

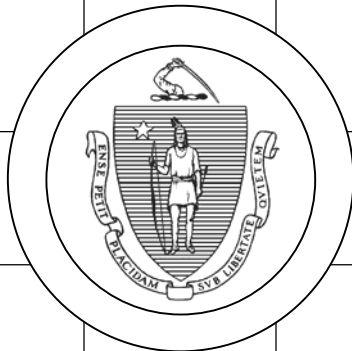


**Justice Resource Institute:
Swansea Wood School
Meadowridge School**

**PRIVATE SPECIAL EDUCATION SCHOOL
PROGRAM REVIEW
REPORT OF FINDINGS**

**Dates of Onsite Visit: June 21-25, 2004
Date of Draft Report: July 22, 2004
Due Date for Comments: August 10, 2004
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Action Plan Due: October 1, 2004**

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**MASSACHUSETTS DEPARTMENT OF EDUCATION
PRIVATE SPECIAL EDUCATION SCHOOL PROGRAM REVIEW**

**Justice Resource Institute:
Swansea Wood School
Meadowridge School**

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MASSACHUSETTS DEPARTMENT OF EDUCATION

APPROVED PRIVATE SCHOOL PROGRAM REVIEW REPORT

OVERVIEW OF REVIEW PROCEDURES

INTRODUCTION

The Massachusetts Department of Education is required under MGL c. 71B, §10 to review special education programs in approved private special education schools that serve publicly funded students under the provisions of Board of Education Regulations 603 CMR 28.00 and 18.00. Each private school submits an application for approval by the Department of Education and periodically updates information included in the application on how special education services are provided. Each year, the Department's Program Quality Assurance Services unit conducts onsite visits to selected approved private schools to verify the implementation of their applications. The selected schools for 2003-2004 review cycle were notified in September 2003 of scheduled visits and were encouraged to assess themselves before the arrival of the Department's visiting team.

Private School Program Review Elements

Team: Depending upon the size of a private school and the number of programs to be reviewed, a team of two to three Department staff members conducts a Program Review over two to five days in the private school. In some instances, Massachusetts human service agency staff and a representative of the local school district may also participate on the visiting team.

Scope: All approved private schools in the Commonwealth are monitored through the Department's Private School Program Review system on a six-year cycle with an additional mid-cycle followup visit. This six-year monitoring and followup cycle is coordinated with the Department's Approved Private School Application Renewal procedures.

Content: The Program Review criteria encompass key elements drawn from 603 CMR 18.00 and 28.00 and the private school's application for approval. The elements selected for the 2002-2003 reviews also include those required by the federal Office for Special Education Programs (OSEP) and revised requirements of the Individuals with Disabilities Education Act, 20 U.S.C. Section 1400 *et seq.* (IDEA-97) as described in the Department's Special Education Advisories issued during the 1997-2002 school years. Selected Program Review compliance criteria are aligned with the requirements and goals of the Massachusetts Education Reform Act of 1993, being intended to promote high standards and achievement for all students.

Report: The Department's Program Review Report is based on a review of documentation regarding the operation of the school's programs, together with information gathered through the following Department program review methods:

- Interviews of administrative, clinical, instructional and support staff across all grade levels.
- Interviews of Parent Group representatives.
- Other interviews as requested by personnel from state and local agencies and members of the general public.

- Review of student records: A sample of student records is selected for detailed review by the Department of Education. Student records are examined first by the school's staff and then verified by the onsite team using standard Department student record review procedures in order to make determinations regarding the implementation of procedural and programmatic requirements. Parents of students whose files were selected for the record review are provided an opportunity to be interviewed by telephone.
- Observation of classrooms and other facilities: A sample of instructional classrooms and school facilities used in the delivery of programs and services are visited to determine general levels of compliance with program requirements.

Response: A detailed report of findings describes determinations about the implementation status of each requirement (criterion) reviewed. Included in the findings are commendations for those criteria that have been implemented in an exceptional manner. Where criteria are found not to be fully implemented, the private school must propose corrective action to bring those areas into compliance with the controlling statutes or regulations. Private schools are encouraged to incorporate the corrective action into their program improvement planning, as well as their professional and paraprofessional staff development plans.

The Department of Education believes that the Private School Program Review process is a positive experience and that the Final Report should be seen by the school and the general public as a helpful planning document for the continuing development of programs and services in the private school.

REPORT INTRODUCTION

A four-member Massachusetts Department of Education team visited Justice Resource Institute during the week of June 21-25, 2004 to evaluate the implementation of selected compliance criteria under the Massachusetts Board of Education Regulations 603 CMR 18.00 (Program and Safety Standards for Approved Public or Private Day and Residential Special Education School Programs) and 603 CMR 28.09 (Approval of Public or Private Day and Residential Special Education School Programs), MGL c. 71B (“Chapter 766”) and the federal Individuals with Disabilities Education Act, 20 U.S.C. Section 1400 *et seq.*, as amended in 1997 (IDEA-97). The team appreciated the opportunity to interview staff and parents, to observe classroom facilities, and to review the program efforts underway in the school. The review team would like to commend the following features of the school that were brought to the attention of the Department and that the team believes have a significant and positive impact on the delivery of educational services for students enrolled at Justice Resource Institute. These features are as follows:

- *Meadowridge School and Swansea Woods School aim to maintain a safe, therapeutic and nurturing environment for its students at all times.*
- *Meadowridge School and Swansea Woods School aim to utilize a carefully coordinated interdisciplinary approach in the assessment, diagnosis, and treatment planning for each student. Each student has a thorough evaluation, aimed at determining the nature and cause of the acute episode, the underlying illness, strengths and deficits in social, behavioral, developmental health and psychological functions and environmental factors.*
- *Meadowridge School and Swansea Woods School provide individual, group and family therapies for each student according to their individual needs as determined by the treatment planning process and contained in their treatment plan.*
- *Meadowridge School and Swansea Woods School provide, through a host of consultant and outside resources, comprehensive medical services including pediatrics, neurology, dentistry, audiology, ophthalmology, orthopedics and whatever other services are deemed necessary for treatment.*
- *Through the activity program, the residential staff introduces students to a variety of fun events. Activity therapy is seen as providing structured, therapeutically developed oriented activities where students are able to practice new social skills and a variety of individual leisure interests.*
- *Students at Meadowridge School and Swansea Woods School have the opportunity to utilize such outdoor facilities as an in-ground pool, a volleyball court, an enclosed basketball court and a softball field. Meadowridge School has an on grounds petting zoo that includes farm animals such as goats and rabbits. Students are directly involved in their feeding and care*

Some of the commendations noted above are repeated within the body of the Department’s report under the appropriate compliance criteria.

The Department is submitting the following Private School Program Review Report containing findings made pursuant to this onsite visit. In preparing this report the team reviewed extensive documentation

regarding the operation of the school's programs, together with information gathered by means of the following Department program review methods:

- Interviews of four (4) administrative staff.
- Interviews of five (5) clinical staff.
- Interviews of five (5) teaching and educational support services staff.
- Interviews of four (4) child care staff.
- Interviews of three (3) parents of Massachusetts students enrolled in the school.
- Student record review: A sample of twenty-one (21) Massachusetts student records was selected by the Department. Student records were first examined by the school's staff and 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.
- Observation of classrooms and other facilities: A sample of four (4) instructional classrooms and other school facilities used in the delivery of programs and services was visited to determine general levels of compliance with program requirements.

The report includes findings organized under the 18 compliance areas listed in the table of contents. The findings explain the "ratings," or determinations by the team about the implementation status of the compliance criteria reviewed within each of the 18 areas. 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 private school must propose to the Department corrective action to bring those areas into compliance with the controlling statute or regulation. In some instances the team may have found certain requirements to be fully "Implemented" but made a specific comment on the school's implementation methods that also may require response from the private school.

The private school is expected to incorporate the corrective action into any program improvement plans, including the school's professional and paraprofessional staff development plan.

