

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 9

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
THE DISTRICT WILL IMPLEMENT
TOGETHER WITH:**

- Completion dates •Anticipated results •Evidence of completion
•Person(s) responsible for implementation of activities •The district's internal evaluation process for action
plan activities which will assure the ongoing compliance of the district.**

SE 9 – Department of Education Findings: Student record reviews and staff interviews indicated that IEP Team meetings were not consistently being held within 45 school working days after receipt of the parents' written consent to initial evaluations and re-evaluations.

Corrective Action Plan:

- The district will contact evaluators five business days before an evaluation is due to remind them and determine if the report will be on time.
- At the 30 day mark in the initial/re-evaluation process, if the evaluation has not been received by the district, a letter will be sent to parents notifying them of the delay.
- At the 45 day mark in the initial/re-evaluation process, if the evaluation has not been received by the district or if Team meeting has not been scheduled to the parents' convenience, a letter will be sent to parents notifying them as to the next steps.

Completion Date: February 15, 2008

Evidence of Completion: Copies of letters to parents in student files

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Monthly review of meeting timelines

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 10

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
THE DISTRICT WILL IMPLEMENT
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- Completion dates •Anticipated results •Evidence of completion
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plan activities which will assure the ongoing compliance of the district.**

SE 10 – Department of Education Findings: Through student record review and interviews, the Team found that the district has difficulty in consistently meeting the 14-day Team meeting timeline for initial evaluations and reevaluations where consent is received between 30 and 45 school working days before the end of the school year.

Corrective Action Plan:

- The district will track all initial and reevaluations where consent is received between 30 and 45 school working days before the end of the school year.
- The district will schedule meetings to review these evaluations no later than 14 days after the end of the school year.

Completion Date: July 15, 2008

Evidence of Completion: Team meeting records in student files

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of timelines at end of school year

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 15

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
THE DISTRICT WILL IMPLEMENT**

TOGETHER WITH:

- Completion dates
- Anticipated results
- Evidence of completion
- Person(s) responsible for implementation of activities
- The district's internal evaluation process for action plan activities which will assure the ongoing compliance of the district.

SE 15 – Department of Education Findings: Documentation, student record reviews, and staff interviews indicate that the district is only reaching out to early intervention programs and placing advertisements in the local newspaper. There appears to be no consistent contact with the local private schools and agencies serving migrant and homeless persons.

Corrective Action Plan:

- A database will be made listing local professionals, private nursery schools, day care facilities, group homes, parent organizations, clinical/health care agencies, early intervention programs, other public/private/parochial schools, other agencies/organizations, the Acushnet Public Schools, and agencies serving migrant and/or homeless persons pursuant to the McKinney-Vento Education Act for Homeless Children.
- The district will send annual notices to those groups to identify students in need of special education.

Completion Date: March 1, 2008

Evidence of Completion: Copy of database; copies of notices and newspaper articles

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of database

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

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**in response to
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Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 24

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
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SE 24 – Department of Education Findings: Student records and staff interviews indicated that the district's staff members were disseminating written notice forms to the parents that did not consistently address all six questions of the N1 and N2 forms consistent with federal requirements.

Corrective Action Plan:

- The special education teachers will number, 1 to 6, their responses to the questions in the N1 and N2 forms and answer all six questions consistent with federal requirements.

Completion Date: January 15, 2008

Evidence of Completion: Copies of N1 and N2 letters in student files

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Monthly review of student records by Special Education Administrator

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 32

For each finding of the Department of Education, please provide:

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plan activities which will assure the ongoing compliance of the district.**

SE 32 – Department of Education Findings: Documentation and staff interviews indicated that the district's PAC does not actively participate in the planning, development, and evaluation of the district's special education programs.

Corrective Action Plan:

- The Acushnet-Fairhaven Special Education Parent Advisory Council will be consulted as to feasibility of discussing the planning, development and evaluation of Acushnet's special education programs at the joint meetings.
- If the joint meeting is determined not to be the best time to accomplish planning, development, and evaluation of the Acushnet special education program, then other scheduled subcommittee meeting times will be discussed to address specific Acushnet Public Schools' special education concerns.

Completion Date: June 30, 2008

Evidence of Completion: Acushnet-Fairhaven Special Education Parent Advisory Council minutes, or Acushnet SPED PAC subcommittee minutes

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review with Acushnet members of the Acushnet-Fairhaven Special Education Parent Advisory Council

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Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 34

For each finding of the Department of Education, please provide:

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plan activities which will assure the ongoing compliance of the district.**

Clerical error- This section is listed in the summary as partially implemented when it is actually implemented.

