



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

October 25, 2011

Dr. James Lavender, Superintendent
Kingsway Regional High School District
Administrative Offices
213 Kings Highway
Woolwich Twp. NJ 08085

Dear Dr. Lavender:

Subject: Special Education Monitoring Report – Kingsway Regional High School District

This correspondence has been sent to inform you of the results of the New Jersey Department of Education, Office of Special Education's (NJOSE) onsite monitoring regarding the Kingsway Regional High School District's implementation of federal and state special education requirements. The NJOSE conducted onsite monitoring visits, verification visits and desk audits in the Kingsway Regional School District to determine compliance with federal and state special education requirements. The members of the monitoring team were Patricia Fair, Caryl Carthew and Kenneth Richards.

The special education monitoring system is data driven and aligned with the federally required State Performance Plan (SPP) indicators, including the federal monitoring priorities established by the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Specifically, the NJOSE monitoring process is focused on improving educational results and functional outcomes for students with disabilities and ensuring compliance with those special education requirements related to positive student outcomes. **The Kingsway Regional School District was chosen for the self-assessment/monitoring process through random selection.**

The special education self-assessment and monitoring process focused on requirements related to the following areas:

- ***Transition to Adult Life***
- ***State Assessment***
- ***Discipline Procedures***
- ***Placement in the Least Restrictive Environment***
- ***Parent Involvement***
- ***Disproportionate Representation of Specific Racial-Ethnic Groups in Special Education***
- ***Evaluation and Reevaluation***
- ***Individualized Education Program***
- ***Programs and Services***

www.nj.gov/education

Monitoring Results

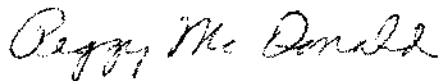
The enclosed Table of Findings details the findings of noncompliance resulting from the monitoring. Of the 46 requirements in the district's self-assessment that were reviewed by NJOSE, the district demonstrated noncompliance with 12 requirements. The findings of noncompliance must be corrected within one year of the date of this report. Corrective action should include, as necessary: development and/or revision of policies and procedures, staff training, implementation of the identified IDEA and N.J.A.C. requirements and implementation of an oversight mechanism to ensure ongoing compliance. Ms. Patricia Fair, NJOSE monitor, will contact Ms. Shannon Hoffman to discuss procedures for verification of correction of the findings of noncompliance listed in the Table of Findings. For any finding of noncompliance related to the development or implementation of IEPs or the delivery of programs and services, corrective action activities have been directed by NJOSE.

The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board, as well as all documentation required to demonstrate completion of corrective action activities must be submitted to the following address:

Patricia Fair
New Jersey Department of Education
Office of Special Education
One Executive Campus
Route 70 East
Cherry Hill, NJ 08002

The district is expected to provide and sustain administrative oversight, as well as provide ongoing training and technical assistance, as needed, to ensure identification and correction of any noncompliance with IDEA 2004 and positive educational outcomes for students with disabilities. Please contact me at (609) 292-0147 if you have questions regarding special education monitoring. The NJOSE appreciates the cooperation of district staff members during the self-assessment/monitoring and verification process

Sincerely,



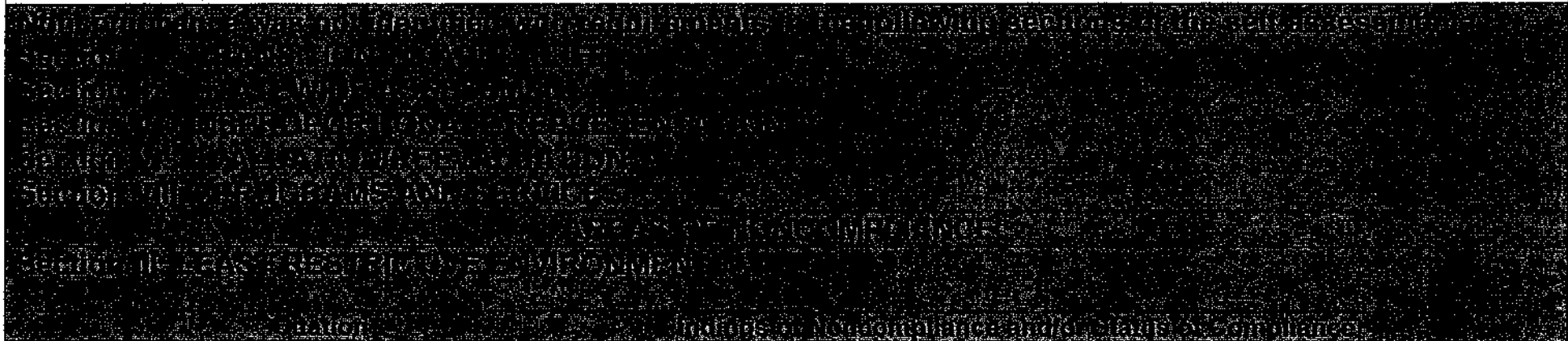
Peggy McDonald, Interim Director
Office of Special Education Programs