PRIVATE SCHOOL PROGRAM REVIEW REPORT

EXECUTIVE SUMMARY

**Justice Resource Institute:
Swansea Wood School
Meadowridge School**

The following summary synthesizes the findings for compliance standards included in this Private School Program Review 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: Program Description

Swansea Wood School and Meadowridge School have developed a clear description of its program and students that includes philosophy, goals and objectives, mechanisms for the delivery of services and an identified population to be served. Both Meadowridge School and Swansea Wood School were established as residential therapeutic programs to serve a unique population of student. The program offers an array of social, psychological, psychiatric, and educational services that are suited to the rehabilitation of the adolescents who have a combination of severe mental illness and maladaptive behavior that may be the result of abuse of neglect. Meadowridge School and Swansea Wood School recognize that each student has individual strengths and capabilities. One of the primary goals of the two programs is to build on each student's individual strengths and to address each student's individual needs in a manner that is productive, respectful, and which ultimately leads to effective functioning and positive well being in normalized community and family settings.

Swansea Wood School and Meadowridge School attempt to stabilize each adolescent so that they feel secure and successful in their environment by reducing anxiety and depression with the use of medication and behavior management strategies.

Component II: Approvals, Licenses and Inspections

Swansea Wood School and Meadowridge School maintains all current licenses, approvals, and certificates of inspection by state and local agencies in a place available for public and employee review.

Component III: Program Policies and Procedures

Swansea Wood School and Meadowridge School have developed comprehensive policies and procedures that meet all criteria specified in the regulations. In addition, the program has developed a Policy and Procedures Manual, and a Personnel Policies Manual that meet all regulatory requirements. Review of school documentation indicate that the Health Care Manual needs a written policy to be developed by the school for protecting students from exposure to foods, chemicals and other material to which they may be allergic. School documentation indicates that a more detailed description of administration of anti-psychotic medications, and where appropriate "Rogers Procedures" need to be written and added to the health care manual. Additionally school documentation indicates that a no smoking policy needs to be added to the schools' health care manual.

Component IV: Required Notifications

Swansea Wood School and Meadowridge School has made all required notifications of substantial changes to the program and physical plant as well as of incidents, extended restraints, and restraints resulting in student injury where applicable.

Component V: Student Learning Time

Swansea Wood School and Meadowridge School meets instructional hours for the minimum legal requirement of learning. Instructional hours reflect the 5-½ hours average per day that is required for secondary students. Swansea Wood School and Meadowridge School currently provides more than the requisite number of days annually.

Component VI: Curriculum and Instruction

Swansea Wood School and Meadowridge School holds all students to high expectations and standards. The school evaluates and updates the curriculum to ensure alignment with the Massachusetts Curriculum Frameworks. Students access the Curriculum Frameworks at different entry points along the continuum. Students are instructed individually in the content areas. As well as, using a team-building, cooperative learning approach when appropriate.

Vocational instruction at both programs is incorporated as part of the curriculum. Within this curriculum students learn communication, social interaction, measurement, adding and subtracting with decimals, research skills through culinary arts, money management, job preparation, and community resource. In addition to these areas students are provided life experience with employment opportunities within the community. Students have access to a job coach for independent community work opportunities. At both programs the goal for the student is to be involved in an education program that is individually designed to meet their unique educational and vocational needs. The educational team and clinical team work closely together to design and implement educational and vocational programs that meet the students' needs.

Students attending Swansea Wood School and Meadowridge School, who are eligible, take the MCAS with or without accommodations.

Component VII: Individualized Education Programs

Swansea Wood School and Meadowridge School work with sending school districts to develop IEP's that reflect the needs of enrolled students. Students at both programs are receiving the appropriate educational and related services specified in their IEP's. In addition to their yearly IEP meetings, the students each receive a comprehensive monthly review incorporating all areas of their program.

The student's treatment team meets and reports from each discipline reflecting the student's progress toward their goals are presented and discussed. These reports are integrated into treatment team notes with any necessary changes in the treatment documented. Quarterly a more formal treatment team meeting occurs which includes the student, family and representatives from state and education agencies that are involved. Written reports by all disciplines are reviewed and student's progress and problems are discussed.

Review of student records indicates that progress reports are written on the student's progress

toward the annual goals in the IEP are well written and individualized.

Component VIII: Student Discipline and Behavior Management

Swansea Wood School and Meadowridge School have developed a comprehensive set of policies and a procedure dealing with discipline and behavior management and consistently implements them.

Behavior management system at these programs is accomplished by organizing the structured routine through clinical, education and therapeutic recreational activities. Each student participates in a point system designed to provide immediate reinforcement and feedback for a variety of social behaviors common to all students, as well as individually designed target behaviors. Points are recorded on the student's daily point sheets and transferred into a data system. Points are exchanged for reinforcers during a daily scheduled store period. The ultimate goal is to build the skills of the student to the extent that they have mastered emotional and behavioral challenges as great as they will face in the community.

Component IX: Educational Staffing

Swansea Wood School and Meadowridge School maintains the appropriate student to teacher ratio within all classrooms. The programs maintain the appropriate staff to student ratios and age range requirements. The program's organizational structure is commendable and easily allows for the effective and efficient operation and supervision of staff and students. In addition, Swansea Wood School and Meadowridge School has developed and implemented written personnel policies and procedures within the schools employee manual.

Component X: Staff Training

Swansea Wood School and Meadowridge School has developed and implemented a written plan for staff orientation to ensure that all new staff has an understanding of the school's philosophy, organization, program, practices and goals. The program has provided the required special education related training for regular and special education teachers regarding state and federal special education requirements, programs policies and procedures, confidentiality of records, and physical restraint procedures. The programs conduct annual, mandatory civil rights training that provides civil rights information to implement the requirements of state and federal law. However, the staff-training schedule indicates that more training needs to be done on transportation safety.

Component XI: Facility and Equipment

Swansea Wood School and Meadowridge School are to be commended for their beautiful outdoor facilities. Meadowridge has a pool that the students can use and animals that the students work with as well as a softball field. Swansea Woods School has a lovely garden that the students work in. The libraries in both schools are adequate but need to be updated and enlarged to meet the needs of the student population.

Component XII: Nutritional Requirements

Swansea Wood School and Meadowridge School has an understanding of the nutritional requirements of students enrolled in the program. In addition, student allergies are noted and posted in conspicuous locations.

Component XIII: Parent and Student Involvement

Swansea Wood School and Meadowridge School has developed a written plan for involving parents in the overall program. However, the program needs to continue to encourage parents and other similarly invested resources to participate in the Parent Advisory Group. Parents are encouraged to attend the placement interview, and once a student enters the program, parents and families are notified of and strongly encouraged to attend IEP and Team meetings with the LEA and/or DSS. Parents are also involved in clinical meetings, placement reviews, and transition planning from the school.

The program does not obtain annual parental consent forms for restraints, however they do obtain consents in all other circumstances required by state and federal law.

Component XIV: Student Records

Swansea Wood School and Meadowridge School has current student records on file. Review of student records indicate that face sheets did not include the following information: a recent picture, date of last completed physical examination by physician, notation of student allergies and/or other medical issues affecting the student's well being and information specific to each student regarding the handling of medical emergencies

DEFINITION OF TERMS
FOR THE RATING OF EACH COMPLIANCE CRITERION

Commendable	The criterion is implemented in an exemplary manner significantly beyond the requirements.
Implemented	The requirement or criterion is substantially met.
Partially Implemented	The requirement, in one or several important aspects, is not entirely met.
Not Implemented	The requirement is totally or substantially not met.
Not Applicable	The requirement does not apply to the private school.

