

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

Receiving School: Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex

County: Passaic

Monitoring Dates: May 18-19, 2004

Monitoring Team: Jennifer DeSaye, Janet Wright, Anne Marie Bruder, Diane Mari

Background Information:

During the 2002– 2003 school year, the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex 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 Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex 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 schools' 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 schools' special education administrators, building principals, special education teachers, related service personnel and parents.

School Strengths:

The Passaic County Elks- C.P.C. schools are commended for offering its students a variety of high levels of technology and adapted equipment to assist them with accessing their environment. The Passaic County Elks- C.P.C. schools have many adaptive toys, switches, computer devices, and augmentative communication equipment to help students with physical disabilities become more independent.

The Passaic County Elks- C.P.C. should also be commended for having a multi-sensory room to provide developmentally appropriate activities for the children. The room utilizes a multi-sensory approach with lights, music and air quality developed for the individual

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preferences of each student. The multi-sensory room allows students to relax in a calm, controlled setting.

As the students get older, they may participate in transition activities offered through the Job Quest program. This is a school to work program for students who can maintain their job skills in less restrictive environments and who are seeking employment.

Areas Demonstrating Compliance With All Standards:

Staff Requirements, Facility Requirements, Discipline and Programs and Services were determined to be areas of compliance by the Passaic County Elks C.P.C. Elementary during self-assessment and by the NJDOE during the on-site visit.

Facility Requirements, Discipline and Programs and Services were determined to be areas of compliance by the Passaic County Elks C.P.C. H.S. Annex during self-assessment and by the NJDOE during the on-site visit

Section I: General Provisions

Summary of Findings:

During self-assessment, the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex 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 Passaic County Elks- C.P.C. Elementary identified concerns in the area regarding staff development, communication with staff, parents and sending districts regarding school activities. The receiving school's improvement plan is sufficient to address these areas of need.

During the self-assessment process, the Passaic County Elks C.P.C. H.S Annex identified concerns in the area regarding staff development. The receiving 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 Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex accurately identified themselves compliant in the areas regarding length of school day and year, provision of physical education, maintenance of hearing aids, 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, provision of occupational therapy (OT) services as per IEP, provision of physical therapy (PT) services as per IEP, provision of speech language services as per IEP, and provision of counseling services as per IEP.

During the self-assessment process, the Passaic County Elks C.P.C. H.S Annex identified a concern in the areas regarding student participation in home district

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activities. The receiving school's improvement plan is sufficient to address this area of need.

An additional area of need was identified during the on-site visit at the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex regarding provision of evaluations by related services staff.

Area of Need:

Provision of Evaluations - During the on-site visit, through record reviews and interviews, it was determined that the receiving schools' related services staff are conducting evaluations for sending districts, at the sending districts' request in order to determine whether the related services are needed.

- **The receiving school will revise its improvement plan to include procedures to ensure that when staff members believe that a student may benefit from the provision of related services, a referral must be made to the child study team of the sending district. If the sending district agrees, they would send notice of the assessment along with the request for consent to the parent. The district is then responsible for conducting the evaluation. The plan must include an in-service training for the staff regarding the new procedures and an administrative oversight component to ensure the consistent implementation of the procedures.**

Section III: Staff Requirements

Summary of Findings:

During self-assessment, the Passaic County Elks C.P.C. H.S. Annex accurately identified themselves compliant in the areas regarding appropriate supervision of physical therapy assistants (PTAs) 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 at the Passaic County Elks C.P.C. H.S Annex regarding certified/licensed staff.

Area of Need:

Certified/licensed staff - During the on-site visit, through record reviews and interviews, it was determined that the Passaic County Elks C.P.C. H.S. Annex is employing a staff member as an aide whose responsibilities include supervision and instruction of students placed in career exploration type job placements.

- **The receiving school will revise its improvement plan to include procedures to ensure that students who are participating in career exploration activities are coordinated and supervised by appropriately certificated staff. The plan must include an administrative oversight component to ensure the consistent implementation of the procedures.**

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Section V: Individualized Education Plan/Annual Review

Summary of Findings:

During self-assessment, the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex accurately identified themselves compliant in the areas regarding IEP meeting conducted at least annually, IEP conducted with required receiving school participants, IEP conducted with students age 14 and older, as appropriate, signatures of participants present on IEPs, IEP accessibility to teachers and providers, 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 regarding communication to sending district concerning current IEPs, as well as missing IEP components including but not limited to graduation requirements, statewide assessments, goals and objectives that are measurable and related to the core curriculum content standards, extended school year and transition services for students age 14 and 16 and informing teachers and providers of IEP responsibilities.

Areas of Need:

Communication to Sending Districts – During the on-site visit, through record review and interviews it was determined that the receiving school does not communicate with sending districts when current IEPs are not received or when components are missing from IEPs. Areas consistently missing included graduation requirements, statewide assessments, goals and objectives that are measurable and related to the core curriculum content standards, extended school year and transition services for students age 14 and 16.

- **The receiving school will revise its improvement plan to include procedures to ensure that IEPs are reviewed for missing components and that the sending districts are informed. The plan must include an administrative oversight component to ensure the consistent implementation of the procedures.**

Informing Teachers and Providers of IEP Responsibilities – During the on-site visit, through record review and interview it was determined that teachers and providers only had goals and objectives specific to their areas of academic concentration and were unaware of accommodations or strategies to be used as listed in the IEP. Although the teachers had access to the students' full IEPs, most teachers did not review the complete IEP for students in their classes.

