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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: North Attleborough

CPR Onsite Year: 2015-2016

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 02/01/2016.

**Mandatory One-Year Compliance Date:** **01/31/2017**

**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 7C | Early release of high school seniors | Not Implemented |
| CR 8 | Accessibility of extracurricular activities | Partially Implemented |
| CR 9 | Hiring and employment practices of prospective employers of students | Not Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 10C | Student Discipline | Partially Implemented |
| CR 17A | Use of physical restraint on any student enrolled in a publicly-funded education program | Implementation In Progress |
| CR 23 | Comparability of facilities | Partially Implemented |
| CR 24 | Curriculum review | Not Implemented |
| CR 25 | Institutional self-evaluation | Not Implemented |

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

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| **Criterion & Topic:**  CR 3 Access to a full range of education programs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the district does not include "gender identity" and "homelessness" as protected categories regarding student access to a full range of education programs. | | |
| **Description of Corrective Action:**  The District will update documentation to include "gender identity" and "homelessness" as protected categories regarding student access to a full range of educational programs. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Schools  Director of Special Education  Building Level Principals | | **Expected Date of Completion:**  09/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Document Review  Updated documents | | |
| **Description of Internal Monitoring Procedures:**  District Level and School Level Administration will review school and district documents to ensure compliance. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 3 Access to a full range of education programs | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 30, 2016, submit a copy of each district policy noted in the description of corrective action that ensures equal access to a full range of education programs for all students, regardless of race, color, sex, religion, national origin, sexual orientation, or disability, including the protected categories of gender identity and homelessness, along with evidence of notification of the revised policy to the school community. Also submit the means of dissemination to the school community of the revised policies. | | |
| **Progress Report Due Date(s):**    09/30/2016 | | |

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

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| **Criterion & Topic:**  CR 7C Early release of high school seniors | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Document review and staff interviews indicated that the conclusion of the seniors' school year on  May 29, 2015 was more than 12 school days before the regular scheduled closing date of  June 19, 2015 for North Attleborough High School. | | |
| **Description of Corrective Action:**  The conclusion of the seniors' school year will not exceed 12 days when compared to the regular scheduled closing date of the High School. | | |
| **Title/Role(s) of Responsible Persons:**  High School Principal  Assistant Superintendent of Schools | | **Expected Date of Completion:**  06/01/2016 |
| **Evidence of Completion of the Corrective Action:**  School Committee minutes approving school calendar for 2016-2017.  Copy of School Calendar showing the date of the seniors' last day of school and the regular scheduled closing date of the high school. | | |
| **Description of Internal Monitoring Procedures:**  High school administration and Assistant Superintendent of Schools will annually review school documents to ensure compliance. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7C Early release of high school seniors | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 15, 2016, submit School Committee approval of 2016-17 SY with seniors' last day not to exceed 12 days to district school closing date.  By September 30, 2016, submit a copy of the school calendar for the 2016-2017 school year indicating the date of the seniors' last day of school and the regular scheduled closing date of the high school ensuring that neither the conclusion of the seniors' school year nor graduation is more than 12 school days before the regular scheduled closing date of that school. | | |
| **Progress Report Due Date(s):**  06/15/2016  09/30/2016 | | |

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

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| **Criterion & Topic:**  CR 8 Accessibility of extracurricular activities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review indicated that the school committee policy regarding the accessibility of extracurricular activities or clubs sponsored by the school does not contain a nondiscriminatory statement demonstrating that students are not excluded on the basis of the protected categories of race, sex, gender identity, color, religion, national origin, sexual orientation, disability, or homelessness. | | |
| **Description of Corrective Action:**  School Committee Policy regarding the accessibility of extracurricular activities or clubs sponsored by the school will be revised to include the nondiscriminatory statement. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Schools | | **Expected Date of Completion:**  06/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Minutes from the Policy Subcommittee Meeting showing approval.  Minutes from the first reading of the School Committee showing approval vote.  Minutes from the second reading of the School Committee showing approval vote.  A copy of the revised policy. | | |
| **Description of Internal Monitoring Procedures:**  Assistant Superintendent of Schools will oversee the process. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 8 Accessibility of extracurricular activities | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 30, 2016, submit a copy of School Committee revised policy stating extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, gender identity, color, religion, national origin, sexual orientation, disability, or homelessness and evidence of dissemination to the school community. | | |
| **Progress Report Due Date(s):**  09/30/2016 | | |