AREA 1: REQUIRED INFORMATION, NOTIFICATIONS AND POSTINGS

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">1.2</p> <p>Program & Student Description</p> <p>Program Capacity</p> <p>28.09(2)(b) (2, 3, 7)</p>	<p>The private school implements the following aspects of its programs and services as described in its program application which has been approved by the Department of Education:</p> <ul style="list-style-type: none"> a. Operational capacity; b. the identified population of students to be served, including the current and/or projected enrollment, ages of students and their educational and behavioral characteristics; c. philosophy, goals and objectives; d. mechanisms for the delivery of services.
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">1.3</p> <p>Program's Curriculum</p> <p>28.09(9)</p>	<p>The private school provides a description of the program's curriculum and general types of staff qualifications that have been established to meet all special education and related services included in students' Individualized Education Programs.</p> <p>Included in the private school's curriculum is a written plan that describes opportunities for students to participate in daily recreational and leisure activities that are appropriate to their ages, interests and needs.</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
License (Not applicable to Day Schools)	
	Rating: Implemented RESPONSE REQUIRED: No

AREA 3: ADMINISTRATION -- MANUALS AND HANDBOOKS

CRITERION NUMBER	
	Legal Standard
3.1 3.2 3.3 Policies and Procedures Manuals 28.09(11)(b) 18.05(9)(d)	<p>The private school maintains on site Policies and Procedures Manuals* that include:</p> <ol style="list-style-type: none"> 1. An overall manual containing policies and procedures including, but not limited to: <ol style="list-style-type: none"> a. Student Admissions b. Child Abuse/Neglect c. Student Discipline/Behavior Management d. Coordination/Collaboration with School Districts e. Emergency Procedures f. Educational Program Procedures g. Parent and Student Involvement h. Personnel Policies and Procedures i. Student Protections j. Student Records k. Research, Experimentation, Fund Raising, Publicity, Observation l. Suspension and Termination m. Staff Training n. Student Transportation and transportation safety 2. The program maintains a written and current health care policies and procedures manual containing all required health-related policies and procedures, and approved by the health care consultant. The manual is readily available to all staff and addresses the following: <ol style="list-style-type: none"> a. Training of all direct service staff by a certified instructor for CPR certification and in basic and emergency first aid;

CRITERION NUMBER	
	<p style="text-align: center;">Legal Standard</p> <ul style="list-style-type: none"> b. secure storage of adequate first aid supplies, including but not limited to bandages, body substance isolation gloves, gauze, adhesive tape, hydrogen peroxide or other cleaning solutions, and ipecac. First aid supplies are easily accessible in each major activities area; c. written procedures for providing first aid are kept with the first aid supplies; d. telephone numbers for the fire department, police station, poison prevention center, hospital emergency room and ambulance service serving the school in both living quarters and educational facilities (These should also be posted conspicuously throughout the buildings.); e. the procedures to be followed in the case of illness or emergency, including the transportation methods and notification of parents; f. the procedures to be followed in the case of fire or other emergency; g. a procedure for informing parents of any first aid administered to their child or of any injury or illness that required care other than first aid; h. the procedures to be followed in the case of illness or emergency if the parents cannot be reached; i. a plan to ensure that vision, hearing postural and other required screening are conducted in accordance with M.G.L. c. 71 s 57; j. a written policy developed by the school for protecting students from exposure to foods, chemicals and other material to which they may be allergic. k. narrative description of provision of medical, nursing, and infirmary care; l. a written policy describing the administration of medications, per DPH regulations; m. administration of anti-psychotic medications including, where appropriate, “Rogers Procedures”; n. notification to appropriate parties of student-specific health-related incidents, injury, hospitalization, death ; o. notification to appropriate parties of systemic health-related problems/issues; p. no smoking policy (see Assurance on this subject); q. plan for preventive health care of students; r. toileting procedures s. name and contact information for consultant physician and emergency contacts. <p>3. Special Education Regulations and Reference Materials contain at least the following documents:</p> <ul style="list-style-type: none"> a. Federal IDEA regulations: 34 CFR 300.300-.577 b. Appendix A to the above federal regulations. c. State regulations: 603 CMR 28.00 and 603 CMR 18.00 d. The current DOE IEP Process Guide and IEP Forms e. State restraint regulations (for day schools) <p>*Private schools shall provide written notice to parents of enrolled students that copies of policies and procedures are available upon request.</p>

CRITERION NUMBER	
	Legal Standard
	Rating: Partially Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

Review of the health care manual indicates that a written policy needs to be developed by the school for protecting students from exposure to foods, chemicals and other material to which they may be allergic. School documentation indicates that a more detailed description of administration of anti-psychotic medications, and where appropriate “Rogers Procedures” need to be written and added to the health care manual. Additionally school documentation indicates that a no smoking policy needs to be added to the schools’ health care manual. School documentation indicates that within the school handbook their needs to provide written notice to parents of enrolled students the copies of policies and procedures are available upon request.

AREA 4: DISCLOSURE OF INFORMATION

CRITERION NUMBER	
	Legal Standard
<p>4.1</p> <p>Aspects of program, staff credentials, and student records</p> <p>28.09(5)(a)</p>	<p>The private school makes available to the Department of Education information on all aspects of the school’s program(s), the certification and/or credentials of its staff and the individual records of enrolled Massachusetts students.</p>
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
	The private school maintains on site and makes available for public view the

CRITERION NUMBER	
	Legal Standard
<p>4.2</p> <p>Public Information and Postings</p> <p>28.09(6)(a,b,c,d,e)</p> <p>28.09(2)(b)(4)</p>	<p>following:</p> <ul style="list-style-type: none"> a. Documentation of the current approval or intake status issued by the Department of Education and/or licensing status issued by the Office of Child Care Services, if appropriate; b. first aid, medical and emergency procedures, location of nearest telephones within each building, and emergency telephone numbers (must be posted in each building); c. evacuation routes and procedures (must be posted in each room); d. program information including a statement of purpose, general description of educational program and an organizational chart showing the current administrative structure of the private school, including the lines of authority and staff assignments; e. a notice that use of tobacco products is not permitted on school property or at any school related function; f. current tuition rate for students; g. evidence of authority to operate the private school including documents that identify ownership and, as applicable, partnership agreements, the names of officers and board members, charters, articles of organization and by-laws.
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p>4.4</p> <p>Advanced Notice of Program/Facility Change</p> <p>28.09(5)(c)</p>	<p>Prior to any substantial change to the program or physical plant, the private school provides written notification to the Department to obtain approval. The program must also provide written notification to the Department of any sudden and/or unexpected changes that may impact the overall health or safety of students and/or the delivery of services required by IEP's. Examples of changes include, but are not limited to:</p> <ul style="list-style-type: none"> a. any change (either an increase or reduction) in services or staff including temporary staff shortages, that results in a change from the previously approved student/teacher (or student/childcare) ratios and/or a change in the program or service delivery to students per their Individualized Education Programs; b. any ongoing difficulty in recruitment or maintenance of mandated staff that affect the care of and/or delivery of IEP services to students; c. building changes that affect the care of the students; d. major changes in the population to be served; e. any alteration of the service configuration of the program as last approved by the Department; and f. significant changes in policies or procedures.
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p data-bbox="272 443 310 470">4.5</p> <p data-bbox="217 512 365 573">Immediate Notification</p> <p data-bbox="233 611 349 638">18.03(10)</p> <p data-bbox="233 646 349 674">18.05(7)</p> <p data-bbox="233 682 349 709">28.09(12)</p>	<p data-bbox="407 443 1409 573">The private school makes immediate notification to the parent, the public school district special education administrator, and any State Agency involved in the student care or placement (by telephone and letter), and the Department of Education (by telephone and Form 2) of the following incidents:</p> <ul style="list-style-type: none"> <li data-bbox="407 581 716 609">a. the death of a student <li data-bbox="407 617 1377 709">b. the hospitalization of a student (including out-patient emergency room visits) due to physical injury at school or previously unidentified illness, accident or disorder which occurs while the student is in the program <li data-bbox="407 718 1045 745">c. any motor vehicle accident causing student injury <li data-bbox="407 753 1328 810">d. the in-patient psychiatric hospitalization of a student due to an emergency mental health crisis which occurs while the student is in the program <li data-bbox="407 819 1360 846">e. <u>any</u> student injury resulting from a restraint which requires medical attention <li data-bbox="407 854 1349 882">f. whenever any student is administered medication in an emergency situation <li data-bbox="407 890 846 917">g. whenever any student runs away <li data-bbox="407 926 1321 1018">h. emergency termination of a student including circumstances in which the student presents a clear and present threat to the health and safety of him/herself or others <li data-bbox="407 1026 1401 1146">i. a written termination summary explaining the reasons for the emergency termination is sent to the parent(s), the student (if over 14 years of age) local Administrator of Special Education, officials of the appropriate Human Service Agency and the Department of Education <li data-bbox="407 1155 1377 1274">j. the filing of a 51-A report with DSS, or a complaint to the Disabled Persons Protection Commission against the school or a school staff member for abuse or neglect of a student against a school staff member for abuse or neglect of a student <li data-bbox="407 1283 1354 1346">h. any action taken by a federal, state or local agency that might jeopardize the school's approval with DOE <li data-bbox="407 1354 1338 1446">i. any legal proceeding brought against the school or employee arising out of circumstances related to the care or education of any student in the school regardless of state of residency.
	<p data-bbox="407 1493 675 1520">Rating: Implemented</p> <p data-bbox="922 1493 1338 1520">RESPONSE REQUIRED: No</p>

