

**New Jersey Department of Education  
Special Education Jardine Academy Monitoring**

**Receiving School:** Jardine Academies                      **County:** Union

**Monitoring Dates:** April 7- 9, 2003

**Monitoring Team:** Sandra A. Gogerty, Georgianna Pilesky, Denise Wilkens

**Background Information:**

During the 2001 – 2002 school year, the Jardine Academies (Jardine Academy-Union Twp., Jardine Academy- Cranford) conducted self-assessments of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided the Jardine Academies with an opportunity to evaluate 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 Jardine Academies developed improvement plans 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 plans, and to determine the progress in implementing the plans.

During the monitoring process, the monitoring team reviewed the Jardine Academies' documents such as policies and procedures, student records from sending districts, lesson plans, services as indicated in IEPs, student count information, master student lists, class lists, schedules of students/teachers/related service personnel, and other relevant information. Interviews were conducted with the Jardine Academies' building principals, special education teachers and related service personnel.

**School Strengths:**

The Jardine Academies are commended for their interdisciplinary team approach to program planning and implementation. The related service component of the program is highly integrated into the educational program. The nursing services make it possible for children with multiple disabilities including medically fragile

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students to attend school and optimize their participation in the educational experience.

**Areas Demonstrating Compliance With All Standards:**

**Facility Requirements** was determined to be an area of compliance by the Jardine Academies during self-assessment and by the NJDOE during the on-site visit.

**Discipline** was determined to be an area of compliance by the Jardine Academy – Cranford during self-assessment and by the NJDOE during the on-site visit.

**Section I: General Provisions**

**Jardine Academies**

**Summary of Findings:**

During self-assessment, the Jardine Academies accurately identified themselves compliant in the areas of staff development, annual reports, amendments and provision of programs in nonsectarian settings.

During the self-assessment process, the Jardine Academies identified concerns in the area of policies and procedures. **The schools' improvement plans are insufficient to address this area of need because they lack procedures for the use of a tracking log for the return of student records to the sending district after the date of a student's termination.** In addition, the school has developed and submitted procedures to address the areas of certified/licensed personal that requires additional revisions. These revisions will be addressed through the county office of education.

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

**Section II: Free, Appropriate Public Education (FAPE)**

**Jardine Academies**

**Summary of Findings:**

During self-assessment, the Jardine Academies accurately identified themselves compliant in the areas of length of school day and year, services at no cost to parents, extended school year and provision of services as per the IEP.

Additional areas of need were identified during the on-site visit regarding the area of health/physical education and provision of related services.

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**Health/Physical Education-** During the on-site visit, a review of classroom schedules and student schedules indicated that the schools are not providing the minimum of 150 minutes of health/physical education.

- **The schools will revise their improvement plans to include procedures to ensure the schools provide a minimum of 150 minutes of health/physical education or to ensure that the student IEPs reflect the appropriate health/physical education program as determined by the IEP team. The plans must include an administrative oversight component to ensure the consistent implementation of the procedures.**

**Provision of Related Services-** During the on-site visit, a review of related service logs determined that they did not accurately reflect the type of service provided, frequency and duration of services provided to individual students.

- **The schools will revise their improvement plans to ensure that the related service staff accurately log the type of services, frequency and duration of services provided to individual students. The plan must include staff training and an administrative oversight component to ensure consistent implementation of the procedures.**

### **Jardine Academy-Union Township**

During the self-assessment process, Jardine Academy-Union Township identified concerns in the areas of written procedures for the observation of programs. 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.

An additional area of need was identified during the on-site visit regarding hearing aids.

**Hearing Aids-** During the on-site visit, through record reviews and interviews, it was determined that the school does not have procedures to ensure that hearing aids are functioning properly.

- **The school will revise its improvement plan to include procedures to ensure that hearing aids are functioning properly. The plan must include an administrative oversight component to ensure that staff members are sufficiently trained in the procedures as students with hearing aids are admitted to the school.**

### **Jardine Academy- Cranford**

During the self-assessment process, **Jardine Academy- Cranford** identified concerns in the area of policies and procedures related to maintenance of

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hearing aids. The school has developed an improvement plan that is sufficient to address this area of need. A review of the procedures determined that additional revisions to the procedures will be required. These revisions will be addressed through the county office of education.

An area of need was identified during the on-site visit regarding procedures for the observation of programs.

**Observation of Programs-** During the on-site visit, through record reviews it was determined that the school does not have procedures for observation of programs.

- **The school must revise their improvement plan to include procedures to ensure that the school is open for observation to representatives of the sending district. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

**Section III: Staff Requirements**

**Jardine Academies**

**Summary of Findings:**

During self-assessment, the **Jardine Academies** accurately identified themselves compliant in the areas of private school dual employment, criminal history verification, and having an approved professional development plan.

