

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
COORDINATED PROGRAM REVIEW

Charter School or District: **Belmont Public School District**

**Corrective Action Plan Forms**

**Program Area: English Learner Education**  
Prepared by: Lindsey Rinder and Janice Darias

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: March 6, 2015**

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

**Criterion & Topic:** ELE 5

**Rating:** Partially Implemented

**Department CPR Finding:** *Documentation submitted by the district indicated that the following English proficiency levels receive the following amounts of direct ESL instruction: Level 1 students receive 1 ½ to 8 ½ hours of direct ESL instruction per week in elementary and middle schools and 11 to 16 hours per week in high school; Level 2 students receive 30 minutes to 6 hours of direct ESL instruction per week; Level 3 students receive 30 minutes to 3 ½ hours of direct ESL instruction per week in elementary and middle schools and 1 ½ to 11 hours in high school;; Level 4 students receive 30 minutes to 2 hours of direct ESL instruction in elementary and middle schools and 1 to 6 ½ hours of direct ESL instruction in high school; Level 5 students 1 to 2 hours of ESL instruction per week. 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 [http://www.doe.mass.edu/ell/guidance\\_laws.html](http://www.doe.mass.edu/ell/guidance_laws.html)*

**Narrative Description of Corrective Action:** 1) At the middle and high school levels, work is ongoing to adjust building-wide schedules for FY15 so that the ESL teacher can increase group sizes, by proficiency level, and increase hours of service. 2) At the elementary level, we plan to hire an additional ELL teacher for FY15, bringing our total to 4 certified ESL teachers for the elementary schools.

<b>Title/Role of Person(s) Responsible for Implementation:</b> ESL Director		<b>Expected Date of Completion for Each Corrective Action Activity:</b> Sept 2014
<b>Evidence of Completion of the Corrective Action:</b> Student schedules reveal increased hours of service		
<b>Description of Internal Monitoring Procedures:</b> 1) ESL Director will hire new elementary ESL teacher in Spring 2014, increasing elementary staffing by 33%. 2) ESL Director will review building schedules with MS and HS assistant principals during Summer 2014 in order to make sure required sections are scheduled. 3) ESL Director will review student schedules in October 2014 to make sure each student is getting the hours of service outlined in proposed schedule, and make corrections to student schedules as needed.		
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b> (To be completed by the Department of Elementary and Secondary Education)		
<b>Criterion: ELE 5 Program Placement and Structure</b>	<b>Status of Corrective Action:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> 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>		

<b>COORDINATED PROGRAM REVIEW</b> <b>CORRECTIVE ACTION PLAN</b> (To be completed by school district/charter school)	
<b>Criterion &amp; Topic: ELE 14</b> Licensure Requirements	<b>Rating:</b> Partially Implemented
<b>Department CPR Finding:</b> <i>District documentation indicates that not all district ESL teachers and tutors that provide students with ESL instruction hold an appropriate license or current waiver issued by the Massachusetts Department of Elementary and Secondary Education.</i>	
<b>Narrative Description of Corrective Action:</b> 1) For FY14, two additional full-time ESL teachers were hired. 2) For FY15, an additional full-time ESL teacher will be hired.	
<b>Title/Role of Person(s) Responsible for Implementation:</b> ESL Director	<b>Expected Date of Completion for Each Corrective Action Activity:</b> Sept 2014
<b>Evidence of Completion of the Corrective Action:</b> List of 6 certified ESL teachers in the district	
<b>Description of Internal Monitoring Procedures:</b> ESL Director will ensure hiring is complete by September 2014	
<b>CORRECTIVE ACTION PLAN APPROVAL SECTION</b> (To be completed by the Department of Elementary and Secondary Education)	
<b>Criterion: ELE 14</b>	<b>Status of Corrective Action:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> 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>