**AREA 5: ADMISSIONS PROCEDURES AND COORDINATION/COLLABORATION
WITH SCHOOL DISTRICTS**

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">5.1</p> <p>Student Admissions</p> <p style="text-align: center;">28.09(11)</p>	<p>The private school develops and implements written admissions criteria, policies and procedures that include the following:</p> <ul style="list-style-type: none"> a. copies of the school’s policies and procedures that must be provided to the student (if appropriate), parents and the placing public school district prior to admission of the student; b. documentation from a licensed physician of a complete physical examination of the student not more than twelve (12) months prior to admission. In the event of emergency placements, the school shall make provisions for a complete examination of the student within thirty (30) days of admission; c. a complete and thorough description of the interview process; and d. consent forms.
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">5.2</p> <p>Policies and Procedures for Coordination and Collaboration with Public School Districts</p> <p style="text-align: center;">28.06 (2-3) 28.09(9)(c)& (d) 28.09(2)(b)7</p> <p>Federal</p>	<p>The private school works collaboratively with the placing public school district to ensure that, to the maximum extent appropriate, children with disabilities are provided opportunities to be educated and to socialize with children who do not have disabilities, are provided access to the general education programs, and are given opportunities to return to a less restrictive educational program.</p>

CRITERION NUMBER	
	Legal Standard
	Rating: Partially Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

School documentation indicates that a policy needs to be written for the conditions for the issuance of any “certificates” of attendance or program completion by Swansea Wood School and Meadowridge School.

CRITERION NUMBER	
	Legal Standard
5.4 Training 18.05(11)(g) (h)	All staff with school district contact responsibility are trained regarding their particular roles and responsibilities.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
5.5 Staff Coordinator 28.09(7)	A senior person is designated to communicate and work effectively with all public school districts that have placed students in the program.
	Rating: Implemented RESPONSE REQUIRED: No

AREA 6: EDUCATIONAL PROGRAM REQUIREMENTS -- STUDENT LEARNING TIME

CRITERION NUMBER	
	Legal Standard
<p>6.1</p> <p>Daily Instructional Hours</p> <p>603 CMR 27.00</p>	<p>The private school provides an average annual minimum of the following instructional hours:</p> <p>a. Elementary: 5 hours per school day</p> <p>b. Secondary: 5 ½ hours per school day</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p>6.2</p> <p>School Days per Year</p> <p>28.09(9)</p>	<p>The private special education program is conducted for the following days (exclusive of weekends, holidays, vacations):</p> <p>a. 10 month program- 180 days</p> <p>b. 11 month program- 198 days</p> <p>c. 12 month program- 216 days</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

**AREA 7: EDUCATIONAL PROGRAM REQUIREMENTS -- CURRICULUM
FRAMEWORKS AND STATE ASSESSMENTS**

CRITERION NUMBER	
	Legal Standard
7.1 Curriculum Frameworks 28.09(9)(b)	<ol style="list-style-type: none"> 1. Private school 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. 2. The private school has either aligned its 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.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
7.2 Staff Training 28.09(9)(b)	The private school shall ensure that all staff responsible for implementing services as specified on students' Individualized Education Programs have an understanding and knowledge of the general curriculum expectations and learning standards of the Massachusetts Curriculum Frameworks and shall incorporate such knowledge into the school's educational program.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
7.3 State/District	The private school has written procedures outlining how the school will ensure that all enrolled students participate in state and/or district wide assessments in accordance with the assessment participation information provided on the student's

CRITERION NUMBER	
	Legal Standard
Wide Assessments 28.09(9)(d)	IEP. Such procedures shall include how the approved program will provide for MCAS testing accommodations and/or administration of alternate assessments when required.
	Rating: Implemented RESPONSE REQUIRED: No

AREA 8: EDUCATIONAL PROGRAM REQUIREMENTS -- INDIVIDUALIZED EDUCATION PROGRAMS

CRITERION NUMBER	
	Legal Standard
8.1 Implementation -- Educational Services 28.04 and 28.09(8) 34 CFR 300.24	The private school specifies how each of the following educational services are implemented for the described student population of the school: a. The content requirement of the Massachusetts Curriculum Frameworks b. Curriculum of the Placing District including high school graduation requirements c. Self-help, Daily Living Skills d. Social/Emotional Needs e. Physical Education; Adapted Physical Education f. Pre-Vocational, Vocational, and Career Education g. Other: any other specialized educational service(s) provided by the program
	Rating: Commendable RESPONSE REQUIRED: No

Department of Education Findings:

Meadowridge and Swansea Woods have done an excellent, thorough job in outlining how all of the above services are implemented

CRITERION NUMBER	
	Legal Standard
<p data-bbox="272 380 315 407">8.2</p> <p data-bbox="207 449 375 575">Implementa- tion – Related Services</p> <p data-bbox="228 617 354 680">28.04 and 28.09(8)</p> <p data-bbox="240 716 342 779">34 CFR 300.24</p>	<p data-bbox="407 380 1263 443">The private school specifies how each of the following related services is implemented for the described student population of the school:</p> <ul style="list-style-type: none"> <li data-bbox="407 485 630 512">a. Transportation <li data-bbox="407 516 915 543">b. Braille Needs (blind/visually impaired) <li data-bbox="407 548 919 575">c. Assistive Technology Devices/Services <li data-bbox="407 579 883 606">d. Communication Needs (all students) <li data-bbox="407 611 1089 638">e. Communication Needs (deaf/hard of hearing students) <li data-bbox="407 642 1092 669">f. Language Needs (Limited English Proficient students) <li data-bbox="407 674 659 701">g. Physical Therapy <li data-bbox="407 705 716 732">h. Occupational Therapy <li data-bbox="407 737 688 764">i. Recreation Services <li data-bbox="407 768 808 795">j. Mobility/Orientation Training <li data-bbox="407 800 1300 863">k. Psychological Services, Counseling Services, Rehabilitation Counseling Services, Social Work Services <li data-bbox="407 867 829 894">l. Parent Counseling and Training <li data-bbox="407 898 943 926">m. School Health Services, Medical Services <li data-bbox="407 930 708 957">n. Social Work Services <li data-bbox="407 961 1045 989">o. Other (music therapy, sensory integration therapy) <p data-bbox="407 1031 1370 1136">(Related services are defined in the federal regulations as those services which are developmental and corrective as well as supportive services that <u>assist a child to benefit from</u> special education and/or access the general curriculum.)</p>
	<p data-bbox="407 1188 675 1215">Rating: Implemented</p> <p data-bbox="919 1188 1341 1215">RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p data-bbox="272 1522 315 1549">8.3</p> <p data-bbox="207 1556 375 1703">Implementati on – Supplemen- tary Aids/Services</p> <p data-bbox="240 1755 342 1818">34 CFR 300.28</p>	<p data-bbox="407 1522 1354 1585">The private school provides examples (through a list or narrative) of the kinds of supplementary aids and services that are available for students in the program.</p>
	<p data-bbox="407 1829 675 1856">Rating: Implemented</p> <p data-bbox="919 1829 1341 1856">RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
8.4 Current IEP & Student Roster 28.09	The private school has on file a current IEP for each enrolled Massachusetts student that has been issued by the responsible public school district and consented to by the student's parent(s) (or student in applicable situations) for each student enrolled in the program.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
8.5 Education Case Manager 28.09	The private school program assigns an educational case manager to each student.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
8.6 IEP Implementation 28.09	The private school program implements all services on the students' IEP.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
<p data-bbox="272 380 313 407">8.7</p> <p data-bbox="240 449 345 541">IEP- Progress Reports</p> <p data-bbox="240 583 345 611">28.07(3)</p> <p data-bbox="207 653 378 810">20 U.S.C. Chapter 33, Section 1414(d)(1)(A) (viii)</p> <p data-bbox="240 852 345 905">34 CFR 300.347</p>	<p data-bbox="407 380 1404 541">The private school program sends copies, at least quarterly, of education progress reports to the parents and public school. Such reports 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.</p> <p data-bbox="407 548 1235 611">Copies of progress reports are maintained in student records, including documentation of persons or agencies receiving such reports.</p>
	<p data-bbox="407 932 691 959">Rating: Commendable</p> <p data-bbox="919 932 1341 959">RESPONSE REQUIRED: No</p>

Department of Education Findings:

School documentation indicate that written information in the progress reports were well written and individualized for each student.

