



The Commonwealth of Massachusetts

Department of Education

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July 8, 2004

Atlantis Charter School
Fernando M. Goulart, Principal
Atlantis Charter School
2501 South Main Street
Fall River, MA 02724-2015

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

Dear Principal Goulart:

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 7, 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 **July 22, 2004**.

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 781-338-3714.

Sincerely,

Nancy Hicks, 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
Diane Derosiers, District Program Review Follow-up Coordinator

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

Atlantis Charter School

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

Action Plan Submitted on March 15, 2001

Progress Reports Submitted on December 14, 2001, December 20, 2001 and July 30, 2002

Onsite Visit Conducted on June 7, 8, and 9, 2004

Date of this Report July 8, 2004

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Special Education Requirements	√			√		
SE 1 Assessments are appropriately selected and interpreted for students referred for evaluation	√	Student Records Documentation Staff Interviews	Assessments are appropriately selected and interpreted for students referred for evaluations. The school uses a variety of sources to gather relevant information on the student.			
SE 2			Atlantis uses contracts with			

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Required and optional assessments	√	Student Records Documentation Staff Interviews	qualified people to complete required and optional assessments.	√		
SE 3 Special requirements for determination of specific learning disabilities	Partially Implemented	Student Records Documentation Staff Interviews	Atlantis has a form and procedure in place to document a Team's determination of a specific learning disability.	Additional Issue Identified during Mid-Cycle	Not all Atlantis staff members are aware of this requirement, and not all records of students with specific learning disabilities contain the proper documentation. Additionally, forms found in student records did not contain all required information.	Atlantis must train the appropriate staff in the requirements regarding determination of Specific Learning Disabilities and the relevant information that must appear on the school's form. Submit to the Department by December 15, 2004 the agenda and attendance sheet for such training.
SE 5 (CPR SE 2A) Participation in general State	√	Student Records Documentation	All IEPs in the records reviewed contain information on the student's participation in the MCAS – Atlantis			

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and district-wide assessment programs	✓	tion Staff Interviews	in the MCAS. Atlantis should be commended on its MCAS accommodation checklist used with students on IEPs and 504 Plans.	✓		
SE 6 (CPR SE 3) Determination of transition services	✓	Student Records Documentation Staff Interviews	Atlantis assists students' transition to high school with a yearlong eighth grade transition counseling program. Eight graders also take part in career education. Additionally, procedures are in place to ensure a smooth transition from the elementary to middle school.			
SE 8 Evaluation Team composition	✓	Student Records Documentation Staff Interviews	In general, evaluation teams had excellent participation and contained all required members.			

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SE 9 (CPR SE 5) Eligibility determination: Timelines for evaluation, immediate provision of IEP	✓	Student Records Documentation Staff Interviews	Atlantis has an excellent system in place to track timelines, and in most cases, provides the developed IEP to the parent the same day as the Team meeting.	✓		
SE 10 (CPR SE 6) End of school year evaluations	✓	Documentation Staff Interviews	Policies are in place to ensure that Atlantis meets timelines for end of year evaluations.			
SE 11 (CPR SE 7) School district response to parental request for independent educational evaluation	✓	Documentation Staff Interviews	Atlantis has policies in place to respond appropriately to a parent request for an Independent Evaluation.			

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SE 12 (CPR SE 8) Frequency of Re-evaluation	√	Student Records Documentation Staff Interviews	The student records indicate reevaluations are consistently performed every three years, and reevaluations are conducted before finding a student no longer eligible. <u>But see SE 25.</u>	√		
SE 13 (CPR SE 9) Progress Reports and content	√	Student Records Documentation Staff Interviews	Atlantis sends out progress reports with the required frequency, and reports include information on student progress towards annual goals.			
SE 14 (CPR SE 11) Annual review Team meeting	√	Student Records Documentation Staff Interviews	Records indicate that annual reviews are consistently held before the IEP anniversary.			
SE 15 Outreach by the School District (CPR SE 11 Find)	√	Documentation Staff	Atlantis has a policy in place that complies with the provisions of McKinney-			

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(Child Find)	√	Interviews	Vento that are applicable to charter schools.	√		
SE 16 (CPR SE 13B) Screening	√	Staff Interviews	Atlantis has ongoing screening for vision, hearing and posture.			
SE 18A (CPR SE 17) IEP development and content	√	Student Records Documentation Staff Interviews	IEP goals are well developed, specific and detailed. There is a person present at Team meetings with the authority to commit resources.			
SE 18B Determination of placement; immediate provision of IEP to parent	√	Student Records Documentation Staff Interviews	Placement determinations and IEPs are provided to parents immediately after the IEP meeting, though some care should be taken to ensure that Placement pages contain the specific program location and dates.			
SE 20 (CPR SE 18) Least restrictive	Partially Implemented	Student Records	Students are placed in the least restrictive environment, with most remaining in the	Partially Implemented	The justification statement section on the IEP was not always	Atlantis must train staff on the proper procedures for filling out page 6 of the IEP

