

# Excel Academy Right to Read Act Corrective Action Plan

Approved by the Excel Academy Board of Trustees on 6.2.26.

## Purpose

Excel Academy has been placed on Probationary Status under the Rhode Island Right to Read Act. This plan outlines the steps the LEA will take to return to full compliance, including completion of required educator training and strengthened internal monitoring systems.

## Section 1: Identified Areas of Non-Compliance

RIDE's review identified the following area(s):

### 1. Completion of Required Educator Training

Not all teachers completed the required Awareness or Proficiency training by the state deadline  
**AND/OR**

### 2. Employment of Teachers Not Meeting the Act's Requirements

One or more teachers were employed without meeting the required training expectations and without an allowable exception.

## Section 2: Corrective Action Plan Overview

### Goal 1: Ensure all educators meet Right to Read Act requirements

Action Item	Description	Responsible Party	Timeline	Deliverable(s)
1.1 Verify current compliance status for all educators	Conduct a full audit of teacher training records aligned to Awareness and Proficiency requirements	Director of Data and Assessment	By April 30, 2026	Updated staff training roster
1.2 Enroll all non-compliant educators in an approved training route	Register educators for RIDE-approved proficiency and/or awareness training	School Principal	Enrollment completed by June 15, 2026	Confirmation of educator enrollment; training schedule
1.3 Provide ongoing monitoring and support	Provide release time and technical assistance for training completion	School Principal; Director of Talent	May–Aug 2026	

1.4 Validate and document completion	Maintain documentation for all educators demonstrating completion aligned to RIDE requirements	Director of Data	Ongoing; final check by August 30, 2026	Final compliance report; certificates uploaded to personnel files
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**Goal 2: Ensure future hiring and assignment practices comply with the Act**

Action Item	Description	Responsible Party	Timeline	Deliverable(s)
2.1 Update hiring procedures	Include RTR training requirements in all job postings, onboarding materials, and offer letters	Director of Talent	By June 2026	Onboarding checklist
2.2 Implement verification process	For in-district role changes, verify each teacher's training status prior to assignment; ensure extenuating circumstances are documented	CFT Team: Director of Talent, Director of Data, SIS Administrator	April - ongoing	
2.3 Build internal tracking dashboards	Create HR + Teaching & Learning dashboard for real-time compliance tracking	Director of Data	May 2026	Compliance dashboard available to staff

**Goal 3: Strengthen communication and reporting processes**

Action Item	Description	Responsible Party	Timeline	Deliverable(s)
3.1 Update the PAS Right to Read Data Collection	Ensure teacher information in the PAS Right to Read Data Collection is up-to-date and accurate	CFT Team	Monthly while on probation	Monthly updates submitted
3.2 Publish required public notice	Post this corrective action plan on the LEA website	Director of Communication	After family letter	Public posting on LEA website
3.3 Notify families	Send notification letter explaining Probationary Status and action steps	School Principal or Network Designee	Within 30 days of designation	Copy of letter and distribution record

### **Section 3: Monitoring & Accountability**

- **Monthly Review:** Network Team and Principals meet to review progress toward completion milestones
- **Quarterly School Committee Updates:** Public updates are provided at scheduled committee meetings.
- **RIDE Oversight:** LEA submits data as required while on Probationary Status.

### **Section 4: Target Date for Full Compliance**

**Excel Academy** anticipates achieving full compliance with all requirements of the Rhode Island Right to Read Act by September 2026.