

TRURO CENTRAL SCHOOL  
CORRECTIVE ACTION PLAN  
OCTOBER 10, 2007

MASSACHUSETTS DEPARTMENT OF EDUCATION

COORDINATED PROGRAM REVIEW

School District: Truro Public Schools

CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Brian Davis Date: 10/10/2007

Report Area: MOA Criterion Number: 17

For each finding 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.

**Completion Date:** September 4, 2007

**Anticipated Results:** The School Committee Policy and MGL's pertaining to Physical restraint was included in the Parent/Student Handbook at the beginning of the 2007-2008 school year.

**Evidence of Completion:** Parent/Student Handbook

**Person(s) Responsible:** Brian Davis

**Internal ongoing evaluation:** Annual review of Parent/Student Handbook by the School Council

MASSACHUSETTS DEPARTMENT OF EDUCATION

COORDINATED PROGRAM REVIEW

School District: Truro Public Schools

CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Brian Davis Date: 10/10/2007

Report Area: MOA Criterion Number: 25

For each finding 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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<b>Completion Date:</b>	June 30, 2008
<b>Anticipated Results:</b>	The District shall complete a self evaluation on an annual basis.
<b>Evidence of Completion:</b>	Annual evaluation document
<b>Person(s) Responsible:</b>	Brian Davis
<b>Internal ongoing evaluation:</b>	Inclusion of Self Evaluation on the School Improvement Plan

**MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW**

School District: **Truro Public Schools**

**CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW**

Prepared by : Lynne Newton Date: 10/3/07

Report Area: Special Education Criterion Number: SE 2

For each finding the Department of Education, please provide:

● **A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES**

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**SE 2 DOE Findings:** Documentation review indicated that the district's policy requires parents or other interested parties to make an initial referral for special education in writing. While the school may prefer an evaluation request to be in writing, the district cannot refuse a referral made orally.

**Corrective Action Plan:**

- The Special Education Policy and Procedure manual will be changed to remove any mention of the need for a dated, written special education referral.
- All staff members will receive routine training regarding the special education referral process with emphasis placed on the fact that any oral / verbal request for an evaluation is to be accepted and acted upon immediately.
- The special education referral process will also be reviewed with the Special Education Parent Activities Council.

**Completion Date:** November 15, 2007

**Evidence of Completion:** Sped. Policy and Procedure Manual, Staff / PAC meeting agendas

**Person(s) Responsible:** Lynne Newton, Brian Davis

**Internal ongoing evaluation:** Comprehension checks and review @ staff meetings, PAC meetings, and building based support team meetings.

MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW

School District: Truro Public Schools

CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Lynne Newton Date: 10/3/07

Report Area: Special Education Criterion Number: SE 11

For each finding the Department of Education, please provide:

● A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES

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**SE 11, DOE Findings:** This area describes the school district response to parental request for independent educational evaluation. Again, the school cannot require that a request for any evaluation be submitted in writing; oral / verbal requests for evaluation must be accepted and acted upon within the timeframe outlined by law.

**Corrective Action Plan:**

- The Special Education Policy and Procedure manual will be changed to remove any mention of the need for a dated, written special education referral.
- All staff members will receive routine training regarding the special education referral process with emphasis placed on the fact that any oral / verbal request for an evaluation is to be accepted and acted upon immediately.
- The special education referral process will also be reviewed with the Special Education Parent Activities Council.

**Completion Date:** November 15, 2007

**Evidence of Completion:** Sped. Policy and Procedure Manual, Staff / PAC meeting agendas

**Person(s) Responsible:** Lynne Newton, Brian Davis

**Internal Ongoing Evaluation:** Comprehension checks and review @ staff meetings, PAC meetings, and building based support team meetings

MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW

School District: Truro Public Schools

CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Lynne Newton Date: 10/3/07

Report Area: Special Education Criterion Number: SE 24

For each finding the Department of Education, please provide:

● A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES

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**SE 24 – Department of Education Findings:** This section outlines the legal standard for providing notice to parent regarding proposal or refusal to initiate or change any aspect of a student's program. The onsite team's review of student records indicated that not all of the required questions on page 2 of the notice forms are consistently answered.