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Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 37

For each finding of the Department of Education, please provide:

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plan activities which will assure the ongoing compliance of the district.**

SE 37 – Department of Education Findings: Student records and staff interviews indicated that the district did not monitor the provision of programs and services to individual students placed in public and private out-of-district programs. Site visits were not documented and placed in the students' files for review. However, the district was in the process of developing and implementing a monitoring instrument to satisfy this criterion during the Team's on-site visit.

Corrective Action Plan:

- The district has developed an out-of-district monitoring form to be completed during site visits.
- This monitoring form will be placed in the student's file.

Completion Date: January 15, 2007

Evidence of Completion: Out-of-district monitoring form

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of out-of-district students' files

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

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CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 39A

For each finding of the Department of Education, please provide:

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plan activities which will assure the ongoing compliance of the district.**

SE 39A – Department of Education Findings: Student records and staff interviews indicated that the district did not calculate the proportionate share of Federal Special Education Entitlement funds required to be spent on eligible private school students. The district did not document the spending of at least this amount of federal entitlement funds on one or more of the eligible private school students.

Corrective Action Plan:

- The district has now calculated the proportionate share of Federal Special Education Entitlement funds required to be spent on eligible private school students on Part II of Proportionate Share Worksheet.
- The district will document the spending of federal entitlement funds on eligible private school student(s) via Part III – Budget Detail of Proportionate Share Worksheet and a spreadsheet.
- The district will recalculate the proportionate share in the fall of each school year and begin a new spreadsheet for that fiscal year.

Completion Date: February 15, 2008

Evidence of Completion: Completed Proportionate Share Worksheet and spreadsheet of expenses

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of spending of proportionate share of Federal Special Education Entitlement funds

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

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CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 43

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
THE DISTRICT WILL IMPLEMENT**

TOGETHER WITH:

- Completion dates
- Anticipated results
- Evidence of completion
- Person(s) responsible for implementation of activities
- The district's internal evaluation process for action plan activities which will assure the ongoing compliance of the district.

SE 43 – Department of Education Findings: Documentation, student record reviews, and staff interviews indicated that the district's IEP Teams are not utilizing positive behavioral interventions for students whose behaviors interfere with learning.

Corrective Action Plan:

- The district will require functional behavior assessments as part of a team's evaluation process when behaviors are interfering with learning.
- Positive behavioral interventions will be developed with guidance counselors and teachers to enhance student learning

Completion Date: October 31, 2008

Evidence of Completion: Functional behavior assessments, as needed, in students' files; lists of suggested positive behavioral interventions, as discussed at monthly Special Education Staff Team meetings.

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of behavior management techniques at special education staff team meetings

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 46

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
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plan activities which will assure the ongoing compliance of the district.**

SE 46 – Department of Education Findings: Documentation and staff interviews indicated that the district was not consistently utilizing functional behavioral assessments at the manifestation determination meetings to address students whose behaviors interfere with learning.

Corrective Action Plan:

- The district will review at manifestation determination meetings whether the Team has completed a functional behavioral assessment and behavioral intervention plan.
- If the Team has not completed a functional behavioral assessment and behavioral intervention plan, then that process will be started to address the behavior so that it does not reoccur.
- If the Team has completed a functional behavior assessment and has a behavioral intervention plan in place, then the Team will review it and modify it, as necessary, to address the behavior.

Completion Date: October 31, 2008

Evidence of Completion: Copies of functional behavior assessments and behavioral intervention plans in files of students for whom a manifestation determination meeting was held

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of files of students for whom a manifestation determination meeting was held

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Special Education Criterion Number: SE 54

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
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- Completion dates •Anticipated results •Evidence of completion
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plan activities which will assure the ongoing compliance of the district.**

SE 54 – Department of Education Findings: Documentation and staff interviews indicated that the district has not provided training for general educators on the state and federal special education laws.

Corrective Action Plan:

- The district will provide training for general educators on state and federal special education laws as part of one staff meeting each year

Completion Date: October 31, 2008

Evidence of Completion: Agenda of staff meetings and signed acknowledgement of training, on an annual basis

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of training offered to all staff

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Methods of Administration Criterion Number: MOA 10A

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
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plan activities which will assure the ongoing compliance of the district.**

MOA 10A – Department of Education Findings: Document review indicates that the elementary school handbook does not contain procedures for disciplining students with special needs and students with Section 504 plans. The elementary school student handbook also does not contain (1) the school's procedures for accepting, investigating, and resolving complaints alleging discrimination or harassment and (2) the disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred.

