

New Jersey Department of Education Special Education Receiving School Monitoring

Receiving School: High Road School, Ocean Campus
High Road Lower School, Middlesex Campus
High Road Upper School, Somerset Campus

Counties: Ocean, Middlesex and Somerset

Monitoring Dates: High Road School, Ocean Campus - January 9 and 10, 2003
High Road Lower School, Middlesex Campus – January 13 and 14, 2003
High Road Upper School, Somerset Campus – January 16 and 17, 2003

Monitoring Team: Carmen Fanucci, Elaine Lerner, Georgianna Pilesky, Denise Wilkens,
Paul Bilik and Sandra Gogerty

Background Information:

During the 2001– 2002 school year, the High Road Schools: High Road School, Ocean Campus High Road Lower School, Middlesex Campus, High Road Upper School, Somerset Campus conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided the High Road Schools with an opportunity to evaluate their strengths and areas of need with regard to:

- The provision of a free, appropriate public education (FAPE) for students with disabilities in the least restrictive environment;
- The development and implementation of policies and procedures resulting in procedural compliance; and
- The organization and delivery of programs and services to meet the needs of the students with disabilities.

The self-assessment was designed to identify areas of strength, promising practices, areas that need improvement and areas that may be noncompliant with state and federal requirements. The High Road Schools each developed an improvement plan to address identified areas of need.

The New Jersey Department of Education (NJDOE) conducted an on-site monitoring to verify the self-assessment findings, to assess the appropriateness of the improvement plan, and to determine the progress in implementing the plan.

During the monitoring process, the monitoring teams reviewed High Road Schools' documents including policies and procedures, classroom schedules, individual student schedules, master student lists, class lists, school calendars, and teacher schedules, student records from sending districts, lesson plans, staff evaluations, student count information, schedules of related service personnel, fire drill logs, suspension logs and related services logs. Interviews were conducted with the receiving school's administrators, building supervisors, special education and physical education teachers, assessment and disciplinary staff, teacher assistants and related service personnel. Observations of the school's special education programs were also conducted.

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School Strengths:

The High Road Schools offer multiple instructional programs to meet student needs such as the Edmark Sign Language Program, Touch Math Program, Lexia Computer Program and Lindamood-Bell, Orton Gillingham, Wilson and Stevenson Reading Programs.

The High Road Schools should be commended for their behavioral management program. Students are provided with clearly defined tasks and receive prompt feedback regarding their individual progress through the use of positive reinforcement. A school-wide token economy system is utilized with corresponding levels. As students move up the levels, the number of privileges earned increases. Ensuring student growth is supported through a team effort among staff at each campus. For students not able to return to district, High Road Lower School, Middlesex Campus offers a seamless transfer to the High Road Upper School, Somerset Campus. Students that have demonstrated mastery of social/emotional and academic goals are transitioned back to their home schools to complete their education.

High Road Upper School, Somerset Campus should be commended for their vocational programs available to students ages 14 and older. Students can participate in a variety of developmentally appropriate career preparation activities. On-campus course offerings include computer technology, office and business technology, culinary services, landscaping, cosmetology, carpentry, and child care services. Community work opportunities with a job shadow reinforce skill acquisition and can ultimately lead to employment. The High Road Upper School, Somerset Campus features a Production Department where students ages 16-21 can participate in many avenues of manufacturing and production.

The High Road School, Ocean Campus also provides a Social Skills Training Program. Positive social skills enable youngsters to form positive relationships with others which help the students to learn more successfully with increased self-esteem.

Areas Demonstrating Compliance With All Standards:

Staff Requirements, Facility Requirements, Discipline, and Programs and Services were determined to be areas of compliance by the **High Road Lower School, Middlesex Campus** during self-assessment and by the NJDOE during the on-site visit.

General Provisions, Facility Requirements and Programs and Services were determined to be areas of compliance by the **High Road Upper School, Somerset Campus** during self-assessment and by the NJDOE during the on-site visit.

SECTION 1: GENERAL PROVISIONS

High Road School, Ocean Campus

Summary of Findings:

During self-assessment, the **High Road Ocean Campus** accurately identified themselves compliant in the areas of annual reports, amendments and programs provided in nonsectarian settings.

