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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: Sherborn

CPR Onsite Year: 2016-2017

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 06/09/2017.

**Mandatory One-Year Compliance Date:** **06/09/2018**

**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 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Partially Implemented |
| CR 18 | Responsibilities of the school principal | Partially Implemented |
| CR 18A | School district employment practices | Partially Implemented |
| CR 23 | Comparability of facilities | Partially Implemented |
| ELE 10 | Parental Notification | Partially Implemented |
| ELE 16 | Equitable Facilities | Partially Implemented |
| ELE 17 | Program Evaluation | Not Implemented |

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| **Criterion & Topic:** SE 20 Least restrictive program selected | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of student records indicated that if a student is removed from the general education classroom at any time, IEP Teams do not consistently state why the removal is considered critical to the student's program and the basis for its conclusion that 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:** The District received a partially implemented rating in the area of the Non-participation Justification statement in the IEP because the file review did not reveal that the IEP team consistently stated why the removal from the gen ed setting was necessary. In order to correct this area the District will conduct trainings, observations and a record review.Training with team chairs will occur in September 2017. Additionally, by September 30th, 2017 training at each building level with special education teachers and related service providers to discuss the Non-participation Justification Statement and a closer look at our practices around determining if a student needs/requires removal from the general education setting in order to receive the specially designed instruction. Asking our teachers to carefully consider if the specially designed instruction can take place in the general education setting with the use of supplemental aides and supports. A record review of all annuals, re-evals and initials held between October 1, 2017-November 15th, 2017 to find evidence that the Non-Participation Justification statement clearly identifies why the removal is necessary. This review will include a listing of the number of records reviewed and the number of records found compliant.Additionally the team chairs and the Director will observe at team meetings to ensure the conversation about the Non-participation Justification statement is attended to during the team meeting. |
| **Title/Role(s) of Responsible Persons:**Director of Special EducationChristine J. Smithsmithcj@doversherborn.org | **Expected Date of Completion:**12/01/2017 |
| **Evidence of Completion of the Corrective Action:**Agenda and sign in from Team Chair trainingAgenda and sign in from building meetingsRecord review chart of compliance including, director's name and signature, date of review, student name and grade, check for compliance of language that describes why the removal is necessary. |
| **Description of Internal Monitoring Procedures:** The director and the team chairs will sit in on IEP meetings conducted to ensure the Non-Participation justification statement is carefully considered. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 20 Least restrictive program selected | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By October 15, 2017, submit evidence of training of appropriate staff to ensure that if a student is removed from the general education classroom at any time, IEP Teams consistently state why the removal is considered critical to the student's program and the basis for its conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. Include the training materials, agenda, and signed attendance sheet with staff name, role, and signature. By October 15, 2017 submit a description of the district's internal oversight and tracking system with periodic reviews, along with the name/role of the designated person responsible for oversight. By December 15, 2017, submit results of a review of student records to ensure that if a student is removed from the general education classroom at any time, IEP Teams consistently state why the removal is considered critical to the student's program and the basis for its conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. Include the number of records reviewed; the number of records in compliance; and for any records not in compliance, determine the root cause; and specific corrective actions taken to remedy the non-compliance.  \*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):** 10/15/201712/15/2017 |

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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 indicated that although student handbooks include student codes of conduct that contain procedures assuring due process in disciplinary proceedings and procedures for the discipline of students with disabilities and students with Section 504 Accommodation Plans, they do not contain a description of the district's responsibility to provide every student with an opportunity to make academic progress during the period of suspension, whether in school or out of school, or expulsion. |
| **Description of Corrective Action:** Building principal will review the school handbook and code of conduct and revise each to include a description of the district's responsibility to provide every student with an opportunity to make academic progress during the period of suspension, whether in school or out of school, or expulsion. These changes will be made in concert with school staff, with changes submitted to the School Committee by June 13, 2017 and voted at that time. The updated handbook and code of conduct will be posted to the school website, and reviewed by staff during the August 28, 2017 all staff training and will be reviewed by families in the fall (electronic and print available) as they sign off on the handbook. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**09/15/2017 |
| **Evidence of Completion of the Corrective Action:**? Updated handbook and code of conduct published by June 30, 2017? Agenda for August 28, 2017 staff training and sign in sheet? Message to families regarding the sign-off of the family handbook |
| **Description of Internal Monitoring Procedures:** The district will review the student handbooks annually during the spring for compliance with current standards so that the school committee may approve them prior to the close of the school year. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, submit a copy of the section of the codes of conduct that include a description of the district's responsibility to provide every student with an opportunity to make academic progress during the period of suspension, whether in school or out of school, or expulsion.By September 15, 2017, provide evidence that the codes of conduct have been updated and disseminated to staff, students and parents for the 2017-2018 school year. |
| **Progress Report Due Date(s):** 09/15/2017 |

