

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

Receiving School: Kean University Campus School

County: Union

Monitoring Dates: October 6-7, 2003

Monitoring Team: Sandra Gogerty, Denise Wilkens

Background Information:

During the 2002–2003 school year, the Kean University Campus School conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided the Kean University Campus 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 Kean University Campus School 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 and related service personnel.

School Strengths:

The Kean University Campus School is commended for providing supplementary instructional services to enrolled students through its coordination with the education department at Kean University. University students work with the younger students to reinforce learning and skill acquisition.

Areas Demonstrating Compliance With All Standards:

Discipline was determined to be an area of compliance by the Kean University Campus School during self-assessment and by the NJDOE during the on-site visit.

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Section I: General Provisions

Summary of Findings:

During self-assessment, the Kean University Campus School accurately identified themselves compliant in the areas regarding staff development, annual reports and programs provided in nonsectarian settings.

During the self-assessment process, the Kean University Campus School identified concerns in the areas regarding policies and procedures, amendments and required procedures relating to discipline. The school's improvement plan is sufficient to address these areas of need.

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

Section II: Free, Appropriate Public Education (FAPE)

Summary of Findings:

During self-assessment, the Kean University Campus School accurately identified themselves compliant in the areas regarding length of school day and year, services at no cost to parents, extended school year programs and services provided in accordance with IEPs, program open to observation by LEA and DOE, provision of services as per IEP.

During the self-assessment process, the Kean University Campus School identified concerns in the areas regarding provision of occupational therapy (OT), physical therapy (PT), speech language services as per IEP and provision of physical education. The school's improvement plan is sufficient to address the areas of provision of OT, PT and speech services. **The school's improvement plan is insufficient to address the area of physical education because it lacks procedures and an administrative oversight component to ensure that the school documents the provision of 150 minutes of physical education, health and safety.**

Section III: Staff Requirements

Summary of Findings:

During self-assessment, the Kean University Campus School accurately identified themselves compliant in the areas regarding appropriate supervision of physical therapy assistants (PTA) and certified occupational therapy assistants (COTA), supervision of paraprofessionals and criminal history verification.

During the self-assessment process, the Kean University Campus School identified concerns in the areas regarding direct supervision of student clinicians by appropriately certified/licensed staff, job descriptions of paraprofessionals maintained at county office and having an approved professional development plan. During the on-site visit a review of documentation determined the school has appropriately implemented correction in the area of supervision of student clinicians. The school's improvement plan is sufficient to address the remaining areas of need.

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

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Section IV: Facility Requirements

Summary of Findings:

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

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

Area of Need:

Fire Drills – During the on-site visit, through interviews and a review of fire drill logs, it was determined that the school does not conduct at least two fire drills per month.

- **The school will revise its improvement plan to include procedures and an administrative oversight component to ensure that fire drills are conducted at least twice a month.**

Nurses' Station- During the on-site visit, staff interviews and a tour of the school building confirmed that the school uses the University nurses' station located off the school's site on the University campus.

- **The school will immediately contact the county office of education for a facility review. In addition, the school will revise its improvement plan to include activities to identify an appropriate location for the provision of nursing services, with final facility approval from the county office of education.**

Section V: Individualized Education Plan/Annual Review

Summary of Findings:

During self-assessment, the Kean University Campus School accurately identified themselves compliant in the areas regarding IEP conducted with required receiving school participants, signatures of participants present on IEPs, 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 relating to and informing parents of progress toward goals and objectives.

During the self-assessment process, the Kean University Campus School identified concerns in the areas regarding IEP meeting conducted at least annually, current IEP prior to service delivery and communication to sending district regarding missing IEP components. The school's improvement plan is sufficient to address these areas of need.

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

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Section VII: Programs and Services

Summary of Findings:

During self-assessment, the Kean University Campus School accurately identified themselves compliant in the areas regarding class size and age range, exceptions for class size and age range, teachers instructing in CCCSs, certifications for specialized populations, special classes serving students with similar educational needs, collaboration for home instruction, policies and procedures relating to school functions and services and medical exams for sport teams.

