



Massachusetts Department of Elementary and Secondary Education

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July 1, 2008

Thomas Pandiscio
Superintendent
Wachusett Public Schools
1745 Main Street
Jefferson, MA 02148

Re: Review of Action Plan: Coordinated Program Review

Dear Superintendent Pandiscio,

Thank you for your district's recently submitted responses to the Department's Coordinated Program Review Report that were received in this office on June 2, 2008. Your district's responses have been reviewed and the status of each response is described in the attached report.

As you will note, the Department has approved all Action Plan responses. Staff from the Department will be conducting follow-up verification of the district's implementation of this approved Action Plan. You will be contacted when the verification procedures are scheduled. *Please note that school districts must demonstrate effective resolution of noncompliance identified by the Department as soon as possible but in no case later than one year from the issuance of the Department's Final Program Review Report.*

For most instances of noncompliance the Department will require progress reporting as your district proceeds to implement action. Please note the required elements and timelines of each progress report, and use the enclosed Progress Report Form to submit these updated statements of implementation. Progress Reports are to be sent to Darlene Lynch, Director of Program Quality Assurance Services.

Your district will be eligible to apply for special education funds to assist you in the implementation of special-education-related action. The Department will send you the application for this FY'09 Special Education Action Assistance grant as soon as it has been prepared and approved. Please note that while the Department has been administering this grant program since FY'99, there is no guarantee that the amount of special education funding the Department receives in FY'09 will continue to be sufficient to support it.

Please contact us if further clarification is needed on any matters presented here. Again, thank you for your continued cooperation.

Sincerely,

Lynn A. Summerill, Onsite Chairperson

Vani Rastogi-Kelly, Supervisor
Program Quality Assurance Services

c: Darryll McCall, District Program Review Follow-up Coordinator
Darlene A. Lynch, Director, Program Quality Assurance Services

Encl. Action Plan Review Forms
Progress Report Form

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

**REVIEW OF LOCAL ACTION PLAN
Wachusett Public School District**

Dates of Coordinated Program Review Onsite Visit: June 4-8, 2007

Local Action Plan Submitted to the Department on: May 30, 2008

Date of the Department's Action Plan Review: July 1, 2008

Criterion Number and Topic	Response Approved ✓	Progress Report Due Date:	Required Elements of Progress Report:	Response Dis-approved ✓	Reasons for Disapproval	Action Ordered by the Department of Elementary and Secondary Education and Timelines for Implementation
SE 1 Assessments are appropriately selected and interpreted for students referred for evaluation	✓	10/1/2008 1/13/09	<p>The district will conduct initial evaluations of preschool age students that include assessments across developmental areas, including social and behavioral domains. The district will annually review with Early Childhood Center (ECC) staff transition procedures and assessments. Monitoring will be done by the district and a semi-annual review will be conducted by Central Office staff.</p> <p>Submit documentation of the training provided to ECC staff on these requirements. Submit the training agenda , sign-in sheets and procedures provided to staff on transition and selection of instruments for comprehensive initial evaluations. Submit this information by October 1, 2008.</p> <p>Conduct an internal review of this criterion. Report on the number of preschool files reviewed, the number of files that contained assessments tailored to assess specific areas of educational and developmental need and any action taken if</p>			

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			non-compliance is identified by January 13, 2009 .			
SE 2 Required and optional assessment	✓	10/1/2008 1/13/09	<p>The district indicated that it will use updated EI assessments and write observation reports. The district will annually review with ECC staff transition procedures, using updated assessments when developing the IEP and the requirement for formal observations. Monitoring will be done by the district and a semi-annual review will be conducted by Central Office staff.</p> <p>Submit documentation of training ECC staff on these requirements. Submit the training agenda, sign-in sheets and procedures provided to staff on conducting updated assessments and writing formal observation reports. Submit this information by October 1, 2008.</p> <p>Conduct an internal review of this criterion. Report on the number of preschool files reviewed, the number of files that contained updated assessments, the number of files containing written observation reports and any action taken if non-compliance is identified by January 13, 2009.</p>			
SE 4 Assessment Reports	✓	10/1/2008 1/13/09	<p>The district will conduct training on the required elements of evaluation reports; Team chairpersons will monitor the reports written by evaluators. Submit training agendas and signed attendance sheets by October 1, 2008.</p> <p>The district will conduct an internal review of this criterion. Report to the Department on the number of assessment reports reviewed that were written by speech and language pathologists</p>			