Areas of need were identified during the on-site visit regarding certification of nurses and staff working without approved job titles.

**Nurses' Certification-** During the on-site visit, through a review of staff lists provided by the schools and staff interviews, it was determined that the school does not employ a nurse with Department of Education certification.

- **Within 45 days, the schools will employ a nurse with Department of Education certification. In addition, the schools will develop an improvement plan to include procedures to ensure that all at least one nurse has appropriate certification. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

**Unrecognized Job Titles-** During the on-site visit, through a review of staff lists provided by the schools and staff interviews, it was determined that there are employees working under job titles that are not recognized by the Department of Education. The school has not obtained county office approval for the unrecognized job title.

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- **Within 45 days, the schools will employ only staff members who have recognized job titles unless they obtain approval from the county office of education. In addition, the schools will develop an improvement plan to include procedures to ensure that all staff members employed by the school have recognized job titles. The plan must include an administrative oversight component to ensure consistent implementation of the procedures.**

**Jardine Academy- Union**

During the self-assessment process, the **Jardine Academy – Union Twp.** identified concerns in the area of certified/licensed staff and use of physical therapy assistants and certified occupational therapy assistants. 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 of principal's certification and use of teacher's aide.

**Areas of Need:**

**Principal's Certification-** During the on-site visit, through staff interviews and record reviews it was determined that the principal has been working with a certificate of eligibility without documentation of participation in the required one-year state-approved district licensure residency requirement.

- **By September 2003, the Jardine Academy- Union Twp. will hire a principal with appropriate certification. The school will also provide a copy of the principal's certificate to the county office of education. In addition, Jardine Academy– Union Twp. will revise its improvement plan to include procedures to ensure that the school continually employs a certified principal. The school's improvement plan must include procedures to ensure that personnel are appropriately certified for the positions in which they are employed. The plans must include administrative oversight components to ensure consistent implementation of the procedures.**

**Use of Teacher's Aide-** During the on-site visit, through staff interviews, it was determined that the classroom aide remains in the classroom for a portion of the day with students without the direct supervision of a certified teacher.

- **The Jardine Academy– Union Twp. will revise its improvement plan to include procedures to ensure that the school provides appropriately certified staff to implement students IEPs during the entire course of the school day. The plan must include administrative oversight component to ensure consistent implementation of the procedures.**

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**Section V: Individualized Education Plan/Annual Review**

**Jardine Academy- Union Twp.**

**Summary of Findings:**

During self-assessment, the **Jardine Academy-Union Twp.** accurately identified themselves compliant in the areas of signatures present on IEPs, IEP accessibility, observation of proposed placement and progress reports.

During the self-assessment process, the **Jardine Academy-Union Twp.** identified concerns in the areas of IEP meetings conducted at least annually, IEP meetings conducted with appropriate participants, current IEP, communication to sending district regarding missing components, inform teachers/providers of IEP responsibilities, no delay in IEP implementation, statewide testing, and implementation of IEP components. The 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.

**Jardine Academy- Cranford-**

**Summary of Findings:**

During self-assessment, the **Jardine Academy-Cranford** accurately identified themselves compliant in the areas of IEP meetings conducted at least annually, signatures present on IEPs, current IEP, communication to sending district regarding missing components, IEP accessibility, inform teachers/providers of IEP responsibilities, observation of proposed placement, statewide testing and progress reports.

During the self-assessment process, the **Jardine Academy- Cranford** identified concerns in the areas of IEP meetings conducted with appropriate participants, no delay in IEP implementation, and implementation of IEP components relating to assistive technology and behavior management. The 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.

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**Section VI: Discipline**

**Summary of Finding:**

During self-assessment, the **Jardine Academy-Union Twp.** accurately identified itself compliant in the areas of standard disciplinary procedures, procedures for time out rooms, use of restraints and aversives, changes to program/placement, suspensions, interim alternative educational setting and termination of student.

During the self-assessment process, the **Jardine Academy-Union Twp.** identified concerns in the area of removal of student pending mediation and due process. The receiving school's improvement plan is sufficient to address this area of need.

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

**Section VII: Programs and Services**

**Jardine Academies**

**Summary of Findings:**

During self-assessment the **Jardine Academies** accurately identified themselves compliant in the areas of class size/age range, exceptions, special classes implementing IEP, home instruction, dispensing medication/nursing services, medical exams for sport teams, and preschool programs.

During the self-assessment process, the **Jardine Academies** identified concerns in the area of core curriculum content standards. The receiving schools' improvement plans are sufficient to address this area of need.

An additional area of need was identified during the on-site visits regarding description of special class programs.

**Area of Need:**

**Description of Special Class Programs** – During the on-site visit, through record review and staff interviews, it was determined that **Jardine Academies** have different types and numbers of classes in operation than have been approved by the County Office.

