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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: Hampden Charter School of Science (District)

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 05/02/2015.

**Mandatory One-Year Compliance Date:** **05/02/2016**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 32 | Parent advisory council for special education | Partially Implemented |
| CR 21 | Staff training regarding civil rights responsibilities | Partially Implemented |

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

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| **Criterion & Topic:**  SE 32 Parent advisory council for special education | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews confirm that although the district has been working to establish a Parent Advisory Council (PAC), it does not yet have a functioning PAC with officers, established by-laws regarding officers, and operational procedures. | | |
| **Description of Corrective Action:**  We are planning on to continue on with our efforts to create and sustain a Parent Advisory Committee with bi-laws and office holders. These efforts include parent mailings, parent trainings, and invitations to start a PAC. If these efforts do not succeed we will try an alternative method. We will try to create a Regional PACs: Districts may work with other districts or through an Educational Collaborative to establish a regional PAC. Each regional PAC must have, at a minimum, a representative from each participating district. The participating districts must comply with the Massachusetts special education laws and regulations pertaining to PACs, their role and responsibilities. If this succeeds we will fill out the Alternative Compliance Waiver. If we are unsuccessful we will fill out the Waiver and continue to try methods. | | |
| **Title/Role(s) of Responsible Persons:**  Special Education Coordinator/ Robyn Nelson: Responsible for all parts of implementation. | | **Expected Date of Completion:**  01/15/2016 |
| **Evidence of Completion of the Corrective Action:**  - Fully functioning PAC with bi-laws and office holders  - Alternative Compliance Waiver  - Waiver and continued efforts to create a fully functioning PAC | | |
| **Description of Internal Monitoring Procedures:**  - Mailing to parents in September 2015 and November 2015 to create a PAC and hold a first meeting  - Bi-laws created and office holders elected  - If needed outreach to other charter school to create a Regional PAC  - Alternative Compliance Waiver Submitted to the state | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 06/17/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Provide a description of the district's continuing efforts to create a functioning Parent Advisory Council including any mailings, meeting agendas and sign in sheets, a list of elected office holders and a copy of the Bylaws by December 9, 2015. | | |
| **Progress Report Due Date(s):**  12/09/2015 | | |

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

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| **Criterion & Topic:**  CR 21 Staff training regarding civil rights responsibilities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicate that the protected category of gender identity is missing in the materials used in staff training on civil rights responsibilities. | | |
| **Description of Corrective Action:**  HCSS has updated its training material to include all aspects of CR21. We plan to use the updated material to conduct a civil rights training for all staff by October 2015. We will provide the updated civil rights material, training  attendance logs, and a description of the training. | | |
| **Title/Role(s) of Responsible Persons:**  Civil Rights Coordinator/ Robyn Nelson: Responsible for all aspects of implementation | | **Expected Date of Completion:**  10/30/2015 |
| **Evidence of Completion of the Corrective Action:**  - Updated civil rights material  - Training attendance logs  - Description of the training | | |
| **Description of Internal Monitoring Procedures:**  - Training will be held within the first two months of school  - Documents submitted | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 21 Staff training regarding civil rights responsibilities | **Corrective Action Plan Status:** Approved  **Status Date:** 06/17/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Provide copies of the newly updated civil rights training materials that contain the protected category of gender identity, along with evidence of staff training including agendas and signed attendance logs by October 9, 2015. | | |
| **Progress Report Due Date(s):**  10/09/2015 | | |

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

Charter School: Hampden Charter School of Science

Corrective Action Plan Review

Program Area: English Learner Education

Prepared by: Hampden Charter School of Science/Robyn Nelson

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: September 7, 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, revealed that the district only assessed the English proficiency of 85 % of its ELL students.* | | | |
| **Narrative Description of Corrective Action:**   1. The Dean of Special Services will monitor the list of ELL students and update the list as students are added. The students will include current ELL students, ELL students whose parents Opted Out, ELL students who were reported as LEP in October 2015 SIMS, ELL students who enroll in a Massachusetts school after the October 2015 SIMS submission who will be as LEP in the March 2016, SIMS Foreign Exchange Students Foreign exchange students who are coded as #11 under. 2. The Dean of Special Services will check the above list with the SIMS data 3. When ordering the Access test for 2016, HCSS will use the list stated above and SIMS data to ensure tests are ordered for all ELL students. 4. When administering the Access test for 2016, HCSS will use the list stated above and SIMS data to ensure all ELL students are administer the test | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Robyn Nelson, Dean of Special Services | | **Expected Date of Completion for Each Corrective Action Activity:**   1. List created by Dean of Special Services – September 15, 2015 and updated as students are classified as ELL 2. October SIMS Report – October 1, 2015 3. Ordering of Test Materials – Late October or Early November 4. Conducting ACCESS 2016 Test and following all state guidelines – January 2016   **The final completion will be the State Results of the ACCESS Test – June 15, 2016** | |
| **Evidence of Completion of the Corrective Action:** Internal list, SIMS Report, Access 2016 Results | | | |
| **Description of Internal Monitoring Procedures:**   1. **Tracking of ELE Students and monitoring the SIMS reports to ensure school data matches state data which matches internal data check.** 2. **Conducting the ACCESS test for all eligible students including OPT OUT students.** 3. **Checking the results of 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):**  The Department approves the district’s corrective action plan and will follow up with the correction of the noncompliance after ACCESS for ELLs 2016 results are released. No further submission is required at this time. | | | |
| **Progress Report Due Date(s): N/A** | | | |