PM/PF

Enclosure

c: Barbara Gantwerk
Patricia Fair
Robert Bumpus
County Supervisor of Child Study
Shannon Hoffman

TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Kingsway Regional High School District



<p>2) IEPs shall include an explanation of the extent, if any, to which child will not participate with nondisabled children. [20 U.S.C. §1412(a)(5) and 1414(d)(1)(A)(i)(V); 34 CFR §300.115 and §300.320(a)(5) and N.J.A.C. 6A:14-3.7(e)6]</p>	<p>A review of records and interviews with staff indicated that IEPs did not include an explanation of the supplementary aids and services that were considered and rejected. Noncompliance was due to lack of implementation of district procedures.</p>
<p>5) IEPs shall included the potentially beneficial or harmful effects which a placement (general education) may have on the student with disabilities or the other students in the class. [20 U.S.C. § 1412(a)(5); 34 CFR §300.116(d)]</p>	<p>A review of records and interviews with staff indicated that IEPs did not include a statement of the potentially beneficial or harmful effects which a placement in general education may have on the student with disabilities or the other students in the class. Noncompliance was due to lack of implementation of district procedures.</p>
<p>6) For students in a separate setting, IEPs shall include activities to transition students to a less restrictive environment, in accordance with N.J.A.C. 6A:14-4.2(a)4.</p>	<p>A review of records and interviews with staff indicated that IEPs for students in separate settings did not include a statement of activities required to transition students to a less restrictive environment. Noncompliance was due to a lack of implementation of district procedures.</p>

Correction Action for Citations 2,5 and 6 above:
The district is required to conduct training with child study team members regarding procedures for determining students' educational placement in the least restrictive environment and documenting those decisions in IEPs as required above. The district is also required to conduct training with child study team members regarding the documentation of activities required to transition students in separate settings to a less restrictive environment.

The district is required to convene a meeting of the IEP team for each student whose IEP was identified as noncompliant by the NJOSE monitors

TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Kingsway Regional High School District

and ensure that each IEP is revised to include the required components. Names of students whose IEPs were found to be noncompliant by the monitors will be provided to the director of special education by the NJOSE.

The district must review the IEPs of all students with disabilities removed from general education settings for greater than 20% of the school day. For any IEP in which an explanation of the supplementary aids and services that were considered and rejected is not correctly addressed, a meeting of the IEP team must be convened to review and revise the IEP. For any IEP in which the potentially beneficial or harmful effects which a placement in general education may have on the student with disabilities or the other students in the class is not correctly addressed, a meeting of the IEP team must be convened to review and revise the IEP.

The district must review the IEPs of all students with disabilities who are placed in separate settings. For any IEP where documentation of activities to transition students in separate settings to a less restrictive environment is not addressed, a meeting of the IEP team must be convened to review and revise the IEP.

Section IV: PARENT INVOLVEMENT

Situation	Findings of Noncompliance and/or Status of Compliance
-----------	---

1) Parents shall be given written notice of a meeting containing all the required components, in accordance with N.J.A.C. 6A:14-2.3(k)3,5; 20 U.S.C. §1414(b)(1); and 34 CFR §300.304(a).	A review of records and interviews with staff indicated that written notice of a meeting did not include transition as a purpose of the meeting when transition services would be discussed. Noncompliance was due to inconsistent implementation of district procedures.
---	---

3) Eligibility meetings shall include required participants in accordance with N.J.A.C. 6A:14-2.3(k)1(i-vii); 20 U.S.C. §1414(d)(1)(B); and 34 CFR §300.321(a).	A review of records and interviews with staff indicated that required participants were not consistently at eligibility meetings. Noncompliance was due inconsistent implementation of district procedures.
---	---