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			and school psychologists at each level, the number of assessment reports that contained, in educationally relevant and common terms, the student's needs, offering explicit means of meeting them, and any actions taken if any non-compliance is identified by January 13, 2009 .			
SE 5 Participation in general state and district-wide assessment programs	✓	None	The district will purchase and implement new software that includes the learning strands and standards for students taking the alternate MCAS. The corrective action for this criterion has been approved.			
SE 6 Determination of transition services	✓	10/1/08 1/13/09	The district will conduct workshops for all high school special education staff on developing transition plans. Training will include individualization of the following transition requirements: <ul style="list-style-type: none"> • Vision statements • Documentation of Age Specific Considerations on IEP Present Levels of Educational Performance B (PLEP B) • Documentation of student strengths and interests • Transition planning • Goals relating to post-secondary years, community experiences and development of employment, and post-school living objectives. Team Chairpersons will utilize the Team Meeting Checklist to track needed documents. Submit training materials, agendas and signed attendance sheets			

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			<p>by October 1, 2008.</p> <p>The district will conduct an internal review of this criterion. Report the number files reviewed from the high school, the number of files that contained documentation of transition planning in IEPs, the number of files that contained completed transition plan forms and any action taken if non-compliance is identified by January 13, 2009.</p>			
SE 7 Transfer of Rights at Age of Majority	✓	10/1/08 1/13/09	<p>The district will conduct training at the high school level on the requirements for obtaining student signatures on IEPs. Team chairpersons will utilize the Team Meeting Checklist to track the required information. An agenda and signed attendance sheets will be submitted by October 1, 2008.</p> <p>Conduct an internal review of records for students who have turned 18. Report on the number files reviewed, the number of files that contained student signatures on IEPs and actions taken if areas of non-compliance were identified by January 13, 2009.</p>			
SE 8 Team composition and attendance	✓	10/1/08 1/13/09	<p>The district will conduct training with Team chairpersons on the appropriate steps to follow for excusing Team members. Training will also ensure that Team chairpersons have the authority to commit fiscal resources. Submit an agenda and a statement of assurance from all Team chairpersons indicating that they have been made aware that they have the authority to commit fiscal resources during Team meetings. In addition, the district will send a notice to all staff in all schools indicating that Team chairpersons and principals have the authority to</p>			

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			<p>commit resources. The district will also develop a form to document and procure written information from absent Team members during Team meetings. Submit the documentation set forth above by October 1, 2008.</p> <p>Conduct an internal review of this criterion. Report on the number files reviewed in which parents excused Team members from attending meetings, the number of files that contained documentation from absent Team members and any action taken if non-compliance is identified by January 13, 2009.</p>			
SE 9 Timeline for determination of eligibility and provision of documentation to parent	✓	10/1/08 1/13/09	<p>The district will conduct training with Team chairpersons on the required timelines for evaluations. Team chairpersons will submit monthly tracking logs to the administrator of special education for ongoing monitoring. Submit an agenda and signed attendance sheet by October 1, 2008.</p> <p>The district will review the chairpersons monitoring logs. Report to the Department on the number of evaluations that were conducted, the number of evaluations completed within 30 days of receipt of consent and any action taken if non-compliance is identified by January 13, 2009.</p>			

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SE 9A Elements of Eligibility Determination	✓	10/1/08 1/13/09	<p>Training will be conducted with appropriate staff on determining eligibility for Section 504 Accommodation Plans and DCAPS. Submit an agenda, training, materials and signed attendance sheets by October 1, 2008.</p> <p>The district will collect and review data on Section 504 Accommodation Plans, Tier II interventions and individualized student DCAPS by each school. The district will submit the results of their data review and monitoring interventions, and any corrective action taken, if necessary, by January 13, 2009.</p>			
SE 11 School District Response to Parental Request for IEE	✓	10/1/08 1/13/09	<p>The district will conduct training with Team chairpersons on the procedures and requirements for conducting Team meetings within ten days of receipt of an independent educational evaluation (IEE). Team chairpersons will keep logs and track IEEs. Submit an agenda and signed attendance sheet by October 1, 2008.</p> <p>The district will conduct an internal review of the Team chairpersons tracking logs. Report on the number of IEEs received, the number of Team meetings held within ten days to review and discuss IEEs and any action taken if areas of non-compliance are identified by January 13, 2009.</p>			
SE 12 Frequency of Re-evaluation	✓	10/1/08 1/13/09	<p>The district will conduct training with Team chairpersons and review timelines for sending out N1 and N1A forms. Each school will track reevaluations; tracking information will be submitted to the special education office for review. Submit an agenda and signed attendance sheets by October 1, 2008.</p>			