During the self-assessment process, the **High Road School, Ocean Campus** identified a concern in the area of staff development. The school has developed an improvement plan that

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is sufficient to address this area of need. Implementation of the improvement plan was verified through record review and interviews during the on-site visit.

No additional areas of need were identified during the on-site visit.

High Road Lower School, Middlesex Campus

Summary of Findings:

During self-assessment, **High Road Lower School, Middlesex Campus** accurately identified themselves compliant in the areas of annual reports, amendments and programs provided in nonsectarian settings.

During the self-assessment process, **High Road Lower School, Middlesex Campus** identified concerns in the areas of lack of procedures for discipline and termination of students. The school's improvement plan is sufficient to address these areas of need. During the on-site visit, a review of records and staff interviews indicated that the receiving school has appropriately implemented specific activities to bring about correction in these areas.

No additional areas of need were identified during the on-site visit.

Section II: Free, Appropriate Public Education (FAPE)

High Road School Ocean Campus

Summary of Findings:

During self-assessment, the **High Road School, Ocean Campus** accurately identified themselves compliant in the areas of length of school day and year, hearing aids, services at no cost to parents, extended school year, observation of programs, provision of services as per IEP and related services.

An area of need was identified during the on-site visit regarding health/physical education.

Area of Need:

Health/Physical Education- During the on-site visit, a review of classroom schedules, student schedules, classroom observation and staff interviews indicated that the school is not providing the minimum of 150 minutes of health/physical education instruction per week. It was determined through interviews and record review, that physical education was only provided for ninety minutes per week.

- **The school will revise its improvement plan to include procedures to ensure that the school provides a minimum of 150 minutes of health/physical education instruction per week. The plan must include an administrative oversight component to ensure the consistent implementation of the procedures. The plan must also address how districts will be notified of the arrangements made by the High Road School to provide compensatory services and include an administrative oversight component to ensure continued compliance.**

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High Road Lower School, Middlesex Campus

Summary of Findings:

During self-assessment, **High Road Lower School, Middlesex Campus** accurately identified themselves compliant in the areas of length of school day/year, provision of physical education, hearing aids, services at no cost to parents, extended school year, observation of programs and provision of educational programs and related services as per IEP.

During the self-assessment process, the **High Road Lower School, Middlesex Campus** identified a concern in the area of the provision of physical therapy as per students' IEPs. The school's improvement plan is sufficient to address this area of need. During the on-site visit, a review of records and staff interviews indicated that the receiving school has appropriately implemented specific activities to bring about correction in this area.

No additional areas of need were identified during the on-site visit.

High Road Upper School, Somerset Campus

Summary of Findings:

During self-assessment, **High Road Upper School, Somerset Campus** accurately identified themselves compliant in the areas of length of school day/year, physical education, hearing aids, services at no cost to parents, provision of extended school year, observation of programs and provision of services as per IEP.

During the self-assessment process, **High Road Upper School, Somerset Campus** identified a concern in the area of timely provision of related services. **The school's improvement plan is insufficient to address this area of need because it lacks procedures and an administrative oversight component to prevent delay in implementation of related services both at the start of the school year and when students enroll during the school year.** The improvement plan must be revised to include these components.

No additional areas of need were identified during the on-site visit.

Section III: Staff Requirements

High Road School Ocean Campus

Summary of Findings:

During self-assessment, the **High Road School, Ocean Campus** accurately identified themselves compliant in the areas of licensed staff, private school dual employment, employment/job description of paraprofessional, criminal history and having an approved professional development plan.

Areas of need were identified during the on-site visit regarding certification.

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Area of Need:

Certification- During the on-site visit, it was determined through staff interviews and record reviews that the principal and the program coordinator were not appropriately certified. The principal has been working with a certificate of eligibility without participating in the required one-year state-approved district licensure residency requirement. In addition, the program coordinator lacks the necessary certification for this position.

- **The school will revise its improvement plan to include procedures to ensure that the principal completes the required one-year state-approved district licensure residency requirement. In addition, the plan must also include procedures to ensure that supervisory personnel are appropriately certified. The plan must also include an administrative oversight component to ensure consistent implementation of the procedures.**

High Road Upper School, Somerset Campus

Summary of Findings:

During self-assessment, **High Road Upper School, Somerset Campus** accurately identified themselves compliant in the areas of use of physical therapy assistants/certified occupational therapy assistants (PTA/COTA), dual employment, job descriptions of paraprofessionals, criminal history verification and having an approved professional development plan.

