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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: Deerfield

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 03/19/2015.

**Mandatory One-Year Compliance Date:** **03/19/2016**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 14 | Review and revision of IEPs | Partially Implemented |
| SE 20 | Least restrictive program selected | Partially Implemented |
| SE 32 | Parent advisory council for special education | Partially Implemented |
| SE 41 | Age span requirements | Partially Implemented |
| SE 55 | Special education facilities and classrooms | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | 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 | Not Implemented |

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

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| **Criterion & Topic:**  SE 14 Review and revision of IEPs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Documents and student record review indicated that IEP Teams do not consistently meet at least annually, on or before the anniversary date of the IEP, to consider student progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate. | | |
| **Description of Corrective Action:**  Root Cause analysis determined that DES has extended IEP's past the annual expiration date to allow for the completion of evaluations and due to canceled meeting.  Training will be held to remind service providers that every twelve months ( 10 months for initials) on or before the expiration date of the current IEP an IEP review must be conducted to consider student progress and to review, revise or develop a new IEP or refer student for re-evaluation. TEAMs will be reminded that they must allow for time to reschedule canceled meeting or schedule snow day make-up dates. | | |
| **Title/Role(s) of Responsible Persons:**  Karen Ferrandino - Special Education Director  Jeanine Heil - Principal | | **Expected Date of Completion:**  11/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Agenda and sign in sheet for training on Review and Revisions of IEPs | | |
| **Description of Internal Monitoring Procedures:**  Quarterly Special Education Director will review 5 files to ensure that IEP review meeting were held within the 12 month time frame. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 14 Review and revision of IEPs | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The district identified the root cause, but did not propose developing procedures to address the issue. | | |
| **Department Order of Corrective Action:**  The district must develop procedures to ensure that staff is aware of the process for planning and scheduling Team meetings well in advance of the annual review date, particularly when evaluations are scheduled. | | |
| **Required Elements of Progress Report(s):**  Submit evidence of staff training (agenda, sign-in sheet and procedures) on the review and revision of IEPs, by September 18, 2015.  Conduct an administrative review of a sampling of IEPs written after corrective action has been completed to determine if timelines have been met and submit the number of records reviewed, the number in compliance, the number not in compliance, if any, and the district's plan to address any continued non-compliance, by December 18, 2015.  \*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 records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  09/18/2015  12/18/2015 | | |

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

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| **Criterion & Topic:**  SE 20 Least restrictive program selected | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Student record review and interviews indicated that when a student is removed from the general education classroom at any time, the Team does 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:**  Procedures for completing the Nonparticipation justification of the IEP will be reviewed with all faculty members.  The drop down menu in special education data base will be removed as an option to completing the nonparticipation justification. This action will require that each non participation justification will be individualized and include how the nature or severity of the student's disability limits his or her participation in the regular education setting, or how the student's disability limits his or her participation in the regular education setting, or how the student's education could not be achieved with the use of supplemental aides and services.. | | |
| **Title/Role(s) of Responsible Persons:**  Karen Ferrandino- Special Education Director  Jeanine Heil - Principal | | **Expected Date of Completion:**  10/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Copy of procedure for completing nonparticipation justification section of IEP  Staff sign in and agenda at training to completing the nonparticipation section of IEP | | |
| **Description of Internal Monitoring Procedures:**  Each IEP will be reviewed by Principal and special education office to ensure that the nonparticipation justification includes how the nature or severity of the student’s disability limits his or her participation in the regular education setting, or how the student's education could not be achieved with the use of supplemental aides and services. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 20 Least restrictive program selected | **Corrective Action Plan Status:** Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit evidence (agenda, sign-in sheet, and a copy of the procedures) that staff has been trained on writing complete nonparticipation justification statements, by September 18, 2015.  Conduct an administrative review of a sampling of IEPs that have been developed since corrective action to determine if the nonparticipation justification statements are completed and individualized, including how the nature or severity of the student's disability limits his or her participation in the regular education setting, or how the student's education could not be achieved with the use of supplementary aids and services. Submit the number reviewed, the number in compliance, the number that are not in compliance, if any, and a plan to address any noncompliance, by December 18, 2015.  \*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 records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  09/18/2015  12/18/2015 | | |