During the self-assessment process, the Kean University Campus School identified concerns in the areas regarding special class program descriptions maintained at county office and teachers trained in CCCSs. The school's improvement plan is sufficient to address these areas of need.

Additional areas of need were identified during the on-site visit in the areas regarding policies and procedures relating to nursing and medical services.

Policies and Procedures Relating to Nursing and Medical Services- During the on-site visit, through record reviews and interviews, it was determined that the school is not appropriately implementing policies and procedures relating to nursing and medical services in accordance with N.J.A.C 6A:16, as applicable. In addition, the school uses the university's nurse who does not possess certification as a school nurse.

- **The school will immediately take steps to hire a school certified nurse. The school will revise its improvement plan to include written policies and procedures governing school functions and services in accordance with N.J.A.C. 6A:16, as applicable. The plan must include in-service staff training conducted by the school nurse and an administrative oversight component to ensure consistent, compliant implementation of the procedures.**

Section VIII: Student Records

Summary of Findings:

During self-assessment, the Kean University Campus School accurately identified themselves compliant in the areas regarding return of records upon termination of placement, access sheets, location of other records specified in central file, daily attendance available to LEAs, written communication to LEAs regarding five days of tardiness/absence, and written notice of placement to county office.

Areas of need were identified during the onsite visit regarding conformance to pupil record code relating to access to student records student health records.

Areas of Need:

Access to Records is Limited to Authorized Persons- During the on-site visit, through staff interviews it was determined that University students have access to student records.

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- **The school will revise its improvement plan to include procedures to ensure that access to records is limited to certified staff members with educational responsibilities. The plan must include administrative oversight component to ensure consistent implementation of the procedures.**

Maintenance of Student Health Records- During the on-site visit, through record reviews and staff interviews was determined that the school does not have mandated health records for students in attendance at the school.

- **The school will revise its improvement plan to include procedures to ensure that the school has mandated health records for each student in attendance at the school. The plan must include administrative oversight component to ensure consistent implementation of the procedures.**

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Summary

On-site special education monitoring was conducted in the Kean University Campus School on October 6-7, 2003. The purpose of the monitoring visit was to verify the Kean University Campus School's report of findings resulting from their self-assessment and to review the receiving school's improvement plan.

The Kean University Campus School is commended for the exceptionally comprehensive review conducted during the self-assessment process. As a result of that review the Kean University Campus School was able to identify nearly all areas of need and develop an improvement plan that with some revision will bring about systemic change. The Kean University Campus 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.

Discipline was determined to be an area of compliance by the Kean University Campus School during self-assessment and by the NJDOE during the on-site visit.

Additional areas identified as consistently compliant by the Kean University Campus School during self-assessment and verified during the on-site monitoring visit included staff development, annual reports, programs provided in nonsectarian settings, length of school day and year, services at no cost to parents, extended school year programs and services provided in accordance with IEPs, program open to observation by LEA and DOE, provision of services as per IEP, appropriate supervision of physical therapy assistants (PTA) and certified occupational therapy assistants (COTA), supervision of paraprofessionals, criminal history verification, approved facilities, certificates of occupancy and inspections, IEP conducted with required receiving school participants, signatures of participants present on IEPs, 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.

During the self-assessment process, the receiving school identified areas of need regarding policies and procedures, amendments, provision of occupational therapy (OT), physical therapy (PT) and speech language services as per IEP, provision of physical education, certified/licensed staff, job descriptions of paraprofessionals maintained at county office, having an approved professional development plan, IEP meeting conducted at least annually, current IEP prior to service delivery and communication to sending district regarding missing IEP components, special class program descriptions maintained at county office and teachers trained in CCCSs.

The on-site visit identified additional areas of need within the various standards regarding fire drills, nurses' station, policies and procedures relating to nursing and medical services, access to records is limited to unauthorized persons and maintenance of student health records.

Within forty-five days of receipt of the monitoring report, the Kean University Campus School 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.