



**Greater Lawrence Regional Vocational Technical School**

**COORDINATED PROGRAM REVIEW  
REPORT OF FINDINGS**

**Dates of Onsite Visit: April 14-17, 2003  
Date of Draft Report: August 1, 2003  
Due Date for Comments: August 18, 2003  
Date of Final Report: August 28, 2003  
Action Plan Due: October 14, 2003**

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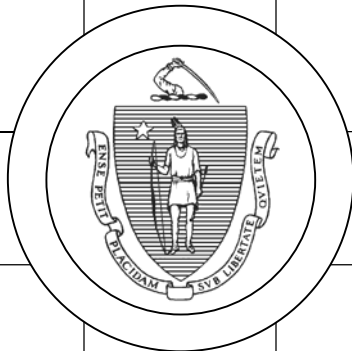
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MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW

Greater Lawrence Regional Vocational Technical School

Table of Contents

**OVERVIEW OF REVIEW PROCEDURES .....4**

**REPORT INTRODUCTION.....6**

**EXECUTIVE SUMMARY .....8**

**DEFINITION OF TERMS .....9**

**COMPONENT I: ASSESSMENT OF STUDENT PROGRESS .....15**

    SPECIAL EDUCATION.....16

    PERKINS VOCATIONAL .....28

**COMPONENT II: STUDENT IDENTIFICATION AND PLACEMENT .....31**

    SPECIAL EDUCATION.....32

    CIVIL RIGHTS METHODS OF ADMINISTRATION .....39

    TITLE 1 .....42

    PERKINS VOCATIONAL .....43

**COMPONENT III: PARENTAL INVOLVEMENT.....45**

    SPECIAL EDUCATION.....46

    CIVIL RIGHTS METHODS OF ADMINISTRATION .....52

    TITLE 1 .....53

    PERKINS VOCATIONAL .....55

**COMPONENT IV: CURRICULUM AND INSTRUCTION .....56**

    SPECIAL EDUCATION.....57

    CIVIL RIGHTS METHODS OF ADMINISTRATION .....66

    TITLE 1 .....67

    PERKINS VOCATIONAL .....69

**COMPONENT V: STUDENT SUPPORT SERVICES .....73**

    SPECIAL EDUCATION.....74

    CIVIL RIGHTS METHODS OF ADMINISTRATION .....79

    TITLE 1 .....85

    PERKINS VOCATIONAL .....85

**COMPONENT VI: FACULTY, STAFF AND ADMINISTRATION.....86**

    SPECIAL EDUCATION.....87

    CIVIL RIGHTS METHODS OF ADMINISTRATION .....90

    TITLE 1 .....92

    PERKINS VOCATIONAL .....93

**COMPONENT VII: SCHOOL FACILITIES.....94**

    SPECIAL EDUCATION.....95

    CIVIL RIGHTS METHODS OF ADMINISTRATION .....95

PERKINS VOCATIONAL .....	96
<b>COMPONENT VIII: PROGRAM PLAN AND EVALUATION.....</b>	<b>97</b>
SPECIAL EDUCATION.....	98
CIVIL RIGHTS METHODS OF ADMINISTRATION .....	98
TITLE 1 .....	99
PERKINS VOCATIONAL .....	102
<b>COMPONENT IX: RECORD KEEPING .....</b>	<b>103</b>
SPECIAL EDUCATION.....	104
TITLE 1 .....	105
PERKINS VOCATIONAL .....	114
<b>APPENDIX: .....</b>	<b>115</b>
SCHOOL AND DISTRICT PROFILES.....	116

**MASSACHUSETTS DEPARTMENT OF EDUCATION**

**COORDINATED PROGRAM REVIEW REPORT**

**Greater Lawrence Regional Vocational Technical School**

**OVERVIEW OF REVIEW PROCEDURES**

As one part of its Accountability System, the Department of Education oversees local compliance with education requirements through the Coordinated Program Review System (CPR). Most reviews include selected requirements in special education under the federal Individuals with Disabilities Education Act, 20 U.S.C. Section 1400 *et seq.* (IDEA-97), and M.G.L. Chapter 71B (Chapter 766 of the Acts of 1972) and certain federal civil rights requirements under Titles I and II of the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, together with related state requirements under M.G.L. Chapter 76, Section 5 (Chapter 622 of the Acts of 1971) and other related Massachusetts General Laws. Additionally, all reviews include certain standards included under the Board of Education's Physical Restraint regulations (603 CMR 46.00). Other monitoring activities in the areas of Title I, Safe and Drug-Free Schools and Communities Act, the Perkins Vocational and Technical Education Act, and Nutrition Programs and Services are conducted in some districts during these Coordinated Program Review procedures. The selected school districts for 2002-2003 were notified by the Commissioner of Education in June 2002 of scheduled visits and were required to implement self-assessment activities prior to the arrival of the Department's visiting team.

**Coordinated Program Review Elements**

**Team:** Depending upon the size of a school district and the number of program areas to be reviewed, a team of approximately two to eight Department staff members together with any necessary outside consultants conducts a Coordinated Program Review over two to ten days in a school district or charter school.

**Scope:** Approximately fifty-three school districts and charter schools are scheduled to receive visits in school year 2002-2003. All school districts and charter schools in the Commonwealth are monitored through the Department's Coordinated Program Review system on a six-year cycle with an additional mid-cycle special education follow-up visit.

**Content:** The Program Review criteria encompass the required elements for the specific program areas. In the case of special education, the elements selected for the 2002-2003 reviews contain, at a minimum, those required by the federal Office for Special Education Programs (OSEP) and revised requirements included under IDEA-97 as described in the Department's Special Education Advisories. Additionally, the 2002-2003 reviews incorporate updated state special education requirements as adopted by the Board of Education and effective on December 20, 2000. The Program Review compliance criteria selected in all of the regulated program areas are those that are most closely aligned with the goals of the Massachusetts Education Reform Act of 1993, and intended to promote high standards and achievement for all students.

**Report:** The Department's report is based on a review of written documentation and data regarding the operation of the district's programs, together with information gathered through the following Department program review methods:

- Interviews of administrative, instructional and support staff across all grade levels.
- Interviews of parent advisory council (PAC) representatives and other interviews as requested by persons from the general public.
- Student record reviews in the program areas of special education, Perkins vocational programs, and Section 504 (student accommodation plans). A sample of student records is selected by the Department. Student records are examined by the onsite team using standard Department student record review procedures to make determinations regarding the implementation of procedural and programmatic requirements. Parents of students with disabilities whose files are selected for the record review are sent a survey that solicits information regarding their experiences with the district's implementation of special education programs, related services and procedural requirements.
- Classroom and facilities observation. A sample of instructional classrooms and other school facilities used in the delivery of programs and services are visited to determine general levels of compliance with program requirements.
- Collaborative Programs and Services. Where the district is a member of a collaborative approved by the Department of Education and is a site for programs or services operated by the collaborative, a sample of interviews, student record reviews and classroom and facility observations are conducted.

An Executive Summary and detailed findings for each program area describe determinations of the Department of Education about the implementation status of each requirement (criterion) reviewed.

Response: The findings included in the Final Report note those criteria the implementation of which the team found to be commendable or substantially implemented. Where criteria are found not to be fully implemented, the local district or charter school must propose corrective actions to bring those areas into compliance with the respective statutes or regulations. Districts are encouraged to incorporate the corrective action into their district and school improvement plans, including the district professional development plan.

\* \* \* \* \*

The Department of Education believes that the Coordinated Program Review process is a positive experience and that the Final Report should be seen as a helpful planning document for the continuing development of programs and services in the school district or charter school.

## REPORT INTRODUCTION

An eight-member Massachusetts Department of Education team visited Greater Lawrence Regional Vocational Technical School during the week of April 14-17, 2003 to evaluate the implementation of selected criteria in the program areas of Special Education, Methods of Administration/Civil Rights, Perkins and Title I. The team appreciated the opportunity to interview staff and parents, to observe classroom facilities and to review the programs underway in the district. The onsite team would like to note the following program strengths that were brought to its attention and that it believes have a significant and positive impact on the delivery of educational services for students enrolled in the visited Greater Lawrence Regional Vocational Technical School. These areas are as follows:

- *Staff providing special education services are committed to providing the best education possible for students with disabilities. It is clear that staff work hard to assist disabled students to be successful.*
- *The Freshman Academy is a well-developed and successful educational delivery mode.*
- *The district's use of data analysis is particularly effective in that it drives student achievement as well as portfolios and Student Success plans.*
- *The district provides students with a broad range of academic support services.*
- *The identification of Career Planner is effectively used as a tool for designing guidance services.*
- *The district is committed to the value of community service for all appropriate students.*
- *The district's adoption of Career Clusters to assist with the delivery of technical education is a particularly effective model.*
- *The district's Plan for Achieving School Success (PASS) Program is an effective service delivery model by providing an extended day program for all students who are failing two or more academic subjects, its MCAS tutoring services and its six (6) week MCAS summer program that resulted in higher MCAS mathematics scores.*

*Some of the areas noted above are repeated within the body of the Department's report under the appropriate compliance criteria.*

The Department is submitting the following Coordinated Program Review Report containing findings made pursuant to this onsite visit. In preparing this report, the team reviewed extensive written documentation regarding the operation of the district's programs, together with information gathered by means of following Department program review methods:

- Interviews of seven (7) administrative staff.
- Interviews of seventy-six (76) teaching and support services staff across all levels
- Interviews of two (2) parent advisory council (PAC) representatives, one (1) Perkins Advisory Committee member, one (1) Title I Parent Advisory Council member, one (1) Perkins parent and twenty-seven (27) students (as required for the Perkins portion of the Coordinated Program Review).
- There were no interviews as requested by persons from the general public.
- Student record reviews: A sample of twenty-four (24) special education and thirty (30) Perkins student records was selected by the Department. Student records were first examined by local staff, whose findings were then verified by the onsite team using standard Department of Education student record review procedures to make determinations regarding the implementation of procedural and programmatic requirements.
- Parent surveys: Twenty-four (24) parents of students with disabilities were sent surveys that solicited information regarding their experiences with the district's implementation of special education programs, related services and procedural requirements. Four (4) of these parent surveys were returned to the Department of Education for review by the onsite team.

- Observation of classrooms and other facilities. All nine (9) special education instructional classrooms, two (2) Title I instructional classrooms and all seventeen (17) shops used in the delivery of programs and services were visited to determine general levels of compliance with program requirements.

The report includes findings in the program areas reviewed organized under nine components . These components are listed in the executive summary on the following pages. The findings in each program area explain the “ratings, ”determinations by the team about the implementation status of the criteria reviewed. The ratings indicate those criteria that were found by the team to be substantially “Implemented” or implemented in a “Commendable” manner. (Refer to the “Definition of Terms” section of the report.) Where criteria were found to be either "Partially Implemented" or "Not Implemented," the district or charter school must propose to the Department corrective actions to bring those areas into compliance with the controlling statute or regulation. In some instances the team may have rated a requirement as “Implemented” but made a specific comment on the district’s implementation methods that also may require response from the district or charter school.

Districts are expected to incorporate the corrective action into their district and school improvement plans, including their professional development plan.

## COORDINATED PROGRAM REVIEW REPORT

### Greater Lawrence Regional Vocational Technical School

#### EXECUTIVE SUMMARY

The following summary synthesizes the findings for criteria included in the Coordinated Program Review as they respond to essential questions that the Department has formulated for each of the components of the report. Note that a more detailed discussion of the onsite team's findings, together with the specific legal standards for each program area included in this review, follows this summary.

#### **Component I: Assessment of Student Progress**

*Has the district implemented an assessment system that uses appropriate instruments, is conducted according to the specified timelines, and covers the appropriate content areas to determine instructional needs of students?*

Under the special education portion of this component the district was found to have implemented the requirement regarding MCAS and end of the year evaluations. The district, however, was found to have only partially implemented or not implemented most of the criteria associated with this component. The lack of full implementation of the criteria regarding the appropriate selection and interpretation of required and optional assessments, reports of assessment results, determination of transition services and the frequency of re-evaluations and annual reviews was due to the lack of documentation in student files. The district progress reports did not contain all the required elements. The review of records indicated that the district does not always have a representative at all Team meeting with the authority to commit district resources. While the district has a policy for independent evaluations, letters or notices regarding the process have not been developed. The district has not implemented the requirements regarding the determination for specific learning disabilities or transfer of parental rights at the age of majority.

Most of the Perkins criteria under this component were implemented. The district has implemented the Perkins criteria regarding the provision of appropriate academic assessments to all incoming students as well as appropriate methods of measuring academic competency gain and attainment. The district only partially implemented the criterion regarding the provision of appropriate career and technical assessments to all incoming as well as appropriate methods of measuring career and technical competency gain and attainment. There were no Civil Rights Methods of Administration (MOA) or Title I criteria under this component.

#### **Component II: Student Identification and Program Placement**

*Has the district followed procedures for student identification and placement into the program according to the criteria specified in regulations?*

Under the special education portion of this component the district was found to have implemented the requirement regarding school day/school year and confidentiality of personally identifiable information. The district, however, was found to have only partially implemented most of the criteria associated with this component. Review of student records indicated that the IEP does not always address specially designed instruction, develop measurable goals or complete all sections particularly with regard to transition services and transfer of parental rights at the age of majority. The district is not consistently providing the



IEP within three to five (3-5) school working days. There was no evidence that the district conducts the required Department of Public Health screenings. The criterion that pertains to screening of three and four year olds is not applicable to vocational schools.

The district implemented the MOA criterion that pertains to the placement of disabled students in occupational/vocational programs. Most of the MOA criteria, however, was only partially implemented. Two of the four staff providing services to limited English proficient students are not appropriately certified and it was noted that there are minimal supports for limited English students in the vocational area. While the district allows student to remain throughout their pregnancy and return after delivery, no written policy was provided. Interviews indicated that where the district is concerned about the dangers of certain shops pregnant students are discouraged from attending and that students who are discipline problems are not always permitted to return.

The Title I requirements regarding student identification and placement have all been implemented

The entire Perkins criteria under this component is only partially implemented. The district does not have a system in place to ensure that all technical programs are delivering the required competencies and are meeting the program requirement of size, scope, sequence and quality during the building expansion and renovation project. In addition, several of the technical programs have yet to pursue identified national program standards. While the district has developed a comprehensive computer system that has the capability to identify special population students and produce pertinent reports, this information is not disseminated to the appropriate staff members. Often faculty and service providers are not aware of identified needs of the students they are instructing or aiding.

### **Component III: Parental Involvement**

*Has the district ensured that parents are notified in the appropriate language and are involved in decisions regarding their children's programs and services? Where appropriate, does the district involve community representatives in shaping programs?*

Under the special education portion of this component the district was found to have implemented the requirement regarding the notice of parent's rights. The district, however, was found to have only partially implemented or not implemented most of the criteria associated with this component. While the majority of students have been identified by the sending school district record review indicated that when a request for an evaluation is made there was insufficient documentation/evidence that the required timelines were met, The review of records indicated that the district is using an outdated *Consent to Evaluate* form. Due to the lack of the required notices in student files it was not possible to determine that the district provides notice within reasonable time for all required actions. Most the notices in student files did not contain all the required elements such as completion of the page 2 information. While the district indicated that materials are translated the student files did not provide evidence that all communications were translated into the primary language of the home. The district does not have a Parent Advisory Council (PAC) for special education. There is only one MOA criterion under this component and it is partially implemented. The review of documents and staff interviews indicated that while general announcements are translated the district does not translate all counseling materials, notices of extracurricular activities and information regarding school recruitment and promotional activities. The entire Title I criteria under this component has been implemented. The district involves parents in the planning and implementation of the school and district plans, annual evaluation provides material and training, has a written parent involvement policy, and provides parents an opportunity to meet regularly.

The entire Perkins criteria under this component are only partially implemented. Review of

program advisory committee documentation, as well as staff and student interviews, indicated that advisory committee membership, participation and effectiveness are inconsistent among technical programs. In addition record reviews indicated that published information about career and technical education programs is not consistently available in the primary language of the family. Record reviews and interviews with staff and students indicated that students receive inconsistent guidance and career counseling services. Staff and students reported that there are directed activities and sessions occurring; however, there was no written documentation outlining a developmental guidance plan for the school, though it appeared that most of components are in place.

#### **Component IV: Curriculum and Instruction**

*Does the district hold all students to high expectations and standards? Are programs designed to maximize student performance and students' participation in the general curriculum? Is curriculum throughout the districts' programs aligned with the Massachusetts Curriculum Frameworks? Has the district provided for coordination across program areas?*

Under the special education portion of this component the district was found to have implemented the requirements regarding specialized equipment and assistive technology, instructional group size and age span. The district, however, was found to have only partially implemented the requirement regarding how it monitors the full implementation of IEPs. The criterion regarding approved and unapproved public and private day and residential programs, ESIS students, procedures for students enrolled in private schools at private expense and programs for young children are not applicable to the vocational school.

There is only one MOA criterion under this component, and the onsite team found it was partially implemented. The district's use of an outdated form for its coop agreements does not meet or reflect current state or federal requirements.

The Title I onsite team commended the district for its Plan for Achieving School Success Program (PASS), a mandatory extended day program for all students who are failing two or more subjects, its MCAS tutoring services and its six week summer MCAS program. The district's Title I Schoolwide Plan was found not to include either a comprehensive needs assessment of the entire school or has it been amended to reflect the provision of No Child Left Behind (NCLB) as required.

The entire Perkins criteria under this component were only partially implemented.

Documentation and staff interviews indicate that the district has not fully implemented strategies to improve academic and career and technical skills, the use of technology, linkages between secondary and post secondary programs, providing students with strong experience in and an understanding of all aspects of modern industry and full utilization of instructional supplies and equipment to meet the demands of the workforce. The team found that while interviews indicate that faculty and staff have access to professional development activities, there does not appear to be a fully developed plan to increase technical instructors' content knowledge particularly with COP competencies, national programs standards and OSHA requirements. In addition, staff interviews and documentation review indicated that the admissions process is not admitting students without regard to their Special Education and Bilingual status. Record reviews revealed that students' applications are stamped with a red "SPED" and blue "TBE" prior to the students being accepted to the school. Review of documentation indicates that the sending school recommendation form requires that information about special education and bilingual status be completed prior to the students' and parents' receiving a written notification of acceptance.

### **Component V: Student Support Services**

*Has the district ensured that all students have equal access to programs and services? Does the district provide support to students who need it?*

Under the special education portion of this component the district was found to have implemented the requirement regarding procedures regarding suspension, provision of FAPE, related services and transportation. The district has only partially implemented the criterion regarding behavioral interventions. The district has not implemented the requirements for students not yet determined to be eligible for special education.

The district implemented the MOA criterion that pertains to grievance procedure, availability of information to prospective occupational/vocational students and codes of conduct and student handbooks. The district was found to have only partially implemented the criterion related to publication of notices of non-discrimination, counseling materials and activities that are free from stereotypes and bias, non-discriminatory administration of scholarships, prizes and athletic awards, notice to students 16 or over who are about to leave school without a high school diploma, certificate of attainment or certificate of completion, and development of reporting procedures and training of designed staff regarding the use of physical restraint. The district has not implemented the criterion regarding the non-discrimination notification of school district staff and the general public along with the name(s) address(es) and telephone number of the Title VI, Title IX and Section 504 Coordinators.

The only Title I criteria under this component regarding requirements for private schools are not applicable to the vocational school.

There are only two Perkins criteria under this component. The criterion regarding alternative education programs is not applicable. The district criteria regarding programs and services that support students in and completion of non-traditional training and employment activities was only partially implemented.

### **Component VI: Faculty, Staff and Administration**

*Does the district maintain certified staff in the specific program areas, provide supervision of aides and tutors, and provide ongoing professional development? Are program leadership and oversight effective? Are the district's personnel procedures non-discriminatory and does it seek to recruit employees from all groups?*

Under the special education portion of this component the district was found to have implemented the requirement regarding professional development regarding special education. The district, however, was found to have only partially implemented the criterion regarding how the Principal and Administrator of Special Education carry out the responsibilities associated with instruction support, curriculum accommodation plan or educational services in home/hospital setting. Review of documentation indicated that several teacher and related service staff are not appropriately certified or on an approved waiver, paraprofessionals are not always appropriately trained to assist in providing special education or related services and are at times responsible for instruction of students without an appropriately certified or licensed proximate or readily available.