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

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| **Criterion & Topic:**  CR 9 Hiring and employment practices of prospective employers of students | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  Document review and staff interviews indicated that the district does not require employers recruiting at the school to sign a statement that the employer complies with applicable federal and state laws prohibiting discrimination in hiring or employment practices and the statement specifically includes the protected categories of race, color, national origin, sex, gender identity, handicap, religion and sexual orientation. | | |
| **Description of Corrective Action:**  The district will develop a form requiring a signature from any employer recruiting at the school stating that the employer complies with applicable federal and state laws prohibiting discrimination in hiring or employment practices. The form will contain a statement that specifically includes the protected categories of race, color, national origin, sex, gender identity, handicap, religion and sexual orientation. | | |
| **Title/Role(s) of Responsible Persons:**  High School Principal  Assistant Superintendent of Schools | | **Expected Date of Completion:**  06/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Signature form containing statement will be developed and submitted as evidence. | | |
| **Description of Internal Monitoring Procedures:**  High School Principal and the building based administrative team will collect signed forms used thought the school year and the Assistant Superintendent will review forms on an annual basis. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 9 Hiring and employment practices of prospective employers of students | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 30, 2016, submit copies of statements signed by employers recruiting at the school that comply with applicable federal and state laws prohibiting discrimination in hiring or employment practices and ensure statement specifically includes the protected categories of race, color, national origin, sex, gender identity, handicap, religion and sexual orientation with evidence of dissemination to relevant staff. | | |
| **Progress Report Due Date(s):**  09/30/2016 | | |

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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:**  Although North Attleborough Public Schools has implemented professional development that includes information on the incidence and nature of cyber-bullying and internet safety issues related to cyber-bullying, document review and staff interviews indicated that the district has not implemented annually, for all school staff, professional development that includes:1) developmentally appropriate strategies to prevent bullying incidents; 2) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; 3) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; and 4) 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. | | |
| **Description of Corrective Action:**  The administrative team will develop and implement professional development that addresses the four areas described in the CPR finding. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Schools  Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/05/2016 |
| **Evidence of Completion of the Corrective Action:**  PowerPoint Presentation  Agendas from professional development(PD) days  Sign in sheets from PD days  Staff meeting agendas.  Sign in sheets from staff meetings. | | |
| **Description of Internal Monitoring Procedures:**  The Assistant Superintendent of schools will monitor compliance throughout the school year to ensure PD is being continually provided. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 30, 2016, submit evidence of professional development training on the district's Bullying Prevention and Intervention Plan for all staff that includes developmentally appropriate strategies to prevent bullying incidents; developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; information on the incidence and nature of cyber-bullying; and internet safety issues as they relate to cyberbullying. Include a detailed agenda, specific training topics and materials, training dates, signed attendance sheets indicating the name/role of staff and which school they are from, and the name and title of the presenter. | | |
| **Progress Report Due Date(s):**  09/30/2016 | | |