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			<p>The district will develop a special education handbook for staff which will include procedural guidelines and district forms. This handbook will be utilized in monthly Team chairperson trainings. Submit a copy of the special education handbook by October 1, 2008.</p> <p>Conduct an internal review of this criterion. Report on the number of files reviewed by each school in which reevaluations were held since the start of the school year, the number of N1 and N1A forms sent to parents in a timely manner, the number of reevaluations that were conducted within three years of the previous initial evaluation/reevaluation and any action taken if non-compliance is identified by January 13, 2009.</p>			
SE 13 Progress Reports	✓	10/1/08 1/13/09	<p>The district will conduct training with Team chairpersons on the required elements of progress reports. Team chairpersons will review progress reports from each school to ensure that progress report narratives are current, reflect specific progress toward IEP goals and will reconvene the Team if a lack of progress is identified. In addition, the district will review the requirements of this criterion with staff annually. Submit agendas and signed attendance sheets by October 1, 2008.</p> <p>Conduct an internal review of this criterion by each school. Report on the number files reviewed, the number of files that contain progress reports that are appropriately written and updated, and any actions taken if areas of non-compliance are identified by January 13, 2009.</p>			

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SE 17 Initiation of services at age three and EI transition procedures	✓		See SE 2			
SE 18A IEP development and content	✓	10/1/08 1/13/09	<p>The district will conduct training for Team chairpersons and special education staff on writing required elements of an IEP. Training topics will include the following:</p> <ul style="list-style-type: none"> a. Vision statements (IEP 1) b. Current levels of functioning (IEP 1, 4) c. Specially designed instruction (PLEP A & B) d. Age specific considerations (PLEP B) e. Measurable goals and objectives (IEP 4) f. Service delivery grid (IEP 5) g. Extended school year services h. Nonparticipation Justification (IEP 6) i. Consideration of LRE <p>Submit copies of agendas, signed attendance sheets and training materials by October 1, 2008.</p> <p>Conduct an internal review of this criterion. Report on the number files reviewed, the number of files that contain current IEPs that address all areas (a – i), and any actions taken if areas of non-compliance are identified by January 13, 2009.</p>			

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SE 18B Determination of placement; provision of IEP to parent	✓	1/13/09	<p>The district will organize a task force to examine the placement of ECC students for kindergarten and the continuum of services and related services at the elementary level. The task force will make recommendations, and additional services at the kindergarten level will be explored. The district will submit their report and recommendations by January 13, 2009.</p> <p>Please note that while the district originally indicated a due date of May 1, 2009 for this criterion, the district is required to ensure compliance within one year of the issuance of the CPR Final Report. Therefore, the due date has been changed.</p>			
SE 19 Extended Evaluation	✓	10/1/08 1/13/09	<p>The district will conduct training for Team chairpersons and will cease using extended evaluation forms for initial evaluations. Submit agendas and signed attendance sheets by October 1, 2008.</p> <p>The district will implement tracking logs that will be monitored by Team chairpersons and the administrator of special education. The district will conduct an internal review using these tracking logs. Report on the number preschool files reviewed, the number of files that contain accepted initial consent to evaluate forms prior to receipt of extended evaluation forms and any action taken if non-compliance is identified by January 13, 2009.</p>			
SE 20 Least restrictive program	✓	10/1/08 1/13/09	<p>The district will conduct training with Team chairpersons and special education staff on writing comprehensive Nonparticipation Justification statements in IEPs. Submit procedures for ongoing monitoring of this criterion, and</p>			

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selected			<p>agendas and signed attendance sheets from the training by October 1, 2008.</p> <p>Conduct an internal review of this criterion. Report on the number of files reviewed at each school, the number of current IEPs that contain comprehensive Nonparticipation Justification statements and any actions taken if a non-compliance is identified by January 13, 2009.</p>			
SE 21 Extended school year services	✓	10/1/08 1/13/09	<p>The district will conduct training for Team chairpersons and special education staff in all schools on the identification and documentation of ESY services during annual review meetings and in IEP service delivery grids. Submit procedures for ongoing monitoring of this requirement, as well as agendas, training materials and signed attendance sheets by October 1, 2008.</p> <p>Conduct an internal review of this criterion. Report on the number of IEPs reviewed, the number of IEPs that contained information on the discussion of ESY services at Team meetings and documented in service delivery grids (if appropriate), and any actions taken if of non-compliance is identified by January 13, 2009.</p>			
SE 22 IEP implementation and availability	✓	10/1/08	<p>The district will institute district-wide procedures for ensuring that staff are familiar with the contents of students' IEPs at the beginning of and during the school year. Team chairpersons will distribute IEPs to appropriate staff members and each teacher and service provider will sign a form indicating that they have read the IEP. The district will conduct training for</p>			

