

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

**Charter School or District: Sharon Public Schools
Corrective Action Plan Forms**

**Program Area: English Learner Education
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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: April 6, 2015

COORDINATED PROGRAM REVIEW

CORRECTIVE ACTION PLAN

(To be completed by school district/charter school)

**Criterion & Topic: ELE 5 Program
Placement and Structure**

Rating: Partially Implemented

Department CPR Finding: *Documentation submitted by the district indicated that ELL students at proficiency level two receive 1.5 hours of direct ESL instruction per day at the district's elementary schools and level three students at the middle school receive only one hour of direct ESL instruction three times a week. Current hours of ESL instruction for level two students at the district's elementary schools and level three students at the district's middle school are insufficient and, therefore, inconsistent with Department guidelines. Please see the "Transitional Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners August 2013" as found on http://www.doe.mass.edu/ell/guidance_laws.html.*

Narrative Description of Corrective Action: The Sharon Public Schools administrative staff, ELL facilitator, and ELL teachers have begun to take steps to create staff/student schedules in each of the buildings to reflect the DESE required number of service hours for direct ESL instruction for ELL students at proficiency level two at the elementary schools and level three students at the middle school. At the start of the 2013-2014 school year, the district added a 1.0 FTE ELL teacher to the elementary level. The additional position has enabled the elementary ELL teachers to increase the hours of direct ESL instruction per day for ELL students at proficiency level two. Two literacy specialists passed the ESL MTEL exam in 2012, completed a 150-hour internship in the role of an ESL teacher within the 2012-2013 and 2013-2014 school years, and applied for ESL licensure in April of 2014. The additional ESL services will enable the district to further increase the hours of direct ESL instruction per day for ELL students at proficiency level two in the elementary schools. The 2014-2015 SPS Budget was approved prior to receipt of the ELE Corrective Action Report. Therefore, the district will budget for an additional .5 FTE ELL teacher at the secondary level for the 2015-2016 school year. The additional teacher will deliver direct ESL instruction for level three ELL students at the middle school to meet the required hours of direct ESL instruction. The ELL facilitator meets with the ELL teachers on a monthly basis. During this time the ELL Facilitator will review the ELL student academic schedules to ensure staff/student schedules in each of the buildings reflect the DESE required number of service hours for direct ESL instruction for ELL students at all proficiency levels. The ELL facilitator will begin to meet with the Assistant Superintendent of Curriculum & Administration to discuss staff/student schedules on a quarterly basis each year. If it is determined that increased service hours are required to meet the needs of ELL students, the district will budget for an additional 1.0 FTE ELL teacher position in place of the .5 FTE ELL teacher for the 2015-2016 school year.

<p>Title/Role of Person(s) Responsible for Implementation: Superintendent of Schools, Assistant Superintendent of Curriculum & Administration, Building Principals, ELL Facilitator, and ELL Teachers</p>	<p>Expected Date of Completion for Each Corrective Action Activity:</p> <ul style="list-style-type: none"> • FTE ELL teacher was added to the elementary level at the start of the 2013-2014 school year • Two literacy specialists completed all the requirements needed to receive ESL Certification Licensure in April of 2014. Their applications are currently pending approval from the DESE. • The district will budget for an additional .5 FTE ELL teacher at the secondary level for the 2015-2016 school year. • The ELL facilitator and the ELL teachers will meet on a monthly basis beginning in May of 2014 to review the ELL staff/student schedules. • The ELL facilitator and Assistant Superintendent of Curriculum and Administration will meet on a quarterly basis beginning in the 2014-2015 school year to ensure staff/student schedules in each of the buildings reflect the DESE required number of hours of ESL direct instruction for ELL students at all proficiency levels of proficiency. If it is determined that increased service hours are required, the district will budget for an additional 1.0 FTE ELL teacher position in place of the .5 FTE ELL teacher for the 2015-2016 school year.
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Evidence of Completion of the Corrective Action:
 Agendas on meetings regarding ELL student academic schedules
 ELL student academic schedules
 MA ELE Certification Licensure documents
 .5 FTE ELL Teacher position document

Description of Internal Monitoring Procedures: The Sharon Public Schools will implement internal monitoring procedures to ensure that the ELL students receive the DESE required number of hours of ESL direct instruction. The ELL facilitator will review all staff/student schedules to ensure the schedules reflect the DESE required number of hours of ESL direct instruction for ELL students at all levels of proficiency. The ELL teachers will send any revisions made to ELL staff/student schedules to the ELL facilitator. In addition, the ELL facilitator will keep copies of the sign in sheets and agendas for the monthly ELL staff meetings. The Assistant Superintendent of Curriculum and Administration will also review ELL staff/student schedules and be kept aware of changes made. The ELL facilitator will keep copies of minutes from meetings with the ELL staff and Assistant Superintendent of Curriculum and Administration. If at any time throughout the year it is determined that ELL students are not receiving the DESE required number of hours of ESL direct instruction, the hiring of new staff will be discussed and plans will be made to resolve the issue.