Corrective Action Plan:

- The elementary school student handbook has been updated with procedures for disciplining students with special needs. It will also be updated with procedures for disciplining students with Section 504 plans.
- The elementary school student handbook has been updated to contain the school's procedure for accepting, investigating, and resolving complaints alleging discrimination or harassment and the disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred.

Completion Date: September 30, 2008

Evidence of Completion: Acushnet Elementary School Student Handbook

Person(s) Responsible: Virginia Cutler and Jennifer Cummings

Internal Ongoing Evaluation: Annual review of Acushnet Elementary School Student Handbook

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Methods of Administration Criterion Number: MOA 11A

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
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plan activities which will assure the ongoing compliance of the district.**

MOA 11A – Department of Education Findings: Documentation indicated that the elementary school teacher handbook did not contain grievance procedures for students and for employees for resolving complaints alleging discrimination based on sex or disability.

Corrective Action Plan:

- The elementary school teacher handbook will be updated to contain grievance procedures for students and for employees for resolving complaints alleging discrimination based on sex or disability.

Completion Date: September 30, 2008

Evidence of Completion: Acushnet Elementary School Teacher Handbook

Person(s) Responsible: Virginia Cutler and Jennifer Cummings

Internal Ongoing Evaluation: Annual review of Acushnet Elementary School Teacher Handbook

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Methods of Administration Criterion Number: MOA 17A

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
THE DISTRICT WILL IMPLEMENT**

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- Completion dates
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- Person(s) responsible for implementation of activities
- The district's internal evaluation process for action plan activities which will assure the ongoing compliance of the district.

MOA 17A – Department of Education Findings: Staff interviews and documentation indicated that the district has not consistently implemented the requirement for conducting the refresher training of all staff during the first thirty days of school. However, the district has a policy and has numerous staff members with the current certification to implement a restraint.

Corrective Action Plan:

- The district will continue to provide required training for all staff. Each principal shall determine a time within the first thirty days of school to provide all program staff with training regarding the school's restraint policy. For employees hired after the school year begins, this training will be within a month of their employment.
- Training shall include information on the following: the program's restraint policy; interventions that may preclude the need for restraint, including de-escalation of problematic behaviors; types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used; administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and identification of program staff who have received in-depth training pursuant to 603 CMR 46.03(3) in the use of physical restraint.

Completion Date: September 30, 2008

Evidence of Completion: Copy of Mandatory Annual Staff Trainings memorandum and signed acknowledgement of attending the staff meeting where policies were reviewed

Person(s) Responsible: Danielle Coffin, Virginia Cutler, Timothy Plante

Internal Ongoing Evaluation: Annual review of refresher training for all staff

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: Methods of Administration Criterion Number: MOA 25

For each finding of the Department of Education, please provide:

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- The district's internal evaluation process for action plan activities which will assure the ongoing compliance of the district.

MOA 25 – Department of Education Findings: Documentation and staff interviews indicated that the district does not annually evaluate all aspects of its education programs to ensure equal access for all students.

Corrective Action Plan:

- The district will annually evaluate all aspects of its educational programs to ensure equal access for all students

Completion Date: October 31, 2008

Evidence of Completion: Completed evaluation form

Person(s) Responsible: Stephen Donovan, Danielle Coffin, Virginia Cutler, Timothy Plante

Internal Ongoing Evaluation: Annual review of evaluation instrument

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: English Learner Education Criterion Number: ELE 1

For each finding of the Department of Education, please provide:

**• A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES
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plan activities which will assure the ongoing compliance of the district.**

ELE 1 – Department of Education Findings: Documentation and staff interviews indicated that the district has three staff members certified in administering the MELA-O, but does not have any staff members certified in administering the MEPA.

Corrective Action Plan:

- The staff members certified to administer MELA-O will also administer MEPA

Completion Date: October 31, 2008

Evidence of Completion: Certification of staff members to administer MELA-O and MEPA

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of certification status of staff members to administer MELA-O & MEPA

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: English Learner Education Criterion Number: ELE 3

For each finding of the Department of Education, please provide:

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ELE 3 – Department of Education Findings: Documentation and staff interviews indicated that the district initially identifies students as Limited English Proficient (“LEP”) by utilizing the MELA-O instrument. The MELA-O instrument, however, may not be utilized for identification purposes. Students whose home language survey indicates a language spoken other than English, must be assessed in reading, writing, speaking, and listening by utilizing one of the following instruments identified on Appendix 2 of the Office of Language Acquisition and Academic Achievement’s website at http://www.doe.mass.edu/ell/sei/identify_lep.html.