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			<p>staff at all schools. Submit the following documentation by October 1, 2008:</p> <ul style="list-style-type: none"> • A copy of district-wide procedures • A copy of the form completed by staff to ensure they have reviewed the IEP 			
SE 24 Notice to parents	✓	1/13/09	<p>Conduct an internal review of this criterion. Report on the number files reviewed, the number of files that contain documentation of transition planning in IEPs, the number of files that contain comprehensive transition plan forms and any action taken if areas of non compliance is identified by January 13, 2009.</p>			
SE 25 Parental Consent	✓	10/1/08 1/13/09	<p>The district will be conducting training on new timeline tracking procedures that will be monitored by Team chairpersons, case managers and the administrator of special education. Submit training agendas and signed attendance sheets by October 1, 2008.</p> <p>Conduct an internal review of this criterion. Report on the number of files reviewed for three-year reevaluations having occurred after the start of the school year, the number of files that had three year reevaluation assessments started after receipt of parental consent and any actions taken if non-compliance is identified by January 13, 2009.</p>			
SE 29 Communications are in English and primary	✓	10/1/08	<p>The district will include a statement in all school handbooks that translated documents will be made available upon parent request in several high frequency languages.</p> <p>Team chairpersons will be trained in procedures for procuring</p>			

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language of the home			<p>translated documents.</p> <p>Submit copies of student handbook pages from each school, a copy of the district's procedures for procuring translated documents, and training agendas and signed attendance sheets by October 1, 2008.</p>			
SE 34 Continuum of alternative services and placements	✓	10/1/08 1/13/09	<p>The district will hire an adaptive PE teacher at the high school level. The district will conduct training with Team chairpersons on evaluation procedures and IEP documentation of APE services. Identify the staff that will provide adaptive PE services at the high school. Submit this information, an agenda and signed attendance sheets by October 1, 2008.</p> <p>The high school principal, in cooperation with the special education office, will initiate a task force to document and develop vocational opportunities for special needs students in 9th and 10th grade. New course options will be explored. The district will submit a report and recommendations made by the task force by January 13, 2009.</p> <p>Please note that while the district originally indicated a due date of May 1, 2009 for this criterion, the district is required to ensure compliance within one year of the issuance of the CPR Final Report. Therefore, the due date has been changed.</p>			
SE 37 Procedures for approved and	✓	10/1/08 1/13/09	<p>The district will revise and use an out-of-district monitoring form to be maintained in student records in the fall of 2008. Training on monitoring activities will be conducted for out-of-district Team chairpersons. Submit agendas and signed</p>			

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unapproved out-of-district placements			attendance sheets by October 1, 2008 . Conduct an internal review to ensure that completed out-of-district monitoring forms are maintained in student files. Report on the number of files for students in out-of-district placements reviewed, the number of files that contain completed monitoring forms and any actions taken if non-compliance is identified by January 13, 2009 .			
SE 40 Instructional grouping requirements for students aged five and older	✓	10/1/08	To ensure ongoing monitoring of this criterion, the district's Central Office will review rosters for substantially separate classes for group size at the beginning and mid-school year. The district will report on the number of substantially separate classes at Chocksett School, the number of classes that meet group size requirements and any action taken if non-compliance is identified by October 1, 2008 .			
SE 42 Programs for children three and four years of age	✓	10/1/08	The district has implemented a district-wide integrated preschool program that was initiated for September of 2007. The district will conduct an internal review of their integrated preschool class rosters and identify those students on IEPs and those students who are typical roll models. Report the number of preschool classes that are in compliance with class size groupings for inclusionary preschool programs and any corrective action if non-compliance is identified by October 1, 2008 .			
SE 43 Behavioral interventions	✓	10/1/08 1/13/09	The district will conduct training to all levels on the following topics: <ul style="list-style-type: none"> • Conducting FBAs • Development and documentation of behavioral 			

