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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: Alma del Mar Charter School (District)

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 01/13/2015.

**Mandatory One-Year Compliance Date:** **01/13/2016**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 24 | Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |

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

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| **Criterion & Topic:**  SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that the charter school is not responding to all federal requirements on page 2 of the Notice of Proposed School District Action (N1). Specifically, the charter school is not providing:  A description of the action proposed or refused by the charter school;  An explanation of why the charter school proposed or refused to take the action;  A description of any other options that the charter school considered and the reasons why those options were rejected; and  A description of each evaluation procedure, test, record, or report the charter school used as a basis for the proposed or refused action. | | |
| **Description of Corrective Action:**  The Director of Academic Support, who oversees special education, will ensure that all six questions are explicitly answered on each N1 using an IEP review checklist. Previously, the N1 was completed using a narrative response that did not explicitly answer each of the six questions. | | |
| **Title/Role(s) of Responsible Persons:**  Elizabeth Leiwant, Director of Academic Support | | **Expected Date of Completion:**  04/27/2015 |
| **Evidence of Completion of the Corrective Action:**  IEP review checklist  The Head of School will randomly select 15 folders for review of compliance on the N1 forms, looking specifically for answers to all six questions in 100% of files. | | |
| **Description of Internal Monitoring Procedures:**  The district will randomly select 5 folders on a quarterly basis to monitor for compliance. Should the folder review find that staffs are still not in compliance on this issue, the Head of School will analyze what specifically is the issue and address it accordingly. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE | **Corrective Action Plan Status:** Approved  **Status Date:** 03/02/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 27, 2015, the charter school will submit a copy of the IEP review checklist and evidence of staff training on responding to all questions on page two of the N1 form.  By October 5, 2015, provide the review of a random sample of student records to determine compliance with responding to all questions on page 2 of the N1 form. Include the number of student records reviewed, the number of records in compliance, and for any noncompliance found, determine the root cause(s) and provide the district's plan to remedy the identified noncompliance.  \*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, their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  04/27/2015  10/05/2015 | | |

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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:** A review of documents indicated that the charter school's student handbook and code of conduct do not include the following:  Non-discrimination policy;  Procedures for accepting, investigating and resolving complaints alleging discrimination or harassment; and  Disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred. | | |
| **Description of Corrective Action:** The Alma del Mar Family Handbook will be revised so that it specifically includes the school's procedures for accepting, investigating and resolving complaints alleging discrimination or harassment. It will also include the disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred. Currently the handbook gives an overview of these policies and that detailed policies are available for families to review in the school office. | | |
| **Title/Role(s) of Responsible Persons:**  Lourdes Gonzalez, Director of Operations | | **Expected Date of Completion:**  08/18/2015 |
| **Evidence of Completion of the Corrective Action:** A timeline plan for the revision of the family handbook.  The revised Family Handbook will be posted on the Alma del Mar website and hard copies of the handbook will be printed and distributed to families in August 2015. | | |
| **Description of Internal Monitoring Procedures:** Handbooks are reviewed and revised annually. The Director of Operations will work with the Director of Academic Support (who oversees civil rights compliance) to ensure that all relevant policies are explicitly included in the revised handbook for 2015-2016. The Head of School will review the handbook for all components before it is published. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 03/02/2015  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By April 27, 2015, the charter school will submit to the Department a copy of the revised non-discrimination policy that includes procedures for accepting, investigating and resolving complaints alleging discrimination or harassment, as well as the disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred.  By October 5, 2015, the charter school will submit to the Department a copy of the student handbook and code of conduct that includes the revised non-discrimination policy. | | |
| **Progress Report Due Date(s):**  04/27/2015  10/05/2015 | | |