An area of need was identified during the on-site visit regarding certification.

Certification- During the on-site visit, it was determined through staff interviews that the program supervisor lacks the necessary certification for this position.

- **The High Road Upper School will revise its improvement plan to include procedures to ensure that supervisory personnel are appropriately certified. The plan must also include an administrative oversight component to ensure consistent implementation of the procedures.**

Section IV: Facility Requirements

High Road School, Ocean Campus

Summary of Findings:

During self-assessment, the **High Road School, Ocean Campus** accurately identified themselves compliant in the areas of certificates of occupancy and inspections.

Areas of need were identified during the on-site visit regarding nurse's station and frequency of fire drills.

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Areas of Need:

Nurse's Station- During the on-site visit, staff interviews and a tour of the school facility confirmed that the nurse's room was shared by a transitional program and a multiply disabled program.

- **The High Road School, Ocean Campus will immediately identify an appropriate location for the provision of nurse's services with final facility approval from the county office.**

Frequency of Fire Drills- During the on-site visit, a review of fire drill logs indicated that the school does not conduct at least two fire drills per month.

- **The High Road School, Ocean Campus will revise its improvement plan to include procedures to ensure that fire drills are conducted at least twice a month. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

Section V: Individualized Education Plan/Annual Review

High Road School, Ocean Campus

Summary of Findings:

During self-assessment, the **High Road School, Ocean Campus** accurately identified themselves compliant in the areas of IEP meetings conducted at least annually, appropriate participants at meetings, signatures present on IEPs, current IEPs, communication to sending districts, IEP access/responsibility, IEP implementation, observation of proposed program and statewide testing.

During the self-assessment process, the **High Road School, Ocean Campus** identified concerns in the areas of measurable annual goals and objectives that are related to the Core Curriculum Content Standards. The school developed an improvement plan that is sufficient to address this area of need. Implementation of the improvement plan was verified through record review and interviews during the on-site visit.

No additional areas of need were identified during the on-site visit.

High Road Lower School, Middlesex Campus

Summary of Findings:

During self-assessment, **High Road Lower School, Middlesex Campus** accurately identified themselves compliant in the areas of IEP meetings conducted at least annually, appropriate participants at meetings, signatures present on IEPs, current IEPs, IEP access/responsibility, IEP implementation, observation of proposed program and statewide testing.

During the self-assessment process, the **High Road Lower School, Middlesex Campus** identified a concern in the areas of measurable annual goals and objectives that are related to the Core Curriculum Content Standards. During the on-site visit, a review of records and staff

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interviews indicated that the receiving school has appropriately implemented activities to bring about correction in the area. **However, the school's improvement plan is insufficient to address this area of need because it lacks evidence of collaboration with sending districts regarding goals and objectives.** The improvement plan must be revised to include this component.

No additional areas of need were identified during the on-site visit.

High Road Upper School, Somerset Campus

Summary of Findings:

During self-assessment, **High Road Upper School, Somerset Campus** accurately identified themselves compliant in the areas of IEP meetings conducted at least annually, appropriate participants at meetings, signatures present on IEPs, current IEPs, IEP access/responsibility, IEP implementation, observation of proposed program and statewide testing.

An area of need was identified during the on-site visit concerning communication to sending districts regarding missing IEP components relating to measurable annual goals and objectives that are reflective of the Core Curriculum Content Standards.

Areas of Need:

Communication to Sending Districts Regarding Missing IEP Components- During the on-site visit, through record review and staff interviews, it was determined that the school does not communicate to sending districts when IEP components are missing. The missing components include goals and objectives that are not related to the Core Curriculum Content Standards.

- **High Road Upper School, Somerset Campus will revise its improvement plan to include procedures to ensure that goals and objectives, provided by the district, are aligned to the Core Curriculum Content Standards and that the district is notified when they are not aligned. The plan must include staff training and an administrative oversight component to ensure the consistent implementation of the procedures.**

Section VI: Discipline

High Road School, Ocean Campus

Summary of Finding:

During self-assessment, the **High Road School, Ocean Campus** accurately identified themselves compliant in the areas of standard disciplinary procedures, removal of student, suspensions, interim alternative educational setting and termination of student placement.

