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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: Brewster

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 10/14/2017.

**Mandatory One-Year Compliance Date:** **10/14/2018**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| CR 3 | Access to a full range of education programs | Partially Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |
| CR 24 | Curriculum review | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |
| ELE 3 | Initial Identification | Partially Implemented |
| ELE 14 | Licensure Requirements | Partially Implemented |
| ELE 17 | Program Evaluation | Not Implemented |

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| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the Nondiscrimination Policy Statement in the district's student/family handbooks indicated that homelessness as a protected category is not included. | | |
| **Description of Corrective Action:**  Please refer to page 57 of the Parent/Student Handbook: http://nausetschools.org/files/filesystem/Brewster%20Parent%20Student%20Handbook%202017-2018.pdf | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Ann Caretti, Director of Student Services | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  Please refer to page 57 of the Parent/Student Handbook. | | |
| **Description of Internal Monitoring Procedures:**  The Parent/Student Handbook will be reviewed annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 11/20/2017  **Correction Status:** Corrected | |
| **Basis for Decision:**  Based on the review of the Nondiscrimination Policy Statement in the Parent/Student Handbook 2017-2018, homelessness has been included as a protected category. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 8 Accessibility of extracurricular activities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the district's policy regarding accessibility of extracurricular activities indicated that homelessness as a protected category is not included. | | |
| **Description of Corrective Action:**  Please see Page 4 of the Parent/Student Handbook. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Ann Caretti, Director of Student Services | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  Please see Page 4 of the Parent/Student Handbook. Link: http://www.nausetschools.org/files/filesystem/brewster%20parent%20student%20handbook%202017-2018.pdf | | |
| **Description of Internal Monitoring Procedures:**  The Parent/Student Handbook will be reviewed annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date:** 11/20/2017  **Correction Status:** Corrected | |
| **Basis for Decision:**  Based on the review of the district's policy regarding accessibility of extracurricular activities in the Parent/Student Handbook 2017-2018, homelessness has been included as a protected category. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the district's Bullying Prevention Policy and Bullying Prevention and Intervention Plan, as posted on its website, indicated that information regarding protections to students who are bullied by a member of the school staff is not included. | | |
| **Description of Corrective Action:**  Please see page 47 of the Parent/Student Handbook, which addresses bullying by staff and students. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Ann Caretti, Director of Student Services | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  Please see page 47 of the Parent/Student Handbook, which addresses bullying by staff and students.  Link: file:///C:/Users/adevito/Desktop/brewster%20parent%20student%20handbook%202017-2018%20(1).pdf | | |
| **Description of Internal Monitoring Procedures:**  The Parent/Student Handbook will be reviewed annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 11/20/2017  **Correction Status:** Corrected | |
| **Basis for Decision:**  Based on the review of the Bullying Prevention Policy and Bullying Prevention and Intervention Plan in the Parent/Student Handbook 2017-2018, information regarding protection to students who are bullied by a member of the school staff has been included. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the district does not notify parents and students of the name(s) and contact information of the person(s) designated to coordinate compliance under Title IX and Section 504. | | |
| **Description of Corrective Action:**  Please see page 64 in the Parent/Student Handbook. http://nausetschools.org/files/filesystem/Brewster%20Parent%20Student%20Handbook%202017-2018.pdf | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Ann Caretti, Director of Student Services | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  Please see page 64 in the Parent/Student Handbook. | | |
| **Description of Internal Monitoring Procedures:**  Handbook to be reviewed annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date:** 11/20/2017  **Correction Status:** Corrected | |
| **Basis for Decision:**  Based on the review of the Parent/Student Handbook 2017-2018, the district does notify parents and students of the name(s) and contact information of the person(s) designated to coordinate compliance under Title IX and Section 504. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 24 Curriculum review | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and interviews indicated that the district has created a form to assist in the review of curriculum materials; however, teachers have not been provided with guidance or training on reviewing all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation. | | |
| **Description of Corrective Action:**  Asst. Superintendent has researched various curriculum review training materials. Training will occur first to the Curriculum and Assessment Committee and then to all teachers across the District. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Ann Caretti, Director of Student Services | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  Training outlines and materials along with date training occurred. | | |
| **Description of Internal Monitoring Procedures:**  This process will be reviewed annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 11/20/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 17, 2018, submit evidence of training staff including materials, agenda and signed attendance sheets. | | |
| **Progress Report Due Date(s):**  01/17/2018 | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and interviews indicated that the district does not evaluate all aspects of its K-12 programs annually to ensure that all students have equal access to all programs, including athletics and other extracurricular activities. | | |
| **Description of Corrective Action:**  Director of Student Services along with the Principal wills end a survey tot he staff at the school and the parents to ensure equal access to all activities associated with the school. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Ann Caretti, Director of Student Services | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  Director of Student Services along with the Principal wills end a survey tot he staff at the school and the parents to ensure equal access to all activities associated with the school. This will be completed by December 1st. | | |
| **Description of Internal Monitoring Procedures:**  Data will be collected and analyzed during December and January, 2018. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 11/20/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district submitted a plan of action, however, the district has not yet developed the survey tools that will be implemented to ensure that they appropriately address questions of access. | | |
| **Department Order of Corrective Action:**  Submit the tools that have been developed to solicit feedback on student access to all programs, extracurriculars, and athletics. Submit the summary evaluation, including recommendations for actions as a result of responses. | | |
| **Required Elements of Progress Report(s):**  By January 17, 2018, submit tools that will be used to gain feedback from students, faculty, and parents to determine that students have equal access to all programs, including athletics and other extracurricular activities. By June 29, 2018, submit a report and analysis of the results of the surveys. Indicated any changes that will be made as a result of the responses and evaluation. | | |
| **Progress Report Due Date(s):**  01/17/2018  06/29/2018 | | |