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program selected	√	Documentation Staff Interviews	with most remaining in the general classroom for all services.	√	IEP was not always consistent with the information contained on the placement page and service delivery grid.	filling out page 6 of the IEP, comparing the justification statement section with the service delivery grid and placement page. Submit to the Department by December 15, 2004 the agenda and attendance sheet for such training, and copies of five randomly selected IEPs developed during the fall of 2004.
SE 21 School day and school year requirements	√	Student Records Documentation Staff Interviews	Although none of the records reviewed indicate students on IEPs are currently receiving extended school day or school year programs, documentation indicates that it is considered for each student. All staff may need to be reminded that the Team should consider the extended school year in relationship to			

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	√		the needs of the student not in relationship to the programs typically offered by Atlantis during the summer.	√		
SE 22 IEP implementation and availability	√	Student Records Documentation Staff Interviews	Atlantis provides accepted services without delay, and ensures IEPs are in place for each school year. Teachers and service providers have access to student IEPs via the secure school-wide computer network.			
SE 24 (CPR SE 23, 29) Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational	√	Student Records Documentation Staff Interviews	Atlantis provides parents with all appropriate notices and they comply with the required timelines for actions. Atlantis has never refused to conduct an initial evaluation.			

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placement of the child or the provision of FAPE	√			√		
SE 25 (CPR SE 24) Parental consent	Partially Implemented	Student Records Documentation Staff Interviews	Atlantis obtains consent before conducting initial and three-year reevaluations, and before making a placement or providing services.	Partially Implemented	Written parental consent was not always obtained when Atlantis conducted a reevaluation which resulted in a determination that a student was no longer eligible.	Train appropriate staff on the requirements for parental consent before all evaluations. Submit to the Department by December 15, 2004 the agenda and attendance sheet for such training.
SE 26 (CPR SE 25) Parent participation in meetings	√	Student Records Documentation Staff Interviews	Student records indicate that parents consistently and actively participate in Team meetings.			
SE 27 (CPR SE 26, 29) Content of	√	Student Records Documentation	The Team meeting notices contained all required elements.			

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Team meeting notice to parents	✓	tion Staff Interviews		✓		
SE 28 (CPR SE 19) Parent provided the IEP or notice of no eligibility together with notification of procedural safeguards and parents' rights	✓	Student Records Documentation Staff Interviews	The required notice forms accompany all IEPs. Atlantis does an exemplary job at completing page two of the N1 describing the school's proposal to act.			
SE 29 Communication s are in English and primary language of home	✓	Documenta- tion Staff Interviews	The school does have interpreters that can be used when needed, and there was evidence that documents are translated as necessary.			
SE 30 Elements of notice of parents' rights	✓	Student Records Documenta- tion	Atlantis uses the most current version of the Massachusetts Parents' Rights Brochure.			

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	√	tion		√		
SE 32 Parent advisory council for special education	√	Documenta- tion Staff Interviews	There is a PAC in place with bylaws, which holds an annual workshop on student and parent rights.			
SE 33 Involvement in the general curriculum	√	Student Records Documenta- tion Staff Interviews	Atlantis curriculum is aligned with the Massachusetts Curriculum Frameworks, and there is at least one team member present at Team meetings who is familiar with the general curriculum.			
SE 34 Continuum of alternative services and placements	√	Student Records Documenta- tion Staff Interviews	Atlantis has a continuum of services and placements sufficient to meet the needs of all special needs students enrolled.			
SE 36 IEP implementation, accountability	√	Student Records Documenta- tion	Atlantis ensures that IEPs are implemented without delay after receiving parental acceptance			

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and financial responsibility	√	tion Staff Interviews	acceptance.	√		
SE 43 Behavioral interventions	√	Student Records Documentation Staff Interviews	The Team considers the behavioral needs of students whose behavior impedes learning and performs the appropriate assessments. Atlantis works closely with parents regarding these students.			
SE 45 (CPR SE 47) Suspension Procedures; General Requirements	√	Student Records Documentation Staff Interviews	The Atlantis Code of Conduct contains the required procedural safeguards, and the school follows regulations related to suspending students with disabilities.			
SE 46 (CPR SE 48) Procedures for suspension of students with	√	Student Records Documentation	Atlantis follows the appropriate procedures for suspensions of longer than ten days and has developed a form to aid in manifestation			

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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						
SE 47 (CPR 48A) Procedural requirements applied to students not yet determined to be eligible for special	Partially Implemented	Documentation Staff Interviews	Atlantis provided the team with its discipline policy for all students, including special needs students.	Partially Implemented	Atlantis needs more specific procedures regarding expedited evaluations for students not yet determined eligible for special education who are undergoing disciplinary	Atlantis must develop these procedures and include them in the student handbook. Provide copies of the relevant section of the handbook to the Department by December 15, 2004 .

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education	√			√	proceedings.	
SE 48 FAPE (Free, appropriate, public education): Equal opportunity to participate in educational, nonacademic, extracurricular and ancillary programs, as well as participation in regular education	√	Student Records Documentation Staff Interviews	All students at Atlantis have an equal opportunity to participate in the school's non-academic and extracurricular programs.			
SE 49 Related services	√	Student Records Documentation Staff Interviews	The school provides or contracts for all related services.			