CRITERION NUMBER	
	Legal Standard
<p data-bbox="272 1367 313 1394">8.8</p> <p data-bbox="207 1436 378 1528">IEP- Revisions and Changes</p> <p data-bbox="215 1570 370 1598">34 CFR 300</p>	<p data-bbox="407 1367 1377 1459">The private school notifies the responsible public school and parents whenever the IEP needs to be revised to reflect a change in goals, placement, or a return to a less restrictive setting.</p> <p data-bbox="407 1501 1398 1564">In no case does the private school conduct a Team meeting without the authorization and presence of an administrative representative of the responsible school district.</p> <p data-bbox="407 1606 1279 1633">In no case does the private school issue a new or revised IEP for a student.</p> <p data-bbox="407 1675 1398 1829">In no case does the private school provide notice of a Team meeting required by state and federal special education requirements. In no case does the private school conduct a Team meeting without the authorization and presence of an administrative representative of the responsible school district. In no case shall the private school issue a new or revised IEP for a student.</p>
	<p data-bbox="407 1850 675 1877">Rating: Implemented</p> <p data-bbox="919 1850 1341 1877">RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
8.9 IEP- Less Restrictive Placement 28.09(9)(c)	The private school program has a plan for ensuring that there are flexible procedures and mechanisms that maximize opportunities for enrolled students to gain the capacity to return to a less restrictive educational program. Such mechanisms may include, but are not limited to, a capacity for part-time attendance at a public school or general education classroom, or other community program or a period of transition from one program option to a less restrictive program option.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
8.10 IEP- Transition Planning 34 CFR 300.347(b)(1) 34 CFR 300.347(b)(2)	<p>For students who are fourteen (14) years of age or older, the private school works with the responsible school district to ensure that the IEP includes both a vision statement and documentation that describes transition <u>needs</u>.</p> <p>For students who are sixteen (16) years of age or older, the private school works with the responsible school district to ensure that the IEP contains both a vision statement and a statement of needed transition <u>services</u> including, if appropriate, a description of interagency responsibilities or any needed linkages.</p>
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
8.11 IEP- Transition Services	<p>For students approaching graduation or the age of twenty-two, the private school’s participant on the IEP Team provides sufficient information to the Team to enable the Team to determine whether the student is likely to require continuing services from adult human service agencies.</p> <p>The private school works with the responsible school district to make any necessary</p>

CRITERION NUMBER	
	Legal Standard
28.05(4)(c)	referral to the Bureau of Transitional Planning in the Executive Office of Health and Human Services (at least two years prior to the student's 22 nd birthday) in accordance with the requirements of MGL c.71, §12A-§12C (known as Chapter 688).
	Rating: Implemented RESPONSE REQUIRED: No

AREA 9: EDUCATIONAL PROGRAM REQUIREMENTS -- STUDENT DISCIPLINE AND BEHAVIOR MANAGEMENT

CRITERION NUMBER	
	Legal Standard
9.1 Policies and Procedures 18.05(5)	The private school develops a comprehensive set of policies and procedures dealing with discipline and behavior management that meet all federal special education requirements, and all applicable state and federal requirements pertaining to the use of restraint. (See Criterion 9.4 below.) These policies and procedures are consistently implemented.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
9.2 Discipline Code IDEA-97	The private school program participates with the responsible school district in the development of the student's IEP which indicates whether the student is or is not expected to meet the private school program's regular discipline code and, if not, what modifications are required.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
9.3 Runaway Students 18.03(10)	<p>The private special education program has developed a written policy, including a definition of runaways, appropriate for the school population and location, as well as procedures for handling students who runaway.</p> <p>This policy is approved by the Department of Education.</p> <p>The school notifies the Department and parents immediately whenever any student runs away.</p>
	Rating: Partially Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

Swansea Wood School and Meadowridge School has developed a written policy on runaway students, yet they need to include within this written policy that the school will notify the Department of Education whenever a student runs away.

CRITERION NUMBER	
	Legal Standard
9.4 Restraints 18.05 (5)(h) 603 CMR 46.00 102 CMR 3.00	<p>A private day educational program approved has developed a policy on the use of physical restraint and administers physical restraint in accordance with the requirements of 603 CMR 46.00.</p> <p>A residential educational program complies with the OCCS restraint requirements contained in 102 CMR 3.00 for all students enrolled in such program.</p> <p>A private school educational program within a program or facility subject to M.G.L. c. 123 or Department of Mental Health Regulations complies with the restraint requirements of M.G.L. c. 123, 104 CMR 27.12 or 104 CMR 28.05, where applicable.</p>
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">9.5</p> <p style="text-align: center;">3-5 Day Suspensions</p> <p style="text-align: center;">18.05(6)</p>	<p>Upon admission of a student, the private special education program provides a written policy on suspensions to the parents, and the school district and human service agency that placed the student. Such policy shall also contain the following:</p> <ol style="list-style-type: none"> a. Whenever a student is suspended, the school shall immediately notify the parents and the public school or human service agency responsible for the placement. Within 24 hours, the school shall send a written statement explaining the reasons for suspension to the parents and public school district. b. No student may be suspended and sent home unless a responsible adult is available to receive the student. c. Once a student has been suspended for three (3) consecutive school days or five (5) non-consecutive school days in a school year, the school, parents, and public school district, consistent with federal requirements, shall explore together all possible program modifications within the school in an attempt to prevent more lengthy suspension of the student from the program. d. Procedures must be in place to record and track the number and duration of suspensions, including suspensions from any part of the student’s IEP program (including transportation). <p>NOTE: Sending a student home “early” is considered a suspension if the student’s IEP does not allow for the modification of learning time requirements of the Board of Education.</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">9.6</p> <p style="text-align: center;">10+ Day Suspensions</p> <p style="text-align: center;">Joint responsibilities of the private school and</p>	<p>The private special education program implements the following procedures when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days:</p> <ol style="list-style-type: none"> a. A request is made of the student's responsible school district to convene an IEP Team meeting, which includes representation from the private school, prior to a suspension that constitutes a change in placement of a student with disabilities; b. The private school participates in the Team meeting: <ol style="list-style-type: none"> (1) to develop or review a functional behavioral assessment of the student’s behavior and to develop or modify a behavior intervention plan; (2) to identify appropriate alternative educational setting(s); and c. to conduct a manifestation determination (i.e.- to determine the relationship between the disability and the behavior). [To do this, the Team asks questions