**Corrective Action Plan:**

- All special education staff members will be directed and trained to answer all the required questions on page 2 of the notice forms. Initially a model will be provided and after 3 months independence in completing notice forms correctly will be expected.

**Completion Date:** December 1, 2007

**Evidence of Completion:** Records review of all notice forms

**Person(s) Responsible:** Lynne Newton, Brian Davis

**Internal Ongoing Evaluation:** Records will be spot checked periodically. Staff training regarding correct completion of all forms will be provided annually and for any new hire within 30 days.

**MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW**

School District: **Truro Public Schools**

**CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW**

Prepared by : Lynne Newton Date: 10/3/07

Report Area: English Learner Education Criterion Number: **ELE 2**

For each finding the Department of Education, please provide:

● **A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES**

**THE DISTRICT WILL IMPLEMENT**

**TOGETHER WITH:**

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**ELE 2 – DOE Findings:** The district's policy states: "Truro LEP students enrolled for their first year have the option of not taking the MCAS English Language Arts test." Student may only be afforded this choice if it is their first year in the United States – not their first year in the district.

**Corrective Action Plan:**

- The Truro ELL policy will be changed to provide this clarification.
- All staff responsible for MCAS administration will be notified / trained regarding this clarification

**Completion Date:** December 1, 2007

**Evidence of Completion:** Review of revised ELL Policy

**Person(s) Responsible:** Lynne Newton, Brian Davis

**Internal Ongoing Evaluation:** Annual staff training / discussion

MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW

School District: Truro Public Schools

CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Lynne Newton Date: 10/3/07

Report Area: English Learner Education Criterion Number: ELE 5

For each finding the Department of Education, please provide:

● A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES

THE DISTRICT WILL IMPLEMENT

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**ELE 5 – DOE Findings:** At the time of the coordinated program review, the District had one student who was designated as Limited English Proficient (LEP). This student received daily ESL instruction and sheltered content instruction. The LEP student's classroom teacher is becoming qualified to deliver sheltered content instruction; she has completed Category 1 and 2 of the professional development categories described in the Commissioner's Memorandum of June 2004. However, the ESL teacher is not licensed in ESL. Furthermore, there is no evidence of an established ESL curriculum for LEP students.

**Please note** that Truro currently does not have any students designated as LEP. The one student who was LEP moved to another state, however, this does excuse Truro from implementation of all laws regulations governing English Learner Education.

**Corrective Action Plan:** Truro will seek a certified ESL teacher / consultant to provide any needed services annually. Efforts will be made to encourage current staff members to seek ESL and SEI training / certification. Professional development funds will be made available for staff seeking training in the area of ELE. A specific ESL curriculum for LEP students will be developed. This curriculum will be tied to the Massachusetts Curriculum Frameworks and instruction will be based on the English Language Proficiency Benchmarks and Outcomes.

**Completion Date:** June 30, 2008

**Evidence of Completion:** Examination of Professional development activities, examination of staff roster, staff certifications, and articulated ESL curriculum.

**Person(s) Responsible:** Lynne Newton, Brian Davis

**Internal Evaluation:** Administrative planning / review meetings, routine updates of ELE Policy

MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW

School District: Truro Public Schools

CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Lynne Newton Date: 10/3/07

Report Area: English Learner Education Criterion Number: ELE 6

For each finding the Department of Education, please provide:

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**ELE 6 – DOE findings:** The district uses MEPA test scores, student grades, and teacher recommendations to make a determination about re-designating a student from LEP to FLEP (Formerly Limited English Proficient). However, the district has no monitoring form once a student has exited from the SEI program; there is no evidence to show student monitoring after re-designation as FLEP.

**Corrective Action Plan:**

- A LEP / FLEP monitoring form will be developed and placed in the ELE policy and procedure book.

