



The Commonwealth of Massachusetts Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-3000

January 7, 2003

Russell Dever
Barnstable Public Schools
230 South Streer
Hyannis, MA 02601

Re: Onsite Follow-up Monitoring Report:
Coordinated Program Review Corrective Action Plan
Verification and Special Education Mid-Cycle Review

Dear Superintendent Dever:

Enclosed is the Department's Coordinated Program Review Follow-up Monitoring Report together with findings regarding your district's Coordinated Program Review Mid-cycle Review. This report contains the Department's findings based on the onsite activities conducted in your school district to verify the implementation status and effectiveness of corrective steps taken in response to your Coordinated Program Review Report issued on March 20, 2000. This report also includes a report on the status of implementation for new state or federal special education requirements enacted since your district's last Coordinated Program Review.

While the Department of Education found certain noncompliance issues to be resolved, others were partially corrected, not addressed at all and/or new issues were identified by the Department's onsite team.

As the Department previously informed you, in cases where a district fails to fully and effectively implement a Corrective Action Plan, which was proposed by your district and approved by the Department, the Department must then prepare a Corrective Action Plan for the district, which must be implemented without further delay. You will find these requirements for corrective action and further progress reporting included in the attached report together with any steps that must be taken by the district to fully implement new special education requirements. Please provide the Department with your written assurance that the Department's requirements for corrective action will be implemented by your school district within the timelines specified. Your statement of assurance must be submitted to the Department's Onsite Chairperson by **January 22, 2003**.

Your staff's cooperation throughout these Follow-up Monitoring activities is appreciated. Should you require additional clarification of information included in our report, please do not hesitate to contact the Onsite Team Chairperson at 781-338-3763.

Sincerely,

Claire DeMeo, Coordinated Program Review Follow-up Chairperson
Program Quality Assurance Services

John D. Stager, Administrator
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education
Karen Mc Donald, School Committee Chairperson
Ellen Varnerin, District Program Review Follow-up Coordinator
Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

Barnstable Public Schools

**ONSITE VERIFICATION OF CORRECTIVE ACTION PLAN IMPLEMENTATION
AND/OR IDENTIFICATION OF ADDITIONAL FINDINGS REQUIRING
CORRECTIVE ACTION**

Action Plan Submitted on April 4, 2000

Progress Reports Submitted on July 20, 2000

Onsite Visit Conducted on November 1, 2002

Date of this Report January 7, 2003

Criterion Number and Topic from CPR Final Report	Corrective Action Plan Determined to be <u>Substantially Implemented</u> 0	Method(s) of Verification	Comments Regarding Corrective Action Plan Implementation	Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u> 0	Findings Regarding Incomplete Implementation, Approved Corrective Action Plan or Identified Additional Issues, Noncompliance
SE 1 Assessments	0	Documentation Student records and staff interviews			
SE 2 Required and optional assessments	0	Documentation Student records and staff interviews			
SE 3 Requirements for Specific Learning Disabilities	0	Student Records Documentation. The district has developed their own comprehensive classroom observation form			
SE 5 General and District-wide assessments	0	Local guidelines for MCAS Participation of students is available online to staff and also in the PPS/Sped Manual Barnstable High School has computerized all modifications			

Criterion Number and Topic from CPR Final Report	Corrective Action Plan Determined to be <u>Substantially Implemented</u> 0	Method(s) of Verification	Comments Regarding Corrective Action Plan Implementation	Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u> 0	Findings Regarding Incomplete Implementation Approved Corrective Action Plan or Identified Additional Issues Noncompliance
		students require for participation in the MCAS Documentation included sample of a student portfolio.			
SE 6 Transition Services	0	Student records and documentation of procedures Transition are based on student preferences Agencies are present for transition meetings			
SE 7 Transfer of Parental Rights/Age of Majority	0	Documentation Student records and staff interviews The district has Developed procedures for all staff and has provided training in this process. A new Parents Rights Brochure Highlights information page developed by the district is also given to parents. A new form, Student Participation and Consent at	The district has Developed procedures for all staff and has provided training in this process. A new Parents Rights Brochure Highlights information page developed by the district is also given to parents. A new form, Student Participation and Consent at Age of Majority, was developed and this form is signed by the student ,one School representative and one witness		

Criterion Number and Topic from CPR Final Report	Corrective Action Plan Determined to be <u>Substantially Implemented</u> 0	Method(s) of Verification	Comments Regarding Corrective Action Plan Implementation	Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u> 0	Findings Regarding Incomplete Implementation, Approved Corrective Action Plan or Identified Additional Issues, Noncompliance
		Age of Majority, was developed and this form is signed by the student, one School representative and one witness			
SE 8 Evaluation Team Composition	0	Student records and staff interviews	All appropriate personnel are present for Team Meetings and students are invited to attend at age fourteen.		
SE 9 Eligibility Determination: Timelines for Evaluation, Immediate provision of IEP	0	Documentation Student records and staff interviews	Local practices and guidance for Eligibility determination, Timelines and provision of IEP are in the PPS/Sped		
SE 11 Independent Education Evaluation	0	Documentation and staff interviews.	The district assumes the cost of these evaluations when requested		
SE 15 Outreach Child Find	0	Documentation and staff interviews indicate	Child Find procedures and activities are in place.		

