

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

**Hanover Public Schools  
Corrective Action Plan Forms**

**Program Area: English Language Education  
Prepared by: Beverly Shea**

CAP Form will expand to as many lines as necessary. Before completing and emailing to [pqacap@doe.mass.edu](mailto: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: September 1, 2015**

<p align="center"><b>COORDINATED PROGRAM REVIEW</b>  <b>CORRECTIVE ACTION PLAN</b>          (To be completed by collaborative)</p>	
<b>Criterion &amp; Topic:</b> ELE 4 Waiver Procedures	<b>Rating:</b> Partially Implemented
<b>Department CPR Finding:</b> <i>Review of student records indicated that the district is not consistently providing parents with the annual parent notification letter informing them of their right to apply for a waiver. See ELE 10.</i>	
<b>Narrative Description of Corrective Action:</b> By October 3, 2014 the district will mail annual parent notification letters to all parents of students with english as a second language, informing them of their right to apply for a waiver.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Beverly Shea PPS Director, and Andrea Monteith ESL instructor	<b>Expected Date of Completion for Each Corrective Action Activity:</b> Letters mailed by Oct 3,2014. File review by Oct. 30, 2014
<b>Evidence of Completion of the Corrective Action:</b> The district will keep a log of when and to whom the letters were sent. A copy of the letter will be kept in the student files. We will submit a copy of the log and the results of an on-site file review. A sample letter will also be submitted.	
<b>Description of Internal Monitoring Procedures:</b> The PPS director will conduct periodic on-site file review to ensure that all letters have been placed in student files in addition to checking the log.	
<p align="center"><b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>          (To be completed by the Department of Elementary and Secondary Education)</p>	
<b>Criterion:</b> ELE 4	<b>Status of Corrective Action:</b> Approved    Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	

<p align="center"><b>COORDINATED PROGRAM REVIEW</b>  <b>CORRECTIVE ACTION PLAN</b>          (To be completed by collaborative)</p>	
<b>Criterion &amp; Topic:</b> ELE 5 Program Placement and Structure	<b>Rating:</b> Partially Implemented
<p><b>Department CPR Finding:</b> <i>A review of the documentation submitted by the district indicated that current hours of ESL instruction ELLs receive are insufficient at all levels of English proficiency and are, 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 <a href="http://www.doe.mass.edu/ell/guidance_laws.html">http://www.doe.mass.edu/ell/guidance_laws.html</a>.</i></p> <p><i>According to the documentation submitted the district does not have an ESL curriculum used for direct ESL instruction or a plan to develop one that is aligned to the Massachusetts Curriculum Frameworks and the WIDA ELD Standards. See the Department’s WIDA English Language Development Standards Implementation Guide (Part I) at <a href="http://www.doe.mass.edu/ell/wida/Guidance-p1.pdf">http://www.doe.mass.edu/ell/wida/Guidance-p1.pdf</a></i></p>	
<p><b>Narrative Description of Corrective Action:</b> We have reviewed instructional hours for all ELL's. Using the recommended guidelines from the department, we have developed a new schedule which will be submitted. Regarding an ESL curriculum, while we do align our instruction with the Common Core Standards we do not currently have a complete ESL curriculum in place. We will review established programs that are aligned with the Common Core, with plans to purchase a program by August 2015.</p>	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Bev Shea PPS Director and Andrea Monteith ESL instructor.	<b>Expected Date of Completion for Each Corrective Action Activity:</b> August 15,2015
<p><b>Evidence of Completion of the Corrective Action:</b> The PPS Director will review the student attendance logs with the ESL instructor. By August 15, 2015 we will submit information pertaining to the ESL curriculum we have purchased.</p>	
<p><b>Description of Internal Monitoring Procedures:</b> The PPS Director will work closely with the ESL instructor on the selection, purchase, and implementation of the new program. We will use other districts as resources during the selection process. With respect to instructional hours for ELL's, the PPS Director will conduct periodic on-site visits to observe ESL instruction.</p>	
<p align="center"><b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>          (To be completed by the Department of Elementary and Secondary Education)</p>	
<b>Criterion:</b> ELE 5	<b>Status of Corrective Action:</b> Approved    Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	