During the self-assessment process, the **High Road School, Ocean Campus** identified a concern in the area of use of restraints. The school developed an improvement plan that is sufficient to address this area of need. Implementation of the improvement plan was verified through record reviews and interviews during the on-site visit.

No additional areas of need were identified during the on-site visit.

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High Road Upper School, Somerset Campus

During self-assessment, **High Road Upper School, Somerset Campus** accurately identified themselves compliant in the areas of standard disciplinary procedures, removal of student, changes to program/placement, and interim alternative educational setting.

During the self-assessment process, the **High Road Upper School, Somerset Campus** identified concerns in the areas of implementation of suspension and termination procedures of students. The school's improvement plan is sufficient to address these areas of need. Implementation of the improvement plan was verified through record reviews and interviews during the on-site visit.

No additional areas of need were identified during the on-site visit.

Section VII: Programs and Services

Summary of Findings:

High Road School, Ocean Campus

During self-assessment the **High Road School, Ocean Campus** accurately identified themselves compliant in the areas of class size/age ranges, exceptions, description of special class programs and home instruction.

An area of need was identified during the on-site visit regarding dispensing of medication.

Area of Need:

Dispensing of Medication- During the on-site visit, it was determined through record review and staff interviews that medication is dispensed by unauthorized staff when the nurse is absent.

- **The High Road School, Ocean Campus, will revise its improvement plan to include procedures to ensure that medication is administered to students by authorized individuals in accordance with N.J.A.C. 6A:16-2.3. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

Section VIII: Student Records

High Road School, Ocean Campus

Summary of Findings:

During self-assessment, the **High Road School, Ocean Campus** accurately identified themselves compliant in the areas of return of records, access sheets, location of records, daily attendance, tardiness/absences, written notice of attendance and student health records.

Areas of need were identified during the on-site visit regarding access to records by appropriately certified staff members and requests for access to student records.

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Areas of Need:

Access to Student Records- During the on-site visit, it was determined through staff interviews that access is not limited to authorized staff.

- **The High Road School, Ocean Campus will revise its improvement plan to include procedures to ensure that access to student records is limited to authorized staff. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

Requests for Access to Student Records- During the on-site visit, it was determined through staff interviews that the school directed requests for access to student records to the parent of the student and not to the chief school administrator or designee of the district board of education having responsibility for the student.

- **The High Road School, Ocean Campus will revise its improvement plan to include procedures for access to student records to ensure that all requests for student records are directed to the chief school administrator or designee of the board of education having responsibility for the student with the disability. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

High Road Lower School, Middlesex Campus

Summary of Findings:

During self-assessment, **High Road Lower School, Middlesex Campus** accurately identified themselves compliant in the areas of return of records, access sheets, location of records, daily attendance, tardiness/absences, written notice of attendance and student health records.

An area of need was identified during the on-site visit to High Road Lower School regarding access to student records.

Area of Need:

Access to Student Records-During record review in classrooms, the monitoring team observed that student records were not secured by teachers in a locked drawer or cabinet in their classrooms.

- **The High Road Lower School will revise its improvement plan to include procedures to ensure that IEPs are secured in a locked location in each classroom. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

High Road Upper School, Somerset Campus

Summary of Findings:

During self-assessment, **High Road Upper School, Somerset Campus** accurately identified themselves compliant in the areas of return of records, access sheets, location of records, daily attendance, tardiness/absences, written notice of attendance and student health records.

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An area of need was identified during the on-site visit to **High Road Upper School, Somerset Campus** regarding access to student records.

Area of Need:

Access to Student Records-During record review in classrooms, the monitoring team observed that student records were not secured by teachers in a locked drawer or cabinet in their classrooms.

- **The High Road Upper School will revise its improvement plan to include procedures to ensure that students' IEPs are secured in a locked location in each classroom. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

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Summary

On-site special education monitoring was conducted in the High Road School, Ocean Campus, High Road Lower School, Somerset and High Road Upper School, Somerset on January 9, 10, 13, 14, 15, & 16, 2003, respectively. The purpose of the monitoring visit was to verify the High Road School, Ocean, Lower and Upper Schools' reports of findings resulting from the self-assessment conducted by each school and to review each receiving school's improvement plan.