The district has implemented the MOA criterion related to recruitment activities, staff training regarding civil rights responsibilities. The district has only partially implemented the criterion related to employment applications since there is no non-discrimination statement.

The district has implemented the Title I criterion related to minimum expenditures for professional development activities. The only other criterion is only partially implemented since not all staff are appropriately licensed.

The only Perkins criterion under this component is partially implemented. Review of

documentation indicates that not all staff are appropriately credentialed.

### **Component VII: School Facilities**

*Does the district maintain accessible facilities that are conducive to learning, facilitate integration, and provide equal opportunity for students to achieve?*

Under the special education portion of this component there is only one criterion. The onsite team found it was only partially implemented since the classrooms located in the basement do not maximize the inclusion of students into the life of the school. While the onsite team notes that there are some Enrichment classes (Title I) and a Spanish class located in the same area none of the students who participate in these programs would receive the majority of their academic classes in this space.

There are two MOA criteria under this component. The district has implemented the criterion regarding accessibility of programs and services for students with limited mobility; however, classrooms in the basement for the Title I and special education students are not comparable; the onsite team notes that the district is undergoing a major building renovation and it is anticipated that this finding will be corrected upon completion.

There are no Title I criteria under this component.

The only Perkins criterion under this component is partially implemented. The onsite team noted major concerns with regard to instructional facilities meeting the requirements for a healthy and safe environment. The Department, prior to issuing any reports, sent a letter to the district regarding the need to immediately correct safety issues noted during the onsite.

### **Component VIII: Program Plan and Evaluation**

*Does the district evaluate its programs in accordance with regulatory requirements? Does it use the results of its evaluations to improve programs? Do parents have opportunities for input on program needs, program implementation, and program evaluation and improvement?*

Under the special education portion of this component there is only one criterion. The onsite team found it was only partially implemented. The onsite team noted that while the district uses a variety of data and analyzes it the evaluation reports provided for 2000-2001 and 2001-2002 did not indicate that the evaluators had addressed the following areas: that the district develops methods for determining the effectiveness of programs in assisting students with disabilities to achieve the goals set forth in their IEPs in the least restrictive environment; that the district uses information it gathers from annual IEP reviews to measure the effectiveness of special education programs, and identifies programs, services and administrative areas that need improvement or must be developed; and that the district measures the success of programs based on students' local and statewide assessment results, drop out rates and graduation rates for special education students.

There are only two MOA criteria under this component. The district only partially implemented the criterion related to institutional self-evaluation as it pertains to the process used to examine and remedy policies and programs that discriminate or limit educational access. The district has not implemented the criterion related to regular review of the curriculum

The district has implemented the Title I criterion regarding the evaluation of adequate yearly progress requirements. The other requirements of this criterion are not applicable.

The only Perkins criterion under this component is not implemented. The onsite team found that the district does not have a system of program evaluation that includes a review of the four core indicators. The Annual Programmatic Review Tool and facility checklists provided by the Department of Education, as part of the review preparation, did not show evidence that staff and/or an outside entity had reviewed or verified the documents. In

addition, there was no documentation showing that an analysis of the self-evaluation instruments had been conducted by the administration with a corrective action plan resulting.

**Component IX: Record keeping**

*Does the District maintain required records and documentation for each program area? Are entitlement grants appropriately designed, amended, and monitored?*

The district has implemented all of the special education criteria under this component. The district maintains a special education register and submits all required reports to the Department of Education. Appropriate administrators who are responsible for the implementation of the local special education programs and services design the local Special Education Entitlement Grant.

There are no MOA criteria under this component.

All the Title I requirements pertaining maintenance of effort, expenditures, reporting and grants have been fully implemented.

The only Perkins criterion under this component is partially implemented. The district has not established a system that allows for security of student records while allowing access by appropriate school personnel and parents/guardians in accordance with student record regulations: Student Record sign-in sheets were not utilized.

**DEFINITION OF TERMS**  
**FOR THE RATING OF EACH COMPLIANCE CRITERIA**

<b>Commendable</b>	Any requirement or aspect of a requirement implemented in an exemplary manner significantly beyond the requirements of law or regulation.
<b>Implemented</b>	The requirement is substantially met.
<b>Implementation in Progress</b>	The criteria includes one or more new federal Title I requirements that became effective during the 2002-2003 academic year. The district has substantially implemented any pre-September 1, 2002 requirements also included under the criteria and is currently engaged in staff training and/or is beginning implementation practices for new requirements which the Department's onsite team anticipates will result in substantial compliance by the end of the 2002-2003 school year.
<b>Partially Implemented</b>	The requirement, in one or several important aspects, is not entirely met.
<b>Not Implemented</b>	The requirement is totally or substantially not met.
<b>Not Applicable</b>	The requirement does not apply to the school district or charter school.

Several key areas of compliance with federal special education requirements have been highlighted in **SHADED TEXT** in the Program Review Criteria. These highlighted areas are included in the Massachusetts Continuous Improvement Plan (CIP) that is being used by the U.S. Department of Education, Office of Special Education Programs (OSEP), to track over time this state's compliance in these key areas.

## COMPONENT I: ASSESSMENT OF STUDENT PROGRESS

The criteria in this component examine whether the District has implemented an assessment system that uses appropriate instruments, conducted according to the specified timelines and covering the appropriate content areas to determine instructional needs of students for the program areas listed below:

- Special Education (Report Issues # SE 1- SE 14)
- Perkins Vocational and Technical Education (Report Issues # P 1-4)

<b>CRITERIA NUMBER</b>	<b>SPECIAL EDUCATION I. ASSESSMENT OF STUDENT PROGRESS</b>
	<b>Legal Standard</b>
<b>SE 1</b>	<p><b>Assessments are appropriately selected and interpreted for students referred for evaluation</b></p> <ol style="list-style-type: none"> <li>1. Tests and other evaluation materials are:               <ol style="list-style-type: none"> <li>a. validated</li> <li>b. administered and interpreted by trained individuals</li> <li>c. tailored to assess specific areas of educational need</li> <li>d. selected and administered to reflect aptitude and achievement levels</li> <li>e. as free as possible from cultural and linguistic bias</li> <li>f. provided in the student's native language or other mode of communication where feasible</li> <li>g. not the sole criteria for determining an appropriate educational program</li> <li>h. not only those designed to provide a single general intelligence quotient</li> <li>i. are selected and administered to ensure that when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or the other factors the test purports to measure</li> <li>j. technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors</li> </ol> </li> <li>2. In interpreting evaluation data and making decisions, the district:               <ol style="list-style-type: none"> <li>a. uses information from a variety of sources to gather relevant functional and developmental information, including information provided by the parent</li> <li>b. ensures that information obtained from these sources is considered</li> <li>c. ensures that the placement decision conforms with placement in the least restrictive environment</li> <li>d. includes information related to enabling the student to be involved in and progress in the general curriculum</li> </ol> </li> </ol> <p><b>State Regulations</b> 28.04</p> <p style="text-align: right;"><b>Federal Requirements</b> 300.532, 300.535</p>
	<p><b>Rating: Partially Implemented</b>                      <b>District Response Required: Yes</b></p>

**Department of Education Findings:**

*Review of student records did not provide evidence that the district consistently implement the requirements of this criterion since there were very few assessments and no eligibility determinations in the file. This lack of information did not allow the onsite team to determine full compliance with this criterion. Staff interviews also indicated that in most instances only achievement testing is completed.*



<p><b>CRITERIA NUMBER</b></p>	
	<p align="center"><b>Legal Standard</b></p>
<p><b>SE 2</b></p>	<p><b>Required and optional assessments</b></p> <p>1. <b>Required assessments:</b> The following assessments are completed by appropriately credentialed and trained specialists for each referred student:</p> <ul style="list-style-type: none"> <li>a. Assessment(s) in all areas related to the suspected disability (ies) including consideration of any needed assistive technology devices and services and/or instruction in braille.</li> <li>b. Educational assessment by a representative of the school district, including a history of the student's educational progress in the general curriculum.</li> <li>c. Assessment by a teacher(s) with current knowledge regarding the student's specific abilities in relation to learning standards of the Massachusetts Curriculum Frameworks and the district curriculum, as well as an assessment of the student's attention skills, participation behaviors, communication skills, memory, and social relations with groups, peers, and adults.</li> <li>d. For a child being assessed to determine eligibility for services at age three (3), an observation of the child's interactions in the child's natural environment or early intervention program is strongly encouraged together with the use of current assessments from early intervention Teams to avoid duplicate testing.</li> </ul> <p>2. <b>Optional assessments:</b> The Administrator of Special Education may recommend or the parent may request one or more of the following:</p> <ul style="list-style-type: none"> <li>a. A comprehensive health assessment by a physician that identifies medical problems or constraints that may affect the student's education. The school nurse may add additional relevant health information from the student's school health records.</li> <li>b. A psychological assessment by a certified school psychologist, licensed psychologist, or licensed educational psychologist, including an individual psychological examination.</li> <li>c. A home assessment that may be conducted by a nurse, psychologist, social worker, guidance or adjustment counselor, or teacher and includes information on pertinent family history and home situation and may include a home visit, with the agreement of the parent</li> </ul> <p>3. At the re-evaluation of a student, if <u>the Team decides</u> that no additional assessments are needed to determine whether the student continues to be eligible for special education, the school district recommends to the student's parents the following:</p> <ul style="list-style-type: none"> <li>a. that no further assessments are needed and the reasons for this; and</li> <li>b. the right of such parents to request an assessment.</li> </ul>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of student records did not provide evidence that the district consistently implements the requirements of this criterion since there were very few assessments and no eligibility determinations in the files. It was also noted that the district is using an outdated Consent to Evaluate form and not all required or any optional assessments were in student files. This lack of information did not allow the onsite team to determine full compliance with this criterion. Staff interviews also indicated that in most instances only achievement testing is completed.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 3</b>	<p><b>Special requirements for determination of specific learning disabilities</b> When the district proposes to evaluate a child suspected of having a specific learning disability, the following requirements are implemented: <u>Team membership:</u> The district ensures the Team includes at a minimum the parent, the child’s regular classroom teacher appropriate to the age of the child and at least one person qualified to conduct individual diagnostic examinations of children. <u>Criteria for determining the existence of a specific learning disability:</u></p> <ol style="list-style-type: none"> <li>1. the achievement is determined not to be commensurate with the age and ability of the child;</li> <li>2. a severe discrepancy exists in one or more areas between achievement and intellectual ability in oral expression, listening comprehension, written expression, basic reading skill and reading comprehension, mathematics calculation and reasoning;</li> <li>3. the severe discrepancy between ability and achievement is not resulting from visual, hearing or motor impairment, mental retardation, emotional disturbance or environmental, cultural or economic disadvantage.</li> </ol> <p><u>Required observation of the child:</u></p> <ol style="list-style-type: none"> <li>1. at least one Team member <u>other than</u> the child’s regular teacher observes the child’s academic performance in the regular classroom setting;</li> <li>2. if the child is less than school age, the observation is conducted in an environment appropriate for a child of that age.</li> </ol> <p><u>Written documentation of the Team’s determination of eligibility due to the presence of a specific learning disability includes the following:</u></p> <ol style="list-style-type: none"> <li>1. statement whether the child has a specific learning disability;</li> </ol>





<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>account the student's preferences and interests and includes specially designed instruction, community experiences, the development of employment or other post-school adult living objectives, and, if appropriate, the acquisition of daily living skills and functional vocational evaluation.</p> <p>4. For any student approaching graduation or the age of twenty-two, the Team determines whether the student is likely to require continuing services from adult human service agencies. In such circumstances, the Administrator of Special Education makes a referral to the Bureau of Transitional Planning in the Executive Office of Health and Human Services in accordance with the requirements of M.G.L. c.71, §12A-§12C (known as Chapter 688).</p> <p>5. In cases where the IEP included needed transition services and a participating agency other than the school district fails to provide these services, the Team reconvenes to identify alternative strategies to meet the transition objectives.</p> <p>6. The district ensures that students age 14, or younger if appropriate, are invited to and attend Team meetings at which transition services are discussed or proposed</p> <p><b>State Regulations</b> M.G.L. Ch.71B, Sections 12A-C 603 CMR 28.05(4)(c)</p> <p><b>Federal Requirements</b> 300.344(b), 300.347</p>
	<p><b>Rating: Partially Implemented</b></p> <p style="text-align: center;"><b>DISTRICT RESPONSE REQUIRED:</b></p> <p style="text-align: right;"><b>Yes</b></p>

**Department of Education Findings:**

*Review of student records did not provide evidence that the district consistently includes in the IEP services that promote movement of the student from school to post-school activities, including post-secondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation for a student who is 16 years of age, or younger if appropriate. The Vision Statements did not always include the student's needs, taking into account the student's preferences and interests and include specially designed instruction, community experiences, the development of employment or other post school adult living objective.,*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 7</b>	<p><b>Transfer of parental rights at age of majority and student participation and consent at the age of majority</b></p> <p>1. One year prior to the student reaching age eighteen, the district informs the student of his or her right at age 18 to make all decisions in relation to special</p>

<b>CRITERIA NUMBER</b>			
	<b>Legal Standard</b>		
	<p>education programs and services.</p> <p>2. Upon reaching the age of eighteen, the school district implements procedures to obtain consent from the student to continue the student’s special education program.</p> <p>3. The district continues to send the parent written notices and information but will no longer have decision-making authority, except as provided below.</p> <p>(a) If the parent has sought and received guardianship from a court of competent jurisdiction, then the parent retains full decision-making authority. The parent does not have authority to override any decision or lack of decision made by the student who has reached the age of majority unless the parent has sought or received guardianship or other legal authority from a court of competent jurisdiction</p> <p>(b) The student, upon reaching the age of majority and in the absence of any court actions to the contrary, may choose to share decision-making with his or her parent (or other willing adult), including allowing the parent to co-sign the IEP. Such choice is made in the presence of the Team and is documented in written form. The student’s choice prevails at any time that a disagreement occurs between the adult student and the parent or other adult with whom the student has shared decision-making</p> <p>(c) The student, upon reaching the age of majority and in the absence of any court actions to the contrary, may choose to delegate continued decision-making to his or her parent, or other willing adult. Such choice is made in the presence of at least one representative of the school district and one other witness and is documented in written form and maintained in the student record.</p> <p><b>State Regulations</b> M.G.L. Ch. 231, Sec 3A 603 CMR 28.08(5),</p> <p><b>Federal Requirements</b> 300.347(c), 300.517</p>		
	<b>Rating: Not Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Review of student records indicated that the district has not implemented any of the requirements of this criterion. The district is not informing students at both age 17 and 18 and the notice provided did not include all required information.*

CRITERIA NUMBER	Legal Standard		
SE 8	<p><b><u>Evaluation Team composition</u></b>  The following persons are members of the evaluation Team:</p> <ol style="list-style-type: none"> <li>1. The child's parents</li> <li>2. A representative of the school district who acts as Chairperson and who is (1) qualified to supervise or provide special education; (2) is knowledgeable about the general curriculum; and (3) is knowledgeable about the availability of resources of the district.</li> <li>3. A representative of the school district who has the authority to commit the resources of the district (and who may act as the Chairperson)</li> <li>4. A teacher who has recently had or currently has the student in a classroom or other teaching situation. If the student is involved or may be involved in a regular education program, a regular education teacher must be included as a Team member.</li> <li>5. The student, age fourteen and older, if he/she chooses</li> <li>6. Other individuals at the request of the student's parents</li> <li>7. At least one teacher or specialist trained in the area of the student's suspected special needs</li> <li>8. Individuals who are qualified to interpret the instructional implications of evaluation results</li> <li>9. Other individuals who may be necessary to write an IEP for the child, as determined by the Administrator of Special Education</li> <li>10. When one purpose of the Team meeting is to discuss transition services, the student age sixteen or older (or younger, if appropriate) is a part of Team process. If the student does not attend the Team meeting, the school district ensures that the Team is informed of the student's interests and preferences.</li> <li>11. When one purpose of the Team meeting is to discuss transition services, a representative of any public agency who may be responsible for providing or paying for transition services is invited to the Team meeting. If the representative(s) does not attend the meeting, the school district takes other steps to obtain the participation of these agencies.</li> </ol> <p><b>State Regulations</b> 28.02(22)</p> <p><b>Federal Requirements</b> 300.344; 300.552</p>		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Review of student records did not provide evidence that the district consistently implements the requirements of this criterion as it pertains to a representative who has the authority to commit resources at all Team meeting. The Team composition did not always include regular education teachers or, when appropriate, a representative of any public agency who may be responsible for providing or paying for transition services. Staff interviews also indicated that due to coverage issues, regular education staff can not remain for the entire Team meeting.*

<b>CRITERIA NUMBER</b>							
	<b>Legal Standard</b>						
<b>SE 9</b>	<p><b>Eligibility determination: Timelines for evaluation, provision of IEP and/or identification of other needed instructional programs</b></p> <ol style="list-style-type: none"> <li>1. Within forty-five school working days after receipt of the parent's written consent to an initial evaluation, unscheduled evaluation, or re-evaluation, the school district: <ol style="list-style-type: none"> <li>a. provides an evaluation</li> <li>b. convenes a Team meeting</li> <li>c. determines whether the student has one or more disabilities</li> <li>d. determines if the student is making effective progress in school</li> <li>e. determines if any lack of progress is a result of the student's disability</li> <li>f. determines if the student requires special education and/or related services and/or accommodations in order to make effective progress or that the student requires related services in order to access the general curriculum</li> <li>g. develops an IEP where the student is found to need special education</li> <li>h. provides the parent with the proposed IEP, or a written explanation of the finding of no eligibility</li> <li>i. determines that a student is ineligible to receive special education and/or the student's lack of progress is due to a lack of instruction in reading or math or limited English proficiency or social maladjustment, the student is referred to a more appropriate instructional program or support service</li> <li>j. determines at the time of re-evaluation if the student would continue to make progress in school without the provision of special education services.</li> </ol> </li> <li>2. If a Team determines that a student is not eligible for special education but may be eligible for accommodation(s) for disability(ies) under Section 504, the student is referred for consideration by the district for eligibility under that regular education program.</li> <li>3. When the development of a student's IEP does not indicate a need for direct services, the Team makes a finding of no eligibility and appropriate services are provided through the district's general education program.</li> </ol> <p style="text-align: center;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>State Regulations</b></td> <td style="width: 50%;"><b>Federal Requirements</b></td> </tr> <tr> <td>28.05(1) and (2)</td> <td>300.534</td> </tr> </table> </p>			<b>State Regulations</b>	<b>Federal Requirements</b>	28.05(1) and (2)	300.534
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28.05(1) and (2)	300.534						
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>				



**Department of Education Findings:**

*Review of student records did not provide evidence that the district consistently meets the requirements of this criterion under 1(a-j). Record review and staff interviews indicated that the district also has implemented “monitoring” IEPs through the provision of a consult rather than formally re-evaluating a student and determining a student is no longer eligible for special education and providing either a 504 Plan or accommodations through general education.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 10</b>	<p><b>End of school year evaluations</b>                  If consent is received within thirty (30) to forty-five (45) school working days before the end of the school year, the school district ensures that a Team meeting is scheduled so as to allow for the provision of a proposed IEP or written notice of the finding that the student is not eligible no later than fourteen (14) days after the end of the school year..</p> <p><b>State Regulations</b> 28.05(1)</p> <p><b>Federal Requirements</b> 300.342</p>
	<p><b>Rating: Implemented</b></p> <p style="text-align: center;"><b>DISTRICT RESPONSE REQUIRED:</b></p> <p style="text-align: right;"><b>No</b></p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 11</b>	<p><b>School district response to parental request for independent educational evaluation</b>                  If a parent disagrees with an initial evaluation or re-evaluation completed by the school district, and the parent requests an independent educational evaluation, the district implements the following requirements:</p> <ol style="list-style-type: none"> <li>1. All independent educational evaluations funded by the district are conducted by qualified persons who are registered, certified, licensed or otherwise approved and who abide by the rates set by the state agency responsible for setting such rates. Unique circumstances of the child are justified when an individual assessment rate is higher than that normally allowed.</li> <li>2. The school district has procedures to offer parents the option of participating in an income eligibility program for free or reduced cost independent educational evaluations that are equivalent to the types of assessments done by the school district.</li> <li>3. The district extends the right to a publicly funded independent educational</li> </ol>

<b>CRITERIA NUMBER</b>			
	<b>Legal Standard</b>		
	<p>evaluation (only if cost shared or funded for state wards or for students receiving free or reduced cost lunch) for sixteen (16) months from the date of the evaluation with which the parent disagrees.</p> <p>4. If the parent is requesting an evaluation in an area not assessed by the school district, or if the student does not meet or the parent does not choose to share the financial documentation regarding the income eligibility standards for free or reduced cost independent educational evaluation, then the school district responds in accordance with the requirements of federal law by paying for the independent educational evaluation or, within five school days, proceeding to Special Education Appeals to show that its evaluation was comprehensive and appropriate. Where the Department's Special Education Appeals finds that the school district's evaluation was comprehensive and appropriate, the school district does not pay for the independent educational evaluation requested by the parent.</p> <p>5. Whenever possible, the independent educational evaluation is completed and a written report sent no later than thirty (30) days after the date the parent requests the independent educational evaluation. If publicly funded, the report is sent to the parents and to the school district. The independent evaluator's report summarizes, in writing, procedures, assessments, results, and diagnostic impressions as well as educationally relevant recommendations for meeting identified needs of the student. The independent evaluator recommends appropriate types of placements but does not recommend specific classrooms or schools.</p> <p>6. Within ten (10) school days from the time the school district receives the report of the independent educational evaluation, the Team reconvenes and considers the independent educational evaluation (which may be publicly or privately funded) and whether a new or amended IEP is appropriate.</p> <p><b>State Regulations</b> 28.04(5)</p> <p><b>Federal Requirements</b> 300.503(a)(3)(i)</p>		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*The district provided as evidence that it has a policy for implementing the requirements regarding independent evaluations a copy 603 CMR 28.04, the Department's SPED Advisory 2001-3 and letters and contracts to be signed by evaluators. The district did not provide procedures or letters that explains to parents the process for requesting an independent evaluation including the option of participating in an income eligibility program for free or reduced cost independent educational evaluations that are equivalent to the types of assessments done by the school district or if the parent is requesting an evaluation in an area not assessed by the school district, or if the student does not meet or the parent does not choose to share the financial documentation regarding the income eligibility standards for free or reduced cost independent educational evaluation, then the school district responds in accordance with the requirements of federal law by paying for the independent educational evaluation or, within five school days, proceeding to Special Education Appeals to show*

that its evaluation was comprehensive and appropriate.

