

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

Receiving School: Archway Schools - Washington Township Campus

County: Gloucester County

Monitoring Dates: September 26 and 27, 2005

Monitoring Team: Catherine Thomas, Barbara Ciancaglini, Dolores Walther, Elaine Lerner

Background Information:

During the 2003–2004 school year, the Archway Schools-Washington Township Campus conducted a self-assessment of policies, procedures, programs, services and student outcomes. This self-assessment component of the monitoring process provided the Archway Schools 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. Non-compliant items reflected in this report may result in non-allowable costs in accordance with N.J.A.C. 6A:23-4.1 through 4.16. The Archway Schools - Washington Township Campus 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.

Please note that due to the fire on February 6, 2005 which coincided with the originally scheduled monitoring date, the school requested a postponement of the on-site monitoring visit until the 2005-2006 school year. This report reflects the rescheduled monitoring visit.

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Strengths:

The Archway Schools - Washington Township Campus staff should be commended for their efforts to ensure that the students were provided with therapeutic support and a continuous instructional program when they were displaced from the school facility.

Areas Demonstrating Compliance With All Standards:

General Provisions, Free Appropriate Public Education (FAPE), Staff Requirements, Facility Requirements, Discipline, Programs and Services and Student Records were determined to be areas of compliance by the Archway Schools during self-assessment and by the NJDOE during the on-site visit.

Section V: Individualized Education Plan/Annual Review

Summary of Findings:

During self-assessment, the Archway Schools-Washington Township Campus accurately identified themselves compliant in the areas regarding IEP meetings conducted at least annually, IEP meetings conducted with appropriate participants, signatures of participants present on IEPs, current IEP prior to service delivery, communication to sending districts regarding missing IEP components, IEP accessibility to teachers and providers, informing teachers and providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement, statewide testing and implementation of IEP components.

Areas of need were identified during the on-site visit at the Archway Schools-Washington Township Campus in the areas regarding progress reports.

Area of Need:

Informing Parents of Progress Toward Goals and Objectives—During the on-site visit, through record review and staff interviews, it was determined that report cards issued by the school do not address progress made towards individual goals and objectives. In addition, the related service providers report on student progress only two times a year and upon the completion of the extended school year program, if applicable.

- **The school must revise its improvement plan to include procedures to ensure that parents are informed of progress made towards individual goals and objectives at a minimum of four times per year. The school 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 Archway Schools-Washington Township Campus on September 26 and 27, 2005. The purpose of the monitoring visit was to verify the Archway Schools-Washington Township Campus 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 all but one area of need and develop an improvement plan that 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.

General Provisions, Free Appropriate Public Education (FAPE), Staff Requirements, Facility Requirements, Discipline, Programs and Services and Student Records were determined to be areas of compliance by the Archway Schools during self-assessment and by the NJDOE during the on-site visit.

Additional areas identified as consistently compliant by the Archway Schools-Washington Township Campus during self-assessment and verified during the on-site monitoring visit included areas regarding IEP meetings conducted at least annually, IEP meetings conducted with appropriate participants, signatures of participants present on IEPs, current IEP prior to service delivery, communication to sending districts regarding missing IEP components, IEP accessibility to teachers and providers, informing teachers and providers of IEP responsibilities, timely implementation of IEPs, observation of proposed placement, statewide testing and implementation of IEP components.

The on-site visit identified one additional area of need in the area regarding progress reporting.

Within 45 days of receipt of the monitoring report, the Archway Schools- Washington Township Campus 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.