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SE 18 A IEP Development and Content	0	Documentation and staff interviews	The building principal or designee has the authority to commit the resources of the district. The Team develops an IEP Draft at the Team meeting.	0	
SE 18 B Determination of placement and immediate provision of IEP to parent	0	Documentation and staff interviews	Parents receive a copy of the IEP Draft at the Team meeting and receive the final IEP	0	
SE 20 Least restrictive program	0	Documentation and student/teacher schedules and staff interviews.	The district provides a continuum of services and LRE is a priority	0	
SE 21 School day and school year requirements	0	Documentation and student records. The district provides in-service training on the guidelines for this criteria. The district offers extensive educational programs designed for the maintenance of skills to prevent substantial regression. In		0	

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		the summer. These programs are available for students ages 3 to twenty-two.			
SE 22 IEP implementation and availability	0	Documentation and staff interviews. The IEP is implemented the day after the IEP has been signed by the parent. Teachers receive a copy if IEP services at the beginning of the school year and special education liaisons are available to meet with teachers.			
SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child or provision of FAPE	0	Documentation and staff interviews. The district has developed a comprehensive Special Education Process and Forms instructional outline designed to ensure that all teachers comply with these requirements.			

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SE 25 Parental consent	0	Documentation And student records All proper notices are utilized by the district. The district documents all methods of obtaining consent.			
SE 26 Parent participation in meetings	0	Documentation and student records Parents are always part of the decision – making process at Team meetings. Home visits, phone conferences are used when parents cannot come to the school.			
SE 27 Content of Team meeting notice to parents	0	Documentation The district uses all the required state forms.			
SE 28 Parent provided IEP or notice of non-eligibility together with notification of procedural guidelines and	0	Documentation and student records. The district uses all the required state forms			

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parents' rights					
SE 29 Communications are in English and Primary language of home	0	Documentation and student records. Communications are in English and Primary language of home. The district employs 2 interpreters for the hearing impaired. The district contracts other interpreters in various languages when needed.			
SE 30 Elements of notice of Parents' rights	0	Documentation The district uses the correct Parents Rights Brochure A new Parents Rights Brochure Highlights informational fact sheet was also developed by the district for parents.			
SE 32 Parent Advisory Council for special education		Documentation and staff interview The district held annual			

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	0	training and joined Mass PAC. The PAC has by-laws and has hosted other workshops in conjunction Department of Mental Health,			
SE 33 Involvement in general curriculum	0	Documentation and student records The students schedules, programs and IEP's reflect their participation in the general curriculum. The district has aligned its curriculum with the Massachusetts Curriculum Frameworks.			
SE 34 Continuum of alternative services and placements	0	Documentation and student records The district provides a continuum of services for students in pre-kindergarten to age twenty-two. Service models include consultation, co-teaching, in-class specialized instruction			

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		within the resource room and substantially separate programs. Three vocationally related programs are available at the high school.			
SE 36 IEP implementation, accountability and financial responsibility out-of- district programs	0	Documentation Student records The district complies with the required process for IEP accountability and financial responsibility for out-of-district students.			
SE 37 Procedures for approved and unapproved out-of-district placements	0	Documentation and student records and sample contracts. All procedures are in place and monitored by the PPS/Sped Directors. The district also employs 2 out-of- district Coordinators.			
SE 38 ESIS	0	Documentation and student records. The district			

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		contracts for any needed services and provides assessments and IEPs.			
SE 39 Provision of services to eligible students in private schools at private expense	0	Documentation and staff interview The district has provided the necessary annual outreach to private schools, and provided services when needed.			
SE 43 Behavioral interventions	0	Documentation and student records. Training is provided to staff regarding the development of behavioral interventions and manifestation determination. Local practices are in the PPS/SPED manual.			
SE 46 Suspension for students with disabilities; responsibilities of Team and district	?	Documentation Training is provided to staff regarding manifestation determinations and other discipline procedures,			

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		.Alternative education settings are available at the middle and high school levels. An evening program is also available at the high school.			
SE 47 Procedural requirements applied to students not yet determined to be eligible for special education	0	Documentation Computerized suspension logs are kept. Students not yet determined to be eligible for special needs services are evaluated upon parental request. These students have all the safeguards required under the regulations. Current handbooks are available.			
SE 48 FAPE	0	Documentation There are 3 vocationally related programs with varying degrees of support to students. The WAVE, Work/work aptitude/attitude for vocational			