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

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| **Criterion & Topic:**  CR 10C Student Discipline | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Document review and interviews indicated that while the school committee has established student discipline procedures, school committee policy is not consistent with the changes to M.G.L. c. 71, section 37H ¾, including:  1. The notice of suspension and hearing;  2. Procedures for emergency removal;  3. Procedures for principal hearings for both short and long-term suspension;  4. Procedures for in-school suspension;  5. Procedures for superintendent hearing;  6. Procedures for education services and academic progress (School-wide Education Service Plan);  7. A system of periodic review of discipline data by special populations;  8. Alternatives to suspension.  Also, while the procedures in all student handbooks for the superintendent hearing address that the hearing will be recorded, the following requirement is not included: The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.  In addition, procedures in student handbooks for the superintendent hearing at the middle and high school levels do not include language that an extension of up to seven additional days can be granted by the superintendent, upon request. | | |
| **Description of Corrective Action:**  High School and Middle School Handbooks will be updated to reflect procedures for the superintendent hearing including a statement indicating that an extension of up to seven additional days can be granted by the superintendent upon request.  All handbooks will be updated to include a statement stating "the superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request."  The School Committee Policy outlining student discipline procedures will be revised to reflect changes in M.G.L. c. 71, section 37H3/4. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Schools  High School Principal  Middle School Principal | | **Expected Date of Completion:**  09/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Updated Student Handbooks  School Committee Minutes approving changes to student handbooks.  School Committee Minutes approving changes to School Committee Policy update.  Policy Sub-Committee Minutes approving changes to student handbooks and school committee policy update. | | |
| **Description of Internal Monitoring Procedures:**  Assistant Superintendent of schools will annually review handbooks to ensure compliance with regulations. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10C Student Discipline | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 30, 2016, submit revised student discipline policies and procedures consistent with the changes to M.G.L. c. 71, section 37H ¾, including: 1. Procedures for emergency removal; 2. Procedures for principal hearings for both short and long-term suspension; 3. Procedures for in-school suspension; 4. Procedures for superintendent hearing; 5. A system for periodic review of discipline data by special populations; and 6. Alternatives to suspension. In addition, submit student handbooks with revised procedures for the superintendent hearing at the middle and high school levels that includes language that an extension of up to seven additional days can be granted by the superintendent, upon request. | | |
| **Progress Report Due Date(s):**  09/30/2016 | | |

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

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| **Criterion & Topic:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | | **CPR Rating:**  Implementation In Progress |
| **Department CPR Findings:**  Document review and staff interviews indicated that all program staff receive training within the first month of each school year on the district's restraint prevention and behavior support policy and requirements for when restraint is used.  Staff interviews confirmed that the principal at each school has identified program staff to serve as school-wide resources for the administration of restraints and that in-depth training on both de-escalation and the administration of restraints for these staff members was planned for  December, 2015 in advance of the new requirements going into effect on January 1, 2016. In addition, staff interviews indicated that a general training for all staff on the district's revised restraint prevention and behavior support policy and procedures was planned for December, 2015.  Staff interviews indicated that, at the time of the onsite visit, the district was in the process of revising its written restraint prevention and behavior support policy and procedures in advance of the new requirements going into effect on January 1, 2016. | | |
| **Description of Corrective Action:**  The district has revised the School Committee Policy for the Physical Restraint of Students which aligns with the Prevention of Physical Restraint Regulations that went into effect in January 2016.  The Director of Special Education has established a committee to revise the Physical Restraint and Behavior Support Procedures consistent with 603.CMR 46.00. This information will be shared with Principals who will in turn review and make available to staff and parents of students enrolled in their schools.  At the start of each school year, Principals will review the Prevention of Physical Restraint and Behavior Support Procedures and the requirements when restraint is used.  Staff requiring training in CPI will be provided with this training within the first month of the school year and a list of staff who are certified in CPI will be updated regularly and made available to the Principals and their building staff. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Schools  Director of Special Education  Building Principals | | **Expected Date of Completion:**  09/30/2016 |
| **Evidence of Completion of the Corrective Action:**  Copy of the School Committee Policy for the Physical Restraint of Students - File JKAA  Copy of Physical Restraint and Behavior Support Procedures and documentation to demonstrate how this was shared with staff and families  Agenda/Sign in Sheets from each Principal on the review of the Prevention of Physical Restraint and Behavior Support Procedures and the requirements when restraint is used  Documentation of CPI training held during the first month of the school year and a list of all staff trained district-wide. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will work in collaboration with the Principals to monitor compliance with regulations. Additionally, we will conduct weekly and monthly reviews of all restraints to insure that behavior support strategies are fully implemented and the use of physical restraint is only used when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 15, 2016, submit the School Committee revised and approved written restraint prevention and behavior support policy and procedures (JKAA Physical Restraint).  By September 30, 2016, submit sign-in sheets and/or other methods used to verify staff members have reviewed the North Attleborough Public Schools' physical restraint and behavior support policies and procedures requirements on-line within the first month of the school year. | | |
| **Progress Report Due Date(s):**  06/15/2016  09/30/2016 | | |