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 12</b>	<p><b>Frequency of re-evaluation</b></p> <ol style="list-style-type: none"> <li>1. Every three years, or sooner if necessary, the school district, with parental consent, conducts a full three-year re-evaluation consistent with the requirements of federal law.</li> <li>2. The district implements re-evaluation procedures in all cases where it is suspected that a student is no longer eligible for special education.</li> </ol> <p><b>State Regulations</b> 28.04(3)</p> <p><b>Federal Requirements</b> 300.536</p>
	<p><b>Rating: Partially Implemented</b></p> <p><b>DISTRICT RESPONSE REQUIRED:</b> <b>Yes</b></p>

**Department of Education Findings:**

*Review of student records did not provide evidence that the district consistently implements the requirements of this criterion by demonstrating that every three years, or sooner if necessary, the school district, with parental consent, conducts a full three-year re-evaluation consistent with the requirements of federal law or that it implements re-evaluation procedures in all cases where it is suspected that a student is no longer eligible for special education.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 13</b>	<p><b>Progress Reports and content</b></p> <ol style="list-style-type: none"> <li>1. Parents receive reports on the student's progress toward reaching the goals set in the IEP at least as often as parents are informed of the progress of non-disabled students.</li> <li>2. Progress report information sent to parents includes written information on the student's progress toward the annual goals in the IEP, including information on the extent to which such progress is sufficient to enable the child to achieve the goals by the end of the year.</li> </ol> <p><b>State Regulations</b> 28.07(3)</p> <p><b>Federal Requirements</b> 20 U.S.C. Chapter 33, Section 1414(d)(1)(A)(viii) 300.347</p>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of student records and staff interviews indicated that the district is not sending progress reports as often as it sends out reports for non-disabled students. The progress report information sent to parents does not always include written information on the student's progress toward the annual goals in the IEP, including information on the extent to which such progress is sufficient to enable the child to achieve the goals by the end of the year.*

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>SE 14</b>	<p><b>Annual review Team meeting</b> At least annually, on or before the anniversary date of the implementation of the IEP, a Team meeting (including the major service providers and the parent) is held to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>State Regulations</b> 28.04(3)</td> <td style="width: 50%;"><b>Federal Requirements</b> 300.343(c)</td> </tr> </table>	<b>State Regulations</b> 28.04(3)	<b>Federal Requirements</b> 300.343(c)	
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of student records did not provide evidence that the district consistently implements the requirements of this criterion that at least annually, on or before the anniversary date of the implementation of the IEP, a Team meeting (including the major service providers and the parent) is held to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate. The district was also using an amendment format in place of the Annual Review for some students, particularly those student for whom a full year IEP could not be written since they were expected to graduate.*

<b>CRITERIA NUMBER</b>	<b>PERKINS VOCATIONAL I. ASSESSMENT OF STUDENT PROGRESS</b>
	<b>Legal Standard</b>
<b>P 1</b>	(a) Appropriate individual academic assessments are provided to all in-coming

<b>CRITERIA NUMBER</b>	<b>PERKINS VOCATIONAL I. ASSESSMENT OF STUDENT PROGRESS</b>
	<b>Legal Standard</b>
	<p style="text-align: center;">students. (Section 135)</p> <p>Appropriate academic assessments administered include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• ABLE</li> <li>• APTICOM</li> <li>• CAT</li> <li>• METROPOLITAN</li> <li>• IOWA</li> <li>• MCAS</li> <li>• STANFORD 9</li> <li>• WRAT</li> </ul> <p>(b) Academic assessments provided to incoming students are used in planning students' academic program. (Sec. 135)</p>
	<p><b>Rating: Implemented</b> <span style="float: right;"><b>District Response Required: No</b></span></p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P 2</b>	<p>(a) Appropriate individual career and technical assessments are provided to all <u>in-</u> <u>coming</u> students. (Section 135)</p> <p>Appropriate career and technical assessments administered might include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• ACT Career Planning</li> <li>• ACDM</li> <li>• CAB</li> <li>• CIT</li> <li>• SAGE</li> <li>• Myers Briggs Type Indicator</li> <li>• ASVAB</li> <li>• CAP/COP</li> <li>• Bennett Mechanical Comprehension</li> <li>• DISCOVER</li> <li>• Self-Directed Search (SDS)</li> </ul>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<ul style="list-style-type: none"> <li>• Career Inventories for the Learning Disabled</li> </ul> <p>(b) Career and Technical Education assessments provided to in-coming students are used in planning students' vocational and academic program. (Sec. 135)</p>
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></span>

**Department of Education Findings:**

*Student and staff interviews as well as record reviews indicated that the results of the career and technical education assessment are not used to plan the students' course of studies.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P 3</b>	Methods of measuring academic competency gain and competency attainment are appropriate. (Sec. 122)
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P 4</b>	Methods of measuring career and technical competency gain and competency attainment are appropriate. (Section 122)
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></span>

**Department of Education Findings:**

*Staff and student interviews and documentation indicated that the measurement of students' vocational competency gain and competency attainment is documented inconsistently among individual technical programs and not uniformly always provided to students and their parents/guardians. Interviews revealed that a computerized system of tracking competency attainment has been purchased but not implemented. There is currently no documented method of measuring competency gain and attainment for students on co-op education placements to ensure that their vocational skill attainment is appropriate. A vocational instructor who is a technical expert in the students' areas of study does not consistently monitor co-operative education work sites.*

## COMPONENT II: STUDENT IDENTIFICATION AND PLACEMENT

The criteria in this component examine whether the district has followed procedures for student identification and placement into the program according to the criteria in regulations for the program areas listed below:

- Special Education (Report Issues # SE 15-23)
- Civil Rights Methods of Administration (MOA)  
(Report Issues # MOA 1-6)
  - Title I (Report Issues # TI 24-25)
- Perkins Vocational and Technical Education (Report Issues # P 5-6)





<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	Chapter 71, section 57
	<b>Rating: Not Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></span>

**Department of Education Findings:**

*The district did not provide evidence that provision is made for ongoing and periodic screening of all students as required by the Department of Public Health (vision, hearing, and posture).*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 17</b>	<p><b>Initiation of services at age three and Early Intervention transition procedures</b></p> <ol style="list-style-type: none"> <li>The school district encourages referrals from the Department of Public Health, other agencies, and individuals for young children when or before the child turns two-and-one-half years old in order to ensure continuity of services and to ensure the development and implementation of an IEP for eligible children by the date of the child's third birthday in accordance with federal requirements.</li> <li>The district implements procedures to ensure the effective transition of young children with disabilities from Early Intervention Programs through participation in transition planning conferences arranged by such programs.</li> </ol> <p><b>State Regulations</b> 28.06(7)(b)</p> <p style="text-align: right;"><b>Federal Requirements</b> 300.24(b)(3); 300.121(c); 300.132; 300.342(c)</p>
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*This criterion is not applicable to a regional vocational school*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 18A</b>	<p><b>IEP development and content</b></p> <ol style="list-style-type: none"> <li>Upon determining that the student is eligible for special education, the Team, including the parent(s), develops an IEP at the Team meeting using the evaluation data to guide development of measurable, annual goals and</li> </ol>

CRITERIA NUMBER									
	<b>Legal Standard</b>								
	<p>objectives/benchmarks for the student. If the district chooses to draft any element(s) of the IEP for discussion, the Team Chairperson ensures that those elements are genuinely considered prior to adoption at the Team meeting. All ideas and needs of the child as expressed by all Team members, especially the parents, are genuinely considered by the district prior to proposing the IEP.</p> <p>2. The IEP includes specially designed instruction to meet the needs of the individual student and related services that are necessary to allow the student to benefit from the specially designed instruction, or consists solely of related services that are necessary to allow the student to access the general curriculum, consistent with federal and state requirements.</p> <p>3. In developing the IEP, the Team proposes specially designed instruction and related services according to the needs of the child <u>and not</u> according to the availability of such instruction or related services.</p> <p>4. The IEP is completed addressing all elements of the most current IEP format provided by the Department of Education. Where applicable, the district includes in the IEP, or other notice to the parent, information regarding the implementation of any necessary restraint procedures for students as required under 603 CMR 46.00.</p> <p>5. If the Team members are unable to agree on the IEP, the Team chairperson states the elements of the IEP proposed by the school district.</p> <p>6. The school district ensures that each IEP Team has at least one person with authority to commit the resources of the district and that whatever services are set out in the IEP will actually be provided and that the IEP will not be changed at a higher administrative level within the district.</p> <p>7. The IEP is written in generally understandable language.</p> <p>8.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>State Regulations</b></td> <td style="width: 50%;"><b>Federal Requirements</b></td> </tr> <tr> <td>28.05(3), (4), (6) and (7)</td> <td>300.340-300.350; 300.343(a)</td> </tr> <tr> <td>28.06(2)</td> <td>34 CFR Part 300, Appendix A, Question #22.</td> </tr> </table>			<b>State Regulations</b>	<b>Federal Requirements</b>	28.05(3), (4), (6) and (7)	300.340-300.350; 300.343(a)	28.06(2)	34 CFR Part 300, Appendix A, Question #22.
<b>State Regulations</b>	<b>Federal Requirements</b>								
28.05(3), (4), (6) and (7)	300.340-300.350; 300.343(a)								
28.06(2)	34 CFR Part 300, Appendix A, Question #22.								
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>						

**Department of Education Findings:**

*Review of student records indicated that the IEP did not always include specially designed instruction that clearly outlines the way in which the student is being instructed differently than his/her non-disabled peers, provide a justification for the removal of a student from the general education (academic courses in the core curriculum subjects) program for part or all of the day or develop measurable goals and objectives. In some cases not all sections of the IEP were completed, particularly with regard to age of majority or when a student is age 14, 16 and 18 or older. In addition, there was not always a representative present at the Team meeting who had the authority to commit district resources.*

<b>CRITERIA NUMBER</b>					
	<b>Legal Standard</b>				
<b>SE 18B</b>	<p><b>Determination of placement; provision of IEP to parent</b></p> <ol style="list-style-type: none"> <li>1. At the Team meeting, after the IEP has been fully developed, the Team determines the appropriate placement to deliver the services on the student's IEP.</li> <li>2. Unless the student's IEP requires some other arrangement, the student is educated in the school that he or she would attend if the student did not require special education.</li> <li>3. The decision regarding placement is based on the IEP, including the types of related services that are to be provided to the child, the type of settings in which those services are to be provided, the types of service providers, and the location at which the services are to be provided.</li> <li>4. The placement selected by the Team is the least restrictive environment consistent with the needs of the student.</li> <li>5. Immediately following the development of the IEP, and within 45 school working days after receipt of the parent's written consent to an initial evaluation or reevaluation, the district provides the parent with two (2) copies of the proposed IEP and proposed placement along with the required notice, except that the proposal of placement may be delayed according to the provisions of 603 CMR 28.06(2)(e) in a limited number of cases.</li> </ol> <p style="text-align: center;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>State Regulations</b></td> <td style="width: 50%;"><b>Federal Requirements</b></td> </tr> <tr> <td>28.05(6) and (7)</td> <td>300.346</td> </tr> </table> </p>	<b>State Regulations</b>	<b>Federal Requirements</b>	28.05(6) and (7)	300.346
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>			

**Department of Education Findings:**

*Review of records indicated that the district is not providing the IEP either immediately or within three to five (3-5) school working days of the team meeting as required under this criterion. Review of the justification for the removal of a student from general education was not always correctly completed to reflect where the services were actually being provided and therefore the onsite team could not determine whether the least restrictive environment had been selected.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 19</b>	<p><b>Extended evaluation</b></p> <p>If the Team finds a student eligible for special education and finds the evaluation information insufficient to develop a full or partial IEP, the Team, with the parents'</p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>consent, agrees to an extended evaluation period.</p> <ol style="list-style-type: none"> <li>1. The extended evaluation period is not used to deny programs or services determined to be necessary by the Team. If, prior to the extended evaluation, the Team determines that sufficient information is available to determine, in part, necessary annual goals and services, the Team writes a partial IEP that, if accepted by the parent, is immediately implemented by the district while the extended evaluation is occurring.</li> <li>2. The extended evaluation period is not used to allow additional time to complete the required assessments.</li> <li>3. If the parent consents to an extended evaluation, the Team documents their findings and determines what evaluation time period is necessary and the types of information needed to develop an IEP. The Team may decide to meet at intervals during the extended evaluation, but in all cases reconvenes promptly to develop an IEP when the evaluation is complete.</li> <li>4. The extended evaluation may extend longer than one week, but does not exceed eight school weeks.</li> <li>5. The extended evaluation is not considered a placement.</li> </ol> <p><b>State Regulations</b> 28.05(2)(b)</p> <p style="text-align: right;"><b>Federal Requirements</b></p>
	<p><b>Rating: Not Applicable</b></p> <p style="text-align: center;"><b>DISTRICT RESPONSE REQUIRED:</b></p> <p style="text-align: right;"><b>No</b></p>

**Department of Education Findings:**

*The district did not have any students for whom an Extended Evaluation was required.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 20</b>	<p><b>Least restrictive program selected</b></p> <ol style="list-style-type: none"> <li>1. The program selected is the least restrictive environment for students, with consideration given to any potential harmful effect on the student or on the quality of services that he or she needs.</li> <li>2. If the student is removed from the general education classroom at any time, the Team states why the removal is considered critical to the student's program and the basis for its conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily.</li> <li>3. The district does not remove an eligible child from the general education classroom solely because of needed modification in the curriculum.</li> </ol>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of student records indicated that if the student is removed from the general education classroom at any time, the Team does not state why the removal is considered critical to the student's program and the basis for its conclusion that education of the student in a less restrictive environment, with the use of supplementary aids and services, could not be achieved satisfactorily. It was noted that on some IEPs where some or all of the services were outside the general education classroom that the Team checked that the student was not removed from the regular education environment. The district also had some inclusion classes that have more than 50% of the students who are on IEPs.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 21</b>	<p><b>School day and school year requirements</b></p> <ol style="list-style-type: none"> <li>1. The school district ensures that every eligible elementary level student is scheduled to receive a minimum of 900 hours per school year of structured learning time and every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time unless otherwise provided for below.</li> <li>2. The Team routinely considers the need for an educational program that is less than or more than the regular school day or school year, including extended day, or year, and/or residential services and indicates on the IEP why the shorter or longer program is necessary.</li> <li>3. The daily duration of the child's program is equal to that of the regular school day unless the Team states that a different duration is necessary to provide a free appropriate public education to the child.</li> <li>4. Specialized transportation schedules do not impede a student's access to a full school day and program of instruction.</li> <li>5. An extended day or year program is identified if the student has demonstrated or is likely to demonstrate substantial regression in his or her learning skills and/or substantial difficulty in relearning such skills if an extended program is not provided.</li> <li>6. If residential services are required, the IEP clearly specifies the reasons for such determination and how such services will be coordinated with the day education services provided to the student. Additionally, the annual goals and services on the student's IEP reflects the comprehensive nature of the educational program required.</li> </ol>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>7. Camping or recreation programs provided solely for recreational purposes and with no corresponding IEP goals or specially designed instruction are not to be considered for extended year programs.</p> <p><b>State Regulations</b> 28.05(4) Chapter 69, section 1G</p> <p style="text-align: right;"><b>Federal Requirements</b> 300.309(b)</p>
	<p><b>Rating: Implemented</b></p> <p style="text-align: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 22</b>	<p><b>IEP implementation and availability</b></p> <ol style="list-style-type: none"> <li>1. Where the IEP of the student in need of special education has been accepted in whole or in part by that student's parent, the school district provides the mutually agreed upon services without delay.</li> <li>2. At the beginning of each school year, the district has an IEP in effect for each eligible student within its jurisdiction.</li> <li>3. Each teacher and provider described in the IEP is informed of his or her specific responsibilities related to the implementation of the student's IEP.</li> <li>4. The school district does not delay implementation of the IEP due to lack of classroom space or personnel, provides as many of the services on the accepted IEP as possible and immediately informs parents in writing of any delayed services, reasons for delay, actions that the school district is taking to address the lack of space or personnel and offers alternative methods to meet the goals on the accepted IEP. Upon agreement of the parents, the school district implements alternative methods immediately until the lack of space or personnel issues are resolved.</li> </ol> <p><b>State Regulations</b> 28.05(7)(b); 28.06(2)(b)(2)</p> <p style="text-align: right;"><b>Federal Requirements</b> 300.342</p>
	<p><b>Rating: Partially Implemented</b></p> <p style="text-align: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></p>

**Department of Education Findings:**

*Staff interviews indicated that not every teacher and provider described in the IEP is informed of his or her specific responsibilities related to the implementation of the student's IEP.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 23</b>	<p><b>Confidentiality of personally identifiable information</b> The district protects the confidentiality of any personally identifiable information that is collected, used or maintained in accordance with federal and state law.</p> <p><b>State Regulations</b> 603 CMR 23.00 (Student Records Regulations)</p> <p><b>Federal Requirements</b> 300.560-576; Family Educational Rights and Privacy Act (FERPA)</p>
	<p><b>Rating: Implemented</b></p> <p><b>DISTRICT RESPONSE REQUIRED:</b> <b>No</b></p>

<b>CRITERIA NUMBER</b>	<b>CIVIL RIGHTS METHODS OF ADMINISTRATION II. STUDENT IDENTIFICATION AND PLACEMENT</b>
	<b>Legal Standard</b>
<b>MOA 1</b>	<p><b>Identification of limited English proficient students</b> The district uses qualified staff and appropriate procedures and assessments to annually classify and evaluate students who are limited English proficient and who need special language assistance.</p> <p>Title VI; MGL, Ch.76, Section 5</p>
	<p><b>Rating: Partially Implemented</b></p> <p><b>District Response Required: Yes</b></p>

