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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: Marion

CPR Onsite Year: 2015-2016

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 03/04/2016.

**Mandatory One-Year Compliance Date:** **03/04/2017**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 24 | Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | Partially Implemented |
| SE 47 | Procedural requirements applied to students not yet determined to be eligible for special education | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |

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

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| **Criterion & Topic:**  SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that the information included in the narrative description of the federally required Notice of Proposed School District Action (N1) often lacked specificity and did not consistently contain sufficient detail of the district's proposed actions on page 2 of the form. Specifically, following an evaluation the district's IEP proposals did not always note the assessments and evaluations that were conducted and used as a basis for the proposed action. | | |
| **Description of Corrective Action:**  Recent review of student records indicated that the information included in the narrative description of the federally required Notice of Proposed School District Action (N1) often lacked specificity and did not consistently contain sufficient detail of the district's proposed actions on page 2 of the form. Therefore, the Marion School District will participate in internal training (review of partial finding, review of related regulation, training on best practice) to ensure that following an evaluation the district's IEP proposal always notes the assessments and evaluations that were conducted and used as a basis for the proposed action. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services, Principal(s) | | **Expected Date of Completion:**  03/25/2016 |
| **Evidence of Completion of the Corrective Action:**  \*Train Marion School District Special Education Department (Team Chairpersons, Liaisons)  \*Evidence of Training | | |
| **Description of Internal Monitoring Procedures:**  The Director of Student Services will review quarterly, Notices of Proposed School District Action (N1) to ensure that following evaluation the district's IEP proposals always note the assessments and evaluations that were conducted and used as basis for the proposed action. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | **Corrective Action Plan Status:** Approved  **Status Date:** 04/07/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 17, 2016, in addition to the meeting agenda and staff attendance sheet that were submitted on March 24, 2016, submit copies of the materials from the training that occurred March 22, 2016.  Submit the results of a review of student records, in which an IEP and placement were proposed subsequent to implementation of all corrective actions, to ensure appropriate completion of the N1 form and include the following:  1. The number of records reviewed;  2. The number of records in compliance;  3. For any records not in compliance, determine the root cause; and  4. The specific corrective actions taken to remedy the non-compliance.  Please submit the above information by October 3, 2016. | | |
| **Progress Report Due Date(s):**  06/17/2016  10/03/2016 | | |

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

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| **Criterion & Topic:**  SE 47 Procedural requirements applied to students not yet determined to be eligible for special education | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documentation indicated that the procedural requirements applied to students not yet determined to be eligible for special education are not included in the student code of conduct. | | |
| **Description of Corrective Action:**  The Marion School District will revise the Student Code of Conduct to include regulatory information regarding procedural requirements applied to students not yet determined to be eligible for special education. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services, Principal(s) | | **Expected Date of Completion:**  03/25/2016 |
| **Evidence of Completion of the Corrective Action:**  \*Revised Student Code of Conduct  \*Evidence of Training (Principals)  \*Evidence of Notification (Parents/Guardians) | | |
| **Description of Internal Monitoring Procedures:**  The Director of Student Services will ensure that the Marion School District includes the regulatory language related to the procedural requirements applied to students not yet determined to be eligible for special education in the Student Code of Conduct each year. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 47 Procedural requirements applied to students not yet determined to be eligible for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 04/07/2016  **Correction Status:** Corrected | |
| **Basis for Decision:**  Based upon evidence uploaded with the district's Corrective Action Plan, no progress reports are necessary. On March 24, 2016 the district submitted evidence of administrative training that occurred on March 17, 2016, on the revised student code of conduct, a copy of the updated student code of conduct, and a copy of the letter that was sent on March 18, 2016 to parents/guardians notifying them of the updated student code of conduct. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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

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| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  See SE 47. | | |
| **Description of Corrective Action:**  The Marion School District will revise its Student Code of Conduct to include regulatory information regarding procedural requirements applied to students not yet determined to be eligible for special education. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services, Principal(s) | | **Expected Date of Completion:**  03/25/2016 |
| **Evidence of Completion of the Corrective Action:**  \*Revised Student Code of Conduct  \*Evidence of Training (Principals)  \*Evidence of Notification (Parents/Guardians) | | |
| **Description of Internal Monitoring Procedures:**  The Director of Student Services will ensure that the Rochester School District includes the regulatory language related to the procedural requirements applied to students not yet determined to be eligible for special education in the Student Code of Conduct each year. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 04/07/2016  **Correction Status:** Corrected | |
| **Basis for Decision:**  See SE 47. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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

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| **Criterion & Topic:**  CR 10C Student Discipline | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documentation indicated that the district's notice of suspension and hearing under M.G.L. c.71, § 37H¾, does not inform the student and the student's parent of the right to have an interpreter present at the hearing if needed for participation. | | |
| **Description of Corrective Action:**  The Marion School District will revise the district's notice of suspension and hearing under M.G.L. c.71, § 37H¾, to inform the student and the student's parent of the right to have an interpreter present at the hearing if needed for participation. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services, Principals(s) | | **Expected Date of Completion:**  03/25/2016 |
| **Evidence of Completion of the Corrective Action:**  \*Revised Notice of Suspension and Hearing  \*Train Central and Building Administration on this Procedural Revision  \*Notification of Parents/Guardians | | |
| **Description of Internal Monitoring Procedures:**  The Director of Student Services will ensure that the Central and Building Administration implement the revised Notice of Suspension and Hearing. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 04/07/2016  **Correction Status:** Corrected | |
| **Basis for Decision:**  Based upon evidence uploaded with the district's Corrective Action Plan, no progress reports are necessary. On March 24, 2016 the district submitted evidence of administrative training that occurred on March 17, 2016, on the revised notice of suspension and hearing, a copy of the revised notice of suspension and hearing, and a copy of the letter that was sent on March 18, 2016 to parents/guardians notifying them of the revisions. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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