<p align="center"><b>COORDINATED PROGRAM REVIEW</b>  <b>CORRECTIVE ACTION PLAN</b>          (To be completed by collaborative)</p>	
<b>Criterion &amp; Topic:</b> ELE 7 Parent Involvement	<b>Rating:</b> Not Implemented
<b>Department CPR Finding:</b> <i>Review of documentation and staff interviews indicated that the district has not developed ways to include parents or guardians of ELL students in matters pertaining to their children's education.</i>	
<b>Narrative Description of Corrective Action:</b> The ESL instructor will set up meetings with all parents of ELL's to review student progress, establish a relationship with the family, and to identify any barriers that might impede a parent's ability to fully engage in the life of the school community, particularly with respect to oral or written language.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Bev Shea PPS Director and Andrea Monteith ESL Instructor	<b>Expected Date of Completion for Each Corrective Action Activity:</b> June 17, 2015
<b>Evidence of Completion of the Corrective Action:</b> The ESL Instructor will keep a log and written summary of each meeting she has held with parents, including any plans to follow up. This data will be submitted for review.	
<b>Description of Internal Monitoring Procedures:</b> The PPS Director will meet periodically with the ESL instructor to review this outreach initiative and to help determine what if any additional outreach initiatives should be explored.	
<p align="center"><b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>          (To be completed by the Department of Elementary and Secondary Education)</p>	
<b>Criterion:</b> ELE 7	<b>Status of Corrective Action:</b> Approved   Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	

<p align="center"><b>COORDINATED PROGRAM REVIEW</b>  <b>CORRECTIVE ACTION PLAN</b>          (To be completed by collaborative)</p>	
<b>Criterion &amp; Topic:</b> ELE 8 Declining Entry to a Program	<b>Rating:</b> Not Implemented
<b>Department CPR Finding:</b> <i>Review of documentation, records, and staff interviews indicated that the district is not providing support, consultation, or monitoring for students whose parents have declined entry to the district's ELE program.</i>	
<b>Narrative Description of Corrective Action:</b> In order to provide support, consultation, and monitoring of students who's parents have declined entry to the district's ELL Program, the ESL Instructor will arrange to meet with classroom teachers to monitor progress and to offer suggestions for effective instruction. She will also visit classrooms and keep a log of each consultation session and classroom visits through out the year.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Bev Shea PPS Director and Andrea Monteith ESL Instructor	<b>Expected Date of Completion for Each Corrective Action Activity:</b> June 17, 2015
<b>Evidence of Completion of the Corrective Action:</b> A log will be kept of all consultation and classroom visits. A copy of the log will be submitted for review.	
<b>Description of Internal Monitoring Procedures:</b> The PPS Director will collect the log on a quarterly basis and review it with the ESL Instructor.	
<p align="center"><b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>          (To be completed by the Department of Elementary and Secondary Education)</p>	
<b>Criterion:</b> ELE 8	<b>Status of Corrective Action:</b> Approved   Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	

<p align="center"><b>COORDINATED PROGRAM REVIEW</b>  <b>CORRECTIVE ACTION PLAN</b>          (To be completed by collaborative)</p>	
<b>Criterion &amp; Topic:</b> ELE 10 Parental Notification	<b>Rating:</b> Partially Implemented
<p><b>Department CPR Finding:</b> <i>Review of student records indicated that the district is not consistently providing parents with an annual parent notification letter. Some records did not evidence any parent notification letters, while other records evidenced notification letters omitting the following required information:</i></p> <ul style="list-style-type: none"> <li>(a) <i>the reasons for identification of the student as ELL;</i></li> <li>(b) <i>the child's level of English proficiency;</i></li> <li>(c) <i>program placement and/or the method of instruction used in the program;</i></li> <li>(d) <i>how the program will meet the educational strengths and needs of the student;</i></li> <li>(e) <i>how the program will specifically help the child learn English;</i></li> <li>(f) <i>the specific exit requirements; and</i></li> <li>(g) <i>the parents' right to apply for a waiver, or to decline to enroll their child in the program.</i></li> </ul> <p><i>Additionally, the district is not consistently providing parents with progress reports and report cards in the same manner and with the same frequency as general education reporting.</i></p>	
<p><b>Narrative Description of Corrective Action:</b> The district does provide parent with an annual notification letter and this letter is modeled after the template from DESE, including all of the elements listed in the CPR. We were inconsistent with respect to placing a copy of the letter in the student files. With regard to distribution of progress reports, we do in fact provide these to parents with the same frequency as general education reporting. We were inconsistent with our record keeping.</p>	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Bev Shea PPS Director and Andrea Monteith ESL Instructor	<b>Expected Date of Completion for Each Corrective Action Activity:</b> June 17,2015
<p><b>Evidence of Completion of the Corrective Action:</b> Copies of all progress reports will be placed in student files. The ESL Instructor will record the date of issue to parents. That information will be submitted for review.</p>	
<p><b>Description of Internal Monitoring Procedures:</b> The PPS Director will conduct periodic on site file reviews to ensure compliance.</p>	
<p align="center"><b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>          (To be completed by the Department of Elementary and Secondary Education)</p>	
<b>Criterion:</b> ELE 10	<b>Status of Corrective Action:</b> Approved   Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	