**Department of Education Findings:**

*Review of documentation indicated that the district has two out of its four staff who are not appropriately certified.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 2</b>	<p><b>Program modifications and support services for limited English proficient students</b> For students requiring special language assistance, the district implements necessary program modifications and support services to effectively serve limited English proficient students. Such program modifications and support services:</p> <ol style="list-style-type: none"> <li>1. are based on sound education theory;</li> <li>2. provide for English-language development;</li> <li>3. provide for the meaningful participation of limited English proficient students in</li> </ol>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>the district's educational program;</p> <p>4. are evaluated and appropriately revised in an ongoing manner; and</p> <p>5. demonstrate that students receiving such programs and services are gaining English language proficiency.</p> <p>Title VI; M.G.L. c. 71, s. 38Q, 38Q1/2; c. 71A; c. 76, s. 5</p>
	<p><b>Rating: Partially Implemented</b>                      <b>DISTRICT RESPONSE REQUIRED:</b>                      <b>Yes</b></p>

**Department of Education Findings:**

*Staff interviews indicated that while some modifications are made with minimal supports for limited English proficient vocational students.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 3</b>	<p><b>Access to a full range of education programs</b></p> <p>Students from linguistic, racial, and ethnic minorities; males; females; and students with disabilities all have access equal to that of other students to the general education program and the full range of any occupational/vocational education programs offered by the district.</p> <p>Title II; Title VI; Title IX; Section 504; M.G.L. c. 71A; c. 76, s. 5</p>
	<p><b>Rating: Partially Implemented</b>                      <b>DISTRICT RESPONSE REQUIRED:</b>                      <b>Yes</b></p>

**Department of Education Findings:**

*Staff interviews indicate that not all students have access to Co-op placements.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 4</b>	<p><b>Placement of linguistic, racial minority and female/male students</b></p> <p>Patterns of placement in district programs and services for disabled students, linguistic and racial minority students, and females are consistent with patterns of placement for non-disabled students, linguistic and racial majority students, and males. If these patterns of placement are not consistent, the district is able to demonstrate that placements have been made for valid educational reasons.</p>



<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5			
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of documents and staff interviews indicates that there are a disproportionate number of special education students in the “Service Cluster”.*

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>MOA 5</b>	<p><b>Placement of disabled students in occupational/vocational education programs</b>  When occupational/ vocational placement needs of disabled students are being considered:</p> <ul style="list-style-type: none"> <li>a. persons knowledgeable about a student’s disabilities are present at 504 or special education TEAM meetings and participate in ongoing communication regarding a student’s progress</li> <li>b. an array of occupational/vocational education programs and services are available to facilitate necessary program modifications and to meet the identified needs of students.</li> </ul> <p>Title II; Section 504</p>			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Implemented</b></td> <td style="width: 25%;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 25%; text-align: right;"><b>No</b></td> </tr> </table>	<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>
<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>		

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 6</b>	<p><b>Availability of in-school programs for pregnant students</b>  Pregnant students are permitted to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.</p> <p>Title IX</p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></span>

**Department of Education Findings:**

*While staff interviews indicated that the majority of pregnant students are permitted to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy and after giving birth are permitted to return to the same academic and extracurricular program as before the leave, the onsite team was informed that in a few cases students who are discipline problems are not always allowed to return or due to the dangers of a particular shop it is suggested that they do not attend. The district did not provide a copy of their pregnancy policy.*

<b>CRITERIA NUMBER</b>	<b>TITLE 1 II. STUDENT IDENTIFICATION AND PLACEMENT</b>
	<b>Legal Standard</b>
<b>TI 24</b>	(For Targeted Assistance Schools) A description is available of the multiple, objective, educationally-related criteria used to identify eligible students in grade 3 and higher who are failing or most at-risk of failing to meet the high quality student academic performance and assessment standards required of all students.  1115 (b)(1)(B) NCLB
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>District Response Required: No</b></span>

**Department of Education Findings:**

*The vocational school operates a school wide program.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 25</b>	There is evidence that limited-English proficient students are identified as eligible and selected for Title I services on the same basis as other students selected to receive services.  1115(b)(2)(A) NCLB

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	<b>PERKINS VOCATIONAL II. STUDENT IDENTIFICATION AND PLACEMENT</b>
	<b>Legal Standard</b>
<b>P5</b>	<p>Career and technical education students are appropriately identified for Perkins-funded services and activities.* (Section 135)</p> <p>*Perkins definition of “vocational and technical education.” Vocational and technical education means organized educational activities that offer a sequence of courses that provides individuals with the academic and technical skills the individuals need to prepare for further education and for careers in current or emerging employment sectors.</p>
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>District Response Required: Yes</b></span>

**Department of Education Findings:**

*The school district does not have a system in place to ensure that all technical programs are delivering the required competencies and are meeting the program requirement of size, scope, sequence and quality during the building expansion and renovation project. In addition, several of the technical programs have yet to pursue identified national program standards.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P 6</b>	<p>Special population students are appropriately identified for services and include the following groups:</p> <ul style="list-style-type: none"> <li>• individuals with disabilities</li> <li>• individuals from economically disadvantage families, including foster children</li> <li>• individuals preparing for nontraditional training and employment</li> <li>• single parents, including single pregnant women</li> <li>• displaced homemakers</li> <li>• individuals with other barriers to educational achievement, including individuals with limited English proficiency</li> </ul> <p>(Section 134)</p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<b>Rating: Partially Implemented</b> <span style="margin-left: 150px;"><b>DISTRICT RESPONSE REQUIRED:</b></span> <span style="float: right;"><b>Yes</b></span>

**Department of Education Findings:**

*Staff interviews and documentation review indicated that the district has developed a comprehensive computer system that has the capability to identify special population students and produce pertinent reports; this information is not disseminated to the appropriate staff members. Often faculty and service providers are not aware of identified needs of the students they are instructing or aiding.*

### COMPONENT III: PARENTAL INVOLVEMENT

The criteria in this component examine whether the district has ensured that parents are notified, in the appropriate language, and are involved in decisions regarding their children's programs and services for the program areas listed below:

- Special Education (Report Issues # SE 24-32)
- Civil Rights Methods of Administration (MOA) (Report Issue # MOA 7)
  - Title I (Report Issues # TI 26-28)
- Perkins Vocational and Technical Education (Report Issues # P 7-8)

CRITERIA NUMBER	SPECIAL EDUCATION III. PARENTAL INVOLVEMENT	
	Legal Standard	
SE 24	<p><b>Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE</b></p> <ol style="list-style-type: none"> <li>1. A student may be referred for an evaluation by a parent or any person in a caregiving or professional position concerned with the student's development.</li> <li>2. When a student is referred for an evaluation to determine eligibility for special education, the school district sends written notice to the child's parent(s) within 5 school days of receipt of the referral.</li> <li>3. Notice is given by the district within a reasonable time for all other actions.</li> <li>4. The school district provides the student's parent(s) with an opportunity to consult with the Special Education Administrator or his/her designee to discuss the reasons for the referral and the nature of the proposed evaluation</li> <li>5. The district provides parents with an opportunity to consult with the Administrator of Special Education or his/her designee regarding the evaluators to be used and the proposed content of all required and optional assessments</li> <li>6. The school district does not limit a parent's right to refer a student for timely special education evaluation because the district has not fully explored and/or attempted some or all of the available instructional support programs or other interventions available in general education that may be described in the district's Curriculum Accommodation Plan, including any pre-referral program.</li> <li>7. The school district refuses to conduct an initial evaluation only when the circumstances of a student make clear that there is no suspicion of a disability and that there is no concern about the student's development.</li> </ol> <p><b>State Regulations</b> 28.04(1)</p> <p><b>Federal Requirements</b> 300.503(a)</p>	
	<b>Rating: Partially Implemented</b>	<b>District Response Required: Yes</b>

**Department of Education Findings:**

*While the majority of students entering the program have been identified by their sending school district as eligible for special education in the instance where a referral and a request for an evaluation is made, review of student records did not provide evidence that the school district sends written notice to the child's parent(s) within five (5) school days. In addition due to the lack of required notices in student files it was not possible for the onsite team to determine that the district gives notice within a reasonable time for all other actions. Due to the use of an outdated Consent to Evaluate form it was not possible to determine that the district provides parents with an opportunity to consult with the Administrator of Special Education or his/her designee regarding the evaluators to be used and the proposed content of all required and optional assessments.*

<b>CRITERIA NUMBER</b>			
	<b>Legal Standard</b>		
<b>SE 25</b>	<p><b>Parental consent</b>            In accordance with state and federal law, the school district obtains informed parental consent as follows:</p> <ol style="list-style-type: none"> <li>1. The school district obtains written parental consent before conducting an initial evaluation or making an initial placement of a student in a special education program. Written parental consent is obtained before conducting a reevaluation and before placing a student in a special education placement subsequent to the initial placement in special education.</li> <li>2. The school district obtains consent before initiating extended evaluation services.</li> <li>3. The school district obtains consent to the services proposed on a student's IEP before providing such services.</li> <li>4. The school district obtains consent prior to placing a student in an initial special education placement and for any subsequent placement.</li> <li>5. A parent is informed that consent may be revoked at any time. Except for initial evaluation and initial placement, consent may not be required as condition of any benefit to the child.</li> <li>6. When the participation or consent of the parent is required and the parent fails or refuses to participate, the attempts to secure the consent of the parent are implemented through multiple attempts using a variety of methods which are documented by the district. Such efforts may include letters, written notices sent by certified mail, electronic mail (e-mail), telephone calls, or, if appropriate, TTY communications to the home, and home visits at such time as the parent is likely to be home. Efforts may include seeking assistance from a community service agency to secure parental participation.</li> <li>7. If, subsequent to initial evaluation and initial placement and after following the procedures required by the regulations, the school district is unable to obtain parental consent to a reevaluation or to placement in a special education program subsequent to the initial placement, or the parent revokes consent to such reevaluation or placement, the school district considers with the parent whether such action will result in the denial of a free appropriate public education to the child. If, after consideration, the school district determines that the parent's failure or refusal to consent will result in a denial of a free appropriate public education to the student, it seeks resolution of the dispute through Special Education Appeals</li> </ol> <p><b>State Regulations</b> 28.07(1)</p> <p><b>Federal Requirements</b> 300.500(b)(1)</p>		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Review of student records did not provide evidence that the district consistently implement the requirements of this criterion since there was almost no notices regarding Consent to Evaluate and*

those forms in the record were outdated and therefore did not contain the required information.

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>SE 26</b>	<p><b>Parent participation in meetings</b></p> <ol style="list-style-type: none"> <li>1. The district ensures that one or both parents of a child are members of any group that makes decisions on the educational placement of their child.</li> <li>2. The Administrator of Special Education notifies parent(s) in writing of any Team meeting early enough to ensure that they have an opportunity to attend.</li> <li>3. The district schedules the meeting at a mutually agreed upon time and place; and documents such efforts.</li> <li>4. If neither parent can attend, the district uses other methods to ensure parent participation, including individual or conference telephone calls, or video conferencing.</li> <li>5. In cases where the district, after reasonable efforts, is unable to obtain the parents' participation in Team meeting discussions and decisions, the district conducts the Team meeting and documents its attempts to facilitate the parents' participation.</li> </ol> <p style="text-align: center;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>State Regulations</b> 28.02(22)</td> <td style="width: 50%;"><b>Federal Requirements</b> 300.345(d), 300.501</td> </tr> </table> </p>	<b>State Regulations</b> 28.02(22)	<b>Federal Requirements</b> 300.345(d), 300.501	
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of student records indicated that the district did not always notify parent(s) in writing of any Team meeting early enough to ensure that they have an opportunity to attend, that the district documents, if neither parent can attend, that it uses other methods to ensure parent participation, including individual or conference telephone calls, or video conferencing or that it documents its attempts to facilitate the parents' participation.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 27</b>	<p><b>Content of Team meeting notice to parents</b></p> <ol style="list-style-type: none"> <li>1. The parent notice of an evaluation required by 603 CMR 28.04(1)(a) meets all of the content requirements set forth in MGL c.71B, §3, and in federal law and seeks the consent of the parent for any evaluation to occur, and provides the parent with the opportunity to express any concerns or provide information on the student's skills or abilities and to consult regarding the evaluators to be used.</li> <li>2. The parent notice of any Team meeting states the purpose, time and location of the meeting as well as who will be in attendance.</li> </ol>



<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of student records indicated that the team Meeting Invitation did not indicate the type of meeting and stated under purpose “IEP Development”. In addition, page two (2) of the notice did not respond to all relevant questions as required.*

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>SE 28</b>	<p><b>Parent provided the IEP or notice of no eligibility together with notification of procedural safeguards and parents' rights</b> Immediately following the development of the IEP and without undue delay, the district provides the parents with a copy of the proposed IEP or a written explanation of the finding of no eligibility for special education together with the required notice of procedural safeguards and parents’ rights.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>State Regulations</b> 28.05(7)</td> <td style="width: 50%; border: none;"><b>Federal Requirements</b> 300.345(f)</td> </tr> </table>	<b>State Regulations</b> 28.05(7)	<b>Federal Requirements</b> 300.345(f)	
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of student records indicated that the district does not immediately or without undue delay provide the parent with a copy of the proposed IEP. In addition, in most instances the parent is signing the IEP before the district.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 29</b>	<p><b>Communications are in English and primary language of home</b> 1. Communications with parents are in both English and the primary language of the home if such primary language is other than English. Any interpreter</p>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	<p>used in fulfilling these requirements is fluent in the primary language of the home and familiar with special education procedures, programs and services. If the parents or the student are unable to read in any language or are blind or deaf, communications required by these regulations are made orally in English with the use of a foreign language interpreter, in Braille, in sign language, via TTY, or in writing, whichever is appropriate, and that all such communications are documented.</p> <p>2. If the district provides notices orally or in some other mode of communication that is not written language, the district keeps written documentation (1) that it has provided such notice in an alternate manner, (2) that the content of the notice and (3) the steps taken to ensure that the parent understands the content of the notice.</p>			
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of documentation indicated that the district has most notices translated and bilingual staff available to translate, however, staff interviews indicated that IEPs, Program of Study, Sage Assessments, and progress reports are not translated.*

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>SE 30</b>	<p><b>Elements of notice of parents' rights</b> The district's notice of parental rights contains all required elements included in the most current version of the Massachusetts Parent's Rights Brochure.</p>			
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<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

CRITERIA NUMBER			
	Legal Standard		
SE 31	<p><b>State and district responsibility for educational surrogate parents</b></p> <ol style="list-style-type: none"> <li>1. When a student is without parental representation and requires an educational surrogate parent to be appointed in accordance with federal law and regulations, upon request of the Department, the district responsible for services to the student assists in identifying a person willing to serve as an educational surrogate parent.</li> <li>2. Upon assignment by the Department, such educational surrogate parent has all the rights and responsibilities of a parent in making decisions regarding eligibility and services for special education for the assigned student. The Department provides notice of appointment to the school district and any state agency with custody of the student.</li> <li>3. A person identified by the district and willing to serve as an educational surrogate parent has no conflict of interest and is not in the employ of the school district or any state or local agencies involved with the care of the student.</li> <li>4. A person identified by the district, appointed by the Department, and serving as an educational surrogate parent does not receive financial remuneration from the district except that the school district reimburses the person for reasonable expenses related to the exercise of his or her responsibilities as an educational surrogate parent for a student enrolled in the district.</li> </ol> <p><b>State Regulations</b> 28.07(7)</p> <p><b>Federal Requirements</b> 300.515</p>		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*The district provided a copy of the Department's guidance on appointing surrogate parents, however there was no local policy or procedure as to how the district implements the requirements of this criterion.*

CRITERIA NUMBER			
	Legal Standard		
SE 32	<p><b>Parent advisory council for special education</b></p> <ol style="list-style-type: none"> <li>1. The school committee has established a parent advisory council on special education.</li> <li>2. Membership on the council is offered to all parents of children with disabilities and other interested parties.</li> <li>3. The parent advisory council duties include but are not limited to: advising the school committee on matters that pertain to the education and safety of students with disabilities; meeting regularly with school officials to participate in the</li> </ol>		

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>planning, development, and evaluation of the school committee's special education programs.</p> <p>4. The parent advisory council has established by-laws regarding officers and operational procedures.</p> <p>5. The parent advisory council receives assistance from the school committee without charge, upon reasonable notice, and subject to the availability of staff and resources.</p> <p>6. The school district conducts, in cooperation with the parent advisory council, at least one workshop annually within the district on the rights of students and their parents and guardians under the state and federal special education laws and makes written materials explaining such rights available upon request.</p> <p style="text-align: center;"><b>STATE REGULATIONS</b>                      <b>FEDERAL REQUIREMENTS</b></p> <p>Chapter 71B, sec. 1C; 28.07(4)</p>
	<p><b>Rating: Not Implemented</b>                      <b>DISTRICT RESPONSE REQUIRED:</b>                      <b>Yes</b></p>

**Department of Education Findings:**

*The district currently does not have operating Parent Advisory Council.*

<b>CRITERIA NUMBER</b>	<b>CIVIL RIGHTS METHODS OF ADMINISTRATION III. PARENTAL INVOLVEMENT</b>
	<b>Legal Standard</b>
<b>MOA 7</b>	<p><b>General information and materials in languages other than English</b> When students have parents or guardians with limited English language skills, the following are published in language(s) other than English and disseminated to all relevant recipients: general announcements, counseling materials, notices of extracurricular activities, and information regarding school recruitment and promotional activities.</p> <p>Title VI; M.G.L. c. 76, s. 5</p>
	<p><b>Rating: Partially Implemented</b>                      <b>District Response Required:</b>                      <b>Yes</b></p>

**Department of Education Findings:**

*Review of documents and staff interviews indicate that while some general announcements are translated the district does not translate counseling materials, notices of extracurricular activities, and information regarding school recruitment and promotional activities.*

CRITERIA NUMBER	<b>TITLE 1 III. PARENTAL AND COMMUNITY INVOLVEMENT</b>
	<b>Legal Standard</b>
<b>TI 26</b>	<p><u>School District Requirements:</u></p> <ol style="list-style-type: none"> <li>1. Title I programs, activities, and procedures are planned and implemented providing meaningful consultation with parents of participating children. 1118(a)(1)</li> <li>2. The school district’s written parental involvement policy is developed jointly with the LEA, agreed upon, and distributed to parents of participating children. 1118(a)(2)</li> <li>3. Parents are involved in the joint development of the school and district plan.</li> <li>4. Parents are involved in the joint development of a process of review and improvement of services.</li> <li>5. The school district provides coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement activities to improve student achievement and school performance.</li> <li>6. The school district builds schools’ and parents’ capacity for strong parental involvement.</li> <li>7. Title I parental involvement services are integrated with other programs’ parental involvement strategies at the school and district level.</li> <li>8. School district conducts, with involvement of parents, annual evaluation of content and effectiveness of parental involvement policy in improving achievement and parental involvement and uses the results. 1118(a)(2)(A) – (G)</li> <li>9. Parents of participating children are involved in deciding how Title I funds are reserved and allotted for parental involvement activities. 1118(d)(3)(B)</li> </ol>
	<p><b>Rating: Implemented</b> <span style="float: right;"><b>District Response Required: No</b></span></p>

CRITERIA NUMBER	
	<b>Legal Standard</b>
<b>TI 27</b>	<p>The district provides materials and training to Title I parents to enable them to improve their children’s achievement. (E.g., literacy training, using technology to foster parental involvement, frequent meetings with teachers, etc.)</p> <p>1118(e)(2) NCLB</p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 28</b>	<p><u>School Requirements:</u></p> <ol style="list-style-type: none"> <li>1. The school’s written parent involvement policy is developed jointly with, agreed upon, and distributed to parents of participating children. 1118(b)(1) NCLB</li> <li>2. Parents are notified of the school’s Title I parent involvement policy in an understandable and uniform format and, to the extent practicable, this information is provided in the language of the home. 1118(b)(1) NCLB</li> <li>3. The school implements the following policy involvement requirements: <ul style="list-style-type: none"> <li>- Convenes annual meetings at times convenient for parents;</li> <li>- Offers a flexible number of meetings (e.g., in the early morning or in the evening, etc.);</li> <li>- Involves parents in an organized, ongoing, timely way in the planning, review, and improvement of school parental involvement policy and schoolwide programs;</li> <li>- Provides parents with timely information about Title I programs, descriptions and an explanation of the Title I curriculum and assessment procedures;</li> <li>- Provides parents with opportunities for regular meetings regarding the education of their children; and</li> <li>- Provides parents with materials and training to improve their children’s achievement.</li> </ul> 1118 (c)(1)-(4); 1118 (e)(2) NCLB</li> <li>4. Each school develops jointly with parents a school-parent compact that outlines shared responsibilities for improving student achievement and achieving the state’s high standards.  1118(d) NCLB</li> </ol>
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The onsite team notes the positive impact of the Freshman Academy parent liaison that shares*

individual student assessment results with parents in their native language by telephone or by conducting home visits.