- **The Jardine Academies will develop improvement plans to include procedures and an administrative oversight component to ensure that written approval is provided by the county office of education prior to the implementation of changes to the program.**

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**Section VIII: Student Records**

During self-assessment, the **Jardine Academies** accurately identified themselves compliant in the areas of return of records, having 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 visits regarding access to student records.

**Access to Student Records-** During the on-site visit through record reviews and staff interviews, it was determined that uncertified personnel in the unrecognized job title of education plan coordinator are responsible to review student records prior to admission to the schools.

- **The Jardine Academies will revise their improvement plans to include procedures to ensure that any secretarial or clerical personnel have limited access to student records. Their access should be limited to only those portions of the record necessary for the entry or recording of data and the conducting of routine clerical tasks. The plan must include procedures to ensure that the clerical and secretarial staff members are working under the direct supervision of certified school personnel. The plan must also 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 Jardine Academies (Jardine Academy-Union Twp., Jardine Academy- Cranford) on April 7<sup>th</sup>, 2003. The purpose of the monitoring visit was to verify the Jardine Academies reports of findings resulting from their self-assessments and to review the Jardine Academies' improvement plans.

**Jardine Academy-Union Twp.**

The **Jardine Academy-Union Twp.** is commended for the exceptionally comprehensive review conducted during the self-assessment process. As a result of that review the receiving 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 receiving school is further commended for the areas determined by the receiving school and verified by the Department of Education as compliant with federal and state statutes and regulations.

Areas identified as consistently compliant by the **Jardine Academy-Union Twp.** during self-assessment and verified during the on-site monitoring visit included staff development, annual reports, amendments, programs provided in nonsectarian settings, length of school day and year, services at no cost to parents, provision of services as per IEP, extended school year, private school dual employment, criminal history verification, having an approved professional development plan, programs provided in approved facilities, certificates of occupancy and inspections, fire drills, signatures present on IEPs, IEP accessibility, observation of proposed placement, progress reports, standard disciplinary procedures, procedures for time out rooms, restraints, and aversives, changes to program/placement, suspensions, interim alternative educational setting, termination of student, class size/age range, exceptions, special classes implementing IEP, home instruction, dispensing medication/nursing services, medical exams for sport teams, preschool programs, 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 **Jardine Academy-Union Twp.** identified areas of need regarding policies and procedures, observation of programs, certified/licensed staff, unrecognized job titles, IEP meeting conducted at least annually, IEP conducted with appropriate participants, current IEP, communication to sending district regarding missing components, IEP accessibility, inform teachers/providers of IEP responsibilities, no delay in implementation, statewide testing, implementation of IEP components, removal of student pending mediation and due process, certifications, and core curriculum content standards for students with severe disabilities.

The on-site visit at the **Jardine Academy-Union Twp.** identified additional areas of need within the various standards regarding health/physical education, provision of related services as required by the student's IEP, hearing aids, certified/licensed staff, employment/job descriptions of paraprofessionals,

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description of special class programs, conformance to pupil record code relating to access to records.

**Jardine Academy-Cranford**

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

Areas identified as consistently compliant by the **Jardine Academy-Cranford** during self-assessment and verified during the on-site monitoring visit included staff development, annual reports, amendments, programs provided in nonsectarian settings, length of school day and year, services at no cost to parents, extended school year, provision of services as per IEP, use of physical therapy assistants/certified occupational therapy assistants, private school dual employment, criminal history verification, having an approved professional development plan, programs provided in approved facilities, certificates of occupancy and inspections, fire drills, signatures present on IEPs, communication of sending districts regarding missing IEP components, IEP accessibility, inform teachers/providers of IEP responsibilities, observation of proposed placement, statewide testing, progress reports, standard disciplinary procedures, procedures for time out rooms, restraints and aversives, removal of student pending mediation and due process, changes to program/placement, suspensions, interim alternative educational setting, and termination of student, class size/age range, exceptions, special classes implementing IEP, home instruction, dispensing medication/nursing services, medical exams for sport teams, preschool programs, 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 **Jardine Academy- Cranford** identified areas of need regarding policies and procedures, hearing aids, IEP meetings conducted with appropriate participants, current IEP, no delay in implementation, implementation of IEP components relating to assistive technology and behavior management, and core curriculum content standards for students with severe disabilities.

The on-site visit at the **Jardine Academy- Cranford** identified additional areas of need within the various standards regarding health/physical education, observation of programs, provision of related services as required by the student's IEP, certified/licensed staff, unrecognized job titles, description of special class programs, conformance to pupil records code relating to access to records.

Within forty-five days of receipt of the monitoring report, the **Jardine Academies** will revise and resubmit their improvement plans to the Office of Special Education Programs to address those areas that require revisions.