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		education program, FACIP functional academics and community inclusion program, and community based exploration program. Pre Voc. program is also available at Cape Cod Tech. 7 Career academies at the high school provides clusters of courses around specific career areas.			
SE 49 Related services	0	Documenta-ion Student records. List of services include counseling provided by the guidance counselor , school psychologist and social worker.			
SE 49A Special Transportation	0	Documentation Student record. Students (98) Receive special transportation. Training is			

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		provided for drivers and monitors. Special Transportation is documented on the IEP.			
SE 50 Responsibilities of the School Principal and Administrator of Special education		Documentation		0	
SE 54 Professional development special education	0	Documentation			
SE 56 Special education services and programs are evaluated	0	Documentation The district has completed an Internal evaluation on Elementary and middle school levels. The NEASC evaluation was completed in May 2002 for the high school			
MOA 21 Civil Rights Training		Interviews		0	Civil Rights Training for new hires is not done. Training for new staff is not done. Training for new hires is not done in the district.

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CVRLRFIN.FUP.doc

1. Verified that PRS docs are
2. CIP in process and will be sent by 12/1
3. Local Special Education Plan IS IN PLACE.
4. REVIEWED 59 PARTIAL STUDENT RECORDS

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

Barnstable Public Schools

**ONSITE VERIFICATION OF CORRECTIVE ACTION PLAN IMPLEMENTATION
AND/OR IDENTIFICATION OF ADDITIONAL FINDINGS REQUIRING CORRECTIVE ACTION**

**Action Plan Submitted on April 4, 2000
Progress Reports Submitted on July 20, 2000
Onsite Visit Conducted on November 1, 2002
Date of this Report January 7, 2003**

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SE 1 Assessments	0	Documentation Student records and staff interviews				
SE 2 Required and optional assessments	0	Documentation Student records and staff interviews				
SE 3		Student				

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Requirements for Specific Learning Disabilities	0	Records Documentation. The district has developed their own comprehensive classroom observation form				

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SE 5 General and District-wide assessments	0	Local guidelines for MCAS Participation of students is available on-line to staff and also in the PPS/Sped Manual Barnstable High School has computerized all modifications students require for participation in the MCAS Documentation included sample of a student portfolio.				

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SE 6 Transition Services	0	Student records and documentation of procedures Transition are based on student preferences Agencies are present for transition meetings				

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SE 7 Transfer of Parental Rights/Age of Majority	0	<p>Documentation Student records and staff interviews The district has Developed procedures for all staff and has provided training in this process. A new Parents Rights Brochure Highlights information page developed by the district is also given to parents. A new form, Student Participation and Consent at Age of Majority, was developed and this form is signed by the student ,one School representative and one witness</p>	<p>The district has Developed procedures for all staff and has provided training in this process. A new Parents Rights Brochure Highlights information page developed by the district is also given to parents. A new form, Student Participation and Consent at Age of Majority, was developed and this form is signed by the student ,one School representative and one witness</p>	5		

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SE 8 Evaluation Team Composition	0	Student records and staff interviews	All appropriate personnel are present for Team Meetings and students are invited to attend at age fourteen.			
SE 9 Eligibility Determination: Timelines for Evaluation, Immediate provision of IEP	0	Documentation Student records and staff interviews	Local practices and guidance for Eligibility determination, Timelines and provision of IEP are in the PPS/Sped			
SE 11 Independent Education Evaluation	0	Documentation and staff interviews.	The district assumes the cost of these evaluations when requested			

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SE 15 Outreach Child Find	0	Documentation and staff interviews indicate	Child Find procedures and activities are in place.			
SE 18 A IEP Development and Content	0	Documentation and staff interviews	The building principal or designee has the authority to commit the resources of the district. The Team develops an IEP Draft at the Team meeting.			
SE 18 B Determination of placement and immediate provision of IEP to parent	0	Documentation and staff interviews	Parents receive a copy of the IEP Draft at the Team meeting and receive the final IEP			

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SE 20 Least restrictive program	0	Documentation and student/teacher schedules and staff interviews.	The district provides a continuum of services and LRE is a priority			

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SE 21 School day and school year requirements	0	Documentation and student records. The district provides in-service training on the guidelines for this criteria. The district offers extensive educational programs designed for the maintenance of skills to prevent substantial regression. In the summer. These programs are available for students ages 3 to twenty-two.				

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SE 22 IEP implementation and availability	0	Documentation and staff interviews. The IEP is implemented the day after the IEP has been signed by the parent. Teachers receive a copy if IEP services at the beginning of the school year and special education liaisons are available to meet with teachers.				

