DIVISION OF ELEMENTARY & SECONDARY EDUCATION

Lee County School District
Standards for Accreditation Corrective Action Plan
May 1, 2020

Violation #1: Standard 1-C.1 Each public school district must comply with the laws of the State of Arkansas and the rules of the Division regarding the statewide student assessment system.

NOTE: Documentation will be submitted into the appropriate folder here.

	Required Actions	**Date Action Should be Completed**	**District Staff Responsible for Action**	**DESE Staff Responsible for Monitoring**
1	District will follow all procedures and guidelines as specified in the DESE rules, applicable manuals, the DESE training, the Summative Assessment Policies and Procedures document, and the DESE Office of Student Assessment communication.	5/21/21	District Test Coordinator	Assessment Program Manager*
2	District will complete an assessment inventory. ● Office of Student Assessment reviews the assessment inventory tool with the district team by 6/30/20 ● Office of Student Assessment reviews the assessment inventory tool with district teachers prior to the first day of the district calendar for student contact days. ● District team and district teachers complete required entries into the assessment inventory by 9/30/20. ● Office of Student Assessment	**Initial District review**: 6/30/20 **Initial teacher review**: prior to the first student contact day **Completion of inventory**: 9/30/20 **District review of inventory results**: 11/13/20 **District decision on 2021-2022 assessments**:	District team (Superintendent, Curriculum Director, District Test Coordinator, Counselor(s), Special Education Supervisor, etc.) and Teachers	Assessment Program Manager* in partnership with OCSS

	reviews the assessment inventory tool results with the district team by 11/13/20. ● District team makes a recommendation for assessment choices for the 2021-2022 school year by 2/28/21	2/28/21		
3	District will appropriately train district personnel on administering the ELPA21 Dynamic Screener and screen EL students.	**Training**: 7/31/20 (the screener is live beginning 8/1) **Screening**: 1st day of school year - September 30, 2020 (30-day screening window) October 1 - end of school year (14-day screening window)	District Testing Coordinator and ESOL Coordinator	Assessment Program Manager*
4	District will submit a preliminary district test schedule for all required state assessments to the DESE Assessment Office. (*District will administer ELPA21 and ACT Aspire within the first three weeks of the respective windows; district will administer the grade 11 ACT in the first window.*)	8/21/20	District Test Coordinator	Assessment Program Manager*
5	District will submit a final district test schedule for each required state assessment to the DESE Assessment Office. (*District will administer ELPA21 and ACT Aspire within the first three weeks of the respective windows; district will administer the grade 11 ACT in the first window.*)	**K-2**: **Fall window**: 8/28/20; **Winter window**: 12/18/20; **Spring window**: 4/2/21 **DLM:** **Fall window**: 9/1/20; **Spring window**: 1/18/21 **ACT Aspire Periodic Assessments (optional)**: 9/1/20	District Test Coordinator	Assessment Program Manager*

		PSAT: 10/14/20 ELPA21: 1/11/21 ACT: 2/1/21 ACT Aspire Summative: 3/19/21		

6	District will ensure accurate coding of students:
	● Alternate Portfolio field in eSchool: "NA" or "ALMS"
	● Grade in eSchool
	● EL page in eSchool:
	   ○ Begin date populated
	   ○ Value box checked
	   ○ End date not populated
		Alternate Portfolio field in eSchool:
		● Initial: 8/21/20
		● Ongoing as students transfer/enroll/ change placement
		
		Grade in eSchool:
		● Initial: 8/30/20
		● Ongoing as students transfer/enroll
		
		EL page in eSchool:
		● Initial: 10/1/20
		● Ongoing as students transfer/enroll
		
		SIS handbook, page 2, speaks to deadlines for general data/coding
		
		https://adedata.arkansas.gov/sis/ManagedContent/Docs/sismancolor2021.pdf
			District Test Coordinator, ESOL Coordinator, Special Education Supervisor, and Registrar	Assessment Program Manager*