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

Charter School: Alma del Mar Charter School

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Elizabeth Leiwant

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: March 24, 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:** *A review of the district’s documentation revealed that the district uses “Rigby on Our Way to English” as their ESL curriculum. While purchased materials can be used as resources they cannot replace the curriculum districts are expected to develop based on WIDA standards. Please, see*  “*WIDA English Language Development Standards Implementation Guide (Part I)” document as found at* [*http://www.doe.mass.edu/ell/wida.html*](http://www.doe.mass.edu/ell/wida.html) | | | |
| **Narrative Description of Corrective Action:** Alma del Mar currently uses “Rigby on Our Way to English” and the WIDA ELD standards to determine the content and sequencing of our ESL instruction. We are currently in the process of creating a formalized ESL curriculum that is WIDA and common core aligned and will address the English proficiency and grade levels that we serve. The development of this curriculum will include gathering current materials and lessons from ESL teachers, drafting a curriculum, review and revision by the English Language placement team, revisions, and final review and approval by the Head of School. Once the new curriculum is developed, all relevant staff will be trained on how to implement the curriculum in their classrooms. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Elizabeth Leiwant/Director of Academic Support | | **Expected Date of Completion for Each Corrective Action Activity:**  Initial materials collection-4/17/2015  Draft of curriculum-5/5/2015  Review of English Language Placement team and ESL teachers 5/29  Revised draft completed 6/5  Final approval by Head of School 6/12  Training of Teachers on new curriculum 8/17  Implementation of new curriculum 9/2/2015 | |
| **Evidence of Completion of the Corrective Action:** The following will be used as evidence of completion of the corrective action plan: meeting notes and meeting agendas, the agenda, sign in sheet, and materials from teacher training, and the completed curriculum. | | | |
| **Description of Internal Monitoring Procedures:** Each spring a revision process will occur to ensure that the curriculum remains up to date and addresses all necessary standards. Revisions to the curriculum will be overseen by the Director of Academic Support and approved by the Head of School. Teachers will be trained annually in the ESL curriculum prior to the start of the school year. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 5 | **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 information about the process of developing ESL curriculum that integrates WIDA ELD standards, including information such as WIDA training opportunities for the district staff, responsible district staff, meeting dates, minutes and sign-in sheets and timelines for implementation. | | | |
| **Progress Report Due Date(s): September 15, 2015** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 10 Parental Notification | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *A review of student records and documents indicate that the Parent Notification Letter does not include the specific exit requirements. Also, the charter school does not provide parents and guardians of ELL students with progress reports in the same manner and with the same frequency as general education reporting.* | | | |
| **Narrative Description of Corrective Action:** In the 2014-2015 Alma del Mar began issuing ESL progress reports along with report cards. At the time of the record review in September, we had not yet come to the end of the first quarter when grades and progress reports are disseminated and therefore had no evidence of progress reports being provided. At the end of each quarter, ESL progress reports are provided to families along with their child’s report card for the quarter. An additional copy of the child’s ESL progress report is kept in the child’s record. The progress reports contain information on the WIDA standards addressed by the child’s ESL class and the child’s progress in each standard. The Director of Operations oversees the collection and dissemination of progress reports.  The Parent Notification letter will be amended to include specific exit criteria. The new letter will be reviewed by the Head of School and Executive Director. This revised letter will be used for parental notification going forward. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Elizabeth Leiwant/Director of Academic Support; Lourdes Gonzalez/Director of Operations | | **Expected Date of Completion for Each Corrective Action Activity:**  All progress reports from first three quarters given to families and placed in student folders: 4/30/2015  Revision of Parental Notification Letter: 5/18/2015  Revised Parental Notification Letter sent to families 5/29 for current families; 8/28 for families joining the school for the 2015-2016 school year. | |
| **Evidence of Completion of the Corrective Action:** For progress reports, the following will be evidence of completion: progress report template, sampling of completed progress reports pulled at random from student folders.  For the revised parental notification letter, the following will be evidence of completion: revised parental notification letter with information about exit criteria, documentation of mailing date for all notification letters | | | |