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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 indicated that the school district has not established its own parent advisory council on special education. Deerfield is part of a regional Union 38 PAC that includes Conway, Whately, Sunderland, and Frontier Regional. The district has not applied to the Department for a waiver to implement their PAC in this manner. | | |
| **Description of Corrective Action:**  Deerfield Elementary School is part of School Union #38. Students feed into Frontier Regional School District. Frontier Regional School District and Union #38 School Districts share central office administrators and staff and functions as 1 regional school district in many ways. Parents of the 5 schools within the District prefer to have 1 PAC. The District provides a PAC coordinator to assist parents in scheduling events, sharing concerns, and coordinating parents request for information and trainings. The District was found out of compliance because there is 1 PAC for the 5 schools/districts.  District will complete an Alternative Compliance waiver pursuant to 603 CMR 28.05 and seek approval for a regional PAC | | |
| **Title/Role(s) of Responsible Persons:**  Karen Ferrandino- Special Education Director | | **Expected Date of Completion:**  10/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Completing and approved Alternative Compliance waiver for regional PAC | | |
| **Description of Internal Monitoring Procedures:**  The District will keep alternative compliance waiver on file and renew every 3 years if needed. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the approved Alternative Compliance waiver for a regional PAC, or a copy of the application if the waiver is pending, by September 18, 2015.  Please see the Administrative Advisory SPED 2015-1: Special Education Parent Advisory  councils, Acceptable Alternatives, and Use of Social Media:  www.doe.mass.edu/sped/advisories/2015-1.html | | |
| **Progress Report Due Date(s):**  09/18/2015 | | |

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

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| **Criterion & Topic:**  SE 41 Age span requirements | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that in the life skills classroom at Deerfield Elementary School, the ages of the youngest and oldest student differ by more than 48 months. The district has not submitted a written request for approval of a wider age range to Program Quality Assurance Services at the Department. | | |
| **Description of Corrective Action:**  During the 2014-2015 school year DES accepted into its Life Skills program a student from another District. The addition of this student extended the age range of students that receive services in the classroom beyond 48 months. Students who receive supports and services through this program have significant disabilities and receive individualized supports and services. The same students will continue in the program during the 2015-2016 school year. The District will apply for a age span waiver for the 2015-2016 school year. | | |
| **Title/Role(s) of Responsible Persons:**  Karen Ferrandino Director of Special Education | | **Expected Date of Completion:**  09/03/2015 |
| **Evidence of Completion of the Corrective Action:**  Completed and approved age span waiver | | |
| **Description of Internal Monitoring Procedures:**  The District will monitor age span annually and upon acceptance of new students | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 41 Age span requirements | **Corrective Action Plan Status:** Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the approved age span waiver for the life skills program at Deerfield Elementary School for the 2015-2016 school year, by September 18, 2015. | | |
| **Progress Report Due Date(s):**  09/18/2015 | | |

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

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| **Criterion & Topic:**  SE 55 Special education facilities and classrooms | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Observation and interviews indicated that the Life Skills program, as well as the occupational therapy (OT) and physical therapy (PT) spaces are identified by signs that stigmatize eligible students. | | |
| **Description of Corrective Action:**  Life Skills program and OT/PT room spaces are identified by signs. These signs will be removed | | |
| **Title/Role(s) of Responsible Persons:**  Jeanine Heil - Principal  Karen Ferrandino - Director of Special Education | | **Expected Date of Completion:**  10/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Removed signs | | |
| **Description of Internal Monitoring Procedures:**  quarterly Principal will check all rooms in the building to ensure that spaces are not identified by signs that may stigmatize students. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 55 Special education facilities and classrooms | **Corrective Action Plan Status:** Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Schedule a site visit with ESE to verify that all signs that stigmatize eligible students have been removed from the Life Skills, occupational therapy (OT), and physical therapy (PT) spaces, before the progress report due date of June 29, 2015. | | |
| **Progress Report Due Date(s):**  06/29/2015 | | |