- **The receiving school will revise its improvement plan to include procedures to ensure that all staff members are informed of all IEP responsibilities for students in their classrooms. The plan must include in-service training of staff, a mechanism to determine the effectiveness of the training and an administrative oversight component to ensure the consistent, compliant implementation of the procedures.**

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Section VIII: Student Records

Summary of Findings:

During self-assessment, the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex accurately identified themselves compliant in the areas regarding return of records upon termination, access to records limited to authorized persons, access sheets, location of other records specified in central file, daily attendance available to LEAs, written communication to LEAs regarding five days of tardiness/absences and maintenance of student health records.

An area of need was identified during the on-site visit regarding the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex Passaic County Elks CP Center conformance to pupil record code. An additional area of need was identified for the Passaic County Elks- C.P.C. Elementary during the on-site visit regarding written notice of placement to county office.

Areas of Need:

Conformance to Pupil Record Code - During the on-site visit at the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex, through record review and interviews it was determined that teachers in the classroom have binders with the students' goals and objectives in them. These binders are not consistently kept in a locked cabinet or desk.

- **The receiving school will revise its improvement plan to include procedures to ensure that student information kept in the classroom is secured. The plan must also include staff training and an administrative oversight component to ensure the consistent, compliant implementation of the procedures.**

Written Notice of Placement - During the on-site visit at the Passaic County Elks- C.P.C. Elementary, through record review and interview it was determined that the written notice of placement forms are not in the students' files, thus it cannot be determined if they are being received from the sending districts or are being forwarded to the county office.

- **The receiving school will revise its improvement plan to include procedures to ensure that copies of notification of placement forms are kept in the students' files, in-service training for appropriate staff, and an administrative oversight component to ensure the consistent, compliant implementation of the procedures.**

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Summary

On-site special education monitoring was conducted in the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex on May 17 and 18, 2004. The purpose of the monitoring visit was to verify the receiving schools' report of findings resulting from their self-assessment and to review the receiving schools' improvement plan.

The receiving schools are 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 schools are 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.

Passaic County Elks C.P.C. Elementary

Staff Requirements, Facility Requirements, Discipline and Programs and Services were determined to be areas of compliance by the Passaic County Elks C.P.C. Elementary during self-assessment and by the NJDOE during the on-site visit.

Areas identified as consistently compliant by the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex during self-assessment and verified during the on-site monitoring visit included policies and procedures, annual reports, amendments, programs provided in nonsectarian settings, length of school day and year, provision of physical education, maintenance of hearing aids, 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, provision of occupational therapy (OT) services as per IEP, provision of physical therapy (PT) services as per IEP, provision of speech language services as per IEP, provision of counseling services as per IEP, annual IEP meetings, IEP participants, IEP meeting signatures, IEP accessibility, no delay in implementation, observation of proposed placement, statewide testing, IEP implementation, progress reports, standard disciplinary procedures, procedures for time out rooms, restraints, aversives, removal of student, changes to program/placement, suspensions, timelines, interim alternative educational setting, termination of student placement, return of records, access to records, access sheets, location of records, daily attendance, tardiness, absences and student health records.

During the self-assessment process, the Passaic County Elks- C.P.C. Elementary identified areas of need regarding staff development, communication with staff, parents and districts regarding sending district activities.

The on-site visit identified additional areas of need within the various standards regarding provision of evaluations, communication to sending district regarding current IEPs and missing IEP components, informing teachers/providers of IEP responsibilities and conformance to pupil record code.

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Passaic County Elks C.P.C. H.S. Annex

Facility Requirements, Discipline and Programs and Services were determined to be areas of compliance by the Passaic County Elks C.P.C. H.S. Annex during self-assessment and by the NJDOE during the on-site visit

Areas identified as consistently compliant by the Passaic County Elks- C.P.C. H.S. Annex during self-assessment and verified during the on-site monitoring visit included policies and procedures, annual reports, amendments, programs provided in nonsectarian settings, length of school day and year, provision of physical education, maintenance of hearing aids, 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, provision of occupational therapy (OT) services as per IEP, provision of physical therapy (PT) services as per IEP, provision of speech language services as per IEP, provision of counseling services as per IEP, appropriate supervision of physical therapy assistants (PTAs) and certified occupational therapy assistants (COTAs), private school dual employment, employment/job descriptions of paraprofessionals, criminal history, professional development, annual IEP meetings, IEP participants, IEP meeting signatures, IEP accessibility, no delay in implementation, observation of proposed placement, statewide testing, IEP implementation, progress reports, standard disciplinary procedures, procedures for time out rooms, restraints, aversives, removal of student, changes to program/placement, suspensions, timelines, interim alternative educational setting, termination of student placement, return of records, access to records, access sheets, location of records, daily attendance, tardiness, absences, written notice of attendance to county office of education and student health records.

During the self-assessment process, the Passaic County Elks- C.P.C. H.S. identified areas of need regarding staff development and student participation in sending district activities.

The on-site visit identified additional areas of need within the various standards regarding provision of evaluations, certified/licensed staff, communication to sending district regarding current IEPs and missing IEP components, informing teachers/providers of IEP responsibilities and conformance to pupil record code.

Within forty-five days of receipt of the monitoring report, the Passaic County Elks- C.P.C. Elementary and C.P.C. H.S Annex 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.