Section V: EVALUATIONS AND REEVALUATION

Situation	Findings of Noncompliance and/or Status of Compliance
-----------	---

9) Each evaluation of a student shall include functional assessment, in accordance with N.J.A.C. 6A:14-3.4(f)4(i-vi); 20 U.S.C. §1414(b)(4) and (5); and 34 CFR §300.306(c)(i).	A review of records and interviews with staff indicated that an observation in other than a testing setting, was not consistently included as part of a functional assessment for students referred for special education and related services. Noncompliance was due to lack of implementation of district procedures.
---	---

10) Within three years of the previous classification, a multi-disciplinary reevaluation shall be completed, in	A review of records and interviews with staff indicated that reevaluations were not consistently completed within three years of the previous classification date.
---	--

TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Kingsway Regional High School District

accordance with N.J.A.C. 6A:14-3.8(a) and 20 U.S.C. §1414(a)(2)(B)(ii).	Noncompliance was due to a lack of implementation of district procedures.
11) Reevaluation planning meetings shall include required participants, in accordance with N.J.A.C. 6A:14-2.3(k)2(i-x); 20 U.S.C. §1414(c)(1)(A)(i); and 34 CFR §300.305(a).	A review of records and interviews with staff indicated that reevaluation planning meetings did not consistently include required participants. Noncompliance was due to lack of implementation of district procedures.
14) Each child study team member shall certify in writing whether his or her report reflects his or her conclusion of eligibility of the student, in accordance with N.J.A.C. 6A:14-3.4(h)5.	A review of records and interviews with staff indicated that each child study team member did not consistently certify in writing whether his or her report reflects his or her conclusion of eligibility of the student. Noncompliance was due to lack of implementation of district procedures.
FINDINGS	FINDINGS OF VIOLATIONS WITH RELATED CODES
1) IEP meetings shall be held with an appropriately configured IEP team, in accordance with N.J.A.C. 6A:14-2.3(k)2(i-x)1; 20 U.S.C. §1414(d)(1)(B); and 34 CFR §300.321(a).	A review of records and interviews with staff indicated that IEP meetings did not consistently include the required participants. Noncompliance was due to lack of implementation of district procedures.
2) IEPs shall include required considerations and statements, in accordance with N.J.A.C. 6A:14-3.7(c)1-11, (e) 1-17, and (f); 20 U.S.C. §1414(d)(3)(A)(B); and 34 CFR §300.324(a)(1)(2).	A review of records and interviews with staff indicated that IEPs did not consistently contain goals and objectives and a description of the extended school year program. Noncompliance was due to the lack of implementation of district procedures.
3) IEP meetings shall be conducted annually, or more often if necessary, to review and/or revise the IEP and determine placement, in accordance with N.J.A.C. 6A:14-3.7(i); 20 U.S.C. §1414(d); and 34 CFR §300.324(b)(1).	A review of records and interviews with staff indicated that IEP meetings were not consistently conducted annually or more often if necessary. Noncompliance was due to lack of implementation of district procedures.
<p>Corrective Action for Citations 1 and 2 above: The district is required to conduct training with child study team members regarding procedures for ensuring that IEPs contain all required components including: goals and objectives and the determination of participation in extended school year (ESY) and, if applicable, a description of the ESY program. Training must also address required participants at IEP meetings.</p> <p>The district is required to convene an appropriately configured IEP team meeting to review and/or revise the IEP for each student where goals and objectives and/or extended school year statements were identified as noncompliant by the monitors. Names of students whose IEPs were found to be noncompliant will be provided to the director of special education by NJOSE.</p> <p>Additionally, the district must review the IEPs of all students eligible for special education and related services. For any IEP where goals and</p>	

TABLE OF FINDINGS
Special Education Monitoring Results
IDEA 2004 and New Jersey Administrative Code Requirements
Kingsway Regional High School District

objectives and all required considerations for extended school year were not documented in the IEP, a meeting of the IEP team must be convened to review and revise the IEP.

Corrective Action for Citation 3 above:

The district is required to conduct training with child study team members regarding procedures to ensure that IEP meetings are conducted annually or more often if necessary. The district is required to implement the procedures and provide an oversight mechanism to ensure ongoing compliance. The NJOSE monitor will provide the director of special education directions for submitting documentation to demonstrate compliance.

The district must review current annual review dates for all students eligible for special education and related services. For any IEP which is found to be out of compliance with the annual review requirement, a meeting of the IEP team must be convened to conduct the annual review.

All documentation required to demonstrate completion of corrective action activities must be submitted to the following address:

Patricia Fair
New Jersey Department of Education
Office of Special Education
One Executive Campus
Route 70 East
Cherry Hill, NJ 08002