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			<p>intervention plans (BIPs)</p> <ul style="list-style-type: none"> • Documentation of behavioral needs and supports on PLEP B of IEPs. <p>Submit training materials, agendas and signed attendance sheets by October 1, 2008.</p> <p>The district will conduct an internal review of this criterion. Report on the number of files reviewed at each school that identified behavior as an area of concern, the number of IEPs that address behavioral supports, BIPs and accommodations, and any actions taken if non-compliance is identified by January 13, 2009.</p>			
SE 48 FAPE	✓		See SE 42			
SE 49 Related Services	✓	10/1/08	The district will hire a speech pathologist for the fall of 2008. Submit documentation evidencing this by October 1, 2008 .			
SE 51 Appropriate special education teacher certification licensure	✓	10/1/08	<p>The district's Director of Early Childhood has obtained a Principal/Assistant Principal license. The director must also complete the following:</p> <ol style="list-style-type: none"> 1. MTEL - Early Childhood + Foundations of Reading 2. complete a 150 hour internship in the role 3. apply for early childhood license <p>Submit an assurance indicating that the director will complete</p>			

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			the requirements, as set forth above. Submit the assurance by October 1, 2008.			
SE 53 Use of paraprofessionals	✓	None	The district instituted six early release days during the 2007-2008 school year. Training topics have included understanding students with SLD, behavior management and early literacy supports.			
SE 54 Professional Development	✓	None	The district has conducted trainings on differentiated math, science and literacy strategies and will continue trainings on RTI during June and the fall of 2008.			
SE 55 Special education facilities and classrooms	✓	10/1/08	<p>The district reports that the following actions will be completed by September 2008.</p> <p>Dawson Elementary will have a designated room for physical therapy.</p> <p>Stigmatizing signs have been removed from Houghton Elementary, and Chocksett Middle School signs have been removed or covered.</p> <p>Special education classrooms at Thomas Prince Elementary School (formally rooms 102, 104, 106, 108, and 110) have been reassigned and are integrated among general education classrooms. The district will submit a floor plan for Thomas</p>			

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			<p>Prince highlighting all special education and related service spaces.</p> <p>Wachusett High School will install air conditioning in rooms CO22and COP24. The district will conduct a review to ensure that special education students located in these basement rooms are not in these rooms for periods of longer duration than other general education peers.</p> <p>Submit the results of the review from the high school, and floor plans from Thomas Prince Elementary and Dawson Elementary by October 1, 2008.</p>			
CR/MOA 7 Information to be translated into languages other than English	✓		See SE 29			
CR/MOA 9 Hiring and employment practices of prospective employers of students	✓	10/1/08 1/13/09	<p>The district will conduct training for guidance and Partnership Program instructors on the requirement of having employers sign a statement that they comply with EOE regulations. Submit an agenda and signed attendance sheet by October 1, 2008.</p> <p>The district will submit three copies of signed assurance forms from employers by January 13, 2009.</p>			

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CR/MOA 10A Student handbooks and codes of conduct	✓	10/1/08	<p>The district will revise school handbooks (Florence G Houghton Elementary and Central Tree Middle School) to include the following:</p> <ul style="list-style-type: none"> • Parent notification that codes of conduct and documents will be translated upon request. • Timelines for the investigation of complaints involving discrimination or harassment • Investigation procedures for accepting, investigating and resolving complaints alleging discrimination and harassment. <p>The district will conduct training for principals regarding procedures for accepting, investigating and resolving complaints alleging discrimination and harassment.</p> <p>Submit to the Department a training agenda, signed attendance sheets and handbooks from Florence G Houghton Elementary and Central Tree Middle School by October 1, 2008.</p>			
CR/MOA 12 A Annual and continuous notification concerning nondiscrimination and coordinators	✓	10/1/08	<p>The district will revise the Wachusett Regional High School Extra Curricular Clubs and Athletic Teams Handbook to include a statement of non-discrimination. Submit a copy of this revised 2008-2009 handbook by October 1, 2008.</p>			

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CR/MOA 15 Administration of scholarships awards and prizes	✓	10/1/08 6/30/09	<p>The district will conduct training for guidance staff on recognizing bias-free scholarships and awards. The district will review all scholarships endorsed and administered by the district to ensure that the scholarships sponsored and administered by the district are free from restrictions based upon race, color, sex, religion, national origin, sexual orientation or disability. Submit a report of this review, as well as any corrective action taken to remedy noncompliance found.</p> <p>Submit the training materials by October 1, 2008.</p> <p>Submit the report of the review by June 30, 2009.</p>			
CR/MOA 18 Responsibilities of the principal	✓	10/1/08 6/30/09	<p>The district will submit information on remedial instruction supports available to students in each school by October 1, 2008.</p> <p>The district will conduct training at each school on identifying and documenting instructional supports provided to students prior to a special education evaluation referral. Submit a copy of the training materials, an agenda, and signed attendance sheets for each school by October 1, 2008.</p>			
			<p>The district will revise district and school-based DCAPs to include the following provisions:</p> <ul style="list-style-type: none"> • Provisions for teacher mentoring • Provisions for teacher collaboration 			