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| **Criterion & Topic:**  ELE 3 Initial Identification | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of the "Implementation Practices" document submitted by the district confirmed inaccurate information regarding the initial identification process such as classifying a student as an English learner (EL) if there is another language on the Home Language Survey (HLS) or defining ACCESS for ELs as a screening test. District documentation also indicated that the district has not established English language proficiency screening procedures to determine each potential EL preschool student's English language proficiency level. The district's current implementation practices described in the documentation are not in compliance with 603 CMR 14.02(1) that requires districts to establish procedures in accordance with the Department's guidelines. | | |
| **Description of Corrective Action:**  Implementation practices were revised and updated to meet criteria. | | |
| **Title/Role(s) of Responsible Persons:**  Keith Gauley, Assistant Superintendent  Carina DaSilva, ELE Coordinator | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  See Attached (documents will be emailed). | | |
| **Description of Internal Monitoring Procedures:**  Implementation practices will be reviewed annually by ESL Staff and Coordinator. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 3 Initial Identification | **Corrective Action Plan Status:** Approved  **Status Date:** 11/20/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 17, 2018 provide the following information:  1. Please complete the "Initial Identification Procedures for ELs and FELs" form available in the Document Library to provide a description of the district's initial identification procedures showing that:  a- the district administers a HLS to all newly enrolling students;  b- the district screens the English language proficiency of a student using a WIDA screener when the answer to any of the questions on the HLS is a language other than English;  c- the district determines whether or not the student is an EL or FEL and makes initial placement decisions using screening test results and cut scores provided by the Department;  d- the district notifies the parent/guardian of language assessment results and initial placement no later than 30 days after the beginning of the school year or within two weeks if the student enrolls in the school district during the school year;  e- the district informs the parents of their right to opt out or to secure an SEI program waiver with the parent notification form sent to the parents upon initial placement of the student in the district's ELE program;  f- the district codes the student determined to be EL in all future SIMS reports submitted to the Department.  2. Please provide information regarding the training opportunities provided to the staff involved in the initial identification process to keep them informed about the revised policy and procedures. Please include meeting dates, minutes and sign-in sheets.  3. Please complete the form "Initial Identification Testing Data" located in the Document Library to provide the names and scores of all the students who have been screened for the SY 2017-18. | | |
| **Progress Report Due Date(s):**  01/17/2018 | | |