Charter School or District: **Marion Public Schools**

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Elise M. Frangos, Ed.D

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 19, 2017**

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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:** *Review of records and staff interviews indicated that the district is not actively monitoring and providing language support for two years for students who have exited the ELE program.* | | | |
| **Narrative Description of Corrective Action:** First, a Language Acquisition team will be formed to inform the School Principal, the teachers of the student who exited out of ELL support and any support staff of the finding and its implications. Next, using the MA DESE Follow up form, proper ELE support will be provided and documented to the 2 children who exited the program, as well as any others in the future. Documentation of the language support will be documented as of May 20, 2016 and sent to the DESE, and again on the last day of the current school year, June 20th 2016. In the year ahead, the proper monitoring form will be used to continue monitoring of the ELL until 2 years after the students’ exit have been completed which is Dec 2016 for one student and June 2017 for the other. A record of all dates of the ELE specialist’s student classroom observations and or assistance provided to the classroom teacher, if any, will be attached. Documentation of monitoring and support, if warranted, will be placed in the students’ cumulative folders, provided for Ms. Frangos and sent to the DESE. | | | |
| **Title/Role of Person(s) Responsible for Implementation: Elise M. Frangos, ELL Coordinator and Kathy Dranchak, ELE specialist** | | **Expected Date of Completion for Each Corrective Action Activity:** ELE follow up support for one student concludes December 2016, for the other June 2017. New methodology for monitoring will continue for all students who exit the program. | |
| **Evidence of Completion of the Corrective Action:** Monitoring forms completed May 20th 2016, June 20th 2016 and along schedule of school trimesters next fall until 2 years conclude. The fall Trimester ends on November 22nd. | | | |
| **Description of Internal Monitoring Procedures:** Forms and documentation of student monitoring will be stored in the students’ cumulative file and in Ms. Frangos’ Central office files. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 13 | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):**  Submit a descriptive summary of the formation of the Language Acquisition team and include team member names and roles, along with evidence of meetings; evidence should include a dated meeting attendance sheet, agenda, and meeting notes. In addition, submit evidence of ELE follow-up support monitoring for all students who have been identified as Formerly Limited English Proficient (FLEP); evidence should include documentation of the provision of language support for each student, including the ELE specialist’s classroom observations along with assistance or consultations provided to the classroom teacher. Submit the required documentation by **September 9, 2016.**  Submit the results of an internal review of records to ensure the two-year provision of language support and follow-up monitoring for FLEP students and indicate:   * Number of records reviewed * Number of records in compliance * Root cause for any non-compliance found * Corrective actions taken to remedy each individual file   Submit this information by **November 30, 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 record review; 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):** September 9, 2016; November 30, 2016 | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| Criterion & Topic: ELE 18 Records of LEP Students | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *Review of records indicated that records did not consistently include copies of home language surveys, and evidence follow-up monitoring for FLEP students and students whose parents have “opted-out” of services.* | | | |
| **Narrative Description of Corrective Action:** See ELE 13 narrative above. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Elise Frangos, ELL Coordinator, and Ms. Kathy Dranchak, ELE specialist | | **Expected Date of Completion for Each Corrective Action Activity: May 20th, June 20th, November 22nd and until such time 2 years have passed after each student in Marion exits out of ELE program.** | |
| **Evidence of Completion of the Corrective Action:** Documentation on forms, evidence of Language Acquisition team meetings. Signatures of participants. | | | |
| **Description of Internal Monitoring Procedures:** Same as ELE. Please see ELE 13. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 18 | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** The district indicated that it would follow the same corrective action plan noted under ELE 13; however, the corrective actions necessary for ELE 13 are different from those required for ELE 18. The corrective actions for ELE 13 only address record maintenance for follow-up monitoring activities for FLEP students; the district did not indicate how it will address record maintenance for copies of home language surveys and evidence of follow-up monitoring for students whose parents have “opted-out” of services. | | | |
| **Department Order of Corrective Action:**  Indicate how the district will ensure that student records consistently contain copies of home language surveys and evidence of follow-up monitoring for students whose parents have “opted-out” of services. | | | |
| **Required Elements of Progress Report(s):**  Submit a descriptive plan indicating how the district will specifically monitor student records to ensure that each record contains a copy of the home language survey and evidence of follow-up monitoring for students whose parent have “opted-out” of services. The plan should include staff names and roles as well as a timeline for implementation. Also, include a copy of a document checklist or record monitoring form that will be used to ensure that all required documents are evidenced in each student record. Submit the required documentation by **September 9, 2016.**  Submit the results of an internal review of records to ensure that student records contain all required documentation and indicate:   * Number of records reviewed * Number of records in compliance * Root cause for any non-compliance found * Corrective actions taken to remedy each individual file   Submit this information by **November 30, 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 record review; 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):** September 9, 2016; November 30, 2016 | | | |