7	District will complete student rostering and the First Contact Survey in the Kite Educator Portal for DLM. This must be completed prior to entering information into Personal Needs and Preferences. Refer to the Educator Portal User Guide, P. 42.	9/11/20	District Test Coordinator and Special Education Teachers	Assessment Program Manager*

8	District will follow necessary procedures to ensure accommodations are identified and provided for qualifying students.
	• K-2:
	    ○ Many common accommodations are built-in accessibility features for K-2.
	• ACT Aspire:
	    ○ Create / edit the Personal Needs Profile for qualifying students in PearsonAccess[next].
	      ■ Option 1: manually via the Manage Student Tests Tab
	      ■ Option 2: with the Student PNP & Test Information Import via a Cognos file
	      ■ *Note: this must be done for all sessions and administrations.*
	    ○ Submit special accommodations request forms as needed.
	• DLM: Personal Needs and Preferences (PNP)
	    ○ In Kite Educator Portal, click on student ID. That takes you to the demographics page to enter information. Refer to [Educator Portal User Guide](#) p. 29.
	• PSAT: [Per PSAT's training and guidelines](#)
	• ACT:
	    ○ Ensure all students accommodations are entered in TAA system prior to deadline listed in the schedule off events
	    ○ Ensure all staff giving accommodations have rosters with student list of accommodations and appropriate timing codes
		K-2: 8/14/20
		
		ACT Aspire Periodic Assessments (Optional): 8/21/20
		
		DLM: Moodle Training due 9/11/20 - DTC can extract a report of those trained from the system. PNP must be entered before testing begins.
		
		PSAT: 10/1/20
		
		ACT: 11/2/20
		
		ELPA21: 1/11/21
		
		ACT Aspire: 2/26/21
			District Test Coordinator, Special Education Supervisor, 504 Coordinator, and ESOL Coordinator	Assessment Program Manager*

	○ Ensure all staff have signed appropriate forms
	● ELPA21:
	  ○ LPACs convened
	  ○ LPAC forms completed
	  ○ Accommodations entered into TIDE
	  ○ Verification of appropriate accommodations			

9	District will submit training plan:
	● Slide deck / presentation
	  ○ General administration
	  ○ Accommodated administration
	  ○ Make-up testing procedures
	  ○ Preparation of testing rooms
	  ○ Plan for ensuring the security of test materials
	  ○ Procedures for testing
	    ■ Testing schedule
	      ● Content/test
	      ● Building/grade
	      ● Date/time
	      ● Breaks/lunch
	    ■ Count, distribution, collection, verification, return and/or destruction (when appropriate) of all test administration materials including student authorization testing tickets and scratch paper
	    ■ Active monitoring of students
	  ○ Electronic devices policy
	    ■ For students
	    ■ For test administrators
	  ○ Plan for the proper use of calculators when appropriate
	    ■ Plan for clearing memory
	    ■ Plan for removing any aids such as formula sheets
	  ○ Plan for emergencies
	    ■ Severe weather, fire, threat
		K-2: 8/14/20
		
		Periodic Assessments: 8/14/20
		
		DLM: Moodle Training due 9/11/20 - DTC can extract a report of those trained from the system.
		