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| **Criterion & Topic:** CR 10B Bullying Intervention and Prevention | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents and staff interviews indicated that although the district utilizes the Massachusetts Aggression Reduction Center (MARC) program and provides training for all school staff on the District's Bullying Intervention and Prevention Plan, the annual all-staff training does not include developmentally appropriate strategies to prevent bullying incidents; developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; information on the incidence and nature of cyber-bullying; and internet safety issues as they relate to cyber-bullying. |
| **Description of Corrective Action:** The school/district will develop a presentation for each school, including the topics noted below, and will provide all staff training during the August 28, 2017 all school staff meeting.1. developmentally appropriate strategies to prevent bullying incidents; 2. developmentally appropriate strategies for immediate, 3. effective interventions to stop bullying incidents; 4. information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; 5. research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;6. information on the incidence and nature of cyber-bullying; and7. internet safety issues as they relate to cyber-bullying |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**09/15/2017 |
| **Evidence of Completion of the Corrective Action:**? Copy of the presentation? Agenda for the August 28, 2017 session? Sign-in sheets for participants |
| **Description of Internal Monitoring Procedures:** Summer 2017: Assistant Superintendent and Building Headmaster will develop the presentation and agendas for the August 28, 2017, the district will review this presentation yearly in order to assure compliance. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, provide evidence of the annual training for all staff that includes: developmentally appropriate strategies to prevent bullying incidents; developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; information on the incidence and nature of cyber-bullying; and internet safety issues as they relate to cyber-bullying. Include an agenda, training materials and signed attendance sheets. |
| **Progress Report Due Date(s):** 09/15/2017 |

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| **Criterion & Topic:** CR 10C Student Discipline | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents and staff interviews indicated that although the school committee has an established student discipline policy that includes a notice of suspension and hearing and a system of periodic review of discipline data by special populations, the policy is not consistent with M.G.L. c. 71, section 37H ¾. Specifically, the current policy does not include procedures for emergency removal; procedures for principal hearings for both short and long-term suspension; procedures for in-school suspension; procedures for superintendent hearing; procedures for education services and academic progress (School-wide Education Service Plan); and alternatives to suspension. |
| **Description of Corrective Action:** The Dover, Sherborn and Dover-Sherborn Regional School Committees updated and approved the Policy JIC Student Discipline at their April 10, 2017 meeting. The districts will provide training to all staff on this update at the August 28, 2017 all staff meeting. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**09/15/2017 |
| **Evidence of Completion of the Corrective Action:**? Updated Policy JIC? Agenda for the August 28, 2017 session, indicating review of the policy JIC? Sign-in sheets for participants |
| **Description of Internal Monitoring Procedures:** Summer 2017: Building Headmaster will review the policy and place an update on the agenda for all staff meeting on August 28, 2017 |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 10C Student Discipline | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, submit a copy of the updated student discipline policy that includes procedures for emergency removal; procedures for principal hearings for both short and long-term suspension; procedures for in-school suspension; procedures for superintendent hearing; procedures for education services and academic progress (School-wide Education Service Plan); and alternatives to suspension. By October 15, 2017, provide evidence of training on the updated student discipline policy to appropriate staff, and include an agenda, training materials and signed attendance sheets. |
| **Progress Report Due Date(s):** 09/15/201710/15/2017 |