CRITERION NUMBER	
	Legal Standard
<p>the responsible school district</p> <p>34 CFR 300.519-529</p>	<p>including: Is the IEP appropriate? Is the placement appropriate? If there was a behavior plan, was it implemented? Does the student understand the impact and consequences of his/her behavior? Can the student control his/her behavior?].</p> <p>d. If the Team determines that the behavior is <u>NOT</u> a manifestation of the disability, the school may suspend or terminate the student consistent with policies applied to any other student in the program. The responsible school district must, however, offer an appropriate education program to the student with disabilities that may be in some other setting.</p> <p>e. If the TEAM determines that the behavior <u>IS</u> a manifestation of the disability, the placing district, in coordination with the private school, takes steps (with the consent of the parent) to modify the IEP, the behavior intervention plan, and/or the placement.</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p>9.7</p> <p>Terminations</p> <p>18.05(7)</p> <p>28.09(12)(b)</p>	<p>The private school program does not terminate the enrollment of any student, even in emergency circumstances, until the enrolling public school district is informed and assumes responsibility for the student.</p> <p>The program has developed a written termination policy that includes, but is not limited to, the following:</p> <p>a. At the request of the public school district, the program delays termination of the student for up to two (2) calendar weeks to allow the public school district the opportunity to convene an emergency Team meeting or to conduct other appropriate planning discussions prior to the student's termination.</p> <p>b. With mutual agreement between the private special education program and the placing public school district, termination of enrollment may be delayed for longer than two calendar weeks.</p> <p>c. For <u>planned</u> terminations, the private special education program notifies the public school district of the need for an IEP review meeting and provides notice of this meeting to all appropriate parties ten (10) days in advance of the intended date of the meeting. The purpose of the meeting will be to develop a clear and specific termination plan for the student that shall be implemented in no less than thirty (30) days unless all parties agree to an earlier termination date.</p> <p>d. For <u>emergency</u> terminations, which are circumstances where the student presents a clear and present threat to the health and safety of him/herself or others, the program follows the procedures required under 603 CMR 28.09(12)(b) and immediately notifies the Department of Education.</p>

CRITERION NUMBER	
	Legal Standard
	Rating: Implemented RESPONSE REQUIRED: No

AREA 10: EDUCATIONAL STAFFING REQUIREMENTS -- STUDENT:TEACHER AND STUDENT:CHILDCARE WORKER RATIOS

CRITERION NUMBER	
	Legal Standard
<p>10.1</p> <p>Student: Teacher Ratios</p> <p>28.06(6)(d)&(g) 28.09(7)(e)</p>	<p>Unless otherwise approved by the Department of Education, the private special education program ensures that instructional groupings do not exceed:</p> <p>a. 8 students to one certified teacher without an aide, or</p> <p>b. 12 students to one certified teacher with an aide.</p>
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
<p>10.2</p> <p>Age Range</p> <p>28.06(6)(f)</p>	<p>The program ensures that the ages of the youngest and oldest child in any instructional grouping do not differ by more than forty-eight months (4 years).</p> <p>(NOTE: No waiver of this requirement can be approved by the Department of Education.)</p>
	Rating: Partially Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

At the Swansea Wood School the program does not ensure in all cases that requirements under this standard are met.

CRITERION NUMBER	
	Legal Standard
<p>10.3 Programs for Young Children 28.09(7)(e) 28.06(7)</p>	The program ensures that any and all substantially separate classrooms for young children (3 and 4 year olds) do not exceed nine (9) students with one teacher and one aide.
	Rating: Not Applicable RESPONSE REQUIRED: No

Department of Education Findings:

Swansea Wood School and Meadowridge School do not service children in this age group.

CRITERION NUMBER	
	Legal Standard
<p>10.4 Student: Child Care Ratios 28.09(7) 18.01(2)</p>	The program has a student to child care worker ratio of: a. not lower than 4:1 nor greater than 6:1 during non-“school day” waking hours, and b. not lower than 6:1 nor greater than 8:1 during sleeping hours.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
10.5 Alternative Ratios 18.03(2)	Where applicable, the private special education program has submitted a justification for alternative ratios for student to childcare workers, and the Department has approved these.
	Rating: Not applicable RESPONSE REQUIRED: No

Department of Education Findings:

Swansea Wood School and Meadowridge School has not had a need to submit a justification for alternative ratios for student to childcare workers.

AREA 11: EDUCATIONAL STAFFING REQUIREMENTS -- PERSONNEL POLICIES, QUALIFICATIONS, RESPONSIBILITIES

CRITERION NUMBER	
	Legal Standard
11.1 Personnel Policies 28.09(7) 28.09(11)(f) 18.05(11)	The private special education program has developed written personnel policies and procedures that describe: <ol style="list-style-type: none"> a. Criteria and procedures for hiring, written evaluations, suspension or dismissal of any staff person; and development of teacher and staff evaluation forms; b. Procedures for handling staff complaints; c. Provisions for vacations, holidays, leaves, sick days, and any other benefits offered by the program; d. A plan for using volunteer and/or intern services; e. Equal employment/educational opportunities/affirmative action in regard to race, color, creed, national origin, sex, sexual orientation and handicap; and f. Procedures for accessing, considering and acting upon Criminal Offender Record Information (CORI) for any prospective staff member whose responsibilities would bring them into direct contact with students in the program. [NOTE: Massachusetts law also allows approved public and private special education school programs to obtain and review the CORI of <u>current employees</u>. Approved special education school programs should obtain CORI in regard to a current employee when, in the judgment of the program director, there is a reasonable basis for review of the employee’s CORI and the purpose of

CRITERION NUMBER	
	Legal Standard
	such a review is to ensure the health and safety of the students enrolled in the program. <u>For applicants or employees who reside outside of Massachusetts</u> , approved special education schools should obtain and review criminal record information from the state of residence of the applicant or employee on the same basis as it does for applicants and employees who reside in Massachusetts.]
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
11.2 Administrative Responsibility 18.05(11)(a)	The private special education program designates one person who has administrative responsibility over the operation of the school. Where a school with more than 40 professional certified staff has one (or more) assistant administrator(s), the Department of Education has approved such positions.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
11.3 Educational Administrator Qualifications 28.09(7)(a) 603 CMR 44.00 and 44.04	<p>The private school designates an educational administrator to supervise the provision of special education in the school and to ensure that the services specified in each student’s IEP are delivered. The educational administrator either has certification as a special education administrator or all of the following:</p> <ul style="list-style-type: none"> a. certification as a special educator; b. a minimum of a master's degree in special education or a related field; and c. a minimum of one year of administrative experience. <p>The educational administrator has been re-certified pursuant to the requirements of 603 CMR 44.00.</p> <p>The educational administrator has obtained supervisor approval of his/her Professional Development Plan per 603 CMR 44.04.</p>

CRITERION NUMBER	
	Legal Standard
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
11.6 Master Staff Roster 28.09(7)	The private school maintains a master list of ALL staff for every position within the program. This list includes job titles together with corresponding UFR title numbers and full-time equivalents (FTE's).
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
11.9 Organizational Structure 28.09(7) 28.07(c)	The program demonstrates that its organizational structure provides for the effective and efficient operation of the school, supervision of school staff and supervision of students.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
11.10 Supervision of Child Care Workers (Direct Care Staff) 18.03(4)	Each program provides for ongoing and regular supervision of all child care workers by a professional staff person who has supervisory and administrative responsibility within the school.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
11.11 Supervision of Students 28.09(7) 18.03(1)	<p>The private school program develops and implements a detailed plan that describes how appropriate supervision is provided to students while they are engaged in any school-related activity on and off school grounds.</p> <p>This plan includes arrangements for individual and group recreational programs appropriate to the age, interests, and needs of each student with assigned staff as appropriate.</p>
	Rating: Commendable RESPONSE REQUIRED: No

Department of Education Findings:

Swansea Wood School and Meadowridge School has developed a wonderful plan for providing recreational programs and community trips for its students. There is a detailed plan that describes supervision for the students. There are four well-defined levels of supervision from “general supervision” for students who can conduct themselves with more autonomy to single staff supervision for those students who are most at risk.

CRITERION NUMBER	
	Legal Standard
11.12 Plan for Staff	Each private special education program provides a detailed description of how the school will provide childcare and/or overall staff coverage in the absence of workers due to illness, staff vacancies, emergencies, or other unexpected circumstances.