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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:**  Document review and interviews indicated that the district's non-discrimination policy does not include the category of gender identity. | | |
| **Description of Corrective Action:**  Districts Non-Discrimination Policy has not been amended to include the protected category of gender identity.  District will update the Non-Discrimination Policy to include gender identity. The updated policy will be reviewed by the School Committee at September meeting and voted on at October 2015 meeting.  Opening day of school non-discrimination training will occur and include update on gender identity as protected category. | | |
| **Title/Role(s) of Responsible Persons:**  Principal - Jeanine Heil  Superintendent of Schools - Marti Barrett | | **Expected Date of Completion:**  10/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Copy of new policy approved by school committee  Sign in sheet for training on non-discrimination policy including gender identity as protected position | | |
| **Description of Internal Monitoring Procedures:**  Updated policy will be included in policy handbook and Principal will review it annually with faculty and staff. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the non-discrimination policy amendment draft that includes the protected category of gender identity and evidence that staff received training on the updated policy, by September 18, 2015.  Submit a copy of the nondiscrimination policy approved by the School Committee, by December 18, 2015. | | |
| **Progress Report Due Date(s):**  09/18/2015  12/18/2015 | | |

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

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that the district has a Bullying Prevention and Intervention Plan with which staff is familiar; however, the district has not provided professional development for all school staff in the current school year 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. | | |
| **Description of Corrective Action:**  Full faculty training on the amendments to the anti-bullying law will be completed. | | |
| **Title/Role(s) of Responsible Persons:**  Jeanine Heil - Principal  Marti Barrett - Superintendent of School | | **Expected Date of Completion:**  10/30/2015 |
| **Evidence of Completion of the Corrective Action:**  Agenda for faculty meeting and sign in sheet. | | |
| **Description of Internal Monitoring Procedures:**  Principal will review faculty meeting agendas annually to ensure that updates to BPIP are discussed at least annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit evidence that the district provided professional development for all school 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, by June 29, 2015. | | |
| **Progress Report Due Date(s):**  06/29/2015 | | |

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

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that the discrimination notice in the written materials and other media used to publicize the district's school do not include gender identity, religion, or sexual orientation. | | |
| **Description of Corrective Action:**  All materials and media that include equal opportunity statements and non-discrimination statements will be amended to include the required protected category of gender identity. | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent of School- Marti Barrett  Principals- Jeanine Heil | | **Expected Date of Completion:**  11/15/2015 |
| **Evidence of Completion of the Corrective Action:**  Copies of materials and media that include equal opportunity statements and no-discrimination statements with required protected category of gender identity | | |
| **Description of Internal Monitoring Procedures:**  All material that is dispersed and media will be reviewed to ensure that the protected category of gender identity is included in the non-discrimination statements. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit a sample of written materials and other media used to publicize the school district that include the protected categories of gender identity, religion and sexual orientation by September 18, 2015 | | |
| **Progress Report Due Date(s):**  09/18/2015 | | |

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

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| **Criterion & Topic:**  CR 24 Curriculum review | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that the district does not have procedures in place to ensure that individual teachers in the district review 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, and that appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such materials. | | |
| **Description of Corrective Action:**  Procedures will be established to ensure that individual teachers in the district review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, and that appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such material. A training for all staff will take place to review the established procedures. | | |
| **Title/Role(s) of Responsible Persons:**  Jeanine Heil - Principal  Louise Law - Curriculum Director | | **Expected Date of Completion:**  11/15/2015 |
| **Evidence of Completion of the Corrective Action:**  Copy of procedures.  Agenda and sign in sheet for training. | | |
| **Description of Internal Monitoring Procedures:**  Annually Principal will review faculty meeting agendas to ensure that teachers were reminded of their individual responsibility to review all educational material. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 04/28/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the new procedures and evidence that staff has been trained on the procedures (agenda, sign-in sheet), by September 18, 2015. | | |
| **Progress Report Due Date(s):**  09/18/2015 | | |