<p align="center"><b>COORDINATED PROGRAM REVIEW</b>  <b>CORRECTIVE ACTION PLAN</b>          (To be completed by collaborative)</p>	
<b>Criterion &amp; Topic:</b> ELE 11 Equal Access to Programs and Services	<b>Rating:</b> Partially Implemented
<b>Department CPR Finding:</b> <i>Record review, staff interviews and documentation indicated that the district is not providing ELL students with informative notices about school activities, responsibilities, and academic standards provided to all students in a language and mode of communication that they understand.</i>	
<b>Narrative Description of Corrective Action:</b> The district has the capacity to produce notices for students in many languages. The ESL instructor, in collaboration with other school personnel, is able to determine the need for translation of notices and other important documents for each ELL. We have produced notices in other languages. We will continue to do so as needed. We will identify ways to formalize this process including sending out a request to building principals prior to the beginning of each school year pertaining to the need for document translation for any of their ELL students.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Bev Shea PPS Director and Andrea Monteith ESL Instructor	<b>Expected Date of Completion for Each Corrective Action Activity:</b> August 28,2015
<b>Evidence of Completion of the Corrective Action:</b> Copies of translated documents will be submitted, as well as a sample of the letter that we will send to building principals by August 28, 2015.	
<b>Description of Internal Monitoring Procedures:</b> The PPS Director will periodically consult with building administrators and the ESL Instructor to monitor the need for document translation. The PPS Director will also review the protocol for requesting document translation with the building administrators and ESL Instructor.	
<p align="center"><b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b>          (To be completed by the Department of Elementary and Secondary Education)</p>	
<b>Criterion:</b> ELE 11	<b>Status of Corrective Action:</b> Approved    Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	

**COORDINATED PROGRAM REVIEW  
CORRECTIVE ACTION PLAN**  
(To be completed by collaborative)

<b>Criterion &amp; Topic:</b> ELE 12 Equal Access to Nonacademic and Extracurricular Programs	<b>Rating:</b> Partially Implemented
<b>Department CPR Finding:</b> <i>Record review, staff interviews and documentation indicated that the district is not providing ELL students with information about extracurricular activities and school events in a language that they understand.</i>	
<b>Narrative Description of Corrective Action:</b> The district has the capacity to provide ELL students with information about extracurricular activities and school events in a language they understand. The ESL instructor collaborates with other school personnel regarding the need to translate these documents for individual students. We will formalize this process by sending out a form to building principals prior to the beginning of each school year regarding the need for translated documents.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Bev Shea PPS Director and Andrea Monteith ELS Instructor	<b>Expected Date of Completion for Each Corrective Action Activity:</b> August 28, 2014
<b>Evidence of Completion of the Corrective Action:</b> Copies of translated documents will be submitted, as well as a sample of the letter that we will send to the building principals by August 28, 2015.	
<b>Description of Internal Monitoring Procedures:</b> The PPS Director will periodically consult with building administrators and the ESL Instructor to monitor the need for document translation. The PPS Director will also review the protocol for requesting document translation with the building administrators and ESL Instructor.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b> (To be completed by the Department of Elementary and Secondary Education)	
<b>Criterion:</b> ELE 12	<b>Status of Corrective Action:</b> Approved    Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	

**COORDINATED PROGRAM REVIEW  
CORRECTIVE ACTION PLAN**  
(To be completed by collaborative)

**Criterion & Topic:** ELE 13 Follow-up Support

**Rating:** Partially Implemented

**Department CPR Finding:** *Review of records and staff and parent interviews indicated that the district is not actively monitoring students who have exited the ELL program for two years and providing language support services if needed.*

**Narrative Description of Corrective Action:** The district does have a monitoring plan in place, we use monitoring forms modeled from the template provided by the DESE to record this information. We were inconsistent with respect to placing a copy of the monitoring forms in student files. We will set up a system to ensure oversight of the monitoring process and improvement of our filing system.