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| **Criterion & Topic:**  ELE 14 Licensure Requirements | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and Educator Licensure and Renewal (ELAR) indicated that not all district ESL teachers who provide students with ESL instruction hold an ESL license or a current waiver issued by the Massachusetts Department of Elementary and Secondary Education. | | |
| **Description of Corrective Action:**  Current ESL Staff is pursuing licensure. Current staff is employed on an at will basis and job will be posted if current staff is unable to obtain licensure. | | |
| **Title/Role(s) of Responsible Persons:**  Keith Gauley, Assistant Superintendent  Carina DaSilva, ELE Coordinator | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  Certificate of licensure will be provided once obtained. | | |
| **Description of Internal Monitoring Procedures:**  Hiring practices will continue to seek licensed staff. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 14 Licensure Requirements | **Corrective Action Plan Status:** Approved  **Status Date:** 11/20/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By January 17, 2018 provide the following information:  1-Submit the license information of the current ESL teacher(s) and waiver information for the teacher(s) who doesn't hold an ESL license.  2- Provide information on the support the district will provide to help the uncertified educator(s) earn the appropriate licensure and a timeline that shows the educator(s)'s efforts towards earning his/her ESL license.  3- Provide a copy of any job posting and application information that may remain on file in the event the currently uncertified educator(s) fails to acquire proper certification by Summer 2018. | | |
| **Progress Report Due Date(s):**  01/17/2018 | | |

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| **Criterion & Topic:**  ELE 17 Program Evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of documents indicated 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 educational program. Please see HYPERLINK "http://www.doe.mass.edu/ell/ProgramEvaluation.pdf" http://www.doe.mass.edu/ell/ProgramEvaluation.pdf . | | |
| **Description of Corrective Action:**  Program evaluation procedure has been re-written based upon feedback. | | |
| **Title/Role(s) of Responsible Persons:**  Keith Gauley, Assistant Superintendent  Corina DaSilva, ELE Coordinator | | **Expected Date of Completion:**  11/01/2017 |
| **Evidence of Completion of the Corrective Action:**  ELE Program Evaluation  To evaluate the ELE program and ensure we meet the requirements stated in the Castañeda?s Three-Pronged Test, Nauset Public Schools will follow the procedures outlined in the Guidance document. First, we will establish a team in each school; second, we will gather and analyze data; third, we will target areas for improvement and create an action plan; and finally, we will meet once a year to monitor our progress.  Each school based team will include the assistant superintendent, the ELE program coordinator, the school?s principal, one SEI-endorsed classroom teacher, the guidance counselor, and the data analyst.  Some of the data we will collect during the year include but are not limited to, the ACCESS test results and trends, MCAS results, parent surveys and engagement, graduation rate, staff qualification and more. We will present the data during our yearly meeting and set a target for each of the four goals developed by the Department of Education. | | |
| **Description of Internal Monitoring Procedures:**  Program Evaluation procedures will be reviewed annually in conjunction with the evaluation process. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 17 Program Evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 11/20/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  1- By January 17, 2018 provide the following information:  - names and the assignments of the staff members who will be involved in the district's program evaluation,;  - qualitative and quantitative data that will be analyzed;  - meeting dates and agendas including a timeline for the process.  2-By June 29, 2018, 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.  3- By June 29, 2018, please provide information regarding the strengths and areas of improvement the district identified as a result of its ELE program evaluation.  4-By June 29, 2018, please provide a plan of action 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):**  01/17/2018  06/29/2018 | | |