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SE 49A Special Transportation	√	Student Records Documentation Staff Interviews	There are no students at Atlantis with special transportation needs.	√		
SE 50 (CPR SE 36, 38) Responsibilities of the School Principal and Administrator of Special Education	√	Student Records Documentation Staff Interviews	There is excellent collaboration between the principal and Special Education Administrator. The school has a DCAP in place and a policy to provide for services in the home or hospital.			
SE 51 Teacher Certification/ Licensure	√	Staff Interviews	Interviews indicate that teachers have the appropriate certification and licensure.			
SE 52 Service Provider Certification/ Licensure	√	Staff Interviews	Interviews indicate that service providers have the appropriate certification and licensure.			

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SE 54 Professional development regarding special education	√	Documenta- tion Staff Interviews	Each teacher has a professional development plan on file with the school, and administrators consider the needs of and feedback from teachers in determining school-wide professional development. Atlantis provides annual training on all the required areas, and structures its remaining training to meet the needs of all students and staff.	√		
SE 56 (CPR SE 58) Special education programs and services are evaluated	√	Documenta- tion Staff Interviews	Atlantis enlisted the help of private consultants to evaluate its special education programs and services during the 2002/2003 school year. This information has been utilized in the improvement of school programs and services.			
Civil Rights						

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Requirements	√			√		
MOA 1 (CPR MOA 4) Identification of ELL	√	Documentation Staff Interviews	Although Atlantis currently has no ELL students, the school has procedures in place and access to qualified assessors.			
MOA 5A Placement of homeless students	√	Documentation Staff Interviews	Atlantis follows the applicable provisions of McKinney-Vento.			
MOA 5B Immediate enrollment of homeless students	√	Documentation Staff Interviews	Atlantis follows the applicable provisions of McKinney-Vento.			
MOA 5C Transportation of homeless students to and from the school of origin	√	Documentation Staff Interviews	Atlantis follows the applicable provisions of McKinney-Vento.			

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MOA 6 (CPR MOA 13) In-school programs for pregnant students	√	Documentation Staff Interviews	Atlantis has a policy for the education of pregnant students.	√		
MOA 7 (CPR MOA 3) Translated Information	√	Student Records Documentation Staff Interviews	Atlantis ensures that announcements are sent in the home language of parents when necessary.			
MOA 11A (CPR MOA 6) Grievance Procedures	Partially Implemented	Documentation Staff Interviews	Atlantis has identified a Title II, Title IX and Section 504 coordinator.	Partially Implemented	There was no documentation detailing the school's grievance procedures for students alleging discrimination based on sex or disability.	Atlantis must develop and disseminate to students a grievance procedure for complaints of discrimination. Provide to the Department by December 15, 2004 a copy of the procedure and publication in which it was disseminated.
MOA 12A	Partially	Documenta-	Atlantis' publication	Partially	Atlantis's publications	Atlantis must publish the

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(CPR MOA 1, 2) Nondiscrimination notification	Implemented √	tion Staff Interviews	materials contain the required nondiscrimination materials.	Implemented	must also contain the names, addresses and phone numbers of the persons designated to coordinate compliance under Title IX and Section 504.	names, addresses and phone numbers of the compliance coordinators. Provide to the Department by December 15, 2004 a copy of this publication.
MOA 14 (CPR MOA 9) Counseling materials free from bias & stereotypes	√	Documenta- tion Staff Interviews	Atlantis reviews its counseling materials to ensure that they are free from bias and stereotype.			
MOA 17A Use of physical restraint on any student enrolled in a publicly-funded education program	Partially Implemented	Documenta- tion Staff Interviews	Atlantis has staff members at each building who have had comprehensive restraint training.	Partially Implemented	Although the school has plans in place to complete the required training for next school year, at this time, not all staff has had the required training.	Within the first month of each school year, all staff must receive training on the use of restraint consistent with regulatory requirements. Submit to the Department by December 15, 2004 the agenda and attendance sheet from such training and an assurance

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	√			√		statement that like training will occur within the required timeframe for subsequent years.
MOA 21 Staff training regarding civil rights responsibilities	√	Documentation Staff Interviews	This year Atlantis provided civil rights training including training on sexual harassment.			
MOA 24 (CPR MOA 22) Curriculum review process	√	Documentation Staff Interviews	Atlantis provided documentation on a teacher curriculum review process including forms and procedures for the evaluation of materials for generalizations and stereotypes.			
MOA 25 (CPR MOA 23) Institutional self-evaluation	Partially Implemented	Documentation Staff Interviews	The school performed a self-evaluation in the relevant areas in 2001.	Partially Implemented	The school's institutional self-evaluation has not been conducted on an annual basis or during the past year.	Submit to the Department by December 15, 2004 an outline of institutional evaluation for the 2003-2004 school year and an assurance statement that an

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						evaluation will take place in subsequent years.