

**New Jersey Department of Education
Special Education Receiving School Monitoring**

Receiving School: CP School and Treatment Center

County: Camden

Monitoring Dates: March 6-7, 2006

Monitoring Team: Catherine Thomas, Dolores Walther, Judyth Vazquez

Background Information:

During the 2004–2005 school year, the CP School and Treatment Center conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided the CP School and Treatment Center with an opportunity to evaluate its 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 CP School and Treatment Center 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 team reviewed the CP School and Treatment Center's documents such as policies and procedures, student records from sending districts, lesson plans, services as indicated in IEPs, staff evaluations, student count information, master student lists, class lists, schedules of students/teachers/related service personnel, and other relevant information. Interviews were conducted with the CP School and Treatment Center's special education administrators, building principals, special education teachers, parents and related service personnel.

Non-compliant items reflected in this report may result in non-allowable costs imposed by the Division of Finance in accordance with N.J.A.C. 6A:23-4.1 through 4.16.

School Strengths:

The CP School and Treatment Center is commended for its transition programs, designed to prepare students, of all age ranges with a variety of special needs, to develop self esteem and optimal independent functioning.

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Adolescent students receive supervised instruction in planning trips within and around their communities, utilizing the State of New Jersey Access Link, an assisted public transportation system for people with disabilities. The school's professional staff members provide students and their families with instruction and support throughout the process, from applying for eligibility determination to planning trips, paying fares and coping with unanticipated barriers and frustrations. Instruction is cross-curricular, involving a variety of skills, such as reading/language/communication; math computation; social skills; sensory integration/spatial orientation; family relationships; organizational skills and computer skills. Many students have become so proficient that they have enjoyed meeting peers at local malls for a movie, dinner and shopping. The ability to use transportation independently has also facilitated part-time employment opportunities.

A school store is administered by students, requiring them to utilize math and organizational skills to stock inventory, price and label merchandise, market sales and maintain audit reports. Proceeds from the store are used to fund trips and other special events.

The school has had very successful collaboration with community organizations and enterprises, establishing career exploration job placements as well as opportunities for student volunteerism. Collaborations with these entities have also resulted in funding of day trips to theme parks and to over-night camping. The Center's wheelchair clinic is also representative of on-going collaboration with vendors and suppliers, toward maintaining safety and serviceability.

Areas Demonstrating Compliance With All Standards:

General Provisions, FAPE, Individualized Education Program (IEP)/Annual Review, Discipline and Student Records were determined to be areas of compliance by the CP School and Treatment Center during self-assessment and by the NJDOE during the on-site visit.

Section III: Staff Requirements

Summary of Findings:

During self-assessment, the CP School and Treatment Center accurately identified themselves compliant in the areas regarding certified/licensed staff, appropriate supervision of physical therapy assistants (PTA) and certified occupational therapy assistants (COTAs), private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, criminal history verification and having an approved professional development plan.

An area of need was identified during the on-site visit regarding certified/licensed staff.

Area of Need:

Certified/Licensed Staff- During the on-site visit, through record reviews and staff interviews, it was determined that a staff member, who was hired as a school social worker, did not possess appropriate DOE certification.

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- **The school must revise its improvement plan to include procedures to ensure that all staff members are appropriately certified for the positions they hold. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

Section IV: Facility Requirements

Summary of Findings:

During self-assessment, the CP School and Treatment Center accurately identified themselves compliant in the areas regarding programs provided in approved facilities and certificates of occupancy and inspections.

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

Area of Need:

Frequency of Fire Drills- During the on-site visit, through record reviews and staff interviews, it was determined that the school did not have the required number of fire drills per month. This area of need was communicated to the school prior to the on-site visit. As a result, the school took immediate steps to correct this issue and is now implementing a plan to ensure that fire drills are conducted twice monthly.

- **The school will revise its improvement plan to include procedures to ensure that the school continues to have two fire drills per month during times when students are in attendance. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

Section VII: Programs and Services

Summary of Findings:

During self-assessment, the CP School and Treatment Center accurately identified themselves compliant in the areas regarding class size, special class program descriptions maintained at county office, certifications for specialized populations, special classes serving students with similar educational needs, teachers trained and instructing in CCCS, collaboration for home instruction, dispensing medication, nursing services, policies and procedures relating to school functions and services and medical exams for sports teams.

An area of need was identified during the on-site visit regarding age range in special class programs.

Area of Need

Age Range- During the on-site visit, it was determined that one class exceeded the four year age span. There was no evidence of collaboration with sending districts to obtain an exception through the county office of education.

- **The school must revise its improvement plan to include procedures to ensure that the receiving school collaborates with sending districts to**

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obtain the required age range exception when required. 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 CP School and Treatment Center on March 5 and 6, 2006. The purpose of the monitoring visit was to verify the school's report of findings resulting from their self-assessment and to review the CP School and Treatment Center's improvement plan.

The receiving school is commended for the comprehensive review conducted during the self-assessment process. The receiving school is further commended for the many areas determined by the receiving school and verified by the Department of Education as compliant with federal and state statutes and regulations.

General Provisions, FAPE, IEP/Annual Review, Discipline and Student Records were determined to be areas of compliance during self-assessment and by the NJDOE during the on-site visit.

Additional areas identified as consistently compliant by the CP School and Treatment Center during self-assessment and verified during the on-site monitoring visit included certified/licensed staff, appropriate supervision of physical therapy assistants (PTA) and certified occupational therapy assistants (COTAs), private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, criminal history verification, having an approved professional development plan, programs provided in approved facilities, certificates of occupancy and inspections, class size, special class program descriptions maintained at county office, certifications for specialized populations, special classes serving students with similar educational needs, teachers trained and instructing in CCCS, collaboration for home instruction, dispensing medication, nursing services, policies and procedures relating to school functions and services and medical exams for sports teams.

The on-site visit identified additional areas of need within the various standards regarding staff certification, fire drills and age range exceptions.

Within forty-five days of receipt of the monitoring report, the CP School and Treatment Center will revise and resubmit the improvement plan to the county office of education and to the Office of Special Education Programs to address those areas that require revisions.