CRITERIA NUMBER	<b>PERKINS VOCATIONAL III. PARENT AND COMMUNITY INVOLVEMENT</b>		
	<b>Legal Standard</b>		
<b>P 7</b>	Parents, students, teachers, representatives of business and industry, labor organizations, advisory committees and/or school councils, representatives of special populations, and other interested individuals are involved in the development, implementation and evaluation of career and technical programs. (Section 135)		
	<b>Rating: Partially Implemented</b>	<b>District Response Required:</b>	<b>Yes</b>

**Department of Education Findings:**

*A review of program advisory committee documentation, as well as staff and student interviews, indicated that advisory committee membership, participation and effectiveness are inconsistent among technical programs.*

CRITERIA NUMBER			
	<b>Legal Standard</b>		
<b>P 8</b>	Appropriate information concerning career and technical education programs is provided to students and to their parents at least once a year before students enter the programs, and in no case later than the beginning of the ninth grade. Such information shall include: (a) the opportunities available in career and technical education (b) eligibility requirements for enrollment in career and technical programs (c) specific courses that are available (d) employment and/or further education opportunities; and (e) placement (Section 135)		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Record reviews indicated that published information about career and technical education programs is not consistently available in the primary language of the family. Record reviews and interviews with staff and students indicated that students receive inconsistent guidance and career counseling services. Staff and students reported that there are directed activities and sessions occurring; however, there was no written documentation outlining a developmental guidance plan for the school, though it appeared that most of components are in place.*

#### COMPONENT IV: CURRICULUM AND INSTRUCTION

The criteria in this component examine whether the district holds all students to high expectations and standards and ensures that the program areas reviewed are designed to maximize student performance within regular education and are implemented according to specific regulatory requirements with respect to learning time, class size, staffing ratio, and age spans. The criteria also examine if the district has provided for coordination across the following program areas:

- Special Education (Report Issues # SE 33-42)
- Civil Rights Methods of Administration (MOA) (Report Issues MOA 8-9)
  - Title I (Report Issues # TI 29-33)
- Perkins Vocational and Technical Education (Report Issues # P 9-16)



CRITERIA NUMBER	<b>SPECIAL EDUCATION IV. CURRICULUM AND INSTRUCTION</b>		
	<b>Legal Standard</b>		
<b>SE 33</b>	<p data-bbox="407 411 889 443"><b>Involvement in the general curriculum</b></p> <ol style="list-style-type: none"> <li data-bbox="407 443 1373 575">1. District personnel reflect a full understanding of the connection between the Massachusetts Curriculum Frameworks and the expectations of the state for student performance as well as the rights of students with disabilities to be full participants in the general curriculum.</li> <li data-bbox="407 575 1395 707">2. The district has either aligned its district curriculum with the Frameworks or has taken steps to provide students (including all students with disabilities) with essential learning opportunities that prepare the students to reach the state graduation standards.</li> <li data-bbox="407 707 1360 806">3. At least one member of all IEP Teams is familiar with the general curriculum and is able to discuss an eligible student's appropriate access to the general curriculum.</li> <li data-bbox="407 806 1317 875">4. In the IEP the district documents the student's participation in the general curriculum.</li> </ol> <p data-bbox="407 911 631 978">State Regulations 28.05(4)(a) and (b)</p> <p data-bbox="980 911 1281 978">Federal Requirements 300.347(a)(1)(i); 300.137</p>		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Review of student records indicated that the IEP did not always document the student's participation in the general curriculum.*

CRITERIA NUMBER	<b>SPECIAL EDUCATION IV. CURRICULUM AND INSTRUCTION</b>		
	<b>Legal Standard</b>		
<b>SE 34</b>	<p data-bbox="407 1474 1029 1505"><b>Continuum of alternative services and placements</b></p> <p data-bbox="407 1505 1406 1675">The district provides or arranges for the provision of each of the elements of the IEPs of students in need of special education from the ages of three through twenty-one, ensuring that a continuum of services and alternative placements is available to meet the needs of all students with disabilities, and takes all steps necessary to ensure compliance with all elements of the IEPs, including vocational education.</p> <p data-bbox="407 1711 613 1740">State Regulations</p> <p data-bbox="980 1711 1297 1776">Federal Requirements 300.551; 300.305; 300.123</p>		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*The district programs and placements include regular education, inclusion and resource room services. The Greater Lawrence Educational Collaborative provides alternative programs for students on a 45- day placement. Placements in public and private day programs are the responsibility of the sending school district. The district, however, does not provide a continuum of services and placements for vocational education and students do not have access to state of the art equipment in order to gain competencies.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 35</b>	<p><b>Specialized materials and assistive technology</b></p> <ol style="list-style-type: none"> <li>1. Specialized materials and equipment specified in IEPs are provided, are of good quality and are suitable for the role they play in the IEP.</li> <li>2. The school district provides evidence that assistive technology is considered for each eligible student and, if necessary, described in the IEP and provided by the district.</li> </ol> <p>State Regulations <span style="float: right;">Federal Requirements 34 CFR 300.308, 34 CFR 300.346</span></p>
	<p><b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span></p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 36</b>	<p><b>IEP implementation, accountability and financial responsibility</b></p> <ol style="list-style-type: none"> <li>1. The district ensures that IEPs are implemented without delay upon parent consent.</li> <li>2. The district oversees in an ongoing manner the full implementation of each in-district and each out-of-district IEP it proposes which has been consented to by a child's parents.</li> <li>3. The district makes a good faith effort to assist the child to achieve the goals and objectives or benchmarks listed in the IEP.</li> <li>4. The district provides all programs and services without expense to the child's parents.</li> <li>5. Each time the school district proposes to access the parent's private insurance proceeds to support the costs of IEP implementation, the school district obtains the parent's consent and informs the parents that their refusal to permit the school district to access their private insurance does not relieve the district of its responsibility to ensure that all required services are provided at no cost to the parents.</li> </ol>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">State Regulations 28.06(3)</td> <td style="width: 50%;">Federal Requirements 300.142; 300.350</td> </tr> </table>	State Regulations 28.06(3)	Federal Requirements 300.142; 300.350	
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<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*The district did not provide a description of how it monitors the full implementation of each IEP.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 37</b>	<p><b>Procedures for approved and unapproved out-of-district placements</b></p> <ol style="list-style-type: none"> <li>1. <u>Individual student program oversight</u>: The school district monitors the provision of services to and the programs of individual students placed in public and private out-of-district programs. Documentation of monitoring plans and all actual monitoring are placed in the files of every eligible student who has been placed out-of-district. To the extent that this monitoring requires site visits, such site visits are documented and placed in the students' files for review. The duty to monitor out-of-district placements is not delegated to parents or their agents, to the Department of Education, or to the out-of-district placement.</li> <li>2. <u>Student right to full procedural protections</u>: The school district retains full responsibility for ensuring that the student is receiving all special education and related services in the student's IEP, as well as all procedural protections of law and regulation. Any Team meetings conducted during the time that a student is enrolled in the out-of-district program are initiated by the school district in coordination with the out-of-district placement.</li> <li>3. <u>Preference to approved programs</u>: The school district, in all circumstances, first seeks to place a student in a program approved by the Department pursuant to the requirements of 603 CMR 28.09. Preference is also given to approved programs located within the Commonwealth of Massachusetts if the choice of such program is consistent with the needs of the student and the choice of such program complies with LRE requirements. When an approved program is available to provide the services on the IEP, the district makes such placement in the approved program in preference to any program not approved by the Department.</li> <li>4. <u>Written contracts</u>: At a minimum, the school district enters into written contracts with all public and private out-of-district placements. Such contracts meet the content requirements of 28.06(3)(f)(1-5).</li> <li>5. <u>Use of unapproved programs</u>: A school district that places a student in a program that has not been approved by the Department according to the requirements under 603 CMR 28.09 ensures that such programs and services are provided in</li> </ol>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>appropriate settings by appropriately credentialed staff able to deliver the services on the student’s IEP. Students placed by the school district in such programs are entitled to the full protections of state and federal special education law and regulation.</p> <p>6. <u>Placement documentation</u>: The following documentation is maintained by the school district pursuant to its placement of children in unapproved out-of-district programs:</p> <ul style="list-style-type: none"> <li>a. <u>Search</u>: The Administrator of Special Education documents the search for and unavailability of a program approved by the Department. The Administrator places such documentation in the student record.</li> <li>b. <u>Evaluation of facility</u>: The Administrator of Special Education or his/her designee thoroughly evaluates the appropriateness of any unapproved facility prior to placement of the student in such program. Such evaluation determines whether the unapproved facility can appropriately implement the student’s IEP in a safe and educationally appropriate environment. Such evaluation additionally determines whether the unapproved facility can and will provide the student with all the rights that are accorded to the student under state and federal special education law. Such evaluation is documented in detail and placed in the student record for review. To the extent that this evaluation requires a site visit, such site visits are documented and placed in the student record for review. The duty to evaluate the appropriateness of any unapproved facility is not delegated to the parents or their agents or the proposed unapproved facility.</li> <li>c. <u>School district approval to operate a private school in Massachusetts</u>: If services in an unapproved program are provided in a school setting, the Administrator of Special Education ensures that such school has received approval from the local school committee under MGL c.76, §1 and a copy of such approval is retained in the student record.</li> <li>d. <u>Pricing</u>: Pursuant to the requirements for Compliance, Reporting and Auditing for Human and Social Services at 808 CMR 1.00, the Administrator obtains pricing forms required to set program prices for programs receiving publicly funded students. Such pricing forms are completed by the proposed placement and document that the price proposed for the student’s tuition is the lowest price charged for similar services to any student in that program.</li> <li>e. <u>Notification of the Department of Education</u>: Prior to placement, if the Team determines that placement in such facility is appropriate, the Administrator notifies the Department of the intent to place the student and the name and location of the proposed placement. In addition, the Administrator forwards the notice of proposed placement and completed pricing forms to the Department along with the information on the proposed terms of the contract that will</li> </ul>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	<p>govern such placement and documentation of a monitoring plan pursuant to 603 CMR 28.06(3)(b). The district maintains any documentation of the Department's objections to such placement and the steps the district has taken in regard to such objection. The district maintains documentation of the approved price for publicly funded students as set by the state agency responsible for setting program prices.</p> <p>f. <u>Out of state programs</u>: If out-of-district programs are provided in a placement outside of Massachusetts, and such school has not received approval by the Department under 603 CMR 28.09, the Administrator of Special Education ensures that such school has received approval from the host state.</p>			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>State Regulations</b> 28.02(13), 28.06(3)</td> <td style="width: 50%; border: none;"><b>Federal Requirements</b> 300.2(c)</td> </tr> </table>	<b>State Regulations</b> 28.02(13), 28.06(3)	<b>Federal Requirements</b> 300.2(c)	
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**Department of Education Findings:**

*This criterion is not applicable to a regional vocational school.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 38</b>	<p><b>Educational services in institutional settings (ESIS)</b>  <u>Department of Education responsibility</u>: In cases where the Department provides certain special education services to eligible students in certain facilities operated by or under contract with the Department of Mental Health, the Department of Youth Services, County Houses of Corrections, or the Department of Public Health, the Department retains the discretion to determine, based upon resources, the type and amount of special education and related services that it provides in such facilities.  <u>School district responsibility</u>:</p> <ol style="list-style-type: none"> <li>1. The district implements its responsibilities to students in institutional settings by acting on requests for evaluation, issuing proposed IEPs in a timely manner, and providing special education and/or related services in accordance with state and federal law.</li> <li>2. Where a student's IEP requires a type or amount of service that the facility does not provide, it remains the responsibility of the parent's school district to implement the student's IEP by arranging and paying for the provision of such service(s).</li> <li>3. The parent's school district coordinates with the state agency to ensure that the student receives an evaluation, an annual review, and special education services</li> </ol>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	as identified at a Team meeting convened by the parent's school district.			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><b>State Regulations</b> 28.06(9)</td> <td style="width: 50%; vertical-align: top;"><b>Federal Requirements</b></td> </tr> </table>	<b>State Regulations</b> 28.06(9)	<b>Federal Requirements</b>	
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**Department of Education Findings:**

*This criterion is not applicable to a regional vocational school.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 39</b>	<p><b>Procedures used to provide services to eligible students enrolled in private schools at private expense</b></p> <ol style="list-style-type: none"> <li>1. On or before December 1, the district determines the number of eligible private school students in consultation with private school representatives.</li> <li>2. To the extent that the school district provides and pays for special education services for eligible students enrolled in private schools at private expense, the following requirements and procedures are implemented: <ol style="list-style-type: none"> <li>a. The district provides special education and/or related services designed to meet the needs of eligible children who are attending private schools at private expense and whose parents reside in the jurisdiction of the school district. The school district provides to such children genuine opportunities to participate in the public school special education program consistent with state constitutional limitations.</li> <li>b. The district provides or arranges for the provision of evaluation services and an IEP for any eligible private school child whose parent resides in the jurisdiction of the school district. The evaluation may take place in the public school, the private school, or an appropriate contracted facility, and the school district ensures that a representative of the child's private school is invited to participate as a member of the Team pursuant to §28.05.</li> <li>c. The district provides or arranges for the provision of the special education and/or related services described by the child's IEP and the district ensures that special education services funded with state or local funds are provided in a public school facility or other public or neutral site. When services are provided using only federal funds, services are provided on public or private school grounds.</li> <li>d. The district does not withdraw or withhold services from a child solely because the school district has met the spending requirements of federal</li> </ol> </li> </ol>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>law.</p> <p>3. Special education services and/or related services provided by the district to a private school child are comparable in quality, scope, and opportunity for participation to that provided to public school children with needs of equal importance.</p> <p>4. The district ensures that programs in which both public and private school children participate do not include classes that are separated on the basis of school enrollment or the religious affiliation of the children.</p> <p><b>State Regulations</b> 28.03(e)</p> <p><b>Federal Requirements</b> 300.450-300.462</p>
	<p><b>Rating: Not Applicable</b></p> <p style="text-align: center;"><b>DISTRICT RESPONSE REQUIRED:</b></p> <p style="text-align: right;"><b>No</b></p>

**Department of Education Findings:**

*This criterion is not applicable to a regional vocational school.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 40</b>	<p><b>Instructional grouping requirements for students aged five and older</b></p> <p>1. The size and composition of instructional groupings for eligible students receiving services outside the general education classroom are compatible with the methods and goals stated in each student's IEP.</p> <p>2. Instructional grouping size requirements are maximum sizes and the school district exercises judgment in determining appropriate group size and supports for smaller instructional groups serving students with complex special needs.</p> <p>3. When eligible students are assigned to instructional groupings outside of the general education classroom for 60% or less of the students' school schedule, group size does not exceed eight (8) students with a certified special educator, twelve (12) students if the certified special educator is assisted by one aide, and sixteen (16) students if the certified special educator is assisted by two aides.</p> <p>4. For eligible students served in settings that are substantially separate, serving solely students with disabilities for more than 60% of the students' school schedule, the district provides instructional groupings that do not exceed eight (8) students to one certified special educator or twelve (12) students to a certified special educator and an aide.</p> <p>5. After the school year has begun, if instructional groups have reached maximum size as delineated in paragraphs 3 and 4 of this criterion, the Administrator of Special Education and the certified special educator(s) providing services in an instructional group may decide to increase the size of an instructional grouping by no more than two additional students if the additional students have</p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>compatible instructional needs and then can receive services in their neighborhood school.</p> <p>6. In such cases, the Administrator provides written notification to the Department and the parents of all group members of the decision to increase the instructional group size and the reasons for such decision. Such increased instructional group sizes are in effect only for the year in which they are initiated.</p> <p>7. The district takes all steps necessary to reduce the instructional groups to the sizes outlined in paragraph 3 or 4 of this criterion for subsequent years. Such steps are documented by the district.</p> <p><b>State Regulations</b> 28.06(6)</p> <p style="text-align: right;"><b>Federal Requirements</b></p>
	<p><b>Rating: Implemented</b></p> <p style="text-align: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 41</b>	<p><b>Age span requirements</b> The ages of the youngest and oldest child in any instructional grouping do not differ by more than forty-eight months. A written request for approval of a wider age range is submitted to the Commissioner of Education in cases where the district believes it is justified. Such requests are implemented only after approval of the Department of Education.</p> <p><b>State Regulations</b> 28.06(6)(f)</p> <p style="text-align: right;"><b>Federal Requirements</b></p>
	<p><b>Rating: Implemented</b></p> <p style="text-align: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 42</b>	<p><b>Programs for young children three and four years of age</b> <u>General requirements:</u></p>





<b>CRITERIA NUMBER</b>	<b>CIVIL RIGHTS METHODS OF ADMINISTRATION IV. CURRICULUM AND INSTRUCTION</b>
	<b>Legal Standard</b>
<b>MOA 8</b>	<p><b>Accessibility of extra curricular activities</b>  Extra curricular activities sponsored by the district are non-discriminatory in that:</p> <ol style="list-style-type: none"> <li>1. the school provides equal opportunity for male and female students to participate in intramural and interscholastic sports;</li> <li>2. extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, color, religion, national origin, sexual orientation and disability.</li> </ol> <p>Title II; Title IX; Section 504; M.G.L. c. 76, s. 5</p>
	<b>Rating: Implemented</b> <b>District Response Required: No</b>

<b>CRITERIA NUMBER</b>	<b>CIVIL RIGHTS METHODS OF ADMINISTRATION IV. CURRICULUM AND INSTRUCTION</b>
	<b>Legal Standard</b>
<b>MOA 9</b>	<p><b>Promotional, recruitment, and employment practices of prospective employers of students</b>  The district ensures that promotional efforts and recruitment and employment practices and materials aimed at students, including career days, work study, cooperative work experience and apprenticeship training programs, are free of bias and discrimination by:</p> <ol style="list-style-type: none"> <li>1. depicting students from both sexes and under represented groups in all pictorial representations;</li> <li>2. making clear in written materials that all options are open to students regardless of race, color, sex, religion, national origin, sexual orientation or disability;</li> <li>3. requiring employers recruiting at the school to sign a statement that they do not discriminate in hiring or employment practices.</li> </ol> <p>Title I; Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5</p>
	<b>Rating: Partially Implemented</b> <b>DISTRICT RESPONSE REQUIRED: Yes</b>

**Department of Education Findings:**

*Review of documents indicated that that the district is using an outdated form for Co-op Agreements; therefore, it does not meet or reflect current federal or state requirements.*

CRITERIA NUMBER	<b>TITLE 1 IV. CURRICULUM AND INSTRUCTION</b>		
	<b>Legal Standard</b>		
<b>TI 29 - TAS</b>	The district implements effective instructional strategies that are based on scientifically-based research that: <ul style="list-style-type: none"> <li>- give primary consideration to extended learning time;</li> <li>- help provide an accelerated, high quality curriculum; and</li> <li>- minimize the removal of students from the classroom during regular hours.</li> </ul>		
	1115(c)(1)(C) NCLB		
	<b>Rating: Not Applicable</b>	<b>District Response Required:</b>	<b>No</b>

**Department of Education Findings:**

*The vocational school operates a school wide program.*

CRITERIA NUMBER	<b>Legal Standard</b>		
<b>TI 30 – TAS/SWP</b>	The school district provides opportunities for Title I students to participate in extended day/week/year programs and activities that may be funded through the integration of district resources.		
	1114(b)(1)(B)(ii)(II); 1115(c)(1)(C)(i) NCLB		
	<b>Rating: Commendable</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>

**Department of Education Findings:**

*The onsite team commends the vocational school for its Plan for Achieving School Success (PASS) Program extended day program for all students who are failing two or more academic subjects, its MCAS tutoring services and its six (6) week MCAS summer program that resulted in higher MCAS mathematics scores.*

CRITERIA NUMBER	<b>Legal Standard</b>		
<b>TI 31 - SWP</b>	A comprehensive Schoolwide Program (SWP) plan has been developed with the involvement of the community, those served by the program and the individuals who will implement the plan, including: <ul style="list-style-type: none"> <li>• teachers, principals and other staff, and where appropriate,</li> <li>• pupil services personnel,</li> </ul>		

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<ul style="list-style-type: none"> <li>• parents, and</li> <li>• secondary school students, if applicable.</li> </ul> <p>1114(b)(2)(B)(ii) NCLB</p>
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></span>