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| **Criterion & Topic:** ELE 6  **Program Exit and Readiness** | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *Reclassification guidelines submitted by the district indicates that students who have been in the ELE program for more than four years and haven’t made adequate progress may be exited from the program if a team of professionals determines that they will no longer benefit from ESL instruction due to some issues unrelated to second language acquisition. Current practice of reclassification of ELLs as Former Limited English Proficient (FLEP) in the district is not consistent with the Department guidelines. Please see the “Transitional Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners August 2013” as found on* [*http://www.doe.mass.edu/ell/guidance\_laws.html*](http://www.doe.mass.edu/ell/guidance_laws.html) *and 603 CMR 14:02 at* [*http://www.doe.mass.edu/lawsregs/603cmr14.html*](http://www.doe.mass.edu/lawsregs/603cmr14.html)*.* | | | |
| **Narrative Description of Corrective Action:**   1. HCSS will gather a team including, but not limited to the ELL teachers and Dean of Special Services to revise ELE6 Reclassification Guidelines with an emphasis on compliance with*603 CMR 14:02.* 2. The team will meet at least twice: 3. once to go over the law and find the area of noncompliance 4. second meeting is to write and approve the new ELE6 procedure 5. Once the team has approved the ELE6 procedure, the Dean of Special Services will train the staff on the new procedures. | | | |
| **Title/Role of Person(s) Responsible for Implementation**: Robyn Nelson, Dean of Special Services. | | **Expected Date of Completion for Each Corrective Action Activity:**   1. Team meeting #1 – September 2015 2. Team meeting #2 – October 2015 3. Staff Training - November 2015   **Date of Completing: January 29, 2016** | |
| **Evidence of Completion of the Corrective Action:** Procedure ELE6 Reclassification Guidelines, meeting #1 sign in sheet, meeting #2 sign in sheet, staff training sign in sheet. | | | |
| **Description of Internal Monitoring Procedures:** The Dean of Special Services will monitor the process of writing the new procedure and train staff on implementation. The Dean will also track FLEP students in order to ensure compliance with the procedure. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 6 | **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):**   1. Please submit a description of the district’s reclassification procedures by **February 8, 2016.** 2. Please submit a roster of the reclassified students with their most recent ACCESS scores and other relevant data the district considered for reclassification by **June 17, 2016.** | | | |
| **Progress Report Due Date(s): February 8, 2016; June 17, 2016** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 10  **Parental Notification** | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *The district provides a parent notification letter with all the required elements when students are initially identified as English language learners, and provides parents and guardians with report cards and progress reports, written in a language understandable to the parent/guardian, in the same manner and with the same frequency as general education reporting.* *Annual parent notification letters, however, do not consistently contain the child’s level of English proficiency, program placement and/or the method of instruction used in the program, how the program will meet the educational strengths and needs of the student, how the program will specifically help the child learn English, and the specific exit requirements for the student.* | | | |
| **Narrative Description of Corrective Action:**   1. Within the first month of school the ELL department will mail parent notification letters with all the required elements to all ELL identified students. These letters will be translated into the home language and will include: 2. the reasons for identification of the student as ELL 3. the child’s level of English proficiency 4. program placement and/or the method of instruction used in the program 5. how the program will meet the educational strengths and needs of the student 6. how the program will specifically help the child learn English 7. the specific exit requirements 8. the parents’ right to apply for a waiver, or to decline to enroll their child in the program 9. If the student has additional education needs that require Special Education Services, 10. How the Title III program will meet the objectives of the Individualized Education Plan (IEP) 11. A copy of the letter will be placed in the student’s ELL file 12. The Dean of Special Services will check all files to ensure compliance | | | |
| **Title/Role of Person(s) Responsible for Implementation**: Robyn Nelson, Dean of Special Services. | | **Expected Date of Completion for Each Corrective Action Activity:**   * 1. Letters mailed – September 2015   2. File check – October 2015, January 2016   **Date of Completing: January 29, 2016** | |
| **Evidence of Completion of the Corrective Action:** Copy of Letters, Check list for checking the folder | | | |
| **Description of Internal Monitoring Procedures:** ELL teachers will send parent notification letters with all required information to parents, a copy of the letter will go into the student’s folder. The Dean of Special Services will check each folder once in October and once in January. The Dean of Special Services will use a check list ensure all students have the appropriate letters. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 10 | **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):**  By **February 8, 2016,** please provide a copy of the letter mailed to parents upon identification of a student as ELL, and annually thereafter, that includes all required elements:   1. The reasons for identification of the student as ELL; 2. The child’s level of English proficiency; 3. Program placement and/or the method of instruction used in the program; 4. How the program will meet the educational strengths and needs of the student; 5. How the program will specifically help the child learn English; 6. The specific exit requirements; 7. The parent’s right to apply for a waiver, or to decline to enroll their child in the program; and 8. If the student has additional educational needs that require special education services, how the Title III program will meet the objectives of the Individualized Education Program (IEP)**.**   By **June 17, 2016**, submit the results of an internal review of ELL student records to ensure the parent notification letter consistently includes all required elements and is maintained in the student record. | | | |
| **Progress Report Due Date(s): February 8, 2016; June 17, 2016** | | | |