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

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| **Criterion & Topic:**  CR 23 Comparability of facilities | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Observations and staff interviews at the Amvet Boulevard Elementary School revealed that English language learner students receive instruction in a former bathroom which has not been updated/renovated into an instructional space thus making it incomparable to the facilities of other students within the district. | | |
| **Description of Corrective Action:**  English language learner students receiving instruction at Amvet will be given all future instruction in a room with space comparable to those offered to other students in the district. Students will NOT receive instruction in the room referenced in the CPR finding. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Schools  Amvet Boulevard Principal  ESL Director  ESL Teacher | | **Expected Date of Completion:**  03/07/2016 |
| **Evidence of Completion of the Corrective Action:**  Email correspondence with ESL teacher.  Email correspondence with Amvet Principal.  Pictures or on-site visit of room at Amvet where English language learner students receive instruction. | | |
| **Description of Internal Monitoring Procedures:**  Quarterly review of where English language learner students receive instruction will be reviewed to insure compliance with equitability standards. Review to be conducted by Assistant Superintendent, ESL Coordinator. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 23 Comparability of facilities | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 15, 2016, submit the plan to relocate the identified classroom at Amvet Boulevard Elementary School for the start of the 2016-17 school year including floor plans/map showing current location of classroom and proposed new location for the classroom. Submit a letter of assurance from the Superintendent and school principal acknowledging classroom will be relocated.  By September 30, 2016, the Department will conduct onsite verification at Amvet Boulevard Elementary School of relocated classroom used for English language development instruction. | | |
| **Progress Report Due Date(s):**  06/15/2016  09/30/2016 | | |

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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:** Review of documents and staff interviews indicated that individual teachers in the district have not reviewed educational materials for consideration of simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation for any stereotypes that may be depicted in such materials. | | |
| **Description of Corrective Action:** Staff will review educational materials for consideration of simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation for any stereotypes that may be depicted in such materials. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Schools  Curriculum Coordinator  Building Principals  Teachers | | **Expected Date of Completion:**  06/01/2016 |
| **Evidence of Completion of the Corrective Action:**  Minutes from Leadership Team meeting citing CPR finding and mapping out corrective action.  Minutes from Staff Meeting showing evidence of expectation and training of staff.  Report of findings from staff to building principals. | | |
| **Description of Internal Monitoring Procedures:** Assistant Superintendent, Curriculum Coordinator and Building Principals will require staff to review curriculum materials annually to ensure compliance. Also, prior to any purchasing of curriculum materials the curriculum review team, made up of staff and administrators, will review all materials to ensure compliance. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** By June 15, 2015, submit evidence of training to principals, curriculum specialists and other relevant education staff on the district's process to review all educational materials for simplistic and demeaning generalizations, and include the agenda, training date, signed attendance sheets indicating the name/role of staff and the name and title of the presenter. By September30, 2016, submit evidence of evaluation used by district staff, with a narrative of results and plans to resolve any concerns/issues found, including use of supplementary aids and materials. | | |
| **Progress Report Due Date(s):**  06/15/2016  09/30/2016 | | |