**Department of Education Findings:**

*Review of documentation indicates the School wide Plan developed for 1999-2000 school year has not been amended to reflect the provision of NCLB as required.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 32 - SWP</b>	<p>The SWP plan includes a comprehensive needs assessment of the entire school that is based upon information on the performance of students in relation to the state academic content standards and the state student academic performance standards.</p> <p>1114(b)(1)(A) NCLB</p>
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></span>

**Department of Education Findings:**

*Review of documentation indicates the existing School wide Plan does not include a comprehensive needs assessment of the entire school as required.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 33- SWP</b>	<p>In providing technical assistance and support to schoolwide programs, the district ensures that the programs and plans contain all required schoolwide components and plan requirements, and are developed in consultation with schools so that each school can make Annual Yearly Progress (AYP) toward meeting the state student academic achievement standards.</p> <p>1112(c)(1)(C); 1114(b)(1) and (2) NCLB</p>
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></span>

**Department of Education Findings:**

*Review of documentation indicates the vocational school has not ensured that all required school wide components and plans have been developed. Also see findings under TI 31-SWP and TI32-SWP.*

<b>CRITERIA NUMBER</b>	<b>PERKINS VOCATIONAL IV. CURRICULUM AND INSTRUCTION</b>
	<b>Legal Standard</b>
<b>P 9</b>	Strategies to improve academic skills of all students exist. (Section 135)
<b>Rating: Partially Implemented                      District Response Required: Yes</b>	

**Department of Education Findings:**

*Staff interviews and documentation indicated that students are not required to demonstrate proficiency with application software in their academic courses and technical programs.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P 10</b>	Strategies to improve career and technical skills of all students exist. (Section 135)
	<b>Rating: Partially Implemented                      DISTRICT RESPONSE REQUIRED:                      Yes</b>

**Department of Education Findings:**

*Staff and student interviews, as well as, documentation indicated that while special population students are provided with many types of support services, there may not be sufficient support to ensure that special population students gain all the necessary career and technical skills that have been identified. Students with specific deficiencies/ needs should be identified and provided with assistance to insure they acquire the technical skills.*

*Interviews and documentation reviewed revealed that the cooperative education program does not provide the vocational supervision necessary to ensure that students continue their competency gain and attainment at their worksites. In addition, review of documentation indicated that that the district is using an outdated form for Co-operative Education Agreements.*

*Documentation and staff interviews indicated that the career and technical “related” courses have not been aligned with the academic standards (English Language Arts, Mathematics, and Science and Technology/Engineering standards).*

*Staff and student interviews and documentation indicated that students are not required to demonstrate their proficiency with application software in their technical classes.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P 11</b>	(a) Technology is used to improve academic education. (Section 135) (b) Technology is used to improve career and technical education.
	<b>Rating: Partially Implemented</b> <b>DISTRICT RESPONSE REQUIRED:</b> <b>Yes</b>

**Department of Education Findings:**

*Academic instructors and students in their classes have access to computer labs and library equipment and services. Continued acquisition and use of computers is needed to further develop the technology skills of all students. Several shops/labs are equipped with state-of-the-art computers and current software; however, the technical programs need continued evaluation, acquisition, and maintenance of technology to make sure that it is state-of-the-art.*

*Staff and student interviews indicated that most students are not challenged to use technology as part of their courses of study (academic and technical). Staff members have had some training to improve their technology skills, but these skills were not observed in most classroom instruction. Further professional development is necessary to provide instructors with training to use application software including spreadsheet, database, word processing, and presentation programs. Use of these programs should then be required for all students as part of challenging projects and class assignments.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P 12</b>	Linkages between secondary and postsecondary programs exist and are accessible to all students. (Section 135)
	<b>Rating: Partially Implemented</b> <b>DISTRICT RESPONSE REQUIRED:</b> <b>Yes</b>

**Department of Education Findings:**

*Documentation and staff and student interviews indicated little awareness and knowledge of the Tech Prep program and its scope of services. Tech Prep registration forms were not found in students' records, and students and staff had minimal understanding of and experience with the program. There are several Tech Prep articulation agreements in place, but a continued effort is necessary to ensure that all students receive the benefits of this initiative.*

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>P 13</b>	All students are provided with strong experience in and an understanding of all aspects of a modern industry. (Section 135)			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Partially Implemented</b></td> <td style="width: 25%;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 25%; text-align: right;"><b>Yes</b></td> </tr> </table>	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>
<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Students have limited opportunities to experience “all aspects of the industry.” Further efforts are needed in both academic and career and technical courses to expand and document activities and lessons that provide students with an understanding of “all aspects of the industry.”*

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>P 14</b>	Instructional supplies and equipment meet the demands of the workforce. (Section 135)			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Partially Implemented</b></td> <td style="width: 25%;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 25%; text-align: right;"><b>Yes</b></td> </tr> </table>	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>
<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Interviews and documentation indicated that program advisory committees and/or other external entities have not conducted an independent review of the school’s instructional supplies and equipment.*

*The Annual Programmatic Review instrument and facility checklists provided by the Department of Education, as part of the review preparation, were completed but there was no evidence that these reviews and checklists had been verified or analyzed by the administration or an outside entity and a corrective action plan had not been created.*

*Most supplies and equipment that would allow students to meet the demands of the workplace are available; however, some equipment and supplies are in storage and are not fully utilized.*

*Consequently, some students have not able to attain all the identified technical competencies required in the curriculum.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P 15</b>	The required 15% minimum expenditure is being expended for activities consistent with the two priorities of the Massachusetts State Plan for Professional Development. (Section 135)
	<b>Rating: Partially Implemented</b> <b>District Response Required: Yes</b>

**Department of Education Findings:**

*While interviews indicate that faculty and staff have access to professional development activities, there does not appear to be a fully developed plan to increase technical instructors' content knowledge particularly with COP competencies, national programs standards and OSHA requirements.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>P16</b>	Individuals who are members of special populations {that include individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement including individuals with limited English proficiency are provided with equal access to recruitment activities, admission and opportunities to a full range of courses of study without regard to race, color, gender, religion, national origin, English language proficiency, disability, or sexual orientation, and with programs that enable them to meet or exceed state adjusted levels of performance. (Section 122, Chapter 76, section 5 [Chapter 622], Title IX)
	<b>Rating: Partially Implemented</b> <b>DISTRICT RESPONSE REQUIRED: Yes</b>

**Department of Education Findings:**

*Staff interviews and documentation review indicated that the admissions process is not admitting students without regard to their Special Education and Bilingual status. Record reviews revealed that students' applications are stamped with a red "SPED" and blue "TBE" prior to the students being accepted to the school. In addition, the sending school recommendation form requires that information about special education and bilingual status be completed prior to the students' and parents' receiving a written notification of acceptance.*



## COMPONENT V: STUDENT SUPPORT SERVICES

The criteria in this component examine whether the district has ensured that all students have equal opportunity and access to programs or services in the program areas listed below:

- Special Education (Report Issues # SE 43-49A)
- Civil Rights Methods of Administration (MOA)  
(Report Issues MOA 10 –17A)
  - Title I (Report Issues # TI 34)
- Perkins Vocational and Technical Education (Report Issues # P 17-18)

<b>CRITERIA NUMBER</b>	<b>SPECIAL EDUCATION V. STUDENT SUPPORT SERVICES</b>		
	<b>Legal Standard</b>		
<b>SE 43</b>	<p><b>Behavioral interventions</b> For a student whose behavior impedes their learning or the learning of others, the Team considers the student's behavior including positive behavioral interventions, ability to follow school discipline codes, any needed code modifications and the possible need for a functional behavioral assessment.</p>		
	<b>State Regulations</b>	<b>Federal Requirements</b>	
		300.346	
	<b>Rating: Partially Implemented</b>	<b>District Response Required:</b>	<b>Yes</b>

**Department of Education Findings:**

*For a student whose behavior impedes their learning or the learning of others, the district has developed behavior intervention plans but there was a lack of documentation in the student's file as to when the Team convened to consider the possible need for a functional behavioral assessment.*

<b>CRITERIA NUMBER</b>			
	<b>Legal Standard</b>		
<b>SE 44</b>	<p><b>Procedure for recording suspensions</b> The district has a procedure to record the number and duration of suspensions, including any suspensions from any part of the student's IEP program (including transportation).</p>		
	<b>State Regulations</b>	<b>Federal Requirements</b>	
		300.121(d)(2)	
	<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>

<b>CRITERIA NUMBER</b>			
	<b>Legal Standard</b>		
<b>SE 45</b>	<p><b>Procedures for suspension up to 10 days and after 10 days: General requirements</b> 1. All students, including eligible students with disabilities, receive prior written notice regarding the school's Code of Conduct.</p>		

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<p>2. The school’s Code of Conduct includes required procedural safeguards such as opportunity for a hearing (per Goss v. Lopez).</p> <p>3. Any eligible student may be suspended up to 10 days in any school year without implementation of procedures described in criteria SE 46 below.</p> <p>4. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.</p> <p>5. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.</p> <p><b>State Regulation</b> MGL c. 76, sec. 16-18 Chapter 71, section 37 H</p> <p style="text-align: right;"><b>Federal Requirements</b> 300.519-300.529</p>
	<p><b>Rating: Implemented</b></p> <p style="text-align: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>SE 46</b>	<p><b>Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district</b></p> <p>1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.</p> <p>2. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team convenes</p> <ul style="list-style-type: none"> <li>a. to develop or review a functional behavioral assessment of the student’s behavior to modify a behavior intervention plan or develop an assessment plan;</li> <li>b. to identify appropriate alternative educational setting(s); and</li> <li>c. to determine the relationship between the disability and the behavior - “a manifestation decision” (Is IEP appropriate? Is placement appropriate? If there was a behavior plan, was it implemented? Does student understand impact and consequences of his/her behavior? Can student control behavior?).</li> </ul> <p>3. If the Team determines that the behavior is <u>NOT</u> a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must</p>









<b>CRITERIA NUMBER</b>	<b>CIVIL RIGHTS METHODS OF ADMINISTRATION V. STUDENT SUPPORT SERVICES</b>
	<b>Legal Standard</b>
	<b>Rating: Not Implemented</b> <b>District Response Required: Yes</b>

**Department of Education Findings:**

*The district did not provide a notice that covers the general public. The district provided, instead a copy of the section of the Student Handbook that included under a section entitled “Student/ Parent Rights and Responsibilities” a non- discrimination statement that referenced Chapter 282 of the Massachusetts General Laws. There was no documentation provided that district has given the name(s), address(es) and telephone number(s) of Title VI, Title IX and Section 504 coordinator(s). In addition, the onsite team was concerned that information was not easily found in the handbook.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 11</b>	<b>Publication of notices of non-discrimination</b> All publications for students, parents and employees, including written materials and other media used to publicize a school, specifically affirm that the school does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability.  Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5
	<b>Rating: Partially Implemented</b> <b>DISTRICT RESPONSE REQUIRED: Yes</b>

**Department of Education Findings:**

*Review of documents indicated that not all publications for students, parents and employees, including written materials and other media used to publicize a school, specifically affirm that the school does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability. The non-discrimination statement refers to handicap rather than disability in certain publications. The district’s stationary also does not have a non-discrimination statement.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 12</b>	<b>Grievance procedures</b> Written grievance procedures for students and for employees covering Title VI (race, national origin), Title IX (sex equity), and Section 504 (disability) have been adopted and published, and a grievance process is in place that provides prompt and equitable resolution.



<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	Title II; Title VI; Title IX; Section 504			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Implemented</b></td> <td style="width: 30%; text-align: center;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 20%; text-align: right;"><b>No</b></td> </tr> </table>	<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>
<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>		

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>MOA 13</b>	<p><b>Availability of information to prospective occupational/vocational students</b>  All students in grades 7-9, including those in special education and English as a second language programs, receive counseling and information on the full range of general curricular and any occupational/vocational opportunities available to them.</p> <p>Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5</p>			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Implemented</b></td> <td style="width: 30%; text-align: center;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 20%; text-align: right;"><b>No</b></td> </tr> </table>	<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>
<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>		

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 14</b>	<p><b>Counseling materials and activities free from bias and stereotypes</b>  To ensure that materials and activities are free from bias and stereotypes on the basis of race, color, sex, religion, national origin, sexual orientation or disability, all counselors:</p> <ol style="list-style-type: none"> <li>1 encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities, and skills;</li> <li>2. examine testing materials for bias and counteract any found bias when administering and interpreting test results;</li> <li>3. communicate effectively with limited English-proficient and disabled students and facilitate their access to all programs and services offered by the district;</li> <li>4. support students in non-traditional educational and occupational pursuits for their gender.</li> </ol>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	Title II; Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Partially Implemented</b></td> <td style="width: 25%;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 25%; text-align: right;"><b>Yes</b></td> </tr> </table>	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>
<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*The district provided copies of the standardized testing, sample assessments and a vocational profile, however there was no information with regard to how the district examines testing materials for bias and counteracts any found bias when administering and interpreting test results.*

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
<b>MOA 15</b>	<p><b>Non-discriminatory administration of scholarships, prizes and athletic awards</b>  Scholarships, prizes and athletic awards sponsored or administered by the district are free of restrictions based upon race, color, sex, religion, national origin, sexual orientation or disability with the following exceptions:</p> <ol style="list-style-type: none"> <li>1. when making athletic awards to members of single sex teams, awards are in proportion to the number of students of each gender participating in interscholastic competition;</li> <li>2. when accepting outside assistance (i.e. wills, trusts) for awards that would discriminate, the district provides an alternative source of funding to erase the discriminatory effect.</li> </ol> <p>Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5</p>			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Partially Implemented</b></td> <td style="width: 25%;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 25%; text-align: right;"><b>Yes</b></td> </tr> </table>	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>
<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*The district did not provide the criteria used for selecting and awarding scholarships, therefore it was no possible to determine whether they are administered or sponsored in a non-discriminatory manner.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 16</b>	<b>Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion</b>

<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	<p>1. Within ten days from a student's fifteenth consecutive unexcused absence, the school provides written notice to students age 16 or over and their parents or guardians. The notice is in English and the family's native language and states that the student and the parent or guardian may meet with a representative of the district within ten days from the date the notice was sent. At the request of the parent or guardian, the district may consent to an extension of the time for the meeting of not longer than fourteen days.</p> <p>2. At the meeting the participants discuss the reasons that the student is leaving school and alternative educational or other placements. The student and parent or guardian are told that attendance is voluntary after the student turns 16 but are also informed of the student's right to return to school.</p> <p>M.G.L. c. 76, ss. 5, 18; St. 1965, c. 741</p>			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Partially Implemented</b></td> <td style="width: 25%; text-align: center;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 25%; text-align: center;"><b>Yes</b></td> </tr> </table>	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>
<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>		

**Department of Education Findings:**

*Review of documents indicated that the standard notice used for a student who has been absent for ten days is in both English and Spanish, however, it does not contain an offer for opportunity for the student and the parent or guardian to meet with a representative of the district within ten days from the date the notice was sent or that at the request of the parent or guardian, the district may consent to an extension of the time for the meeting of not longer than fourteen days. There was also no evidence provided that the district has a process to ensure that the student and parent or guardian are informed that attendance is voluntary, informed of alternative educational programs or placement and informed of the right to return to school.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 17</b>	<p><b>Codes of conduct and student handbooks</b></p> <ol style="list-style-type: none"> <li>1. All school and district codes of conduct and student handbooks contain a nondiscrimination policy based on race, color, sex, religion, national origin, sexual orientation and disability.</li> <li>2. The district has complaint resolution procedures that include the disciplinary measures that may be imposed upon students who harass or discriminate.</li> <li>3. The principal of each school ensures that the district and school codes of conduct are distributed annually to students, parents and school personnel.</li> </ol> <p>Title VI; Title IX; Section 504; M.G.L. c.76, s. 5</p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*While the Student Handbook contains a non-discrimination statement it is under a section in the Handbook labeled “Student/Parents Rights and Responsibilities”. In addition, the onsite team was concerned that information was not easily found in the handbook.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 17A</b>	<p><b>Use of physical restraint on any student enrolled in a publicly funded education program</b></p> <ol style="list-style-type: none"> <li>1. The district has developed and implemented staff training at least annually on the use of restraint consistent with regulatory requirements. Such training <u>occurs within the first month of each school year and, for employees hired after the school year begins, within a month of their employment.</u></li> <li>2. The district administers physical restraint on students only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm. The district implements restraint procedures consistent with Department of Education regulations in order to prevent or minimize any harm to the student as a result of the use of physical restraint.</li> <li>3. The district has developed written procedures regarding appropriate responses to student behavior that may require immediate intervention. Such procedures are annually reviewed and provided to school staff and made available to parents of enrolled students.</li> <li>4. The district has developed and implemented reporting requirements and procedures for administrators, parents and the Department of Education consistent with the regulations.</li> <li>5. The district has developed and implemented any applicable individual waiver procedures consistent with the regulations.</li> </ol> <p>M.G.L. c. 71, s. 37G; 603 CMR 46.00</p>
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: Yes</b></span>

**Department of Education Findings:**

*While the district conducted a two and a half hour overview of the regulatory requirements for all staff, to date it has not trained selected staff in the building regarding how to the appropriately administer restraints. In addition, the documentation provided did not provide evidence that the district has developed and implemented reporting requirements and procedures for administrators,*

parents and the Department of Education consistent with the regulations.

CRITERIA NUMBER	<b>TITLE 1 V. STUDENT SUPPORT SERVICES</b>		
	<b>Legal Standard</b>		
<b>TI 34</b>	1. Appropriate officials from private schools are informed and consulted about the availability of Title I services. 2. Written affirmation is obtained and signed by officials of each participating private school, confirming that required consultation has occurred. 3. Appropriate officials from Neglected or Delinquent (N or D) facilities are informed and consulted about the availability of Title I services.  1120 NCLB		
	<b>Rating: Not Applicable</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>

**Department of Education Findings:**

*The vocational school is a regional school district and, therefore, the responsibility for these requirements reside with the sending school district.*

CRITERIA NUMBER	<b>PERKINS VOCATIONAL</b>		
	<b>Legal Standard</b>		
<b>P 17</b>	Programs and services exist that support student participation in and completion of nontraditional training and employment activities. (Section 135)		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Interviews and documentation revealed that there are no structured programs of support for nontraditional students.*

CRITERIA NUMBER			
	<b>Legal Standard</b>		
<b>P18</b>	The needs of students in alternative education programs are adequately addressed. (Section 122)		
	<b>Rating: Not Applicable</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>

**Department of Education Findings:**

*There is no alternative program at the vocational school.*

## COMPONENT VI: FACULTY, STAFF AND ADMINISTRATION

The criteria in this component examine whether the district has certified staff, provides supervision of aides and tutors, and provides ongoing professional development in the program areas listed below. Additionally, the component examines whether the district implements an effective system of program leadership and oversight which fosters high standards and performance expectations for all students and staff consistent with the goals of applicable federal and state requirements and Education Reform Act of 1993.

