

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

Receiving School: Regional Day School at Mannington

County: Salem

Monitoring Dates: May 2-3, 2006

Monitoring Team: Barbara Ciancaglini, Dolores Walther, Elaine Lerner

Background Information:

During the 2004–2005 school year, the receiving school conducted a self-assessment of policies, procedures, programs, services and student outcomes. This self-assessment component of the monitoring process provided the receiving school 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 Regional Day School at Mannington 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 receiving school 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 receiving school's special education administrators, building principals, special education teachers, parents and related service personnel.

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Areas Demonstrating Compliance With All Standards:

Free, Appropriate Public Education (FAPE), Facility Requirements, Discipline and Programs and Services were determined to be areas of compliance by the Regional Day School at Mannington during self-assessment and by the NJDOE during the on-site visit.

Section I: General Provisions

Summary of Findings:

During self-assessment, the Regional Day School at Mannington accurately identified themselves compliant in the areas regarding policies and procedures, annual reports, amendments and programs provided in nonsectarian settings.

During the self-assessment process, the receiving school identified concerns in the areas regarding staff development. The school's improvement plan is sufficient to address this area of need. During the on-site visit, a review of records indicated that the school has appropriately implemented specific activities for correction in this area.

No additional area of need was identified during the on-site visit.

Section III: Staff Requirements

Summary of Findings:

During self-assessment, the Regional Day School at Mannington accurately identified themselves compliant in the areas regarding appropriate supervision of physical therapy assistants (PTA) and certified occupational therapy assistants (COTA), supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, criminal history verification and having an approved professional development plan.

During the self-assessment process, the Regional Day School at Mannington identified concerns in the areas regarding certified/licensed staff. **The school's improvement plan is insufficient to address this area of need because it lacks procedures to ensure that all staff members are appropriately certified for the positions they hold. During the on-site visit it was determined that the school does not have documentation of NJDOE certification for all practitioners. The school must revise its improvement plan to include procedures to ensure that all direct service providers, including those providing contracted services, hold the appropriate certification.**

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

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Section V: Individualized Education Program/Annual Review

Summary of Findings:

During self-assessment, the Regional Day School at Mannington accurately identified themselves compliant in the areas regarding IEP meetings conducted at least annually, IEP meetings conducted with required receiving school participants, signatures of participants present on IEPs, current IEP prior to service delivery, IEP accessibility to teachers and providers, informing teachers and providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement, statewide testing, implementation of IEP components and informing parents of progress toward goals and objectives.

Areas of need were identified during the on-site visit in the areas regarding IEP meetings conducted with students when appropriate and communication to sending districts regarding missing IEP components.

Areas of Need:

IEP Meeting Conducted with Students as Appropriate- During the on-site visit, through record reviews and staff interviews, it was determined that there was no documentation that students attend IEP meetings.

- **The school must revise its improvement plan to include procedures to ensure that the school collaborates and communicates with local school districts to ensure that students attend their IEP meetings, when appropriate.**

Communication to Sending District Regarding Missing IEP Components- During the on-site visit, through record reviews and staff interviews, it was determined that the school did not have procedures to ensure the school communicates with sending districts regarding missing components.

- **The school must revise its improvement plan to include procedures, staff training and an administrative oversight component to ensure that the school obtains complete IEPs prior to service delivery.**

Section VII: Programs and Services

Summary of Findings:

During self-assessment, the Regional Day School at Mannington accurately identified themselves compliant in the areas regarding special class program descriptions maintained at county office, special classes serving students with similar educational needs, collaboration for home instruction and dispensing medication.

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During the self-assessment process, the receiving school identified concerns in the areas regarding policies and procedures relating to school functions and services. The school's improvement plan is sufficient to address this area of need.

Additional areas of need were identified during the on-site visit in the areas regarding appropriate requests for exceptions for class size and age range and teachers trained and instructing in CCCS.

