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COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND, VA 23218-2120

October 8, 2009

Ms. Linda Duty
Division Director of Testing
Buchanan County Public Schools
1176 Booth Branch Road
Grundy, Virginia 24614

Dear Ms. Duty:

Thank you for submitting your Corrective Action Plan which addresses Virginia Grade Level Alternative irregularities found at Riverview Elementary/Middle School, J.M. Bevin Elementary School, and Council Elementary School during the 2008-2009 administration. Your plan has been reviewed and approved with the expectation that all activities described in your plan will be fully implemented according to the timelines stated.

If you have any questions, please contact the student assessment staff by e-mail at student_assessment@doe.virginia.gov or by telephone at (804) 225-2107.

Sincerely,

A handwritten signature in cursive script that reads "Shelley Loving-Ryder".

Shelley Loving-Ryder, Assistant Superintendent
Division of Student Assessment and
School Improvement

SLR/SES/cb

**Buchanan County Public Schools
Corrective Action Plan
September 17, 2009**

Goal: To train administrators, teachers and other related personnel in implementing Virginia Grade Level Alternative (VGLA) Procedures and Regulations regarding participation and collection procedures.

Objective: To reduce the number of VGLA Participants and ensure that samples used as evidence are collected properly.

Action	Strategy	Projected Time Frame	Person (s) Responsible	Evidence of Implementation of Strategy
Ensure participation criteria is being used during IEP meetings in which VGLA placement is being considered.	Designate an IEP/504 Coordinator who will attend IEP/504 Meetings.	Beginning the 2009-2010 school year	Special Education Supervisor IEP/504 Coordinator	Supt's Memo No. 7789 Roles and Responsibilities
Review and update all IEP's /504's of students deemed VGLA Participants.	Designate an IEP/504 Coordinator who will review and attend IEP/504 Meetings to modify and update IEP/504 if necessary.	Beginning the 2009-2010 school year	Special Education Supervisor IEP/504 Coordinator	Supt's Memo No. 7789 Roles and Responsibilities
Action	Strategy	Projected Time Frame	Person (s) Responsible	Evidence of Implementation of Strategy

To reduce the number of VGLA Participants at Riverview Elem/Middle	An additional position of VGLA/IEP Coordinator was developed to supervise placement and procedures regarding VGLA.	Beginning 2009-2010 school year	VGLA/IEP Coordinator	Job Description
To ensure that appropriate allowable accommodations are determined, implemented and documented in regard to VGLA collection procedures.	IEP/504 Coordinator will attend IEP/504 Meeting in which VGLA Participation is being determined.	Beginning 2009-2010 school year	IEP/504 Coordinator	Supt's Memo 7789 Attachment Roles and Responsibilities
	Workshop on developing 504 Plans	August 21, 2009	IEP/504 Coordinator	Supt's Memo 7768
To train all administrators, teachers and related services personnel in implementation of VGLA requirements and procedures.	Professional Development for administrators, teachers and related personnel on VGLA collection practices and procedures.	August 11, Sept. 21-23, 2009	Annie Harmon(DOE)	Supt's Memo 7794 VGLA Workshops
To present information and updates on the current VGLA Irregularity. To provide training on the implementation of rules and regulations regarding VGLA Procedures.	Faculty Meetings were held at all schools with students in grades 3-8. Information regarding the VGLA Testing Irregularity was presented. Rules and regulations for implementing the VGLA were covered and preventive measures were discussed.	Sept. 8-14, 2009	Superintendent, DDOT, Elementary Supervisor, Special Education Supervisor	VGLA Sign in sheets
To establish school teams that will periodically do (6wk-9wk) prescoring and monitoring of VGLA collections.	Training will be provided to administrators, teachers and related services personnel in prescoring practices and monitoring procedures.	Sept. 21-23, 2009	Annie Harmon(DOE)	On site school visits VGLA Prescoring Key Personnel will observe prescoring activities. (Schedule)
To establish a division team to	A division team will be	Beginning	Superintendent	Team Members

conduct prescoring activities as necessary.	established to do prescoring as needed.	2009-2010 school year	DDOT, Elementary Supervisor. Special Education Supervisor	Pending
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