:

- Special Education (Report Issues # SE 50-54)
- Civil Rights Methods of Administration (MOA) (Report Issues MOA 18-21)
  - Title I (Report Issues # TI 35-36)
- Perkins Vocational and Technical Education (Report Issue # P 19)

<b>CRITERIA NUMBER</b>	<b>SPECIAL EDUCATION VI. FACULTY, STAFF AND ADMINISTRATION</b>
	<b>Legal Standard</b>
<b>SE 50</b>	<p><b>Responsibilities of the School Principal and Administrator of Special Education</b>  <u>Principal:</u></p> <ol style="list-style-type: none"> <li>1. <u>Instructional support.</u> The principal in each of the district’s schools promotes instructional practices responsive to student needs and ensures that adequate instructional support is available for students and teachers. Instructional support includes remedial instruction for students, consultative services for teachers, availability of reading instruction at the elementary level, appropriate services for linguistic minority students, and other services consistent with effective educational practices and the requirements of MGL c. 71B, §2. The principal consults with the Administrator of Special Education regarding accommodations and interventions for students. Such efforts and their results are documented and placed in the student record. Additionally, when an individual student is referred for an evaluation to determine eligibility for special education, the principal ensures that documentation on the use of instructional support services for the student is provided as part of the evaluation information reviewed by the Team when determining eligibility.</li> <li>2. <u>Curriculum Accommodation Plan.</u> The principal implements a curriculum accommodation plan adopted by the district to ensure that all efforts have been made to meet the needs of diverse learners in the general education program. The plan assists the regular classroom teacher in analyzing and accommodating diverse learning styles of all children in the regular classroom and in providing appropriate services and support within the regular education program including, but not limited to, direct and systemic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning. The Plan includes teacher training in (1) analyzing and accommodating diverse learning styles of all students in order to achieve an objective of inclusion in the regular classroom of students with diverse learning styles; (2) methods of collaboration among teachers, paraprofessionals and teacher assistants to accommodate such styles; and (3) training in the provision of pre-referral services within regular education, teacher mentoring and collaboration and parental involvement.</li> <li>3. <u>Coordination with special education.</u> The principal with the assistance of the Administrator of Special Education coordinates the delivery and supervision of special education services within each school building.</li> <li>4. <u>Educational services in home or hospital.</u> Upon receipt of a physician’s written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal arranges for provision of educational services in the home or hospital. Such services are provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services</li> </ol>

CRITERIA NUMBER	<b>SPECIAL EDUCATION VI. FACULTY, STAFF AND ADMINISTRATION</b>		
	<b>Legal Standard</b>		
	<p>do not interfere with the medical needs of the student. The principal coordinates such services with the Administrator for Special Education for eligible students. Such educational services are not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.</p> <p><u>Administrator of Special Education:</u></p> <p>5. The school district has an appointed person to be its Administrator of Special Education. The Administrator supervises all special education for the school district and ensures compliance with all federal and state special education laws. As appropriate, and in accordance with the requirements of MGL c.71B, §3A, the Administrator may designate other school district personnel to carry out some of the duties of the Administrator.</p>		
	<p><b>State Regulations</b> 28.03(3) Chapter 71, sec. 38Q and 38Q ½</p>	<p><b>Federal Requirements</b></p>	
	<b>Rating: Partially Implemented</b>	<b>District Response Required:</b>	<b>Yes</b>

**Department of Education Findings:**

*While the district provided job descriptions for the Principal and Pupil Personnel Director who also functions as the Administrator for Special Education neither job description clearly addressed or described the responsibilities associated with this criterion regarding instructional support, the curriculum accommodation plan, or educational services in home/hospital settings.*

CRITERIA NUMBER			
	<b>Legal Standard</b>		
<b>SE 51</b>	<p><b>Appropriate special education <u>teacher</u> certification</b> Individuals who design and/or provide direct special education services described in IEPs, or who supervise the provision of special education services by other teachers or paraprofessionals, are appropriately certified.</p>		
	<p><b>State Regulations</b> 28.02(3) 603 CMR 7.00</p>	<p><b>Federal Requirements</b> 300.23; 300.36</p>	
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Review of the teacher certifications provided did not provide evidence that the following staff are either currently appropriately certified or on a Department approved waiver: Maughan or Qualter.*



CRITERIA NUMBER	Legal Standard		
SE 52	<p><b>Appropriate certifications or other credentials -- <u>related service providers</u></b>  Any person, including non-educational personnel, who provides related services described under federal special education law, who supervises paraprofessionals in the provision of related services, or who provides support services directly to the regular or special classroom teacher is appropriately certified, licensed, board-registered or otherwise approved to provide such services by the relevant professional standards board or agency for the profession.</p> <p><b>State Regulations</b> 28.02(3)</p> <p><b>Federal Requirements</b> 300.23; 300.24; 300.136</p>		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Review of documents for related service providers indicated that the School Psychologist under contract to provide assessments for the district does not have current Massachusetts certification.*

CRITERIA NUMBER	Legal Standard		
SE 53	<p><b>Use of paraprofessionals</b></p> <ol style="list-style-type: none"> <li>1. Paraprofessionals and assistants (e.g., teacher aides, tutors and student teachers) are appropriately trained to assist in providing special education or related services.</li> <li>2. Persons employed as paraprofessionals and assistants do not design instruction for students with disabilities but are expected to implement instruction under the supervision of an appropriately certified or licensed professional who is proximate and readily available to provide such supervision.</li> </ol> <p><b>State Regulations</b></p> <p><b>Federal Requirements</b> 300.136(f)</p>		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*Document review and staff interviews indicated that paraprofessionals and assistants (e.g., teacher aides, tutors and student teachers) are not always appropriately trained to assist in providing special education or related services and staff employed as paraprofessionals and assistants are responsible*

*for instruction of students with disabilities without an appropriately certified or licensed professional who is proximate and readily available to provide supervision.*

CRITERIA NUMBER			
	Legal Standard		
SE 54	<p><b>Professional development regarding special education</b></p> <ol style="list-style-type: none"> <li>1) The district considers the needs of all staff in developing training opportunities for professional and paraprofessional staff and provides a variety of offerings which at a minimum include the following training topics offered on an annual basis:</li> <li>2) state and federal special education requirements and related local special education policies and procedures;</li> <li>3) confidentiality of student records;</li> <li>4) training in analyzing and accommodating diverse learning styles of all students in order to achieve an objective of inclusion in the regular classroom of students with diverse learning styles;</li> <li>5) methods of collaboration among teachers, paraprofessionals and teacher assistants to accommodate diverse learning needs of all students in the regular classroom;</li> <li>6) training in the provision of pre-referral services within regular education, teacher mentoring and collaboration and parental involvement;</li> <li>7) training for all locally hired <u>and</u> contracted transportation providers on the unique needs of all students being transported in regular and special transportation vehicles; and</li> <li>8) in cooperation with the special education parent advisory council, at least one workshop annually within the district on the rights of students and their parents and guardians under the state and federal special education laws and makes written materials explaining such rights available upon request.</li> </ol> <p><b>State Regulations</b> Chapter 71, sec. 38g 28.03(1)(a) Chapter 71, sec. 38Q and 38Q ½</p> <p><b>Federal Requirements</b> 300.382</p>		
	<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>

CRITERIA NUMBER	CIVIL RIGHTS METHODS OF ADMINISTRATION VI. FACULTY, STAFF AND ADMINISTRATION		
	Legal Standard		
MOA 18	<p><b>School district employee recruitment activities</b> The district's employee recruitment activities are aimed at reaching all groups,</p>		

<b>CRITERIA NUMBER</b>	<b>CIVIL RIGHTS METHODS OF ADMINISTRATION VI. FACULTY, STAFF AND ADMINISTRATION</b>		
	<b>Legal Standard</b>		
	including bilingual/bicultural persons, females/males in nontraditional roles and persons with disabilities. When certain categories of employment show a disproportionate number of females/males, racial and ethnic group members or disabled persons, the district makes efforts to recruit for such positions members of the under represented groups.  Title I; Title VI; Title IX; Section 504		
	<b>Rating: Implemented</b>	<b>District Response Required:</b>	<b>No</b>

<b>CRITERIA NUMBER</b>			
	<b>Legal Standard</b>		
<b>MOA 19</b>	<b>Employment application and interview procedures</b> Job application forms and interview questions do not include inquiries regarding a candidate's race, ethnicity, age, marital and parental status, national origin, physical attributes, religious background, health, health history and physical or mental condition.  Title I; Title VI; Title IX; Section 504		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*The job application does not contain a non-discrimination statement.*

<b>CRITERIA NUMBER</b>			
	<b>Legal Standard</b>		
<b>MOA 20</b>	<b>Non-discriminatory personnel policies and procedures</b> District personnel policies and procedures are free of discrimination and bias in the following areas:  1. employee hiring, upgrading, award of tenure, demotion, return from layoff and retirement are the same for both sexes; 2. employee pay schedules and rates of other compensation for all job categories provide equal pay for equal work; 3. fringe benefits for all job categories such as medical, dental, insurance, leave		

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	(sick, personal, professional, parental, dependent care, bereavement) etc. are the same for all employees.  Title I; Title VI; Title IX; Section 504
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 21</b>	<b>Staff training regarding civil rights responsibilities</b> The district provides in-service training for all school personnel at least annually regarding civil rights responsibilities, including the prevention of discrimination and harassment on the basis of disability, race, color, sex, religion, national origin and sexual orientation and the appropriate methods for responding to it in the school setting.  Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*While the district conducted the required civil rights training for all staff in August 2002, staff interviews indicated that they are still unclear regarding their responsibilities.*

<b>CRITERIA NUMBER</b>	<b>TITLE 1 VI. FACULTY, STAFF AND ADMINISTRATION</b>
	<b>Legal Standard</b>
<b>TI 35</b>	All professional staff providing Title I services are appropriately certified (licensed) or hold current certification waivers for their job title and function. <ul style="list-style-type: none"> <li>• Teachers are highly qualified.</li> <li>• Paraprofessionals: <ul style="list-style-type: none"> <li>- <b>New Hires</b> (hired on or after January 8, 2002): completed at least 2 years at an institution of higher education; obtained associates degree, or met rigorous standard of quality (passed state assessment,</li> </ul> </li> </ul>

CRITERIA NUMBER	TITLE 1 VI. FACULTY, STAFF AND ADMINISTRATION
	<b>Legal Standard</b>
	<p>once available).</p> <ul style="list-style-type: none"> <li>- <b>Existing Paraprofessional Staff</b> (hired prior to January 8, 2002): working to satisfy requirements by 2006; and</li> <li>- <b>All paraprofessional staff</b> have earned a secondary high school diploma.</li> </ul> <p>MGL Chapter 71, 38G 1119(a), (c), (d), and (f) NCLB</p>
	<b>Rating: Partially Implemented</b> <b>District Response Required: Yes</b>

**Department of Education Findings:**

*Review of documentation indicates that not all professional staff are appropriately licensed.*

CRITERIA NUMBER	
	<b>Legal Standard</b>
<b>TI 36</b>	<p>Minimum Expenditures The school district uses between 5% and 10% of its Title I funds for professional development activities to ensure that teachers who are not highly qualified, become highly qualified.</p> <p>1119(k)(1) NCLB</p>
	<b>Rating: Implemented</b> <b>DISTRICT RESPONSE REQUIRED: No</b>

CRITERIA NUMBER	PERKINS VOCATIONAL VI. FACULTY, STAFF AND ADMINISTRATION
	<b>Legal Standard</b>
<b>P 19</b>	All career and technical education staff in Perkins eligible programs appropriately certified, approved, or otherwise qualified. (M.G.L. c.74 s. 18, M.G.L. c.71.s.38G)
	<b>Rating: Partially Implemented</b> <b>District Response Required: Yes</b>

**Department of Education Findings:**

*Several staff members are not appropriately credentialed (Office Technology, Allied Health, Hotel Restaurant Management, Business Communications, Electronics Technology). The district has a good process for documenting technical teacher professional development; however there needs to be a system to monitor the completion of the licensing process and to ensure that instructors are teaching in their appropriate field.*

## COMPONENT VII: SCHOOL FACILITIES

The criteria in this component examine whether the district maintains facilities that are conducive to learning, facilitate integration, and provide equal access and opportunity for students to achieve in the program areas listed below:

- Special Education (Report Issues # SE 55)
- Civil Rights Methods of Administration (MOA) (Report Issues MOA 22-23)
  - Perkins Vocational and Technical Education (Report Issue # P 20)

CRITERIA NUMBER	<b>SPECIAL EDUCATION VII. SCHOOL FACILITIES</b>	
	Legal Standard	
<b>SE 55</b>	<p><b>Special education facilities and classrooms</b></p> <ol style="list-style-type: none"> <li>1. The school district provides facilities and classrooms for eligible students which maximize the inclusion of such students into the life of the school;</li> <li>2. provide accessibility in order to implement fully each child's IEP;</li> <li>3. are at least equal in all physical respects to the average standards of general education facilities and classrooms; and</li> <li>4. are given the same priority as general education programs for access to and use of instructional and other space in public schools in order to minimize the separation or stigmatization of eligible students.</li> </ol>	
	<p><b>State Regulations</b> 28.03(b)</p>	<p><b>Federal Requirements</b> Section 504 of the Rehabilitation Act of 1973</p>
	<b>Rating: Partially Implemented</b>	<b>District Response Required: Yes</b>

**Department of Education Findings:**

*The classrooms located in the basement do not maximize the inclusion of students into the life of the school. While the onsite team notes that there are some Enrichment classes (Title I) and a Spanish class located in the same area none of these students who participate in these programs would receive the majority of their academic classes in this space.*

CRITERIA NUMBER	<b>CIVIL RIGHTS METHODS OF ADMINISTRATION VII. SCHOOL FACILITIES</b>	
	Legal Standard	
<b>MOA 22</b>	<p><b>Accessibility of district programs and services for students with limited physical mobility</b></p> <p>In at least one facility within the district, the district makes available and entirely accessible to students with disabilities all educational programs and services offered at each level (preschool, elementary and secondary).</p>	
	Title II; Section 504; M.G.L. c. 71B	
	<b>Rating: Implemented</b>	<b>District Response Required: No</b>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>MOA 23</b>	<p><b>Comparability of facilities and programs</b> Where the district provides separate facilities or programs for members of a specific group, facilities and programs are comparable to those offered other students in the district, including:</p> <ol style="list-style-type: none"> <li>1. separate classes and facilities for disabled, limited English-proficient or pregnant students that are comparable to the facilities, programs, equipment and services offered other students in the district;</li> <li>2. changing rooms, showers and other facilities for students of one gender that are comparable in size, number and location to those provided students of the other gender.</li> </ol> <p>Title II; Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5</p>
	<p><b>Rating: Partially Implemented</b>                      <b>DISTRICT RESPONSE REQUIRED:</b>                      <b>Yes</b></p>

**Department of Education Findings:**

*The classrooms in the basement for the Title I and special education students are not comparable; however it is noted that the district is undergoing a major building renovation.*

<b>CRITERIA NUMBER</b>	<b>PERKINS VOCATIONAL VII. SCHOOL FACILITIES</b>
	<b>Legal Standard</b>
<b>P 20</b>	Instructional facilities meet the demands of the workforce including those for state of the art facilities as well as for a healthy, safe environment. (Section 122 and Sec. 135)
	<p><b>Rating: Partially Implemented</b>                      <b>District Response Required:</b>                      <b>Yes</b></p>

**Department of Education Findings:**

*See Department of Education letter dated April 22, 2003 and Greater Lawrence letter dated May 1, 2003 addressing safety concerns. Department will schedule a follow-up onsite visit in late August 2003.*

*There is a school district health and safety plan; however, most technical areas did not provide evidence that they had a health and safety plan specific to their technical program. There was no documentation showing that all staff members have received recent training in health and safety topics. One student, with a recently stitched wound, was working without proper health and safety precautions being taken.*



## COMPONENT VIII: PROGRAM PLAN AND EVALUATION

The criteria in this component examine whether the district has written programs plans that are evaluated according to specific regulatory requirements and whether parents have opportunities for input on needs, program implementation, evaluation, and improvement in the program areas listed below:

- Special Education (Report Issue # SE 56)
- Civil Rights Methods of Administration (MOA) (Report Issues MOA 24-25)
  - Title I (Report Issues # TI 37-43)
- Perkins Vocational and Technical Education (Report Issue # P 21)

CRITERIA NUMBER	SPECIAL EDUCATION VIII. PROGRAM PLAN AND EVALUATION
	<b>Legal Standard</b>
<b>SE 56</b>	<p><b>Special education programs and services are evaluated</b></p> <ol style="list-style-type: none"> <li>1. Special education programs, services and administrative areas are regularly evaluated.</li> <li>2. The district develops methods for determining the effectiveness of programs in assisting students with disabilities to achieve the goals set forth in their IEPs in the least restrictive environment.</li> <li>3. The district uses information it gathers from annual IEP reviews to measure the effectiveness of special education programs, and identifies programs, services and administrative areas that need improvement or must be developed.</li> <li>4. As part of these evaluation procedures, the district measures the success of programs based on students' local and statewide assessment results, drop out rates and graduation rates for special education students.</li> </ol> <p><b>State Regulations</b> Chapter 71B Chapter 71, sec. 59C</p> <p style="text-align: right;"><b>Federal Requirements</b> 300.137</p>
	<p><b>Rating: Partially Implemented</b>                      <b>District Response Required: Yes</b></p>

**Department of Education Findings:**

*While the onsite team noted that the district uses a variety of data and analyzes it the evaluation reports provided for 2000-2001 and 2001-2002 did not indicate that the evaluators had addressed the following areas:*

1. *That the district develops methods for determining the effectiveness of programs in assisting students with disabilities to achieve the goals set forth in their IEPs in the least restrictive environment*
2. *That the district uses information it gathers from annual IEP reviews to measure the effectiveness of special education programs, and identifies programs, services and administrative areas that need improvement or must be developed.*
3. *That the district measures the success of programs based on students' local and statewide assessment results, drop out rates and graduation rates for special education students*

CRITERIA NUMBER	CIVIL RIGHTS METHODS OF ADMINISTRATION VIII. PROGRAM PLAN AND EVALUATION
	<b>Legal Standard</b>
<b>MOA 24</b>	<p><b>Curriculum review process</b></p> <p>The district has a process to ensure that teachers in the district regularly review all instructional and educational materials for simplistic and demeaning generalizations, lacking intellectual merit on the basis of disability, race, color, sex, religion, national</p>

<b>CRITERIA NUMBER</b>	<b>CIVIL RIGHTS METHODS OF ADMINISTRATION VIII. PROGRAM PLAN AND EVALUATION</b>		
	<b>Legal Standard</b>		
	origin and sexual orientation.  M.G.L. c. 76, s. 5		
	<b>Rating: Not Implemented</b>	<b>District Response Required:</b>	<b>Yes</b>

**Department of Education Findings:**

*No information was provided for this criterion*

<b>CRITERIA NUMBER</b>	<b>Legal Standard</b>		
<b>MOA 25</b>	<b>Institutional self-evaluation</b> The district has in place a comprehensive evaluation process to examine and remedy policies and programs that discriminate or limit educational access due to race, color, sex, religion, national origin, sexual orientation, or disability.  Title VI; Title IX; Section 504; M.G.L. c. 76, s. 5		
	<b>Rating: Partially Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>Yes</b>

**Department of Education Findings:**

*While the district has a grievance procedure, the complaints provided as part of the documentation did include information that a formal investigation (handwritten comments only on some) was conducted or the finding(s) and resolution(s). There was also no information provided that the district has in place a comprehensive evaluation process to examine and remedy policies and programs that discriminate or limit educational access*

<b>CRITERIA NUMBER</b>	<b>TITLE 1 VIII. PROGRAM PLAN AND EVALUATION</b>		
	<b>Legal Standard</b>		
<b>TI 37</b>	A needs assessment and data analysis is conducted annually in each Title I school to determine the types of programs and services to be provided to Title I students. Such assessment is conducted in consultation with school staff and parents.  1114(b)(1)(A); 1115 (c)(2)(B) NCLB		
	<b>Rating: Partially Implemented</b>	<b>District Response Required:</b>	<b>Yes</b>

**Department of Education Findings:**

*Interviews and review of documentation indicates a needs assessment and data analysis is not conducted annually. Documentation submitted to the onsite team is insufficient.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 38</b>	The adequate yearly progress (APY) of each Title I school is evaluated on at least an annual basis, and Title I program changes are implemented that reflect the results of this evaluation.  1114 (b)(2)(B)(iii); 1115 (c)(2)(B); 1116(A)(1)(A) and (B) NCLB
	<b>Rating: Implemented</b> <b>DISTRICT RESPONSE REQUIRED:</b> <b>No</b>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 39</b>	Each Title I school identified as “in need of improvement” develops (not later than 3 months after being identified) an improvement plan or revises its school plan in consultation with parents, staff, other district personnel, and outside experts.  1116(b)(3)(A) NCLB
	<b>Rating: Not Applicable</b> <b>DISTRICT RESPONSE REQUIRED:</b> <b>No</b>

**Department of Education Findings:**

*The vocational school is not identified as a school “in need of improvement”.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 40</b>	For any of the district’s Title I schools that have been identified as “in need of improvement,” the district spends at least 10% of each school’s allocation of Title I funds to provide teachers and the schools’ principals with high-quality professional development that directly addresses the problems associated with academic achievement in those schools.