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

District: Deerfield Public Schools

Corrective Action Plan Review

Program Area: English Learner Education

Prepared by: District Director of ELE

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: May 5, 2016**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 5 Program placement and structure | | | **Rating:** Partially implemented |
| **Department CPR Finding:** *District documentation does not include “SEI Program Description Forms” and the ELL student roster (District Form 3) that clarify the nature of the ESL services districts provide to ELLs at different proficiency levels. Therefore, there is no indication that ESL services provided by the district reflect a sound educational approach recognized as a legitimate educational strategy to teach ELL students English language skills in the four language domains: speaking, listening, reading and writing. Please see the “Transitional Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners August 2013”document as found at* [*http://www.doe.mass.edu/ell/guidance\_laws.html*](http://www.doe.mass.edu/ell/guidance_laws.html).  *The documentation submitted by the district does not include an ESL curriculum; therefore, there is no evidence showing that the district had an ESL curriculum used for direct ESL instruction at the time of the review. See the Department’s WIDA ELD Standards update from at* [*http://www.doe.mass.edu/ell/wida.html*](http://www.doe.mass.edu/ell/wida.html) | | | |
| **Narrative Description of Corrective Action:**  The district will create program description forms for the SEI program to clarify the nature of ESL services provided to ELL’s at different proficiency levels. The program description will include an explanation of the education approach that will be used to teach ELL students English language skills in the four language domains: speaking, listening, reading, and writing.  District ESL teachers will work collaboratively during June, 2015 to create a clearly articulated curriculum map describing the district ESL curriculum based on the WIDA standards. The curriculum maps will be entered into the district online curriculum mapping system and reviewed by the district Director of ELE. | | | |
| **Title/Role of Person(s) Responsible for Implementation:**  District Director of ELE | | **Expected Date of Completion for Each Corrective Action Activity:**  May, 2016 | |
| **Evidence of Completion of the Corrective Action:**  Student records will contain appropriate documentation including the program description identifying services provided to students at each English proficiency level. The ELL student roster will identify ESL services each student received during a school year.  The district ESL curriculum will be clearly identified and articulated on the district online curriculum mapping program. | | | |
| **Description of Internal Monitoring Procedures:**  The district director of ELE will review student records on a quarterly basis to ensure that appropriate documentation of parent notification of program related information for ELL students is maintained.  The district director of ELE will monitor and review the district ESL curriculum using the district online curriculum mapping program. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 5 Program placement and structure | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** *SEI Program Description Forms* help the Department understand of what the school’s and the district’s plan to provide direct ESL and sheltered content instruction to the ELL students. The document needs to be completed as a part of the Coordinated Program Review (CPR). The district does not need to work on this form to remedy the concern mentioned in the Department’s finding for ELE 5. | | | |
| **Department Order of Corrective Action:** N/A | | | |
| **Required Elements of Progress Report(s):**   1. Please provide a detailed plan that shows that the district is providing sufficient ESL instruction to ensure the rapid acquisition of English to all ELL students in SY 2015-16. Please see the Department's Transitional Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners found at <http://www.doe.mass.edu/ell/TransitionalGuidance.pdf> for assistance, by **September 25, 2015**. 2. Please complete district information in the attached spreadsheet labeled ELL List by school for each ELL student in the district, by **September 25, 2015**. 3. Submit a plan that includes information about a process for reviewing or developing ESL curriculum that integrates WIDA ELD standards and a plan for WIDA implementation including information such as WIDA training opportunities for the district staff, responsible district staff, meeting dates, minutes and signing sheets and timelines for implementation, by **September 25, 2015.** | | | |
| **Progress Report Due Date(s): September 25, 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 documents, student records and interviews indicated that the district has a parent notification letter, but the letter did not consistently notify parents**about the reasons their student was identified as an ELL, including the student’s level of English proficiency; the program where the student will be placed and the method of instruction used; how the program will meet the educational strengths and needs of the student; how the program will specifically help the student learn English; what the requirements are to exit the program; the parents’ right to apply for a waiver or to decline to enroll their student in the program; and if the student has additional education needs that require Special Education Services, how the district will meet those needs.* | | | |
| **Narrative Description of Corrective Action:**  Student records will contain appropriate documentation including the program description identifying services provided to students at each English proficiency level. The ELL student roster will identify ESL services each student received during a school year.  The district ESL curriculum will be clearly identified and articulated on the district online curriculum mapping program. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Louise Law Director of ELE | | **Expected Date of Completion for Each Corrective Action Activity:** O**ctober 2015** | |
| **Evidence of Completion of the Corrective Action:**  The district will review internal documents, and revise them accordingly to ensure that the district initial and annual parent notification letter to students identified as ELL’s clearly notifies parentsabout the reasons their student was identified as an ELL, including the student’s level of English proficiency; the program where the student will be placed and the method of instruction used; how the program will meet the educational strengths and needs of the student; how the program will specifically help the student learn English; what the requirements are to exit the program; the parents’ right to apply for a waiver or to decline to enroll their student in the program; and if the student has additional education needs that require Special Education Services, how the district will meet those needs*.* | | | |
| **Description of Internal Monitoring Procedures:** The district Director of ELE will monitor and student records semi-annually to ensure that appropriate notification is sent to families and records of that notification are kept on file in student records. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 10 Parent notification | **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):**  Submit a copy of the parent notification letter that contains all required information by **September 25, 2015**.  Please see a template for the Parent Notification Form at [www.doe.mass.edu/ell/resources.html](http://www.doe.mass.edu/ell/resources.html)**.**  Submit copies of parent notification letters that have been sent to parents this school year since the new letter was developed by **January 29, 2016**. | | | |
| **Progress Report Due Date(s): September 25, 2015; January 29, 2016** | | | |