		PSAT: 10/1/20
		
		ACT: 11/2/20
		
		ELPA21: 1/11/21
		
		ACT Aspire: 2/12/21
			District Test Coordinator	Assessment Program Manager*

	■ Student illness ■ Room supervisor illness ○ Review of Room Supervisor manuals and verbal instructions ○ Test session monitoring during administration ○ Communication plan ■ Who will be the point of contact for each assessment at each building? ■ How will information be communicated from the district level to the building level? From the building level to the test room?			
10	District will submit evidence of training delivered to appropriate district personnel to administer each assessment. ● Final slide deck / presentation ● Dated training sign-in sheets ● Signed, dated security agreement forms	**ELPA21 Screener:** 8/1/20 **K-2:** 8/31/20 **ACT Aspire Periodic Assessments (Optional):** 9/1/20 **DLM**: DLM extract by 9/14/20 **PSAT**: 10/12/20 **ELPA21**: 1/22/21 **ACT**: 2/15/2021 **ACT Aspire**: 3/19/21	District Test Coordinator	Assessment Program Manager*
11	District will administer all required state assessments within the designated windows. *District will administer ELPA21 and ACT Aspire within the first three weeks of the respective windows.*	**K-2**: **Fall**: 9/7/20 - 10/2/20 **Winter**: 1/4/21 - 1/29/21 **Spring**: 4/19/21 - 5/14/21 **ACT Aspire Periodic Assessments**	District Test Coordinator	Assessment Program Manager**

		(optional): 9/1/20 - 5/28/21 **DLM**: **Fall window**: 9/14/20 - 12/18/20 **Spring window**: 2/1/21 - 5/7/21 **PSAT**: 10/14/20 **ELPA21**: 1/25/21 - 2/12/21 **ACT**: **Paper**: 2/23/21 **Online**: 2/23/21 - 2/25/21; 3/2/21 - 3/4/21 **ACT Aspire**: 4/5/21 - 4/23/21		
12	District will communicate administration progress weekly via email within each assessment window.	**K-2**: Every Monday of the state window: **Fall**: 09/07, 09/14, 09/21, 09/28 **Winter**: 01/04, 01/11, 01/18, 01/25 **Spring**: 04/19, 04/26, 05/03, 05/10 **DLM**: Every Monday of the state window: **Fall window**: 09/14 - 12/18, 2020; **Spring window**: 02/01 - 05/07, 2021 **ACT Aspire Periodic Assessments (optional)**: Every Monday of the district window. **PSAT**: biweekly check until 10/14/20 (8/10,	District Test Coordinator	Assessment Program Manager*

		8/24, 9/7, 9/21,10/5) **ELPA21**: Every Monday of their window: 1/25/21 - 2/12/21 **ACT**: Every Monday from 2/22/21 - 4/26/21 **ACT Aspire**: Every Monday from 4/5/21 - 4/23/21		
13	District will submit documentation from test administration for all assessments. ● Signed security agreements ● Chain of Custody forms	5/21/21	District Test Coordinator & Superintendent	Assessment Program Manager*

*The Assessment Program Manager will delegate monitoring to respective assessment program advisors as appropriate.

**DESE Assessment staff will monitor DLM blueprint coverage throughout both the fall and spring windows: October, November, March and April respectively.

Violation #2: **Standard 2-J.2** Each public school district shall offer a Language Instruction Educational Program for identified English Learners in accordance with the laws of the State of Arkansas and the rules of the Division.

NOTE: Documentation will be submitted into the appropriate folder here (Digital Sandbox).

	Required Actions	Date Action Should be Completed	District Staff Responsible for Action	DESE Staff Responsible for Monitoring
1	District will follow all procedures and guidelines as specified in the DESE ESOL Program Guide, Arkansas English Learner Entrance/Exit Procedures Manual, Arkansas Professional Judgment Rubric/Exit Criteria Guidance, DESE LMS/EL Data Entry annual training, and DESE ESOL Unit communications.	5/21/21	District ESOL Coordinator	*ESOL Program Director
2	District superintendent designates an ESOL Coordinator and updates eFinance with appropriate contact information.	6/1/20	Superintendent	*ESOL Program Director
3	ESOL Coordinator participates in ESOL Coordinator 101 training.	7/6/20 with Tracy Leone	ESOL Coordinator	*ESOL Program Director
4	District will create a district ESOL Program Guide outlining: ● school district obligations to EL students and LEP parents, ● chosen educational approach, ● processes for identifying and assessing all potential EL students, ● providing EL students with a language assistance program, ● staffing and supporting ESOL programs, ● providing meaningful access to all curricular and extracurricular programs, ● avoiding unnecessary segregation of EL students, ● evaluating EL students for special education services and providing special education and ESOL services for special education	8/15/20 **Initial draft** 10/1/20 **Updated draft** 5/21/21 **Final working version**	ESOL Coordinator	*ESOL Program Director