**Completion Date:** June 30, 2008

**Evidence of Completion:** Examination of LEP / FLEP monitoring forms, record reviews

**Person(s) Responsible:** Lynne Newton, Brian Davis

**Internal Evaluation:** Record examination, review and use of ELE forms over time

MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW

School District: Truro Public Schools

CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Lynne Newton Date: 10/3/07

Report Area: English Learner Education Criterion Number: ELE 8

For each finding the Department of Education, please provide:

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**ELE 8 – DOE Findings:** The district has not yet developed support and monitoring procedures for students whose parents have declined entry to the ELE program.

**\Corrective Action Plan:**

- Support and monitoring procedures will be developed for students whose parents have declined entry to the ELE program. This will include translated communication / planning meetings, translated parent teacher conferences three times per year, offerings for adult education program payment in area of ESL skill development, offer of summer tutorial support for students whose parents have declined entry into the ELE program.

**Completion Date:** June 30, 2008

**Evidence of Completion:** Examination of ELE policy and procedures, translated meeting sign-in

**Person(s) Responsible:** Lynne Newton, Brian Davis, Any future certified ESL teachers

**Internal Evaluation:** Progress monitoring of all LEP students via report cards, test scores, and teacher observations. Review of outreach efforts over time.

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CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Lynne Newton Date: 10/3/07

Report Area: English Learner Education Criterion Number: ELE 14

For each finding the Department of Education, please provide:

● A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES

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**ELE 14 – DOE Findings:** The teacher currently providing ESL instruction is not licensed in ESL. Additionally, while six teachers have completed one of the four required professional development categories focused on the skills and knowledge required to shelter content instruction for LEP students, none of the district's teachers have completed at least two of the four required categories.

**Corrective Action Plan:**

- The district Superintendent / Principal will provide and assign professional development / training attendance for the remaining two of the required four categories. This training will be provided at district expense
- Efforts will be made annually to recruit a certified ESL consultant teacher.

**Completion Date:** June 30, 2008

**Evidence of Completion:** Examination of district professional development activities, and examination of teacher certification rosters

**Person(s) Responsible:** Brian Davis, Lynne Newton

**Internal Evaluation:** Administrative planning / staffing and professional development planning meetings

MASSACHUSETTS DEPARTMENT OF EDUCATION  
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CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Lynne Newton Date: 10/3/07

Report Area: English Learner Education Criterion Number: ELE15

For each finding the Department of Education, please provide:

● A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES

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**ELE 15 – DOE Findings:**

The district does not have an SEI (Sheltered English Immersion) Professional Development Plan

**Corrective Action Plan:**

- The district will develop a SEI professional development plan. This plan will connect with, and be included within, the overall district professional development plan. Budget planning regarding training cost and materials will be completed annually.

**Completion Date:** June 30, 2008

**Evidence of Completion:** Examination of document entitled: "SEI professional development plan".

**Person(s) Responsible:** Lynne Newton, Brian Davis

**Internal Evaluation:** Administrative Planning and review of ELE program evaluation as needed.

MASSACHUSETTS DEPARTMENT OF EDUCATION  
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School District: Truro Public Schools

CORRECTIVE ACTION PLAN IN RESPONSE TO A COORDINATED PROGRAM REVIEW

Prepared by : Lynne Newton Date: 10/3/07

Report Area: English Learner Education Criterion Number: ELE 17

For each finding the Department of Education, please provide:

● A COMPLETE DESCRIPTION OF THE CORRECTIVE ACTION ACTIVITIES

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**ELE 17 – DOE findings:**

The district has not yet developed a plan for the periodic evaluation of the ELE program's effectiveness.

**Corrective Action Plan:**

- The ELE program evaluation plan will be developed with input from certified ESL / ELL and SEI teachers and consultants. This program evaluation plan will be placed in the ELL policy and procedure manual.

**Completion Date:** June 30, 2008

**Evidence of Completion:** Examination of ELE policy and procedures, and examination of minutes from any ELE consultations / Trainings, and examination of ELE program evaluation summary reports

**Person(s) Responsible:** Lynne Newton, Brian Davis, Any future certified ESL teachers

**Internal Evaluation:** Administrative Planning meeting reviews, and program evaluation planning meeting reviews, along with DCAP planning meeting reviews.