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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:** *Documentation submitted by the district does not include any evidence showing that the district conducts periodic evaluations of the effectiveness of the district’s 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 district will design and document a process for conducting periodic evaluations of the effectiveness of the district’s ELE program. The district director of ELE will work with district ESL teachers and school principals to identify the data and procedures that will be used to conduct this evaluation. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** District DiDistrict Director of ELE | | **Expected Date of Completion for Each Corrective Action Activity: May, 2016** | |
| **Evidence of Completion of the Corrective Action:**  A written procedure for evaluation of the district ELE program and evidence of completion of an initial round of program evaluation conducted by the district during the 2015/16 school year. | | | |
| **Description of Internal Monitoring Procedures:**  The district Director of ELE will monitor the evaluation process and ensure that appropriate documentation of completed evaluations are maintained | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 17 Program evaluation | **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):**  As of SY 2015-16 districts are required to use the program evaluation form provided to the districts on the Department’s website. Please see <http://www.doe.mass.edu/ell/ProgramEvaluation.pdf>. Please complete the form to evaluate the effectiveness of the district’s ELE program in developing students’ English language skills and increasing their ability to participate meaningfully in the district’s educational program. Where the district documents that the program is not effective, it must take the steps to make appropriate program adjustments or changes that are responsive to the outcomes of the program evaluation by **September 25, 2015**. | | | |
| **Progress Report Due Date(s): September 25, 2015** | | | |

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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:** No implemented |
| **Department CPR Finding:** *Student record review and interviews indicated that ELL student records did not consistently include all required elements, including a home language survey, parent notification letters and student schedules.* | | | |
| **Narrative Description of Corrective Action:** The district administrative team, school secretarial staff, and ESL teachers will review the documentation required for ELE student records. Training in appropriate ESL record keeping was provided to district personnel this spring by district ESL teachers. The district ESL teachers will review student records in June 2015 and in October 2015, under the direction of the district ELE director, to ensure that all required elements, including home language surveys, parent notification letters, and student schedule documents are submitted and appropriately maintained | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Director of ELE | | **Expected Date of Completion for Each Corrective Action Activity:** October, 2016 | |
| **Evidence of Completion of the Corrective Action:**  Student records will contain appropriate documentation | | | |
| **Description of Internal Monitoring Procedures:**  District Director of ELE will monitor and review student ELE records semi-annually. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 18 Records of LEP students | **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):**  Provide evidence (agenda, sign-in sheet, materials) that appropriate staff has been trained on record keeping requirements for ELE students, by **September 25, 2015**.  Submit the results of an administrative review of ELE student records to determine if all required documentation is included.Include the number of records reviewed, the number in compliance, the number not in compliance and the district’s plan to address the continued noncompliance, if any, by **January 29, 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 records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, with their role(s) and signature(s).** | | | |
| **Progress Report Due Date(s): September 25, 2015; January 29, 2016** | | | |