Corrective Action Plan:

- Students whose home language survey indicates a language spoken other than English will be assessed in reading, writing, speaking and listening by utilizing one of the following instruments:
- For speaking and listening, either IDEA Proficiency Test (IPT) or Bilingual Syntax Measure or Language Assessment Scale – Oral (LAS-O)
- For reading and writing, Language Assessment Scales Reading and Writing (LAS R and W)

Completion Date: October 31, 2008

Evidence of Completion: Copies of administered test instruments

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of appropriate evaluation instruments according to Office of Language Acquisition and Academic Achievement (OLAAA)

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: English Learner Education Criterion Number: ELE 8

For each finding of the Department of Education, please provide:

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plan activities which will assure the ongoing compliance of the district.**

ELE 8 – Department of Education Findings: Documentation and staff interviews indicated that the district does not have the English language supports to provide LEP students whose parents have declined entry to the ELE program with meaningful access to the educational program.

Corrective Action Plan:

- The district provided Category 1: Second Language Learning and Teaching to all staff in August, 2007 and will offer that training to all newly hired teachers in coming years
- The progress of LEP students whose parents have declined entry in the ELE program will be monitored through progress reports, report cards, standardized test scores, and teacher observation. Accommodations will be provided as deemed necessary so that they may gain meaningful access to the educational program.

Completion Date: October 31, 2008

Evidence of Completion: Professional Development Agendas/Records

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of professional development needs

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

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**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: English Learner Education Criterion Number: ELE 10

For each finding of the Department of Education, please provide:

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ELE 10 – Department of Education Findings: Documentation indicated that the district did not develop a parental home notice that contained information that addressed the following: (a) the reasons for identification of the student as LEP; (b) the child's level of English proficiency; (c) program placement and/or the method of instruction used in the program; and (g) the parent's right to apply for a waiver, or to decline to enroll their child in the program. Furthermore, the district did not provide a sample notice letter in another language besides English.

Corrective Action Plan:

- The district will develop a parental home notice containing information that tells (a) the reasons for identification of the student as LEP; (b) the child's level of English proficiency; (c) program placement and/or the method of instruction used in the program; and g) the parent's right to apply for a waiver, or to decline to enroll their child in the program.
- The district will have the parental home notice translated into Portuguese and Spanish

Completion Date: October 31, 2008

Evidence of Completion: Parental home notice in English, Portuguese, and Spanish

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of parental home notice

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: English Learner Education Criterion Number: ELE 13

For each finding of the Department of Education, please provide:

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plan activities which will assure the ongoing compliance of the district.**

ELE 13 – Department of Education Findings: Based on documentation and staff interviews, the district's follow-up monitoring plan did not identify who will be responsible for monitoring the FLEP students.

Corrective Action Plan:

- The progress of students classified as FLEP will be monitored for two years by the principal in conjunction with the ELL coordinator.

Completion Date: October 31, 2008

Evidence of Completion: Updated English Learner Education School Committee Policy

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of English Learner Education Program

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

School District: Acushnet Public Schools

CORRECTIVE ACTION PLAN

**in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by: Danielle Coffin Date: 1/15/08

Report Area: English Learner Education Criterion Number: ELE 15

For each finding of the Department of Education, please provide:

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- Person(s) responsible for implementation of activities
- The district's internal evaluation process for action plan activities which will assure the ongoing compliance of the district.

ELE 15 – Department of Education Findings: Documentation and staff interviews indicated that the district has not provided adequate training to classroom teachers on second language acquisition and English language development as supports for the LEP students in the classroom. The district, however, has scheduled training for staff for the upcoming summer.

Corrective Action Plan:

- The district provided Category 1: Second Language Learning and Teaching training to all staff in August, 2007
- The district plans to send selected teachers to Category 2: Sheltered Content Instruction and additional selected teachers to Category 3: Assessment of Speaking and Listening training during 2008-2009
- Newly hired teachers in 2008-2009 will be provided Category 1: Second Language Learning and Training
- The district will send additional selected teachers to Category 3: Assessment of Speaking and Listening and Category 4: Teaching Reading and Writing to Limited English Proficient Students in future years

Completion Date: October 31, 2008

Evidence of Completion: Teacher training certificates in Category 1 and 2 and 3

Person(s) Responsible: Danielle Coffin

Internal Ongoing Evaluation: Annual review of training needs