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SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child or provision of FAPE	0	Documenta- tion and staff interviews. The district has developed a comprehensive Special Education Process and Forms instructional outline designed to ensure that all teachers comply with these requirements.				

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SE 25 Parental consent	0	Documentation And student records All proper notices are utilized by the district. The district documents all methods of obtaining consent.				
SE 26 Parent participation in meetings	0	Documentation and student records Parents are always part of the decision – making process at Team meetings. Home visits, phone conferences are used when parents cannot come to the school.				

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SE 27 Content of Team meeting notice to parents	0	Documentation The district uses all the required state forms.				
SE 28 Parent provided IEP or notice no eligibility together with notification of procedural guidelines and parents' rights	0	Documentation and student records. The district uses all the required state forms				

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SE 29 Communica-tions are in English and Primary language of home	0	Documentation and student records. Communica-tions are in English and Primary language of home. The district employs 2 interpreters for the hearing impaired. The district contracts other interpreters in various languages when needed.				

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SE 30 Elements of notice of Parents' rights	0	Documenta- tion The district uses the correct Parents Rights Brochure A new Parents Rights Brochure Highlights informational fact sheet was also developed by the district for parents.				

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SE 32 Parent Advisory Council for special education	0	Documentation and staff interview The district held annual training and joined Mass PAC. The PAC has by-laws and has hosted other workshops in conjunction Department of Mental Health,				

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SE 33 Involvement in general curriculum	0	Documentation and student records The students schedules, programs and IEP's reflect their participation in the general curriculum. The district has aligned its curriculum with the Massachusetts Curriculum Frameworks.				

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SE 34 Continuum of alternative services and placements	0	Documentation and student records The district provides a continuum of services for students in pre-kindergarten to age twenty-two. Service models include consultation, co-teaching, in-class specialized instruction within the resource room and substantially separate programs. Three vocationally related programs are available at the high school.				

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SE 37 Procedures for approved and unapproved out-of-district placements	0	Documentation and student records and sample contracts. All procedures are in place and monitored by the PPS/Sped Directors. The district also employs 2 out-of- district Coordinators.				

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SE 38 ESIS	0	Documentation and student records. The district contracts for any needed services and provides assessments and IEPs.				
SE 39 Provision of services to eligible students in private schools at private expense	0	Documentation and staff interview The district has provided the necessary annual outreach to private schools, and provided services when needed.				

Criterion Number and Topic from CPR Final Report	Corrective Action Plan Determined to be <u>Substantially Implemented</u> 0	Method(s) of Verification	Comments Regarding Corrective Action Plan Implementation	Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u> 0	Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance	Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting
SE 43 Behavioral interventions	0	Documentation and student records. Training is provided to staff regarding the development of behavioral interventions and manifestation determination. Local practices are in the PPS/SPED manual.				

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SE 46 Suspension for students with disabilities; responsibilities of Team and district	0	Documentation Training is provided to staff regarding manifestation determinations and other discipline procedures, .Alternative education settings are available at the middle and high school levels. An evening program is also available at the high school.				

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SE 47 Procedural requirements applied to students not yet determined to be eligible for special education	0	Documentation Computerized suspension logs are kept. Students not yet determined to be eligible for special needs services are evaluated upon parental request. These students have all the safeguards required under the regulations. Current handbooks are available.				

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SE 48 FAPE	0	<p>Documentation There are 3 vocationally related programs with varying degrees of support to students. The WAVE, Work/work aptitude/attitude for vocational education program, FACIP functional academics and community inclusion program, and community based exploration program. Pre Voc. program is also available at Cape Cod Tech. 7 Career academies at the high school provides clusters of courses around specific career</p>				

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SE 49 Related services	0	Documenta-ion Student records. List of services include counseling provided by the guidance counselor , school psychologist and social worker.				
SE 49A Special Transportation	0	Documentation Student record. Students (98) Receive special transportation. Training is provided for drivers and monitors. Special Transportation is documented on the IEP.				

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SE 50 Responsibilities of the School Principal and Administrator of Special education	0	Documentation				
SE 54 Professional development special education	0	Documentation				
SE 56 Special education services and programs are evaluated	0	Documentation The district has completed an Internal evaluation on Elementary and middle school levels. The NEASC evaluation was completed in May 2002 for the high school				

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MOA 21 Civil Rights Training		Interviews		0	Civil Rights Training for all new hires is not provided at the time new staff is hired. Training of new hires is not monitored by the district.	Please provide evidence that all new employees receive Civil Rights Training. Please explain the process by which the training of new staff is monitored. Please submit these findings by February 1, 2003.

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1. Verified that PRS docs are
2. CIP inprocess and will be sent by 12/1
3. Local Special Education Plan IS IN PLACE.
4. REVIEWED 59 PARTIAL STUDENT RECORDS

Rev. 11/4/00