CORRECTIVE ACTION PLAN APPROVAL SECTION
 (To be completed by the Department of Elementary and Secondary Education)

Criterion:	Status of Corrective Action: <input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
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Basis for Partial Approval or Disapproval:

Department Order of Corrective Action:

Required Elements of Progress Report(s):

Progress Report Due Date(s):

COORDINATED PROGRAM REVIEW
CORRECTIVE ACTION PLAN
 (To be completed by school district/charter school)

Criterion & Topic: ELE 10 Parental Notification	Rating: Partially Implemented
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Department CPR Finding: *Review of student records, documentation and interviews indicated that information in report cards and progress reports is not consistently translated for parents of ELL students and provided in a language understandable to the parent.*

Narrative Description of Corrective Action: The Sharon Public Schools administrative staff, ELL facilitator, and ELL teachers will begin to take steps to translate all report cards and progress reports for parents of ELL students into a language understandable to the parents, as indicated on the home language survey. By September 2, 2014, the report card and progress report templates will be translated into the 17 languages represented in the Sharon Public Schools. The district will also create an ELE online folder at each school. The folders will contain all translated documents including the report card and progress report templates. The ELE online folders will be completed by September 2, 2014, and introduced to staff at the initial September faculty meeting at each school. Prior to report cards being sent home, ELL teachers will translate all report cards and progress reports comments for parents of ELLs into a language understandable to the parents, as indicated on the home language survey. ELL teachers will keep copies of translated report cards and progress reports in the ELL student folders. The ELL facilitator will review the ELL student folders in September, February, and June to ensure that the folders include the translated report cards and progress reports for the ELL students. The ELL facilitator will use the ELL Student Folder Evaluation Checklist to ensure that all ELL student folders contain all documents, including copies of translated report cards and progress reports, required by the district and the Department of Elementary and Secondary Education.

<p>Title/Role of Person(s) Responsible for Implementation: Superintendent of Schools, Assistant Superintendent of Curriculum & Instruction, Director of Technology, Building Principals, ELL Facilitator, and ELL Teachers</p>	<ul style="list-style-type: none"> • Expected Date of Completion for Each Corrective Action Activity: • Report card and progress report templates will be translated into the 17 languages by September 2, 2014. • ELE online folder containing the translated report card templates will be completed by September 2, 2014. • ELE online folder will be introduced to staff at the initial September faculty meeting at each school. • ELL teachers will translate all report cards and progress reports comments for parents of ELLs prior to the first marking period beginning in the 2014-2015 school year. • ELL teachers will keep copies of translated report cards and progress reports in the ELL student folders beginning after the first marking period, beginning in the 2014-2015 school year. • ELL facilitator will review the ELL student folders in September, February, and June, beginning in the 2014-2015 school year • Student Folder Evaluation Checklists will be completed by January of 2015, and implemented by February of 2015.
<p>Evidence of Completion of the Corrective Action: Agendas on meetings for ELL student report card & progress reports Translated reports cards and progress reports for ELL students ELE online folder ELL Student Folder Evaluation Checklists</p>	

Description of Internal Monitoring Procedures: The Sharon Public Schools will implement internal monitoring procedures to ensure that information in report cards and progress reports are translated for parents of ELL students into a language understandable to the parents. On August 29, 2014, the ELL facilitator and ELL teachers will review the report card and progress report templates to ensure that they are translated into the languages of all of the ELL students in the district. Additional reports cards and/or progress reports will be translated and added to the folder if needed. The ELL facilitator will keep copies of September staff meeting agendas to make certain that the ELE online folder is introduced to the SPS staff. ELL teachers will keep copies of translated report cards and progress reports in the ELL student folders. Each year the ELL facilitator will review the ELL student folders in September, February, and June. The ELL facilitator will use the ELL Student Folder Evaluation Checklist to ensure that all ELL student folders contain all documents, including copies of translated report cards and progress reports, required by the district and the Department of Elementary and Secondary Education. If a document is not in an ELL student folder, The ELL teacher and ELL facilitator will work together to complete the document and send it to the parent, if applicable. The ELL facilitator will keep copies of the ELL Student Folder Evaluation Checklists on file.