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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:**  Document review and staff interviews indicated that the district has not evaluated 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:**  The district will 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. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Schools  Curriculum Director  Building Principals  Staff | | **Expected Date of Completion:**  09/05/2016 |
| **Evidence of Completion of the Corrective Action:**  Agenda and minutes from leadership meetings.  Agenda and minutes from faculty meetings.  Agenda from Professional Development Days indicating evaluation exercise.  The findings/outcome of evaluation exercise(s) submitted to Building Principals. | | |
| **Description of Internal Monitoring Procedures:**  Annually the Assistant Superintendent of Schools along with the Director of Special Education, Curriculum Director and Building Principals will review all aspects of the K-12 program to ensure compliance with the CPR finding. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 03/15/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 15, 2016, submit agenda from leadership meeting(s) at which discussion occurred regarding evaluating all aspects of the 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. Include attendance sheet, meeting minutes and action plans/next steps to be taken to evaluate all aspects of the K-12 program to ensure all students have equal access to all programs.  By September 30, 2016, provide samples of the district's newly developed internal system for verifying that all aspects of the K-12 program are evaluated annually, such as surveys, templates or tools, used for the purpose of institutional self-evaluation of its K-12 programs to ensure equal access for protected categories. Submit additional meeting agendas, attendance sheets, meeting minutes and action plans, as necessary.  By December 15, 2016, submit the results of the district's institutional self-evaluation utilizing these newly developed procedures along with goals/benchmarks/timelines for any identified areas of need. Include specific data collected. | | |
| **Progress Report Due Date(s):**  06/15/2016  09/30/2016  12/15/2016 | | |

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

Charter School or District: North Attleborough

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Dr. Victoria Ekk

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: January 31, 2017**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 8 Declining Entry to a Program | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *Document review and interviews indicated that the district does not provide English language support to students whose parents have declined entry to a sheltered English immersion program.* | | | |
| **Narrative Description of Corrective Action:** North Attleborough Public Schools will put a monitoring plan in place for all ELs whose parents have declined entry to the SEI program. The monitoring plan will include a trimester (elementary level) or quarterly (secondary level) review of: attendance and/or tardiness data, state, district and school- required assessments in English Language Arts, Mathematics. Science and Social Studies, and specific areas of academic needs. For students whose monitoring data indicate a need for additional support services, the school or district will provide English language support through SEI teacher assistance, after school tutoring or homework help, core academic tutoring during the school day or after school, and access to a summer school program provided through a Title III grant. The monitoring process will be overseen by a school or district level Language Acquisition Team (LAT) who reports directly to the school principal and ELE Coordinator. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** ELE Coordinator, Principals/ designees, ESL teachers, SEI-endorsed teachers | | **Expected Date of Completion for Each Corrective Action Activity:** September 30, 2016 | |
| **Evidence of Completion of the Corrective Action:** Monitoring Academic Progress of Opt-Out Students form for every EL whose parents declined entry to the SEI program. | | | |
| **Description of Internal Monitoring Procedures:** Principals or their designees will establish LAT, oversee the completion of quarterly or trimester reports documenting the academic progress of Opt Out ELs and record evidence of academic/language supports provided for struggling students. Access to monitoring information will be provided electronically to the ELE coordinator. The completed Opt Out Monitoring form will be filed in the student’s ELE folder of his/her cumulative record at the end of each school year and a copy will be filed annually in the ELE Coordinator’s office. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 8 Declining Entry to a Program | **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): Required Elements of Progress Report(s):**  By December 15, 2016, following the implementation of the district's corrective actions, please submit the results of an internal review of opt-out student records addressing the inclusion of appropriate documentation for monitoring the academic progress of opt-out students. Indicate the number of records reviewed, the number found to be in compliance, an explanation of the root cause for any continued noncompliance, and a description of additional corrective actions taken by the district to address any identified noncompliance. Also include a sampling of completed forms that document action steps taken when a review of the student’s performance concluded that language proficiency is a significant barrier preventing the student from meeting grade level academic standards.  **\*Please note when conducting administrative 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):** December 15, 2016 | | | |