**Title/Role of Person(s) Responsible for Implementation:** Bev Shea PPS Director and Andrea Monteith ESL Instructor

**Expected Date of Completion for Each Corrective Action Activity:**  
June 17, 2015

**Evidence of Completion of the Corrective Action:** The district will submit copies of the completed monitoring forms.

Description of Internal Monitoring Procedures: The PPS Director will conduct periodic on site file reviews to ensure compliance in this area.

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

**Criterion:** ELE 13

**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):**

**Progress Report Due Date(s):**

**COORDINATED PROGRAM REVIEW  
CORRECTIVE ACTION PLAN**  
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**Criterion & Topic:** ELE 16 Equitable Facilities

**Rating:** Not Implemented

**Department CPR Finding:** *Observations and staff interviews indicated that the district is not providing ELL students with facilities and materials comparable to those provided to the overall student population. Specifically, there is no designated space for English language development instruction at the middle school with services provided in an open space in the library that does not allow for confidentiality or privacy. At the Cedar School, the English language development instructional space is not comparable to the instructional space provided to other students. Unlike other instructional spaces in the building, it is a very small office located in an isolated hallway with no windows and students do not have materials and resources accessible to them.*

**Narrative Description of Corrective Action:** Corrective action has already been taken in this area. The district was found to be out of compliance under CR 23 as part of the civil rights component of this coordinated program review. The ESL Instructor has been given appropriate instructional space in both the Middle School and Cedar Elementary School. DESE has visited both settings and has approved the relocation of these spaces, therefore no additional corrective action should be required.

**Title/Role of Person(s) Responsible for Implementation:** Bev Shea PPS Director

**Expected Date of Completion for Each Corrective Action Activity:**  
N/A Already completed

**Evidence of Completion of the Corrective Action:** See Hanover's submission for CR 23.

Description of Internal Monitoring Procedures: See CR 23

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

**Criterion:** ELE 16

**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):**

**Progress Report Due Date(s):**

**COORDINATED PROGRAM REVIEW  
CORRECTIVE ACTION PLAN**  
(To be completed by collaborative)

<b>Criterion &amp; Topic:</b> ELE 17 Program Evaluation	<b>Rating:</b> Not Implemented
<b>Department CPR Finding:</b> <i>Documentation and staff interviews indicated that the district has not conducted periodic evaluations of the effectiveness of its ELE program in developing students' English language skills and increasing their ability to participate meaningfully in the educational program.</i>	
<b>Narrative Description of Corrective Action:</b> The district plans to conduct an evaluation of the effectiveness of its ELE program by June 17, 2015.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Bev Shea PPS Director	<b>Expected Date of Completion for Each Corrective Action Activity:</b> June 17, 2015
<b>Evidence of Completion of the Corrective Action:</b> A written report resulting from the evaluation process will be submitted.	
<b>Description of Internal Monitoring Procedures:</b> The PPS Director will identify and hire a qualified evaluator to conduct this evaluation.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b> (To be completed by the Department of Elementary and Secondary Education)	
<b>Criterion:</b> ELE 17	<b>Status of Corrective Action:</b> Approved    Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	

**COORDINATED PROGRAM REVIEW  
CORRECTIVE ACTION PLAN**  
(To be completed by collaborative)

<b>Criterion &amp; Topic:</b> ELE 18 Records of ELL Students	<b>Rating:</b> Partially Implemented
<b>Department CPR Finding:</b> <i>Review of student records indicated that records of ELL students do not consistently include copies of parent notification letters, progress reports and report cards, and evidence of follow-up monitoring.</i>	
<b>Narrative Description of Corrective Action:</b> The district recognizes the need to maintain complete files for all ELL students. As described in previous areas of this report, on-site monitoring by the PPS Director will ensure that the files are properly maintained and up to date.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> Bev Shea PPS Director and Andrea Monteith ELS Instuctor	<b>Expected Date of Completion for Each Corrective Action Activity:</b> June 17, 2015.
<b>Evidence of Completion of the Corrective Action:</b> We will submit data to demonstrate that parent notification letters were sent to all parents of ELL's in the district. We will also submit data regarding the date of issue of progress reports for ELL's along with copies of monitoring forms.	
<b>Description of Internal Monitoring Procedures:</b> The PPS Director will conduct periodic on site file reviews.	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b> (To be completed by the Department of Elementary and Secondary Education)	
<b>Criterion:</b> ELE 18	<b>Status of Corrective Action:</b> Approved   Partially Approved Disapproved
<b>Basis for Partial Approval or Disapproval:</b>	
<b>Department Order of Corrective Action:</b>	
<b>Required Elements of Progress Report(s):</b>	
<b>Progress Report Due Date(s):</b>	