	eligible students, ● meeting the needs of EL students who opt out of ESOL programs or particular ESOL services, ● monitoring and exiting EL student from ESOL programs and services, ● evaluating the effectiveness of the ESOL program, and ● ensuring meaningful communication with limited English proficient parents.			
5	ESOL Coordinator conducts a Home Language Usage Survey (HLUS) audit of all student folders. Ensure that all students have one on file and that any language other than English is indicated as the student language in eSchool. This verifies which students are considered Language Minority Students.	8/1/20 **Initial HLUS Audit**	ESOL Coordinator	*ESOL Program Director
5	ESOL Coordinator conducts an LPAC (Language Placement and Assessment Committee) form audit of all Language Minority Students' files to ensure appropriate documentation regarding their English Learner Status exists. *Initial LPAC Placement Form *Initial Parent Notification Letter *Annual LPAC Placement Form *Annual Parent Notification Letter *LMS Exit/Monitoring Form *Parent Notification of Exit Letter *Parent Waiver letters	8/15/20 **Initial LPAC Audit --** determine missing items and make plan to remedy 10/1/20 all appropriate **LPAC documentatio n** is completed	ESOL Coordinator	*ESOL Program Director
6	ESOL Coordinator will screen any new students or students lacking appropriate placement information with the ELPA21 Dynamic Screener in accordance with the assessment corrective action plan.	**Training**: 7/31/20 (the screener is live beginning 8/1) **Screening**: 1st day of school year - September 30, 2020 (30-day screening	District Testing Coordinator & ESOL Coordinator	*ESOL Program Director

		window) October 1 - end of school year (14-day screening window)		
7	District will analyze the ELPA21 results and other available data to determine the linguistic needs of English Learners in order to design appropriate services providing for 1) English Language Development and 2) Meaningful Access to the Core Curriculum.	10/1/20 District English Learner Plan submitted in Indistar & Educational Approach described in ESOL Program Guide		*ESOL Program Director
8	District will implement chosen services, including coding students appropriately in eSchool to indicate chosen services and ensuring educators are appropriately trained to deliver such services.	10/1/20 eSchool coding of LIEP choices completed & plan for training teachers submitted		*ESOL Program Director
9	District will monitor implementation of LIEP services by conducting classroom walkthroughs, reviewing lesson plans, and engaging in professional learning community conversations.	10/1/20 **Implementation Plan** for how to do this created 11/1/20 to 5/21/21 **Monthly check-ins** with Regional EL Specialist regarding progress		*ESOL Program Director
10	ESOL Coordinator attends regional ESOL Coordinator meetings once/quarter to obtain ongoing professional development related to implementing an LIEP.	5/21/21	ESOL Coordinator	*ESOL Program Director

11	District will conduct annual ELPA21 Summative Assessment in accordance with assessment corrective action plan.	**ELPA21**: 1/25/21 - 2/12/21	District Testing Coordinator	*ESOL Program Director
12	District will conduct annual LPAC placement reviews of all English Learner students.	5/1/21 to 5/21/21 **Annual LPAC Meetings** completed	ESOL Coordinator	*ESOL Program Director
13	District will evaluate the effectiveness of the LIEP by examining ELPA21 results and additional data and respond appropriately in determining next steps regarding program implementation.	5/1/21 to 5/21/21 **Evaluation Report** outlining next steps	ESOL Coordinator	*ESOL Program Director

*ESOL Program Director will delegate monitoring to respective English Learner specialist as appropriate.