

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

Receiving School: Regional Day School at Winslow

County: Camden

Monitoring Dates: April 11-12, 2005

Monitoring Team: Catherine Thomas, Barbara Ciancaglini, Barbara Groff

Background Information:

During the 2003–2004 school year, the Regional Day School at Winslow conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided the Regional Day School at Winslow 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 Winslow 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.

School Strengths:

The Regional Day School at Winslow is commended for its job sampling program in which many students are provided with the opportunity to be placed in jobs in the community. Through this program, many students work in jobs with their non disabled peers and many of these employment opportunities lead to jobs after graduation. As a result of partnerships with ten local businesses, students have increased opportunities to explore a wide range of interests.

The school should also be commended for their proactive approach that enables students to attend academic and extracurricular activities at their home district.

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In addition, the school integrates technology, including assistive technology for their students. Every classroom is equipped with a sound field system. Each classroom has computers. There is also a mobile computer lab for access to the internet and a computer room. The Regional Day School video production studio is currently airing a daily show called "Morning Announcement" and the weekly "Caught Doing Good" program. The students involved in the studio are learning the skills, knowledge and hard work that go into producing a daily program. The students are required to work as a team in order to coordinate the mix of live and prerecorded tapes.

Areas Demonstrating Compliance With All Standards:

FAPE, Staff Requirements and **Student Records** were determined to be areas of compliance by the Regional Day School at Winslow 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 Winslow 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 Regional Day School at Winslow identified concerns in the areas regarding staff development including joint training of parents. The school's improvement plan is sufficient to address these areas of need. During the on-site visit, a review of documentation and staff interviews confirmed that the school has appropriately addressed these areas of need.

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

Section IV: Facility Requirements

Summary of Findings:

During self-assessment, the Regional Day School at Winslow accurately identified themselves compliant in the areas regarding programs provided in approved facilities certificates of occupancy and inspections and fire drills.

During the self-assessment process, the Regional Day School at Winslow identified concerns in the areas regarding inspections of sewerage disposal system. The school's improvement plan is sufficient to address this area of need. During the on-site visit a review of documentation determined that the school has appropriately implemented specific activities for correction in this area.

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

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Section V: Individualized Education Plan/Annual Review

Summary of Findings:

During self-assessment the Regional Day School at Winslow 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, 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.

During the self-assessment process, the Regional Day School at Winslow identified concerns in the areas regarding communication to sending district regarding missing IEP components. **The school's improvement plan is insufficient to address this area of need because it lacks procedures, staff training and an administrative oversight component to ensure that the school communicates with sending districts when IEP components are missing. Areas missing may include but are not limited to goals and objectives for counseling, extended school year consideration and description of special education program including subjects for individual students. The school must revise its plan to include these components.**

An additional area of need was identified during the on-site visit in the area of progress reporting on counseling, occupational therapy and physical therapy goals.

Area of Need:

Progress Reporting- During the on-site visit, a review of records and staff interviews determined that although the school provides daily and weekly reports on student progress, the school does not have a formal mechanism to inform parents and districts in writing of progress on counseling, occupational therapy and physical therapy goals.

- **The school must revise its improvement plan to include procedures to ensure that the school develops formal written progress reports for counseling, occupational therapy and physical therapy goals. The plan must include staff training and an administrative oversight component to ensure consistent implementation of the procedures.**

Section VI: Discipline

Summary of Finding:

During self-assessment, the Regional Day School at Winslow accurately identified themselves compliant in the areas regarding standard disciplinary procedures, removal of student pending mediation and due process, changes to program/placement pending mediation and due process, notification to sending districts regarding suspensions, removal of student to interim alternative educational setting and procedures for termination of student placement.

During the self-assessment process, the Regional Day School at Winslow identified concerns in the areas regarding procedures for use of time out rooms and personal

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restraints. 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 determined that the school has appropriately implemented specific activities for correction in these areas.

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

Section VII: Programs and Services

Summary of Findings:

During self-assessment, the Regional Day School at Winslow accurately identified themselves compliant in the areas regarding special class program descriptions maintained at county office certifications for specialized populations, special classes serving students with similar educational needs, collaboration for home instruction dispensing medication nursing services, policies and procedures relating to school functions and services and medical exams for sports teams.

During the self-assessment process, the Regional Day School at Winslow identified concerns in the areas regarding teachers trained and instructing in CCCSs. 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 determined that the school has appropriately implemented specific activities for correction in these areas.

An additional area of need was identified during the on-site visit in the area regarding class size/age range and exceptions.

Area of Need:

Class Size/Age Range and Exceptions- During the on-site visit, through observations, records reviews and interviews it was determined that a significant number of classrooms exceed size and age range maximums permitted by administrative code. In addition, the school does not consistently implement its procedures to request county approval to exceed the code requirements.

- **The school must revise its improvement plan to include procedures to ensure that the school does not exceed class size and age range requirements without prior approval by the Department of Education. The school must also develop procedure to ensure that they collaborate with sending districts to obtain appropriate county office approval. The plan 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 Regional Day School at Winslow on April 11 and 12, 2005. The purpose of the monitoring visit was to verify the Regional Day School at Winslow'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 exceptionally comprehensive review conducted during the self-assessment process. As a result of that review the receiving school was able to identify nearly all but two areas of need and develop an improvement plan that with some revision will bring about systemic change. In addition, the school should be commended for the many areas that were identified and corrected by the school prior to the on-site visit. 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.

FAPE, Staff Requirements and **Student Records** were determined to be areas of compliance by the Regional Day School at Winslow during self-assessment and by the NJDOE during the on-site visit.

Additional areas identified as consistently compliant by the Regional Day School at Winslow during self-assessment and verified during the on-site monitoring visit included policies and procedures, annual reports, amendments, programs provided in nonsectarian settings, approved facilities certificates of occupancy and inspections, fire drills, 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, 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, standard disciplinary procedures, removal of student pending mediation and due process, changes to program/placement pending mediation and due process, notification to sending districts regarding suspensions, removal of student to interim alternative educational setting, procedures for termination of student placement special class program descriptions maintained at county office certifications for specialized populations, special classes serving students with similar educational needs, collaboration for home instruction dispensing medication nursing services, policies and procedures relating to school functions and services and medical exams for sports teams.

During the self-assessment process, the Regional Day School at Winslow identified areas of need regarding staff development including joint training of parents, inspections of sewerage disposal system, communication to sending districts regarding missing IEP components, procedures for use of time out rooms and personal restraints and teachers trained and instructing in CCCSs.

The on-site visit identified additional areas of need within the various standards regarding progress reporting for counseling, occupational therapy and physical therapy and class size/age range and exceptions.

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Within forty-five days of receipt of the monitoring report, the Regional Day School at Winslow will revise and resubmit the improvement plan to the county office of education and Office of Special Education Programs to address those areas that require revisions.