CRITERION NUMBER	
	Legal Standard
Coverage 18.03(1)(b)4	
	Rating: Implemented RESPONSE REQUIRED: No

AREA 12: EDUCATIONAL STAFFING REQUIREMENTS -- STAFF TRAINING

CRITERION NUMBER	
	Legal Standard
12.1 Staff Orientation Training 18.05(11)(g)	<p>The private special education program develops a written plan for staff orientation and provides an orientation-training program for all new staff to ensure an understanding of the school’s philosophy, organization, program, practices and goals.</p> <p>The written plan shall describe how newly hired staff are provided training on all required topics at the time of hire if the required topics have already been covered with existing staff.</p> <p>New staff are not be assigned direct care duties with students until they have participated in all mandated training through their orientation program.</p>
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
12.2 Annual In-Service	<p>The private special education program develops and implements a written plan for staff orientation and training that is consistent with the needs of the student population, appropriate to the role of each staff member and provides, on average, at least two (2) hours per month of relevant training for all staff including non-</p>

CRITERION NUMBER	
	Legal Standard
<p>Training Plan and Calendar</p> <p>28.09(7)(f)</p> <p>18.05(11)(h)</p>	<p>professional staff (child care workers/direct care staff on all shifts). Staff input is elicited and considered.</p> <p>The following topics are required in-service training topics and are offered annually to all staff providing direct care services to students:</p> <ul style="list-style-type: none"> a. Reporting abuse and neglect of students to the Department of Social Services (51-A) and/or the Disabled Persons Protection Commission (See also, 12.2 (b), below.) b. Emergency first aid training by a certified instructor and, where specifically required by the Department of Education, certification in CPR (See also, 12.2 (c), below.) c. Medication administration (including, but not limited to, administration of antipsychotic medications, discussions of medications students are currently taking and their possible side effects) (See also, 12.2 (d), below.) d. Transportation safety (if applicable) e. Student record policies and confidentiality issues (See also, 12.2 (e), below.) f. Evacuation policies and emergency procedures including, but not limited to, utilization of the alarm system, evacuations in instances of fire or natural disaster (See also, 12.2 (f), below.) g. Behavior management policies and procedures used by the program such as positive reinforcement, point/level systems, token economies, time-out procedures (See also, Area 9 and 12.2(a)) h. Restraint procedures including de-escalation methods used by the program (See also, 9.4 above.) i. Curriculum alignment with the Massachusetts Curriculum Frameworks, j. Procedures for inclusion of all students in MCAS testing and/or alternate assessments; and k. Civil rights responsibilities

Meadowridge	Rating: Implemented	RESPONSE REQUIRED:	No
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Department of Education Findings:

Staff interviews and school documentation indicate that annual in-service training is provided to all day and residential staff. In order to accommodate residential staff that might be arriving later in the day, the program has conscientiously changed scheduling of training around to make sure to accommodate the variety of different schedules. Besides state mandated training Swansea Woods School and Meadowridge School provide extensive training on other topics important to the needs of students at this school.

Swansea Woods School	Rating: Partially Implemented	RESPONSE REQUIRED:	Yes
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Department of Education Findings:

Staff interviews and school documentation indicate that annual in-service training is provided to all day and residential staff with the exception that not all staff at the Swansea Woods School have received training on transportation safety.

CRITERION NUMBER	Legal Standard		
<p>12.2 (a)</p> <p>Behavior Management and Restraint Training</p> <p>28.09(11)</p> <p>18.05(5)</p>	<p>Training of Behavior Management and Suspension and Termination procedures includes:</p> <ul style="list-style-type: none"> a. Program’s student conduct/discipline code; b. Description of safeguards for students’ emotional, physical, and psychological well-being; c. Policies on use of time-out procedures; d. Techniques for dealing with disruptive and violent behavior including skill training on the proper use of non-violent restraint. e. Detailed procedures pertaining to the use of any type of restraint, which must meet or exceed any requirements in applicable state regulations or policy; (NOTE: OCCS residential regulations on behavior management, including restraint and time-out, are found at 102 CMR 3.07(7). The provisions relating to restraint are expanded in EOHHS/OCCS’s “Guidelines for Physical Restraint” issued 1/11/00. DMH regulations re restraint may apply to schools serving DMH clients. DOE Regulations on the Use of Restraints in Publicly Funded Education Programs [603 CMR Section 46.00] apply to a private day programs approved by the Department of Education where such program does not hold the approval of the Department of Education as a residential school.) f. Procedures for obtaining and recording data regarding student discipline and behavior along with a description of how such data will be integrated into IEP Team discussions. g. Procedures for obtaining parental consent, if appropriate. 		
	Rating: Implemented	RESPONSE REQUIRED:	No

CRITERION NUMBER	Legal Standard		
12.2 (b)	<p>The program has written procedures and staff training for the reporting of suspected child/student abuse or neglect to the Department of Social Services (MGL c.119, s.</p>		

CRITERION NUMBER	
	Legal Standard
Child Abuse Reporting 18.05(9)(j)	51A) and the Disabled Persons Protection Commission (MGL c. 19C). Such procedures include notification to the Department of Education when a report is filed against the program or its employee(s) or student(s).
	Rating: Partially Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

Written documentation provided by Swansea Wood School and Meadowridge School indicates that the programs child abuse reporting policy needs to be slightly modified so that it reads that because all staff are mandated reporters they should report suspected abuse or neglect to the Department of Social Services. The way the policy currently is written implies that staff should first notify an administrator and then the Department of Social Services.

CRITERION NUMBER	
	Legal Standard
12.2 (c) Emergency First Aid Training and CPR Certification 18.05(9)(e)	The program develops written policies and procedures for annual basic/emergency first aid training for all direct care staff. Where specifically required by the Department of Education, direct care personnel maintain appropriate CPR certification.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
12.2 (d) Medication Training 18.05(9)(f)(3) (c)	Training by a physician or registered nurse is given to all staff providing care and instruction to students receiving medication. The training includes the nature of the medication, potential side effects and any special precautions or requirements.

CRITERION NUMBER	
	Legal Standard
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
12.2 (e) Student Record Training 28.09(10)	The private school keeps current and complete files for each publicly funded enrolled student and manages such files consistent with the Massachusetts Student Record Regulations (603 CMR 23.00) and MGL c. 71, s. 34H.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
12.2 (f) Emergency Procedures Training 18.05(10)	<p>All staff is trained relative to emergency procedures, evacuation policies and procedures and in the use of the alarm system and equipment such as fire extinguishers.</p> <p>The program conducts at least two evacuation drills per shift at each location annually (including all day programs, and residences in the evening and overnight) to ensure that all students are able to leave the building safely. In addition, the program shall:</p> <ol style="list-style-type: none"> a. help all students to understand the nature of the drills b. make special provisions for the evacuation of any mobility-impaired student in the facility c. keep a written log of each evacuation drill, detailing such things as the date, time elapsed, students and staff who participated and any witnesses.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
12.2 (g) Interns and Volunteers Training 18.05 (11)(I)	If applicable, the private school's training plan includes provisions for orientation, training and supervision of interns, volunteers and others who work at the program.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
12.2(h) Child Care Staff Development and Training 18.03(3)	The private special education program develops and implements with staff input a detailed written plan for staff development and in-service training of all childcare workers.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
12.2 (i) Staff Evaluations 18.05(11)(c)1.	Written performance evaluations are maintained on all staff. Personnel are evaluated annually.
	Rating: Implemented RESPONSE REQUIRED: No

AREA 13: PHYSICAL FACILITY AND EQUIPMENT REQUIREMENTS

CRITERION NUMBER	
	Legal Standard
13.1 Educational Facilities and Materials 29.09(8)	The private special education program provides the facilities, textbooks, equipment, technology, materials and supplies needed to provide the special education and related services specified on the IEPs of enrolled students.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
13.3 Physical Facility/ Architectural Barriers 18.04(8)	The private special education program assures that students with limited mobility have access, free from barriers to their mobility, to those areas of the school buildings and grounds to which such access is necessary for the implementation of the IEPs for such students. All schools receiving federal funds shall meet the requirements of Section 504 of the Rehabilitation Act of 1973. If any part of the program is not accessible to students with limited physical mobility, a plan and timetable is provided that describes how the school will make all programs and appropriate buildings accessible.

Meadowridge	Rating: Implemented RESPONSE REQUIRED: No
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Swansea Woods School	Rating: Partially Implemented RESPONSE REQUIRED: Yes
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Department of Education Findings:

The residences at the Swansea Woods Schools are not accessible to students with limited physical ability. A plan and timetable needs to be provided that describes how the schools will make this

building accessible.