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			<ul style="list-style-type: none"> • Provisions for a district-wide systemic process for providing adequate instructional supports • The identification of general education remedial services and supports <p>Submit a copy of the district and/or school DCAPs to the Department by June 30, 2009.</p> <p>See also ELE below regarding SEI training.</p>			
CR/MOA 22 Accessibility of district programs and services for students with disabilities	✓		See SE 55			
CR/MOA 23 Comparability of facilities	✓		See SE 55			
CR/MOA 24 Curriculum review	✓	10/1/08 1/13/09	<p>The district will inform all teaching staff of their responsibility to review all teaching materials (CDs, DVDs, teacher-generated materials, materials from outside sources etc). Submit training materials, agendas and signed attendance sheets by October 1, 2008.</p> <p>The district will submit evidence that curriculum reviews have</p>			

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			been conducted to review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, religion, national origin and sexual orientation. Submit this documentation by January 13, 2009 .			
ELE 3 Initial identification	✓	10/1/08	The district will develop district-wide procedures and will assess all students in reading, writing, speaking, and listening of English for all students who indicate that English is not their primary language on their home language survey. The district will conduct training on these procedures. Submit a copy of the district-wide procedures by October 1, 2008 .			
ELE 5 Program Placement and Structure	✓	10/1/08 6/30/09	<p>The district will be hiring a .6 ELL coordinator for the 2008-2009 SY. Please submit the name and required license/certification of this staff member by October 1, 2008.</p> <p>The district will submit a multi-year professional development plan indicating the schools, specific staff, levels/content areas they teach, the category of training completed and training that will be conducted to ensure compliance. Indicate which staff have LEP students in their classes. Submit this information by October 1, 2008.</p> <p>The district will form a curriculum committee to develop an ESL curriculum based upon the ELPBO, and will submit evidence of this by June 30, 2009.</p>			

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ELE 9 Instructional grouping	✓		See ELE 5			
ELE 10 Parent notification	✓	10/1/08 1/13/09	<p>The district will revise and submit a district-wide parent notification letter that includes program placement and methods of instruction by October 1, 2008.</p> <p>The district will develop and implement a district-wide ELL progress report that reflects student progress in reading, writing, speaking, and listening of English and will distribute this progress report with the same frequency as general education report cards. Submit a copy of the ELL progress report form by October 1, 2008.</p> <p>The district will conduct an internal review of this criterion. Report on the number of ELL student files reviewed at each school, the number of files that contain progress reports documenting the student's progress and sent with the same frequency as general education report cards, and any actions taken if non-compliance is identified by January 13, 2009.</p>			
ELE 14 Licensure	✓		See ELE 5			
ELE 15 Professional Development Requirements	✓		See ELE 5			

Criterion Number and Topic	Response Approved ✓	Progress Report Due Date:	Required Elements of Progress Report:	Response Dis-approved ✓	Reasons for Disapproval	Action Ordered by the Department of Elementary and Secondary Education and Timelines for Implementation
ELE 16 Equitable Facilities	✓	10/1/08	The district will schedule individual tutorial sessions in designated classrooms. Master schedules will be developed annually and will be reviewed by the supervisor of PPS. The district will conduct an internal review of this criterion and will report on the number of LEP students receiving tutorial sessions, the number of students receiving instruction in designated classrooms and any actions taken if non-compliance is identified by October 1, 2008 .			
ELE 17 Program Evaluation	✓	6/30/09	The district indicated that it will conduct an evaluation of the ELL program. Submit a copy of the ELL program evaluation by June 30, 2009 .			
ELE 18 Records of LEP students	✓	10/1/08 1/13/09	The district will conduct training on the requirements for maintaining LEP student records. Submit training materials, agendas and signed attendance sheets by October 1, 2008 . The district will conduct an internal review of this criterion. Report on the number of LEP files reviewed at each school, the number of files that contained all required documentation and any actions taken if non-compliance is identified by January 13, 2009 .			