

New Jersey Department of Education Special Education Receiving School Monitoring

cooperative learning and peer support. In addition the school provides parent and sibling support groups.

Section I: General Provisions

Summary of Findings:

During self-assessment the ARC Kohler School accurately identified themselves compliant in the areas regarding annual reports, amendments and programs provided in nonsectarian settings.

During the self-assessment process, the ARC Kohler School identified concerns in the areas regarding staff development. During the on-site visit, a review of documentation indicated that the school has appropriately implemented specific activities for correction in this area. **However, the school's improvement plan is insufficient to address this area of need because it lacks a mechanism to determine the effectiveness of the training and an administrative oversight component to ensure that professional development activities meet the individual needs of the school faculty.** The plan must be revised to include these components.

An additional area of need was identified during the on-site visit regarding required procedures relating to discipline.

Area of Need:

Required Procedures for Discipline- During the on-site visit through record reviews it was determined that the school does not have required written procedures for implementation of the discipline policy.

- **The school must revise its improvement plan to develop procedures to implement the required discipline policy and ensure that the procedures are adopted and submitted to the county office of education for review and approval.**

Section II: Free, Appropriate Public Education (FAPE)

Summary of Findings:

During self-assessment the ARC Kohler School accurately identified themselves compliant in the areas regarding length of school day and year, provision of physical education, 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), physical therapy (PT) and speech language services as per the IEP.

During the self-assessment process, the ARC Kohler School identified concerns in the areas regarding maintenance of hearing aids. During the on-site visit, a review of documentation indicated that the school has appropriately implemented specific activities for correction in this area. **However, the school's improvement plan is insufficient to address this area of need because it lacks procedures for communication and follow up to sending districts and parents when hearing aids are malfunctioning and appropriate timelines for administrative oversight when**

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

districts do not address concerns in a timely manner. The plan must be revised to include these components.

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

Section III: Staff Requirements

Summary of Findings:

During self-assessment the ARC Kohler School accurately identified themselves compliant in the areas regarding certified/licensed staff, appropriate supervision of physical therapy assistants (PTA) and certified occupational therapy assistants (COTA), private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office and having an approved professional development plan.

During the self-assessment process, the ARC Kohler School identified concerns in the areas regarding criminal history verification. **The school will immediately schedule criminal history verification for those staff members who are employed by the school who require them and request written permission for emergent hiring from the county superintendent pending completion of the review. The school must submit this documentation to the county office of education within 10 days.**

In addition, the receiving school's improvement plan is insufficient to address this area of need because it lacks procedures and an administrative oversight component to ensure that newly hired staff members are fingerprinted for criminal history verification or have obtained authorization for emergent hiring thorough the county superintendent. The plan must be revised to include these components.

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

Section IV: Facility Requirements

Summary of Findings:

During self-assessment the ARC Kohler School accurately identified themselves compliant in the areas regarding programs provided in approved facilities, certificates of occupancy and fire drills.

An area of need was identified during the on-site visit in the areas regarding fire inspections.

Area of Need:

During the on-site visit, through record reviews and interviews it was determined that the school does not have documentation of the current fire inspection.

- **The school will revise its improvement plan to include procedures to ensure that the school is inspected on an annual basis and maintains copies of the current fire inspection. The plan must include an**

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

administrative oversight component to ensure consistent implementation of the procedures.

Section V: Individualized Education Plan/Annual Review

Summary of Findings:

During self-assessment the ARC Kohler School accurately identified themselves compliant in the areas regarding IEP conducted with required receiving school participants, 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 and informing parents of progress toward goals and objectives.

During the self-assessment process, the ARC Kohler School identified concerns in the areas regarding IEP meeting conducted at least annually, communication to sending district regarding missing IEP components, statewide testing, implementation of IEP components relating to instruction for students who are deaf and/or hard of hearing, instruction in core curriculum content standards, provision of age-appropriate activities and provision of opportunities for students to be integrated with non-disabled peers. The receiving school's improvement plan is sufficient to address these areas of need. During the on-site visit, a review of documentation indicated 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 VI: Discipline

Summary of Finding:

During self-assessment the ARC Kohler School accurately identified themselves compliant in the areas regarding procedures for time out rooms, restraints and aversives, 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.