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| **Criterion & Topic:** CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents indicated that the school committee policy regarding physical restraint is not consistent with regulations under 603 CMR 46.00. Specifically, the policy does not include appropriate responses to student behavior that may require immediate intervention. A review of documents and staff interviews, however, indicated that the district has identified program staff to serve as school-wide resources for the administration of restraint and provided them with in-depth training on both de-escalation and the administration of restraints. |
| **Description of Corrective Action:** The School Committee revised and voted Policy JKAA Policy on Restraint of Students at their April 10, 2017 to reflect the 603 CMR 46.00. The districts will provide training to all staff on this updated policy at the August 28, 2017 all staff meeting. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**09/15/2017 |
| **Evidence of Completion of the Corrective Action:**? Updated School Committee Policy JKAA? Agenda for the August 28, 2017 all staff training session, indicating review of the policy? Sign-in sheets for participants |
| **Description of Internal Monitoring Procedures:** Summer 2017: Building Headmaster will review the policy and place an update on the agenda for all staff meeting on August 28, 2017 |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, submit a copy of the updated Policy on Restraint of Students that is consistent with regulations under 603 CMR 46.00.By October 15, 2017, provide evidence of training on the updated Policy on Restraint of Students to all staff, and include an agenda, training materials and signed attendance sheets. |
| **Progress Report Due Date(s):** 09/15/201710/15/2017 |

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| **Criterion & Topic:** CR 18 Responsibilities of the school principal | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents indicated that the district does not, upon receipt of a physician's written order, arrange for educational services for students who are out for a period of not less than fourteen school days in any school year due to medical reasons. |
| **Description of Corrective Action:** The School Committee reviewed Policy IHBF Homebound Instruction on June 19, 2017 and will vote this policy by the end of October 2017. The district has revised their protocol to include the language “not less than fourteen school days”. Building administrators will review this new protocol during the August 28, 2017 all staff training and will provide additional training on the policy revision at a November 2017 (date TBD) all staff training. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**09/15/2017 |
| **Evidence of Completion of the Corrective Action:**? Updated and voted School Committee Policy IHBF Homebound Instruction ? Agenda for the November 2017 staff training session, indicating review of the policy and protocol? Sign-in sheets for participants |
| **Description of Internal Monitoring Procedures:** Yearly review of Homebound Instruction Policy and Procedures by building administration to ensure compliance. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 18 Responsibilities of the school principal | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, submit a copy of the updated and approved Policy IHBF Homebound Instruction to ensure upon receipt of a physician's written order, the district arranges for educational services for students who are out for a period of not less than fourteen school days in any school year due to medical reasons. By December 15, 2017, provide evidence of training on the updated Homebound Instruction Policy to appropriate staff, and include an agenda, training materials and signed attendance sheets. |
| **Progress Report Due Date(s):** 09/15/201712/15/2017 |

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| **Criterion & Topic:** CR 18A School district employment practices | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of documents indicated that the anti-discrimination statement contained in the district's employment application form does not include the protected category of gender identity. |
| **Description of Corrective Action:** The district will use School Spring as the sole source for employment applications and this form does include the protected category of gender identity. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**09/08/2017 |
| **Evidence of Completion of the Corrective Action:**? Sample employment posting to School Spring |
| **Description of Internal Monitoring Procedures:** Assistant Superintendent will monitor throughout the school year to assure that all employment applications are posted to the sole course of School Spring. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 18A School district employment practices | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, submit a sample employment application that lists all required protected categories, including gender identity. |
| **Progress Report Due Date(s):** 09/15/2017 |

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| **Criterion & Topic:** CR 23 Comparability of facilities | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Observations indicated that English language education (ELE) services are provided in a space that is not equal in all physical respects to the average standards of general education facilities and classrooms. ELE services are provided in the Book Room (room 20C), which is a teacher resource library. In order to access resources, teachers walk through the room during instruction, causing increased visual and auditory distractions for students. |
| **Description of Corrective Action:** The building principal will assure that the space is used solely for ELL instruction during the times that ELL students are present. A sign will be posted on the door and educators/staff will be informed via email and staff meeting of the times that the room is only accessible to ELL tutor and students. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**09/08/2017 |
| **Evidence of Completion of the Corrective Action:**Communications to all staff regarding access to the ELL space |
| **Description of Internal Monitoring Procedures:** Building principal will monitor usage during the school year to assure compliance by all staff. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 23 Comparability of facilities | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, submit a copy of the ELL teacher's schedule indicating when ELL students are present in the classroom that is a shared space. By September 15, 2017, submit evidence of dissemination to all staff regarding the use of the shared Book Room (room 20C) indicating times the room is not available for staff to access resources.By October 15, 2017, a member of the Department will conduct an onsite verification to ensure ELE services are provided in a space that is not accessed by other staff during instructional time. |
| **Progress Report Due Date(s):** 09/15/201710/15/2017 |

