USC § 1703(f).* | | | |
| **Narrative Description of Corrective Action:** Given that the Director of Student Services was aware that there existed a lack of ELL services for some students as well as an intentional prioritizing of services for students without IEPs, the issue was reviewed with ESL teachers at the start of the school year. A spreadsheet was completed for each school listing students, their past ACCESS scores and the amount of services there are being provided weekly. In reviewing these spreadsheets the Director of Student Services made sure that ALL students considered to be ELLs are receiving direct services from an ESL teacher. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Laurie Farkas/Director of Student Services | | **Expected Date of Completion for Each Corrective Action Activity:** November 6, 2015 and ongoing | |
| **Evidence of Completion of the Corrective Action:** Spreadsheet of all ELL students with services listed | | | |
| **Description of Internal Monitoring Procedures:** Periodic review and update of student lists with services, teacher teaching schedules, and walk-throughs of classrooms without prior notification to ensure services are being delivered as reported. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion: ELE 5** | **Status of Corrective Action:**  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):**  Please complete district information in the attached spreadsheet labeled ELL List by school for each ELL student in the district. | | | |
| **Progress Report Due Date(s): February 10, 2016** | | | |