



**Norfolk Public Schools**  
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**DATE:** December 4, 2009

**TO:** Jeff Phenicie, Virginia Department of Education

**FROM:** Stephen C. Jones, Superintendent, Norfolk Public Schools

**COPIES:** Dr. Christine Harris, Chief Academic Office  
Dr. Cathy Lassiter, Executive Director of Middle Schools  
Mrs. Karren Bailey, Executive Director of Strategic Evaluation,  
Assessment & Support  
Dr. Joan Anderson, Senior Director of Special Education  
Mrs. Cassandra Goodwyn, Principal Lafayette-Winona Middle  
School

**Subject:** Corrective Action Plan for Lafayette-Winona Middle School

On September 16 -18, 2009, staff from the Virginia Department of Education (VDOE) conducted an investigation of alleged inappropriate activities at Lafayette-Winona Middle School (LWMS) related to the Virginia Grade Level Assessment (VGLA). A Corrective Action Plan has been developed to address the IDEA deficiencies and SOL testing irregularities for the spring 2009 testing period. The plan will be implemented during the 2009-2010 school year. Matters related to personnel will be addressed by NPS in accordance with the school division Human Resources policies and procedures. The following are specific requests made by VDOE and corrective actions to address each request.

**I. Personnel:**

<b>Corrective Actions</b>	<b>Date</b>	<b>Participants</b>	<b>Monitored by</b>	<b>Evidence</b>
All VGLA binders will be reviewed once a month to ensure that all COE's are in compliance with the state guidelines	December 1- 4 January 11 & 12 February 16 & 17 March 16 & 17 April 13,14, 29 & 30	Special Education Teachers  Content Teachers  Content Senior Coordinators  State Assessments Senior Coordinator  Special Education Senior Coordinator	Principal  Senior Director of Special Education  Executive Director of Strategic, Evaluation, Assessment & Support	Written feedback provided to teachers, principals and central office staff  Sign-in sheets
Training will be provided for individuals responsible for conducting the monthly reviews in the above stated action. The training will provide consistent "look fors" and a means of communicating feedback to teachers.  LWMS teachers will	December 7 - December 18, 2009	Special Education Coordinators/Teacher Specialists  Content Senior Coordinators/Teacher Specialists State Assessments Senior Coordinator  Special Education Senior Coordinator	Executive Director of Strategic, Evaluation, Assessment & Support  Senior Director of Special Education	Presentation Handouts  Sign-in sheets

participate in at least two (2) division-sponsored VGLA Assessment Peer Reviews	January 11, 2010 February 8, 2010 March 2010 April 2010	LWMS Special Education Teachers LWMS Content Teachers	Principal  Senior Director of Special Education  Executive Director of Strategic, Evaluation, Assessment & Support	Sign-in Sheets  Written feedback provided to teachers, principals and central office staff.
Review procedures for collecting and reporting daily attendance.  Ensure daily attendance is entered into the computer based system daily at LWMS.	Faculty Meeting December 2009  Daily	Faculty  LWMS Data Entry Specialist LWMS Homeroom Teachers	Principal  Principal	Sign-in Sheets  Hard copies of attendance for SWD will be maintained in a notebook by classroom teacher and by data entry specialist
Ensure that all SWD have been accounted for during the testing window at LWMS	May 2010	Principal  Assistant Principal  LWMS Special Education Department Chair  LWMS Testing Coordinator	Principal  Executive Director of Strategic, Evaluation, Assessment & Support	Spreadsheet containing state assessments taken by SWD  Confirmation from on-line testing in PEMS

## II. Actions

<b>Corrective Actions</b>	<b>Date</b>	<b>Participants</b>	<b>Monitored By</b>	<b>Evidence</b>
Content specialists will review each VGLA COE submitted in spring 2009 for designated teachers at LWMS and identify evidence that violates scoring rules.	December 7 – January 8, 2010	Content Coordinators	Executive Director of Strategic, Evaluation, Assessments & Support	Content specialists will tag evidence that violates scoring rules.
Rescoring of all VGLA/COE submitted in spring 2009 for designated teachers at LWMS	To be completed by January 8, 2010	Scoring Team assigned by the Executive Director of Strategic, Evaluation, Assessments & Support	Executive Director of Strategic, Evaluation, Assessments & Support	Written notification of rescoring
Notify VDOE Assessment & Reporting Office of adjusted scores using the VDOE Post-Authorization to Proceed (POST-ATP) Record Change Request Form	January 11, 2010	Senior Coordinator of State Assessments	Executive Director of Strategic, Evaluation, Assessment & Support	Post-Authorization to Proceed (POST-ATP) Record Change Request Form
Identify all SWD listed as non-participants in one or more state assessments by their IEP team for the 2009-10 school year at	By December 18, 2009	Special Education Senior Coordinator  LWMS Special Education Department	Principal  Senior Director of Special Education	Assurance Statement signed by the Superintendent or his Designee by January 3, 2010

LWMS and ensure proper procedures were followed as outlined in the <i>Procedures for Students with Disabilities in Virginia Accountability System</i>		Chair		
Individualized Education Plans (IEP's) will be reviewed for signatures prior to implementation.	Weekly from November 2009 –June 2010	LWMS Special Education Teachers	Principal Assistant Principal LWMS Special Education Department Chair	Assurance Statement signed by the Superintendent or his Designee in June 2010

### III. Remedial Student Action

Corrective Actions	Date	Participants	Monitored by	Evidence
Notify parents of 2008-2009 eighth grade SWD at LWMS who did not take the reading and mathematics 2009 SOL assessments and may be a candidate for the Modified Standard Diploma that an error in accounting has entitled their student to retake the	By December 18, 2009	Principal Senior Director of Special Education	Principal Executive Director of Strategic, Evaluation, Assessment & Support Senior Director of Special Education	Written notification mailed to parents sent by certified mail, with an option for parents to provide written consent to allow their student to opt in or opt out of the assessment retake.

assessment.				
Offer tutoring and remedial services in the areas of reading and mathematics to (2008-2009) eighth grade SWD at LWMS and who may be a candidate for the Modified Standard Diploma who were coded absent during the testing window, were not given a VGLA as required by their IEP, or whose score was adjusted due to scoring violations.	January 11, 2010 to April 1, 2010	Designated LWMS Special Education Teachers	Principal Senior Director of Special Education	Written notification mailed to parents sent by certified mail, with an option for parents to provide written consent to allow their students to opt in or opt out of tutoring and remedial services.



**V. Self-Monitoring (Checks and Balances)**

Corrective Actions	Date	Participants	Monitored by	Evidence
Track SWD in the Virginia Accountability System at LWMS. The information will include enrollment data, IEP/504 Plans, attendance records and testing information.	December 2009 January 2010 February 2010 March 2010 April 2010 May 2010 June 2010	Principal  Assistant Principal  LWMS Testing Coordinator  LWMS Special Education Department Chair  LWMS Data Specialist	Executive Director of Strategic Evaluation, Assessment & Support  Senior Director of Special Education  Principal	Spreadsheet used to track SWD in the Virginia Accountability System at LWMS. The spreadsheet will include enrollment data, IEP/504 Plans, attendance records and testing information and will be maintained by the LWMS testing coordinator.