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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 and student records indicated that the parent notification letter does not inform parents of the following:*   1. *How the program will meet the educational strengths and needs of the student;* 2. *How the program will specifically help the child learn English;* 3. *The specific exit requirements;* 4. *The parents’ right to apply for a waiver, or to decline to enroll their child in the program; and* 5. *If the student has additional educational needs that require special education services, how the Title III program will meet the objectives of the Individualized Education Plan (IEP).* | | | |
| **Narrative Description of Corrective Action:** North Attleborough Public Schools will adopt the DESE approved parent notification forms (attached). These forms contain all required information and will be provided to EL parents in a language they can understand. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** ELE Coordinator, ESL teachers | | **Expected Date of Completion for Each Corrective Action Activity:** September 30, 2016 | |
| **Evidence of Completion of the Corrective Action:** Parent notification forms filed in EL folders in each EL student’s cumulative record. | | | |
| **Description of Internal Monitoring Procedures:** ESL teachers will conduct biannual EL records check at every NAPS school. | | | |
| 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:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):** By September 15, 2016, submit copies of parental notification letters sent at the start of the 2016-2017 school year. | | | |
| **Progress Report Due Date(s):** September 15, 2016 | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 11 Equal Access to Academic Programs and Services | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *Staff interviews indicated that ESL instructional materials at the middle and high schools are not comparable to those provided to English Language Learners in the elementary schools.* | | | |
| **Narrative Description of Corrective Action:** Purchase of ESL instructional materials aligned to ELD curriculum for grades 6-12. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** ELE Coordinator; Assistant Superintendent | | **Expected Date of Completion for Each Corrective Action Activity:** September 30, 2016 | |
| **Evidence of Completion of the Corrective Action:** Textbooks available for grade 6-12 ELs. | | | |
| **Description of Internal Monitoring Procedures:** ELE Coordinator, PreK-6 Curriculum Coordinator and secondary level principals will confirm purchase, and distribution of ESL texts for grades 6-12. Classroom observations will confirm curriculum implementation utilizing purchased ESL texts as key resources. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 11 Equal Access to Academic Programs and Services | **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, 2016, submit a list of ESL texts purchased for grades 6-12 and a report resulting from classroom observations to confirm curriculum implementation utilizing newly purchased ESL texts. | | | |
| **Progress Report Due Date(s):** September 15, 2016 | | | |

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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:** *Interviews and district documentation indicated that some ELLs are provided ESL instruction by paraprofessionals who do not hold an appropriate license or current waiver issued by the Massachusetts Department of Elementary and Secondary Education.* | | | |
| **Narrative Description of Corrective Action:** All ESL instruction will be provided by licensed ESL teachers. Scheduling changes and a change of classroom locations will allow paraprofessionals to work alongside and under the direct supervision of ESL teachers rather than work alone with ELs. | | | |
| **Title/Role of Person(s) Responsible for Implementation: ELE Coordinator, Principals, ESL teachers.** | | **Expected Date of Completion for Each Corrective Action Activity:** September 30, 2016 | |
| **Evidence of Completion of the Corrective Action:** ESL schedules, map of ESL classroom locations | | | |
| **Description of Internal Monitoring Procedures:** ELE Coordinator will work with principals, and central office administration to ensure that classroom physical environments support paraprofessionals working alongside ESL teachers. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 14 Licensure Requirements | **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):**  1.Please complete district information in the attached spreadsheet labeled ELL List by school for each ELL student in the district.  2. Provide a copy of the 2016-17 ESL teacher schedules for all grade levels district wide.All schedules should include the following for each block of time: a. Names of the ELL students; b. Grade level for each student; c. English proficiency level for each student. | | | |
| **Progress Report Due Date(s): September 15, 2016** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 16 Equitable Facilities | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *See CR 23.* | | | |
| **Narrative Description of Corrective Action:** ESL classroom at Amvet Elementary School has been moved to an instructional area appropriate for all students. Please see Amvet map indicating the new ESL location. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** ELE Coordinator, Amvet principal | | **Expected Date of Completion for Each Corrective Action Activity:** Completed May 1, 2016 | |
| **Evidence of Completion of the Corrective Action:** New classroom location noted on Amvet school map, reported to ELE Coordinator and confirmed by ESL teacher. | | | |
| **Description of Internal Monitoring Procedures:** Classroom location change completed by May 1, 2016. ESL teacher schedule and classroom placement will be monitored in an ongoing basis by ELE Coordinator in collaboration with the school principal. Classroom observations will be part of the documentation process. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 16 Equitable Facilities | **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, 2016, the Department will conduct onsite verification at Amvet Elementary School of the relocated classroom used for English language development instruction. | | | |
| **Progress Report Due Date(s):** September 15, 2016 | | | |