CORRECTIVE ACTION PLAN APPROVAL SECTION
(To be completed by the Department of Elementary and Secondary Education)

Criterion:	Status of Corrective Action: <input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
Basis for Partial Approval or Disapproval:	
Department Order of Corrective Action:	
Required Elements of Progress Report(s):	
Progress Report Due Date(s):	

COORDINATED PROGRAM REVIEW
CORRECTIVE 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: <i>Review of documentation and interviews indicate that information in notices, such as activities, responsibilities, and academic standards, is not consistently provided to ELL students in a language and mode of communication that they understand.</i>	

Narrative Description of Corrective Action: The Sharon Public Schools administrative staff, ELL facilitator, and ELL teachers will work together to translate information in notices, such as the Student Handbooks, principal newsletters, academic programs and services into a language understandable to ELL students and their parents, as indicated on the home language survey. By September 30, 2014, the Student Handbook will be translatable on Edline, the SPS website, using an online translation tool. ELL teachers will introduce and instruct ELL students in grades 4-12 to use the online translation tool by September 30, 2014. In addition, a letter will be sent home to all parents of ELLs in a language understandable to the parents, as indicated on the home language survey, explaining how to use the online translation tool by September 30, 2014. ELL teachers will use an ELL Teacher/Student Communication Log to record dates on which the online translation tool is introduced to each ELL student in grades 4-12. Extra curricular activities information will be translatable on the SPS website by November 25, 2015. The district will also use an email service to translate principal emails and notices sent to parents into a language understandable to the parents, as indicated on the home language survey. This will be completed November 25, 2014. ELL teachers will keep a hard copy of translation samples in the ELL folders at each school. The ELL facilitator will review the ELL folders in September, February, and June, to ensure that the folders include the translated documents for ELL students. The ELL facilitator will use the ELL Student Folder Evaluation Checklists to ensure all required documents, including information in notices translated into languages understood by parents of ELL students, are complete.

<p>Title/Role of Person(s) Responsible for Implementation: Superintendent of Schools, Assistant Superintendent of Curriculum & Instruction, Director of Technology, Building Principals, ELL Facilitator, and ELL Teachers</p>	<ul style="list-style-type: none"> • Expected Date of Completion for Each Corrective Action Activity: • Student Handbook will be translatable on the SPS website by September 30, 2014. • ELL teachers will introduce and instruct ELL students in grades 4-12 to use the online translation tool by October 31, 2014. • Parent letter will be sent home to all parents of ELL students explaining how to use the online translation tool by October 31, 2014. • Principal emails and notices sent to parents of ELL students will be translated using an email service by 25, 2014. • Extra curricular activities information will be translatable on the SPS website by November 25, 2014. • ELL facilitator will review the ELL student folders in September, February, and June, beginning in the 2014-2015 school year. • Student Folder Evaluation Checklists will be completed by February 28, 2015
<p>Evidence of Completion of the Corrective Action: Agendas from meetings for translation of SPS information in notices Hard copy of translated Student Handbooks Hard copy of translated principal newsletters Hard copy of translated email and notices sent to parents of ELLs Hard copy of the letter explaining the online translation tool letter sent to parents of ELLs, translated into languages understandable to the parents ELL Teacher/Student Communication Log ELL Student Folder Evaluation Checklists</p>	

Description of Internal Monitoring Procedures: The Sharon Public Schools will implement internal monitoring procedures to ensure information in notices is provided to ELL students and their parents in a language and mode they understand. Prior to the start of the 2014-2015 school year, the ELL facilitator and Director of Technology will confirm that the Student Handbook and extra curricular information are translatable on the SPS website. The ELL teachers will use an ELL Teacher/Student Communication Log to record dates the online translation tool is introduced to each ELL student in grades 4-12. The ELL facilitator will review each ELL Teacher/Student Communication Log to make certain that the tool has been introduced to each grade 4-12 ELL student. In addition, the ELL facilitator will send parents of ELL students a form requesting confirmation that they are receiving emails from principals translated into a language understandable to them. ELL teachers will also keep a hard copy of translation samples in the ELL folders at each school. The ELL facilitator will review the ELL folders in September, February and June to make sure that the folders include the translated documents for ELL students. ELL Student Folder Evaluation Checklists for all required documents, including, information in notices translated into languages understood by parents of ELL students, will be completed by the ELL facilitator and kept on file. The Assistant Superintendent of Curriculum & Administration will review the ELL Student Folder Evaluation Checklists to ensure that the ELL student folders are monitored

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Basis for Partial Approval or Disapproval:	
Department Order of Corrective Action:	
Required Elements of Progress Report(s):	
Progress Report Due Date(s):	