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	1116(b)(3)(A)(iii)(I) NCLB
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is not identified as a school “in need of improvement”.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 41</b>	<p>For schools that have been identified as “in need of improvement,” the school district provides all students enrolled in those schools the choice to transfer to another of the school district’s schools identified as not in need of improvement. Priority is given to the lowest achieving children from low-income families.</p> <p>1116(b)(1)(E)(i) and (ii) NCLB 2763A-32 of P.L. 106-554 (Education Appropriations Act, 2001)</p>
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is not identified as a school “in need of improvement”.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 42</b>	<p>For schools that have been identified as “in need of improvement,” school improvement plans must be implemented not later than the beginning of next full school year following this identification.</p> <p>1116(b)(3)(D)</p>
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is not identified as a school “in need of improvement”.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 43</b>	For schools that continue to fail to make AYP after being identified as “in need of improvement,” the school district continues to make the transfer option available to students, to make supplemental educational services available and to provide technical assistance to such schools.  1116(b)(5) NCLB
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is not identified as a school “in need of improvement”.*

<b>CRITERIA NUMBER</b>	<b>PERKINS VOCATIONAL VIII. PROGRAM PLAN AND EVALUATION</b>
	<b>Legal Standard</b>
<b>P 21</b>	The school has developed and implemented a system of program evaluation that includes, at a minimum, the following four core indicators (Section 116):  (i) Student attainment of challenging State established academic and vocational and technical skill proficiencies; (ii) Student attainment of a secondary school diploma or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or a post secondary degree or credential; (iii) Placement in, retention in, and completion of postsecondary education or advanced training, placement in military service, or placement or retention in employment; and (iv) Student participation in and completion of vocational and technical education programs that lead to nontraditional training and employment.
	<b>Rating: Not Implemented</b> <span style="float: right;"><b>District Response Required: Yes</b></span>

**Department of Education Findings:**

*Greater Lawrence has not fully implemented a system of program evaluation that includes a review of the four core indicators. The Annual Programmatic Review Tool and facility checklists provided by the Department of Education, as part of the review preparation, did not show evidence that staff and/or an outside entity had reviewed or verified the documents. In addition, there was no documentation showing that an analysis of the self-evaluation instruments had been conducted by the administration with a corrective action plan resulting.*

## COMPONENT IX: RECORD KEEPING

The criteria in this component examine whether the district maintains required records and documentation for the program areas listed below:

- Special Education (Report Issues # SE 57-58)
- Title I (Report Issues # TI 44-45-Program Requirements and TI 1-23-Fiscal Requirements)
- Perkins Vocational and Technical Education (Report Issue # P 22)

CRITERIA NUMBER	<b>SPECIAL EDUCATION IX. RECORD KEEPING</b>
	<b>Legal Standard</b>
<b>SE 57</b>	<p><b>Special education child count</b></p> <ol style="list-style-type: none"> <li>1. A child count is maintained representing students with current, accepted IEPs who are provided, at a minimum, direct special education and/or related services to each student. The count is filed as part of annual school report by December 1 of each school year and provides an unduplicated listing of the number of students with IEPs in each program and does not reveal the identity of individual students or their parents.</li> <li>2. The child count also includes students with disabilities determined eligible for special education who are attending private schools at private expense and are receiving publicly funded services according to IEPs developed by the district.</li> <li>3. The district does not include as part of its special education child count students who are determined by the Department to be erroneously classified as eligible to be counted under federal or state special education requirements or who are no longer receiving special education and/or related services.</li> </ol> <p><b>State Regulations</b> 603 CMR 23.00</p> <p style="text-align: right;"><b>Federal Requirements</b> 300.750-754; 300.145; 300.560-300.577; Family Educational Rights and Privacy Act (FERPA); 300.133</p>
	<p><b>Rating: Implemented</b> <span style="float: right;"><b>District Response Required: No</b></span></p>

CRITERIA NUMBER	
	<b>Legal Standard</b>
<b>SE 58</b>	<p><b>Federal Special Education Entitlement Grant</b></p> <ol style="list-style-type: none"> <li>1. The district's Special Education entitlement grant is designed by appropriate local administrators who are responsible for the implementation of the local special education programs and services.</li> <li>2. Where necessary, appropriate local administrators amend the programmatic and budgetary sections of the grant according to procedures and timelines required by the Department of Education.</li> <li>3. Appropriate local administrators monitor the entitlement grant in an ongoing manner to ensure its full implementation as the Department of Education has approved it.</li> <li>4. The district has secured the approval of the Department of Education for all amendments prior to their implementation.</li> <li>5. The district spends at least a proportionate share of its federal special education</li> </ol>



<b>CRITERIA NUMBER</b>				
	<b>Legal Standard</b>			
	funds on services for children enrolled in private schools at private expense.			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>State Regulations</b> 28.03(1)(e)</td> <td style="width: 50%;"><b>Federal Requirements</b> 300.230; 300.340-300.500</td> </tr> </table>	<b>State Regulations</b> 28.03(1)(e)	<b>Federal Requirements</b> 300.230; 300.340-300.500	
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	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Implemented</b></td> <td style="width: 25%;"><b>DISTRICT RESPONSE REQUIRED:</b></td> <td style="width: 25%; text-align: right;"><b>No</b></td> </tr> </table>	<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>
<b>Rating: Implemented</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>		

<b>CRITERIA NUMBER</b>	<b>TITLE 1 IX. RECORD KEEPING – PROGRAM REQUIREMENTS</b>		
	<b>Legal Standard</b>		
<b>TI 44</b>	<ol style="list-style-type: none"> <li>1. The district has submitted all required reports to the Department including the district Title I Plan/Application and Performance and Achievement Report.</li> <li>2. The district maintains appropriate Title I records in a central location or at each Title I school and keeps correspondence on file, including documentation for identifying schools eligible for Title I services (Target Area Selection), and documents used to determine school allocations.</li> <li>3. Current information is made available to the Department regarding the allocation of Title I funds to schools and the rank order list and student selection criteria determined by the district.</li> </ol> <p>1113; 1116 (c)(1)(B) NCLB</p>		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Rating: Implemented</b></td> <td style="width: 50%;"><b>District Response Required: no</b></td> </tr> </table>	<b>Rating: Implemented</b>	<b>District Response Required: no</b>
<b>Rating: Implemented</b>	<b>District Response Required: no</b>		

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 45</b>	<p><b>Federal Title I Grant:</b></p> <p>The district’s Title I grant is developed by appropriate local administrators who are responsible for the implementation of the local Title I programs and services.</p> <p>Where necessary, appropriate local administrators amend the programmatic and budgetary sections of the grant according to procedures and timelines required by the Department.</p> <p>Appropriate local administrators monitor the grant in an ongoing manner to ensure its full implementation as the Department has approved it.</p>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	The district secures the approval of the Department for all amendments prior to their implementation.
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	<b>TITLE I IX. RECORD KEEPING – FISCAL REQUIREMENTS</b>
	<b>Legal Standard</b>
<b>TI 1</b>	The maintenance of effort fiscal test is of local and state expenditures, <i>not</i> of Title I or other federal expenditures.  1120A(a); 9521 NCLB
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 2</b>	The school district’s combined fiscal effort per student <i>or</i> aggregate expenditures of the school district and state for free public education for the preceding fiscal year was not less than 90% of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year.  1120A(a); 9521(a) NCLB
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 3</b>	The district’s comparability fiscal test is a comparison of local and state funds in Title I schools and non-Title I schools, <i>not</i> a comparison of Federal funds.

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	1120A(c) NCLB
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is a single school district and there is no basis for comparison.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 4</b>	<p>1. The school district uses state and local funds in Title I schools that provide services that, taken as a whole, are at least comparable to services in non-Title I schools.</p> <p>1120A(c)(1)(A) NCLB</p> <p>2. If all of the district’s schools are Title I schools, the school district uses state and local funds to provide services that, taken as a whole, are substantially comparable in each school.</p> <p>1120A(c)(1)(B) NCLB</p>
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is a single school district and there is no basis for comparison.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 5</b>	<p>Documentation of the district’s Comparability Report demonstrates annual compliance with the comparability requirement, and is documented at least biennially.</p> <p>1120A(c)(3)(B) NCLB</p>
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

CRITERIA NUMBER			
<b>Legal Standard</b>			
<b>TI 6</b>	<p>The district has established and implemented the following requirements that are on file at the Department of Education:</p> <ol style="list-style-type: none"> <li>1. a district-wide salary schedule;</li> <li>2. a policy to ensure equivalence among schools in teachers, administrators, and other staff; and</li> <li>3. a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.</li> </ol> <p>1120A(c)(2)(A) NCLB</p>		
	<b>Rating: Not Applicable</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>

**Department of Education Findings:**

*The vocational school is a single school district and there is no basis for comparison.*

CRITERIA NUMBER			
<b>Legal Standard</b>			
<b>TI 7</b>	<p>Other measures, such as student/instructional staff ratios or student/instructional staff salary ratios are used to demonstrate Comparability.</p> <ol style="list-style-type: none"> <li>1. Student/staff ratios: The Title I school average, as determined in Comparability Report forms, does not exceed 110% of average of non-Title I schools.</li> <li>2. Student/staff salary ratios: The Title I school averages are at least 90% of the average of non-Title I schools.</li> <li>3. Staff salary differentials for years of employment are not used in implementing requirements under criteria TI 7(2) above.</li> </ol> <p>1120A(c)(2)(B); 1120A(c)(3)(A) NCLB; Title I Policy Guidance IASA</p>		
	<b>Rating: Not Applicable</b>	<b>DISTRICT RESPONSE REQUIRED:</b>	<b>No</b>

**Department of Education Findings:**

*The vocational school is a single school district and there is no basis for comparison.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 8</b>	If the school district groups schools by grade-span for demonstrating comparability, the school district does so in a way that reflects the actual grade-spans of the school district.  1120A(c)(1)(C) NCLB; Title I Policy Guidance IASA
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is a single school district and there is no basis for comparison.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 9</b>	In applicable situations, the school district divides a grade-span with significant school enrollment differences into a large-group/small-group model.  Title I Policy Guidance IASA
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is a single school district and there is no basis for comparison.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 10</b>	Non-instructional staff (e.g., cafeteria workers, custodians, nurses, playground aides, student teachers, volunteers, etc.) are not included in the district's comparability determinations.  Title I Policy Guidance IASA
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is a single school district and there is no basis for comparison.*



<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
	1115(a) NCLB
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**  
*The vocational school operates a schoolwide program.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 14</b> [Applicable to Schoolwide Programs (SWP)]	1. Title I funds may be used in combination with state, local, and other federal funds to serve the entire school population in accordance with the schoolwide plan in effect for the school.  1114(a)(1) NCLB  2. The school district is able to demonstrate that the Title I funds in a SWP supplement are in addition to the total amount of funds that would, in the absence of the Title I funds, be made available from non-federal sources for the school, including funds needed to provide services required by law for children with disabilities and children with limited English proficiency.  1114(a)(2)(B) NCLB
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 15</b> (Exclusion)	<i>If the district is receiving and excluding supplemental state and local funds from the Title I supplement (not supplant determinations) the school district is able to demonstrate that the supplemental state and/or local funds that are excluded from Title I supplement (not supplant,) determinations are used for programs that meet the intent and purposes of Title I.</i>  1120A 1120A(d)
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school has not utilized the exclusion provision.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 16</b>	In implementing federal Title I supplement, not supplant requirements, the school district has developed and implements a Supplement Not Supplant policy and procedure.
	<b>Rating: Implemented</b> <b>DISTRICT RESPONSE REQUIRED:</b> <b>No</b>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 17</b>	For each split-funded staff member, the district maintains an appropriate log (time and effort record) that documents the time actually spent by staff on Title I activities.  EDGAR; OMB Circular/Cost Guidelines
	<b>Rating: Not Applicable</b> <b>DISTRICT RESPONSE REQUIRED:</b> <b>No</b>

**Department of Education Findings:**

*The vocational school has no split-funded staff.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 18</b>	The school district has selected eligible schools in accordance with Title I requirements under this criterion.  1113(a); 1113(b); 1113(c); NCLB
	<b>Rating: Not Applicable</b> <b>DISTRICT RESPONSE REQUIRED:</b> <b>No</b>

**Department of Education Findings:**

*The vocational school is a single school district*



<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 19</b>	The school district includes accurate data in its Title I Application (Form 1) for the number of school-age students residing in each of the district's school attendance areas.  1113(a) NCLB
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 20</b>	The school district has made appropriate reservations (set asides) on Form 2 in accordance with NCLB requirements.  1113(c)(2)(A); 1113(c)(3) NCLB
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 21</b>	The final allocations to district schools have been calculated in accordance with Title I requirements, and the final allocation totals appropriately relate to the budget total.  1113(a); 1113(c)(2)(A) NCLB
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is a single school district*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 22</b>	The school district has made private school allocations in accordance with Title I requirements.  1120(a); 1120(b); 1120(c) NCLB
	<b>Rating: Not Applicable</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

**Department of Education Findings:**

*The vocational school is a regional school district and the responsibility for these requirements reside with the sending school districts.*

<b>CRITERIA NUMBER</b>	
	<b>Legal Standard</b>
<b>TI 23</b>	Budgeting – The school district budget process demonstrates appropriate Title I program planning and implementation consistent with identified student needs at each school.  MADOE Title I Grant Application Instructions and Guidance
	<b>Rating: Implemented</b> <span style="float: right;"><b>DISTRICT RESPONSE REQUIRED: No</b></span>

<b>CRITERIA NUMBER</b>	<b>PERKINS VOCATIONAL IX. RECORD KEEPING</b>
	<b>Legal Standard</b>
<b>P 22</b>	Student records contain the items listed in the Perkins Student Record Review Checklist. (Section 122)
	<b>Rating: Partially Implemented</b> <span style="float: right;"><b>District Response Required: Yes</b></span>

**Department of Education Findings:**

*The district has not established a system that allows for security of student records while allowing access by appropriate school personnel and parents/guardians in accordance with student record regulations: Student Record sign-in sheets were not utilized.*

**APPENDIX:  
SCHOOL DISTRICT PROFILE INFORMATION**

The information which is provided in this Appendix was drawn from data supplied by the school district. The Department's visiting team carefully reviewed this data as part of its planning for the onsite visit and in preparing this Coordinated Program Review Report. This district-wide information, together with more detailed school building data, is periodically updated by the school district and is available in an evercurrent form on the Department's internet web site at <<http://profiles.doe.mass.edu/>>.

# School and District Profiles

## Definitions of Terms

### Profiles

The Massachusetts Department of Education collects information about schools and districts. Some of the information collected is published in School and District Profiles on DOE web pages. The information provides a snapshot of the educational picture in communities across the state.

Now districts view, add, update and delete their own district and school information over the web to make sure that the information is as up-to-date and accurate as possible. In addition, the general public will be able to view Directory information about each school district in the state. Individuals can retrieve for themselves information such as school personnel, school programs (e.g. School Choice) and the location of specialized services such as Special Education Collaboratives, and Vocational Training Programs.

The list below provides an explanation of information presented in the Profiles.

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## Directory Information

**DOE Code:** The DOE Code, also referred to as the Organization Code, is an eight digit numeric code assigned by the Massachusetts Department of Education to every organization listed in the Directory Profiles, including every district and school in the Commonwealth. For districts and schools, the first four digits represent the District Code and the last four digits represent the School Code. Thus the organization code "02660505" stands for "0266" (Sharon Public Schools) + "0505" (Sharon High). If a form requires the 8-digit DOE school code it is calling for the entire organization code.

Prior to the 2001 school year, organization codes contained six digits (three for the district and three for the school.) With the exception of some special needs schools, the eight digit codes are the same as the six digit codes with one zero added before the district code and another zero added before the school code. Thus, Sharon High's old six digit organizational code was 266505.

Please Note: The Department's Organization Code is not the same as the Institution codes assigned by the College board for SAT and AP results. Nor is it the same as the NCES code assigned to Massachusetts schools by the U.S. Department of Education.

**Grades/Schools\*:** indicates the number and grade range of elementary, middle/junior high and high schools in the district, as well as the total number of schools in the district and the grade range of the school system. An elementary range beginning with "PK" indicates the district has pre-kindergarten. A high school range ending in "13" or "14" indicates the district has a post-graduate program. Kindergarten starting age indicates the age as of a particular date at which children are eligible to begin kindergarten.

**Services:** Services include:

- **Inter-district Choice:** indicates whether students from other districts may enroll in the district through the state school choice program, which is voluntary and on a space-available basis.
- **Intra-district Choice:** indicates whether the district has a school choice program within the school district for students who live in the district.
- **Vocational Education:** indicates whether the district operates a Chapter 74 approved vocational education program.
- **Transitional Bilingual Education (TBE):** indicates whether the district operates a TBE program. Under Massachusetts law, a district must provide a TBE program in a particular language if there are 20 or more limited English proficient students in that particular language group enrolled in the district. Limited English proficient students are students whose first language is not English and who cannot perform ordinary class work in English.
- **METCO:** indicates whether the district participates in the state METCO program, which promotes voluntary desegregation by enrolling minority students from Boston and Springfield in suburban schools.

**Relationships:** Relationships include:

- **Member of Regional Districts\*:** for local school districts, indicates the name(s) of any academic and/or vocational regional district(s) of which the local school district is a member. For regional school districts, indicates the names of member local school districts. A regional school district provides educational services to more than one town.

\* District level data only.

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## Enrollment

**Enrollment by Grade:** indicates the enrollment for grades Pre-kindergarten (PK), kindergarten through 12, post-graduate grades 13 and 14, and ungraded (u/g) students for the listed school year.

**Race/Ethnicity:** indicates the percent of enrollment by race/ethnicity for the listed school year. The reporting categories are those used by the U.S. Bureau of the Census.

**Selected Populations:** indicates the percent of enrollment represented by students in special education programs\*, students who are limited English proficient, and students eligible to receive free or reduced price lunch\*. Data are for the listed school year.

**Children Attending Public Schools\*:** indicates the percent of school-age children in a city or town attending public schools, for the listed school years.

\* District level data only.

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## Test Results

**Massachusetts Comprehensive Assessment System (MCAS):** Click the MCAS link to see MCAS results for the district or school.

For additional information about Massachusetts Comprehensive Assessment System (MCAS), please refer to the Department of Education's MCAS web site at [www.doe.mass.edu/mcas](http://www.doe.mass.edu/mcas).

**SAT:** The district or school's SAT results are displayed for the listed years.

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## People

A list of people who work in the organization. Each name is linked to contact information for the person.

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## Finance

**Per Pupil Expenditures\*:** are calculated by dividing a district's operating costs by its average pupil membership. Operating costs include expenditures for administration, instruction, pupil services, transportation, plant maintenance, and fixed charges. These costs do not include capital outlay and long-term interest on school debt. Average pupil membership includes students who receive services in the district's schools, as well as students receiving home or hospital instruction. Data for regular education, special education, bilingual education and vocational education students are provided in addition to the total for all day programs, for the listed school years.

**Teacher Salary\*:** indicates the minimum and maximum teacher salaries available, for the listed school years.

**Foundation Budget Spending Comparison\*:** The education reform act established a foundation budget for each school district. This budget represents the minimum level of spending needed to provide an adequate education for the district's students. The foundation budget is made up of 19 separate categories. The chart shows the district's actual spending in each category for the listed school year as a percentage of the district's foundation budget. If the percentage exceeds 100%, the district spent more in the category than suggested by the foundation budget. If the percentage is less than 100%, the district spent less. Significant variations between local spending and the foundation budget, or between local spending and the statewide averages, should be reviewed closely. In some cases, the differences may be due to unique circumstances and needs within the district. In other cases, the differences may suggest potential areas for review and improvement.

Click one of the links in the Finance section for more school finance information.

\* District level data only.

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## Other Data

**Dropout/Attendance Rates:** indicates the percentage of students in grades 9-12 who dropped out of school between July 1 and June 30 prior to the listed year and who did not return to school by October 1. Dropouts are defined as students who leave school prior to graduation for reasons other than transfer to another school.

**Attendance Rate:** indicates the average percentage of enrolled students present in school for the listed school year.

**Student Exclusions:** indicates the number of student exclusions that occurred during the listed school year. An exclusion is defined as the removal of a student for disciplinary purposes permanently, indefinitely or for more than ten consecutive school days.

**Plans of High School Graduates:** indicates the post-graduate intentions of students for the listed school year.

**Technology:** indicates the number of students for every one computer and the percent of classrooms with Internet access. Data are for the listed school year; "DNR" appears for schools and districts which did not yet report data

The electronic version of this profile information is available at:

<http://profiles.doe.mass.edu/home.asp?mode=ot&view=&ot=5>

The electronic version of the Department's Coordinated Program Review Final Report is available at:

<http://www.doe.mass.edu/pqa/review/cpr/reports/> .

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NTC; JDS