| **Description of Internal Monitoring Procedures:** Each quarter following the due date of grades and progress reports, the Director of Academic Support will randomly pull the files of 5 ELL students and determine if all progress reports are present with the expectation of 100% compliance.  The parental notification letter will be sent to families annually after the ACCESS test results are released and within the first two weeks of school for new families. The Director of Academic Support will review the letter annually to ensure that all necessary components and information are included in the letter. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 10 Parental Notification | **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):** By September 15, 2015, the district will provide to the Department a copy of the Parental Notification Letter that includes the specific exit requirements.  By December 15, 2015, the district will conduct an internal review of ELL records to ensure each contains a copy of the progress reports that were given out in the same manner and with the same frequency as general education reporting.  Submit the results of the record review and include the following:   1. The number of records reviewed; 2. The number of records in compliance; 3. For any records not in compliance, determine the root cause; and 4. The specific corrective actions taken to remedy the non-compliance.   By December 15, 2015, the district will conduct an internal review of ELL records to ensure each contains a copy of the Parental Notification Letter that includes specific exit requirements.  Submit the results of the record review and include the following:   1. The number of records reviewed; 2. The number of records in compliance; 3. For any records not in compliance, determine the root cause; and 4. The specific corrective actions taken to remedy the non-compliance. | | | |
| **Progress Report Due Date(s): September 15, 2015; December 15, 2015** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 14 Licensure Requirements | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *District documentation indicated that not all district ESL teachers that provide students with ESL instruction hold an appropriate license or current waiver issued by the Massachusetts Department of Elementary and Secondary Education.* | | | |
| **Narrative Description of Corrective Action:** Currently three teachers teach ESL, but only one holds a Massachusetts ESL license. The other two teachers are licensed in other states (RI, and NC). Both teachers will pass the necessary MTELs to transfer their licenses prior to beginning of the 2015-2016 school year. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Emily Stainer/Head of School; Elizabeth Leiwant/Director of Academic Support | | **Expected Date of Completion for Each Corrective Action Activity:** 8/17/2015 | |
| **Evidence of Completion of the Corrective Action:** Certificate of passing score on the MTEL for each teacher and documentation of licensure transfer will be provided as evidence. | | | |
| **Description of Internal Monitoring Procedures:** The Head of School and Director of Academic support will regularly monitor the licensure requirements for ESL to ensure that all staffs maintain the required components for ESL license. When new teacher are hired, they will be required to pass to ESL MTEL prior to beginning ESL instruction. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 14 | **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):** Please provide evidence of the licensure of the current ELL teacher(s) or a report of the program director’s monitoring of the teachers’ progress toward certification throughout the 2015-2016 school year until licensure is secured, a copy of any job posting and application information that may remain on file in the event the currently uncertified teacher(s) fails to acquire proper certification by Summer 2016. | | | |
| **Progress Report Due Date(s): September 15, 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:***See ELE 10.* | | | |
| **Narrative Description of Corrective Action:** In the 2014-2015 Alma del Mar began issuing ESL progress reports along with report cards. At the time of the record review in September, we had not yet come to the end of the first quarter when grades and progress reports are disseminated and therefore had no evidence of progress reports being provided. At the end of each quarter, ESL progress reports are provided to families along with their child’s report card for the quarter. An additional copy of the child’s ESL progress report is kept in the child’s record. The progress reports contain information on the WIDA standards addressed by the child’s ESL class and the child’s progress in each standard. The Director of Operations oversees the collection and dissemination of progress reports.  The Parent Notification letter will be amended to include specific exit criteria. The new letter will be reviewed by the Head of School and Executive Director. This revised letter will be used for parental notification going forward. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Elizabeth Leiwant/Director of Academic Support; Lourdes Gonzalez/Director of Operations | | **Expected Date of Completion for Each Corrective Action Activity:**  All progress reports from first three quarters given to families and placed in student folders: 4/30/2015  Revision of Parental Notification Letter: 5/18/2015  Revised Parental Notification Letter sent to families 5/29 for current families; 8/28 for families joining the school for the 2015-2016 school year. | |
| **Evidence of Completion of the Corrective Action:** For progress reports, the following will be evidence of completion: progress report template, sampling of completed progress reports pulled at random from student folders.  For the revised parental notification letter, the following will be evidence of completion: revised parental notification letter with information about exit criteria, documentation of mailing date for all notification letters | | | |
| **Description of Internal Monitoring Procedures:** Each quarter following the due date of grades and progress reports, the Director of Academic Support will randomly pull the files of 5 ELL students and determine if all progress reports are present with the expectation of 100% compliance.  The parental notification letter will be sent to families annually after the ACCESS test results are released and within the first two weeks of school for new families. The Director of Academic Support will review the letter annually to ensure that all necessary components and information are included in the letter. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 18 Records of ELL students | **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):** See ELE 10. | | | |
| **Progress Report Due Date(s): September 15, 2015; December 15, 2015** | | | |