During the self-assessment process, the ARC Kohler School identified concerns in the area regarding communication of standard disciplinary procedures to parents and districts. The school's improvement plan was sufficient to address this area of need. During the on-site visit, a review of documentation indicated 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.

Section VII: Programs and Services

Summary of Findings:

During self-assessment the ARC Kohler School accurately identified themselves compliant in the areas regarding class size and age range, exceptions for class size and

New Jersey Department of Education Special Education Receiving School Monitoring

age range, special class program descriptions maintained at county office, certifications for specialized populations, special classes serving students with similar educational needs, and medical exams for sport teams.

During the self-assessment process, the ARC Kohler School identified concerns in the areas regarding collaboration for home instruction, dispensing medication, nursing services and policies and procedures relating to school functions and services. The school's improvement plan is sufficient to address these areas of need.

While no additional areas of need were identified during the on-site visit in the above areas, it is recommended that the school consider a reconfiguration of the nurse's space to allow for a locked cabinet for storage of medication and a locked refrigeration unit within the nurses station.

Section VIII: Student Records

Summary of Findings:

During self-assessment the ARC Kohler School accurately identified themselves compliant in the areas regarding conformance to pupil record code, return of records upon termination, access to records is limited to authorized persons, daily attendance available to LEAs, written communication to LEAs regarding five days of tardiness/absences, written notice of placement to county office and maintenance of student health records.

During the self-assessment process, the ARC Kohler School identified concerns in the areas regarding access sheets and location of other records specified in central file. The school's improvement plan is sufficient to address these areas of need. During the on-site visit, a review of documentation indicated 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.

New Jersey Department of Education Special Education Receiving School Monitoring

Summary

On-site special education monitoring was conducted in the ARC Kohler School on January 26-27, 2004. The purpose of the monitoring visit was to verify the ARC Kohler School report of findings resulting from their self-assessment and to review the receiving school's improvement plan.

The ARC Kohler School is commended for the exceptionally comprehensive review conducted during the self-assessment process. As a result of this review, the receiving school was able to identify all but two areas of need and develop an improvement plan that, with some revision, will be sufficient to bring about systemic change. The receiving school is further commended for the prompt implementation of corrective action to address the areas of need identified during the self-assessment process. As a result, many of those identified areas were corrected prior to the on-site visit. Additionally, the receiving school is commended for the many areas that were 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 ARC Kohler School during self-assessment and verified during the on-site monitoring visit included annual reports, amendments, programs provided in nonsectarian settings, length of school day and year, provision of physical education, 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 and provision of speech language services as per IEP, certified/licensed staff, appropriate supervision of physical therapy assistants (PTA) and certified occupational therapy assistants (COTA), private school dual employment, supervision of paraprofessionals, job descriptions of paraprofessionals maintained at county office, having an approved professional development plan IEP conducted with required receiving school participants, 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, informing parents of progress toward goals and objectives procedures for time out rooms, restraints and aversives, 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, class size and age range, exceptions for class size and age range, special class program descriptions maintained at county office, certifications for specialized populations, special classes serving students with similar educational needs, medical exams for sport teams, conformance to pupil record code, return of records upon termination, access to records is limited to authorized persons, daily attendance available to LEAs, written communication to LEAs regarding five days of tardiness/absences, written notice of placement to county office and maintenance of student health records.

During the self-assessment process, the ARC Kohler School identified areas of need regarding staff development, maintenance of hearing aids, criminal history verification, IEP meeting conducted at least annually, communication to sending district regarding missing IEP components, statewide testing, implementation of IEP components relating to instruction for students who are deaf and/or hard of hearing, instruction in core

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

curriculum content standards, provision of age-appropriate activities, provision of opportunities for students to be integrated with non-disabled peers, communication of standard disciplinary procedures to parents and districts, collaboration for home instruction, dispensing medication, nursing services, policies and procedures relating to school functions and services, access sheets and location of other records specified in central file.

The on-site visit identified additional areas of need within the various standards regarding required procedures relating to discipline and fire inspections.

This report identifies one area of non-compliance that requires immediate action by the school administration which has been identified within the report. Within forty-five days of receipt of the monitoring report, the ARC Kohler 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.