Areas of Need:

Class Size and Age Range and Exceptions- During the on-site visit, through a review of records and staff interviews, it was determined that some classes do not conform to regulatory standards and required requests for exceptions have not been submitted to the county office for review and approval.

- **The school will revise its improvement plan to include procedures to ensure that the school requests exceptions through the sending school districts. Written approval by the county office is required prior to increasing the class size or when exceeding the age range as specified in New Jersey Administrative Code. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

Teacher Knowledge of and Provision of Instruction in CCCS- During the on-site visit, through record reviews, classroom observation and interviews, it was determined that the teachers have not received comprehensive training in the current CCCS and are not consistently providing instruction in the standards.

- **The school will revise its improvement plan to include procedures to ensure that all students receive instruction in CCCS. The plan must include staff training and an administrative oversight component to ensure consistent implementation of the procedures.**

Nursing Services- During the on-site visit, through documentation review and staff interviews, it was determined that the school has an agreement to provide nursing services with the Salem County Career Technical School which is located within the school complex. The school has a schedule to ensure that nursing coverage is provided while students are in attendance throughout the school day. However, there is no nursing services plan that documents this arrangement.

- **The school must complete a nursing services plan that addresses the requirements outlined by N.J.A.C. 6A:16-2.1(e).**

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Section VIII: Student Records

Summary of Findings:

During self-assessment, the Regional Day School at Mannington accurately identified themselves compliant in the areas regarding conformance to pupil records code, return of records upon termination, access sheets, location of other records specified in central file, daily attendance available to LEAs, written notice of placement to county office and maintenance of student health records.

During the self-assessment process, the Regional Day School at Mannington identified concerns in the areas regarding limiting access to student records to authorized persons, written communication to LEAs regarding five days of tardiness/absences. The school's improvement plan is sufficient to address these areas of need. During the on-site visit, through a review of records and staff interviews, it was determined that the school has implemented specific activities for correction in these areas.

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

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Summary

On-site special education monitoring was conducted in the Regional Day School at Mannington on May 2 and 3, 2006. The purpose of the monitoring visit was to verify the Regional Day School at Mannington's report of findings resulting from their self-assessment and to review the receiving school's improvement plan.

The receiving school is commended for the comprehensive review conducted during the self-assessment process. As a result of that review the receiving school was able to identify areas of need and develop an improvement plan that, with some revision, will bring about systemic change. 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.

Free, Appropriate Public Education (FAPE), Facility Requirements, Discipline and Programs and Services were determined to be areas of compliance by the Regional Day School at Mannington during self-assessment and by the NJDOE during the on-site visit.

Areas identified as consistently compliant by the Regional Day School at Mannington during self-assessment and verified during the on-site monitoring visit included policies and procedures, annual reports, amendments, programs provided in nonsectarian settings, appropriate supervision of physical therapy assistants (PTA) and certified occupational therapy assistants (COTA), supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, criminal history verification, having an approved professional development plan, IEP meetings conducted at least annually, IEP meetings conducted with required receiving school participants, signatures of participants present on IEPs, current IEP prior to service delivery, IEP accessibility to teachers and providers, informing teachers and providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement, statewide testing, implementation of IEP components, informing parents of progress toward goals and objectives, special class program descriptions maintained at county office, special classes serving students with similar educational needs, collaboration for home instruction, dispensing medication, conformance to pupil record code, return of records upon termination, access sheets, location of other records specified in central file, daily attendance available to LEAs, written notice of placement to county office and maintenance of student health records.

During the self-assessment process, the Regional Day School at Mannington identified areas of need regarding staff development, certified/licensed staff, policies and procedures related to school functions and services, access to records limited to authorized persons and written notification to LEAs regarding five days of tardiness/absences.

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The on-site visit identified additional areas of need within the various standards regarding student participation at IEP meetings, when appropriate, communication with sending districts regarding missing IEP components, class size and age range and exceptions and teachers trained and instructing in CCCS.

Within forty-five days of receipt of the monitoring report, the Regional Day School at Mannington 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.