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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: Avon

CPR Onsite Year: 2013-2014

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 05/01/2014.

**Mandatory One-Year Compliance Date:** **05/01/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| CR 25 | Institutional self-evaluation | Not Implemented |

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

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of documentation and interviews indicate that the district does not evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities. | | |
| **Description of Corrective Action:**  A review of documentation and interviews indicate that the district does not evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities will occur each summer during a three day meeting of administrators scheduled for 7/30/14-8/1/13. | | |
| **Title/Role(s) of Responsible Persons:**  Christine Godino, Director of Pupil Services | | **Expected Date of Completion:**  09/01/2014 |
| **Evidence of Completion of the Corrective Action:**  Meeting Agendas and sign-in sheets | | |
| **Description of Internal Monitoring Procedures:**  The Director of Pupil Services will ensure all aspects of the K-12 programming are reviewed each year at the summer administrative meetings. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date**: 06/02/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 5, 2014, the district will submit a copy of the institutional self-evaluation. | | |
| **Progress Report Due Date(s):**  09/05/2014 | | |

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

District: Avon Public School District

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Avon Public Schools/Christine Godino, Director of Pupil Services

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 11, 2015**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 10 Parent Notification | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *A review of student records indicated that not all ELL records contained a copy of the annual parent notification letter. Additionally, the parent notification letter was not provided in the primary language of the home.* | | | |
| **Narrative Description of Corrective Action:** The Director of Pupil services will meet with building administrators and the licensed ELL teacher in the fall to ensure the annual parent notification letter is sent to parents and provided in the primary language of the home. A student record checklist will be developed that will include the annual parent notification letter. Each record will be examined by the building administrator to confirm the parent notification letter is in the file. | | | |
| **Title/Role of Person(s) Responsible for Implementation: Director of Pupil Services** | | **Expected Date of Completion for Each Corrective Action Activity: 10/24/2014** | |
| **Evidence of Completion of the Corrective Action: Agenda, sign-in sheet, and ELL record checklist** | | | |
| **Description of Internal Monitoring Procedures:** record review | | | |
| 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:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):** ByOctober 31, 2014, the district will submit to the Department evidence of training on the revised procedure (agenda, sign-in sheet, and ELL record checklist) to ensure the annual parent notification letter is sent to parents and provided in the primary language of the home.  By March 2, 2015, the district will conduct a review of six English language learner student records. The district will review each student record to ensure each contains an annual parent notification letter in the primary language of the home. The district must submit to the Department the following information:   * The number of records reviewed; * The number of records in compliance; * For all records not in compliance, determine the root cause(s) of the noncompliance; and * The district’s plan to remedy the non-compliance with regard to each record. | | | |
| **Progress Report Due Date(s): October 31, 2014; March 2, 2015** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 17 Program Evaluation | | | **Rating:** Not Implemented |
| **Department CPR Finding:** *Document review indicates that the district does not conduct periodic evaluations of the effectiveness of its ELE program in developing students’ English language skills and increasing their ability to participate meaningfully in the educational program.* | | | |
| **Narrative Description of Corrective Action:** The Director of Pupil Services will meet with building administrators and the licensed ELL teacher three times a year (fall, winter and spring) to monitor the progress of ELLs and to evaluate the services provided to the ELLs. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Director of Pupil Services | | **Expected Date of Completion for Each Corrective Action Activity:** 6/12/2015 | |
| **Evidence of Completion of the Corrective Action:** Agendas, sign-in sheets, and meeting minutes | | | |
| **Description of Internal Monitoring Procedures:** Agenda, sign-sheets and meeting minutes | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 17 | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** District personnel will meet three times a year and submit evidence of monitoring of the progress of ELLs. However, the district did not indicate that an evaluation would be completed on the effectiveness of its ELE program in developing students’ English language skills and increasing their ability to participate meaningfully in the education program. | | | |
| **Department Order of Corrective Action:** Conduct an evaluation of the ELE program. | | | |
| **Required Elements of Progress Report(s):** By March 2, 2015, the district will submit a copy of the ELE program evaluation. | | | |
| **Progress Report Due Date(s): March 2, 2015** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 18 Records of ELL students | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *A review of student records indicates that report cards and progress reports for ELL students are not consistently maintained in the student record or provided in the parents’ native language. The parent notification letter was also not consistently evident in the student record.* | | | |
| **Narrative Description of Corrective Action:** The Director of Pupil services will meet with building administrators and the licensed ELL teacher in the fall to ensure the annual parent notification letter, report cards, and progress reports are maintained in the student record. A student record checklist will be developed that will include the annual parent notification letter, report cards and progress notes. Each record will be examined by the building administrator to confirm the parent notification letter, report cards, and progress notes are in the file. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Director of Pupil Services | | **Expected Date of Completion for Each Corrective Action Activity:** 6/12/2015 | |
| **Evidence of Completion of the Corrective Action: Agenda, sign-in sheet and Avon** ELL record checklist | | | |
| **Description of Internal Monitoring Procedures:** record review | | | |
| 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:** | | | |
| **Department Order of Corrective Action:** | | | |

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| **Required Elements of Progress Report(s):** By October 31, 2014, the district will submit to the Department evidence of the revised procedure (agenda, sign-in sheet, and ELL record checklist) to ensure the report cards, progress reports and annual parent notification letters are sent to parents and are provided in the primary language of the home.  By March 2, 2015, the district will conduct a review of six English language learner student records. The district will review each student record to ensure each contains report cards, progress reports and an annual parent notification letter in the primary language of the home. The district must submit to the Department the following information:   * The number of records reviewed; * The number of records in compliance; * For all records not in compliance, determine the root cause(s) of the noncompliance; and * The district’s plan to remedy the non-compliance with regard to each record. |
| **Progress Report Due Date(s): October 31, 2014; March 2, 2015** |