High Road School, Ocean Campus

Areas identified as consistently compliant by the **High Road School, Ocean Campus** during self-assessment and verified during the on-site monitoring visit included policies and procedures, annual reports, amendments, programs provided in nonsectarian settings, length of school day and year, hearing aids, services at no cost to parents, extended school year, observation of programs, provision of services as per IEP, related services, licensed staff, private school dual employment, employment/job description of paraprofessionals, criminal history verification, certificates of occupancy, inspections, IEP meetings, appropriate participants at meetings, IEP participants' signatures, current IEPs, communication to sending district, IEP access/responsibility, IEP implementation, observation of proposed program, statewide testing, standard discipline procedures, removal of student, suspensions, interim alternative educational setting, termination of student placement, class size/age ranges, exceptions, description of special class programs, home instruction, return of records, access sheets, location of records, daily attendance, tardiness/absences, written notice of attendance and student health records.

During the self-assessment process, the **High Road School, Ocean Campus** identified areas of need regarding staff development, measurable annual goals, objectives that are related to the Core Curriculum Content Standards and restraints.

The on-site visit identified additional areas of need within the various standards regarding health/physical education, certification, staff development, nurse's station, frequency of fire drills, dispensing of medication, access to student records and access to records is limited to authorized persons.

High Road Lower School, Middlesex Campus

Areas identified as consistently compliant by the **High Road Lower School, Middlesex Campus** during self-assessment and verified during the on-site monitoring visit included staff development, annual reports, amendments, nonsectarian settings, length of school day and year, physical education, hearing aids, services at no cost to parents, extended school year, observation of programs, provision of educational programs and related services as per IEP, licensed staff, private school dual employment, employment/job description of paraprofessionals, criminal history verification, professional development, programs provided in approved facilities, certificates of occupancy, inspections, fire drills, IEP meetings, appropriate participants at meetings, IEP participants' signatures, current IEPs, communication to sending district, IEP access/responsibility, IEP implementation, observation of proposed program, statewide testing, standard disciplinary procedures, procedures for time out room, restraints and aversives, removal of student, changes to program, personnel, suspensions, interim alternative educational setting, termination of student placement, class size/age ranges, exceptions, description of special class programs, certifications, special classes implementing IEP, home

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instruction, dispensing medication/nursing services, return of records, access sheets, location of records, daily attendance, tardiness/absences, written notice of attendance and student health records.

During the self-assessment process, the **High Road Lower School, Middlesex Campus** identified areas of need regarding procedures for discipline and termination of students, provision of physical therapy for students whose IEP required this service, and measurable annual goals and objectives that are related to the Core Curriculum Content Standards.

The on-site visit identified additional areas of need within the various standards regarding provision of related services and access to student records.

High Road Upper School, Somerset Campus

Areas identified as consistently compliant by the **High Road Upper School, Somerset Campus** during self-assessment and verified during the on-site monitoring visit included policies and procedures, staff development, annual reports, amendments, programs provided in nonsectarian settings, length of school day and year, physical education, hearing aids, services at no cost to parents, extended school year, observation of programs, provision of services as per IEP, use of PTA/COTA, private school dual employment, employment/job description of paraprofessionals, criminal history, professional development, programs provided in approved facilities, certificates of occupancy, inspections, fire drills, IEP meetings, appropriate participants at meetings, IEP participants' signatures, current IEPs, communication to sending district, IEP access/responsibility, IEP implementation, observation of proposed program, statewide testing, standard disciplinary procedures, procedures for time out room, restraints and aversives, removal of student, changes to program/placement, interim alternative educational setting, class size/age ranges, exceptions, description of special class programs, certifications, special classes implementing IEP, home instruction, dispensing medication/nursing services, return of records, access sheets, location of records, daily attendance, tardiness/absences, written notice of attendance and student health records.

During the self-assessment process, the **High Road Lower School, Somerset Campus** identified areas of need regarding timely provision of related services, procedures suspensions and termination of students.

During the on-site visit, additional areas of need were identified regarding staff certification and communication to sending districts regarding missing IEP components.

Within forty-five days of receipt of the monitoring report, the High Road Schools will revise and resubmit their improvement plans to the Office of Special Education Programs and to their respective county office of education to address those areas that require revisions.