

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

Receiving School: Children's Day School

County: Mercer

Monitoring Dates: November 1 and 2, 2005

Monitoring Team: Carmen Fanucci, Karen Frumen, Deborah Magee and Dolores Walther

Background Information:

During the 2004–2005 school year, the Children's Day School conducted a self-assessment of policies, procedures, programs, services, and student outcomes. This self-assessment component of the monitoring process provided The Children's Day 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 Children's Day School 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.

Noncompliant items reflected in this report may result in nonallowable costs in accordance with N.J.A.C. 6A:23-4.1 through 4.16.

School Strengths:

The Children's Day School is commended for their schoolwide behavioral management system that includes a weekly staffing to discuss individual student progress. The staff encourages parent participation by sending daily point sheets and communication books for parent review and signature.

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Interviews with local districts described the Children's Day School as an extremely efficient receiving school as reflected in their ability to facilitate transitioning students back into their districts.

Areas Demonstrating Compliance With All Standards:

Facility Requirements, Discipline and **Student Records** were determined to be areas of compliance by The Children's Day School during self-assessment and by the NJDOE during the on-site visit.

Section I: General Provisions

Summary of Findings:

During self-assessment, the Children's Day School accurately identified themselves compliant in the areas regarding policies and procedures, staff development, annual reports and programs provided in nonsectarian settings.

During the self-assessment process, the Children's Day School identified concerns in the area regarding amendments for class types at the school without county office approval. 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.

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 Children's Day School accurately identified themselves compliant in the areas regarding 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 NJDOE, provision of services as per IEP, provision of speech language therapy and counseling services as per IEP.

During the self-assessment process, the Children's Day School identified concerns in the areas regarding length of school day and year and maintenance of hearing aids. The school's 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.

Section III: Staff Requirements

Summary of Findings:

During self-assessment, the Children's Day School accurately identified themselves compliant in the areas regarding private school dual employment, supervision of

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paraprofessionals, criminal history verification and having an approved professional development plan.

During the self-assessment process, the Children's Day School identified concerns in the areas regarding certified/licensed staff and job descriptions of paraprofessionals maintained at county office. The school's 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.

Section V: Individualized Education Program/Annual Review

Summary of Findings:

During self-assessment, the Children's Day School 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 as appropriate, signatures of participants present on IEPs, current IEP prior to service delivery, communication to sending district 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 for support and assistance and informing parents of progress toward goals and objectives.

During the self-assessment process, the Children's Day School identified concerns in the areas regarding statewide testing relating to administration and implementation of IEP components relating to documentation of related services. The receiving school's 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.

Section VII: Programs and Services

Summary of Findings:

During self-assessment, the Children's Day School accurately identified themselves compliant in the areas regarding class size and age range, exceptions for class size and age range, special class program descriptions maintained at county office, special classes serving students with similar educational needs, teachers trained and instructing in Core Curriculum Content Standards (CCCS), collaboration for home instruction, dispensing medication and policies and procedures relating to school functions and services.

During the self-assessment process, the Children's Day School identified concerns in the area regarding nursing and medical services. The school's 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.

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

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Summary

On-site special education monitoring was conducted in the Children's Day School on November 1-2, 2005. The purpose of the monitoring visit was to verify the Children's Day School's report of findings resulting from their self-assessment and to review the receiving school's improvement plan.

The Children's Day School is commended for the comprehensive review conducted during the self-assessment process. As a result of this review the receiving school was able to identify all areas of need and develop an improvement plan that was sufficient to bring about systemic change. The Children's Day 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, all of those identified areas were corrected prior to the on-site visit. Additionally, the Children's Day 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.

Facility Requirements, Discipline and Student Records were determined to be areas of compliance by the Children's Day School during self-assessment and by the NJDOE during the on-site visit.

Additional areas identified as consistently compliant by the receiving school during self-assessment and verified during the on-site monitoring visit included 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 speech language therapy and counseling services as per IEP, private school dual employment, supervision of paraprofessionals, criminal history verification, having an approved professional development plan, IEP meeting conducted at least annually, IEP conducted with required receiving school participants, IEP conducted with students as appropriate, signatures of participants present on IEPs, current IEP prior to service delivery, communication to sending district 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, informing parents of progress toward goals and objectives, class size and age range, exceptions for class size and age range, special class program descriptions maintained at county office, special classes serving students with similar educational needs, teachers trained and instructing in CCCS, collaboration for home instruction, dispensing medication and policies and procedures relating to school functions and services.

During the self-assessment process, the Children's Day School identified areas of need regarding amendments for class types at the school without county office approval, length of school day and year, maintenance of hearing aids, certified/licensed staff, job descriptions of paraprofessionals maintained at county office, statewide testing relating to administration, implementation of IEP components relating to documentation of related services and nursing and medical services.

The Children's Day School is not required to submit revisions to their improvement plan since all areas of noncompliance have been identified and corrected by the school.