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| **Criterion & Topic:** ELE 10 Parental Notification | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** A review of student records and documents indicated that the district's parent notification form does not include information regarding the specific exit requirements and the parents' right to apply for a waiver. |
| **Description of Corrective Action:** By June 30, 2017 the ELL Coordinator and the Assistant Superintendent revised this parental notification form to include information regarding the specific exit requirements and the parents’ right to apply for a waiver, and this new document is in use. This document is included in the ELL Handbook that is posted to the DS website: http://www.doversherborn.org/uploaded/District\_Administration/Assistant\_Superintendent/English\_Language\_Education\_Program\_and\_Structure\_Handbook.pdf |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent and ELL Coordinator | **Expected Date of Completion:**09/08/2017 |
| **Evidence of Completion of the Corrective Action:**? The updated letter that includes information regarding the specific exit requirements and the parents’ right to apply for a waiver |
| **Description of Internal Monitoring Procedures:** ELL Coordinator will assure that the correct form is used and will monitor the DESE requirements and revise handbook/letters as needed. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** ELE 10 Parental Notification | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Corrected |
| **Basis for Decision:** The program handbook including the revised parent notification form is posted to the district's website. |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):**  |
| **Progress Report Due Date(s):**  |

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| **Criterion & Topic:** ELE 16 Equitable Facilities | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** See CR 23. |
| **Description of Corrective Action:** The building principal will assure that the space is used solely for ELL instruction during the times that ELL students are present. A sign will be posted on the door and educators/staff will be informed via email and staff meeting of the times that the room is only accessible to ELL tutor and students. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent | **Expected Date of Completion:**09/08/2017 |
| **Evidence of Completion of the Corrective Action:**Communications to all staff regarding access to the ELL space |
| **Description of Internal Monitoring Procedures:** Building principal will monitor usage during the school year to assure compliance by all staff. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** ELE 16 Equitable Facilities | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By September 15, 2017, submit a copy of the ELL teacher's schedule indicating when ELL students are present in the classroom that is a shared space. By September 15, 2017, submit evidence of dissemination to all staff regarding the use of the shared Book Room (room 20C) indicating times the room is not available for staff to access resources.By October 15, 2017, a member of the Department will conduct an onsite verification to ensure ELE services are provided in a space that is not accessed by other staff during instructional time. |
| **Progress Report Due Date(s):** 09/15/201710/15/2017 |

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| **Criterion & Topic:** ELE 17 Program Evaluation | **CPR Rating:** Not Implemented |
| **Department CPR Findings:** Staff interviews and documentation indicated that the district does not have a comprehensive process to evaluate the effectiveness of its ELE programming in developing students' English language skills and increasing their ability to participate meaningfully in the district's educational program. Please see http://www.doe.mass.edu/ell/ProgramEvaluation.pdf. |
| **Description of Corrective Action:** The district will follow the document ELE Program Evaluation. By September 15, 2017 the district will establish a team at each school, consisting of the Assistant Superintendent, Principal/Assistant Principal, ELL Coordinator, General Educator, Guidance Counselor, and Data Analyst. This team will follow the Program Evaluation protocol as outlined by the DESE with an action plan developed by November 1, 2017. Strengths and areas for improvement will be noted, with adjustments/changes identified in the action plan. |
| **Title/Role(s) of Responsible Persons:**Assistant Superintendent and ELL Coordinator | **Expected Date of Completion:**12/22/2017 |
| **Evidence of Completion of the Corrective Action:**? Agenda for the team sessions? Action plan ? Sign-in sheets for participants |
| **Description of Internal Monitoring Procedures:** School year 2017-2018: Assistant Superintendent and ELL Coordinator will monitor progress and compliance to create the action plan and implementation next steps |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** ELE 17 Program Evaluation | **Corrective Action Plan Status:** Approved **Status Date:** 07/06/2017 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By December 15, 2017, complete the program evaluation tool that is available at http://www.doe.mass.edu/ell/ProgramEvaluation.pdf The district must complete all of the components of the attached form in order to evaluate the effectiveness of its ELE program in developing students' English language skills and increasing their ability to participate meaningfully in the district's educational program. By December 15, 2017, submit strengths and areas of improvement the district has identified as a result of its ELE program evaluation. By December 15, 2017, submit evidence of a plan to make appropriate program adjustments or changes that are responsive to the outcomes of the program evaluation to improve the effectiveness of the program at promoting and supporting the rapid acquisition of English language proficiency by ELs as is required in G.L. c. 71A. |
| **Progress Report Due Date(s):** 12/15/2017 |