CRITERION NUMBER	
Legal Standard	
<p>13.4</p> <p>Kitchen, Dining, Bathing/ Toilet, and Living Areas</p> <p>18.04(2, 3, 4, 5)</p>	<p>The private special education program ensures that all kitchen, dining, bathing/toilet and living areas are of an adequate type, size and design appropriate to the ages and needs of the students. The program shall also:</p> <ol style="list-style-type: none"> Maintain areas which are clean, well ventilated and free from hazards Provide students with equipment, supplies and materials (e.g., kitchen equipment, dining utensils, toilets, sinks, individual furniture and storage space) which are clean, safe and appropriate to the ages and needs of the students Design all living areas to simulate the functional arrangements of a home and to encourage a personalized atmosphere for small groups of students, unless the school can justify that another arrangement is necessary to serve the particular needs of the students enrolled in the school. Post a list of student food allergies in all appropriate areas of the residence.
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
Legal Standard	
<p>13.5</p> <p>Classroom Space</p> <p>18.04(6)(a)</p>	<p>Each room or area that is utilized for the instruction of students is adequate with respect to the number of students, size and age of students and students' specific educational needs, physical capabilities and educational/vocational activities.</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
Legal Standard	
<p>13.6</p> <p>Library/</p>	<p>In addition to the regular instructional area, the school has a library or resource room (or comparable instructional resource area approved by the Department of Education) that contains a variety of materials appropriate to the age and abilities of</p>

CRITERION NUMBER	
	Legal Standard
Resource Room 18.04(6)(b)	the students enrolled.
	Rating: Partially Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

Both at the Swansea Woods School and Meadowridge, more attention needs to be focused on developing a library with updated materials and books.

CRITERION NUMBER	
	Legal Standard
13.7 Indoor Space 18.04(7)(a)	The school provides a minimum of thirty-five (35) square feet of activity space per student exclusive of classrooms, hallways, lockers, toilet rooms, isolation rooms, kitchen, closets, offices or areas regularly used for other purposes. Additionally, the program: a. ensures that all areas, including but not limited to, floors, ceilings and walls, are clean, well maintained and free from safety hazards; b. protects all steam and hot water pipes by permanent screen guards, insulation, or any other suitable device which prevents students from coming in contact with them; c. maintains room temperatures at not less than 68 degrees Fahrenheit at zero Fahrenheit outside and at not more than the outside temperature when the outside temperature is above 80 degrees Fahrenheit; and d. designates space separate from classroom areas for administrative duties and staff or parent conferences.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
13.8 Outdoor Space	The school maintains or has access to an outdoor play area of at least seventy-five square feet per student using it at any one time. Outdoor play areas are accessible to direct sunlight and free from hazards and/or

CRITERION NUMBER	
	Legal Standard
18.04(7)(b)	harsh or abrasive materials. If adjacent to a highway or other dangerous area, the outdoor play areas are fenced with a non-climbable barrier at least five feet high.
	Rating: Commendable RESPONSE REQUIRED: No

Department of Education Findings:

Meadowridge and Swansea Woods School are to be commended for their beautiful outdoor facilities. Meadowridge has a pool that the students can use and animals that the students work with as well as a softball field. Swansea Woods School has a lovely garden that the students work in.

AREA 14: REQUIREMENTS FOR DAILY CARE

CRITERION NUMBER	
	Legal Standard
14.1 Clothing, Grooming and Hygiene 18.03(5)	The school makes provisions with parents or, where appropriate, state agencies to assure that all students are provided with clean, appropriate and seasonal clothing as well as personal grooming and hygiene articles and materials necessary to meet his/her individual needs.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
14.2 Food and Nutrition 18.03(7)	The school's staff understands the nutritional requirements of the students enrolled and provides an appropriate number of meals daily (three meals daily for residential programs), at reasonably appropriate times, which constitute a nutritionally adequate diet.

CRITERION NUMBER	
	Legal Standard
18.05(4)(a)	
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
15.2 Orientation Procedures 28.09(11)	The school has developed and implemented orientation procedures for parents and students upon student admission to the program.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
15.3 Change of Student's Legal Status 18.05(4)(b)	The school has a procedure for assuring that it is informed by a parent or guardian of any changes in a student's legal status and of the results of all judicial and administrative proceedings concerning the student, and for disseminating this information to appropriate personnel. (See also Criterion 15.6.)
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
15.4	The private school program notifies the placing school district when multiple efforts

CRITERION NUMBER	
	Legal Standard
<p>Parent Consent</p> <p>28.07(1)(b)</p>	<p>have been made, yet have failed to involve the parent and obtain necessary parental consent. Matters requiring parental consent include, but are not limited to, the following:</p> <ul style="list-style-type: none"> a. in coordination with responsible school districts, IEP-related matters b. Emergency medical care c. Medications d. Restraints e. Publicity, research, evaluation f. Field Trips g. in coordination with responsible school districts, the Parental Notification Law pursuant to Chapter 71, Section 32A concerning curriculum that primarily involves human sexual education or human sexuality issues
	<p>Rating: Partially Implemented RESPONSE REQUIRED: No</p>

Department of Education Findings:

Student records indicate that not all consents for restraints are updated annually.

CRITERION NUMBER	
	Legal Standard
<p>15.5</p> <p>Student Involvement</p> <p>34 CFR 300.344</p>	<p>The private school program collaborates with the placing school district to ensure student participation in Team meetings where required by law and if appropriate. If the student does not attend the IEP meeting, steps are taken to ensure that the student's preferences and interests are considered.</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p>15.6</p> <p>Consent at</p>	<p>One year prior to the student's reaching age eighteen, the program works collaboratively with the responsible school district to ensure consent is obtained from the student to continue the special education program upon turning age</p>

CRITERION NUMBER	
	Legal Standard
Age of Majority 28.07(5)	eighteen, or to ensure that another mechanism is in place to obtain consent, i.e.: a. the parent or other legally eligible party has petitioned and been appointed guardian by a court of competent jurisdiction; b. the student chooses to share decision-making with his or her parent; c. the student chooses to delegate continued decision-making to his or her parent or other willing adult. (See also Criterion 15.3.)
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
15.7 Registering Complaints 18.05(1)(b)16	The private special education program has developed and made available to parents and students written procedures that may be used to register complaints regarding the student's education and care at the facility.
	Rating: Implemented RESPONSE REQUIRED: No

AREA 16: HEALTH AND MEDICAL SERVICES

CRITERION NUMBER	
	Legal Standard
16.1 Health Care Policy and Procedure	The school has a comprehensive, written health care policies and procedures manual that clearly describes provisions made for medical, nursing and infirmary care of students. This manual is approved by the health care consultant, includes all applicable policies and procedures, and is made available to staff.

CRITERION NUMBER	
	Legal Standard
Manual 18.05(9)(c) 18.05(9)(d)	
	Rating: Partially Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

Review of the health care manual indicates that a written policy needs to be developed by the school for protecting students from exposure to foods, chemicals and other material to which they may be allergic. School documentation indicates that a more detailed description of administration of anti-psychotic medications, and where appropriate “Rogers Procedures” need to be written and added to the health care manual. Additionally school documentation indicates that a no smoking policy needs to be added to the schools’ health care manual.

CRITERION NUMBER	
	Legal Standard
16.2 Physician Consultation 18.05(9)(a)	The school has secured the services of a licensed physician available for consultation.
	Rating: Implemented RESPONSE REQUIRED: No

CRITERION NUMBER	
	Legal Standard
16.3 Nursing 18.05(9)(b)	The school has secured the services of a registered nurse or a licensed practical nurse available as deemed necessary by the Department depending upon the health care needs of the school population. (See Criterion 3.2 above.)
	Rating: Commendable RESPONSE REQUIRED: No

Department of Education Findings:

Both the Meadowridge and Swansea Woods School have access to a well-organized, efficient nursing staff.

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">16.4</p> <p>Emergency First Aid</p> <p style="text-align: center;">18.05(9)(e)</p>	<p>The school has developed written policies and procedures for emergency first aid and care including:</p> <ul style="list-style-type: none"> a. training of all direct service staff in emergency first aid; b. secure storage of adequate first aid supplies, including but not limited to bandages, body substance isolation gloves, gauze, adhesive tape, hydrogen peroxide or other cleaning solutions, and ipecac. First aid supplies are easily accessible in each major activities area; c. written procedures for providing first aid are kept with the first aid supplies; d. the posting of telephone numbers for the fire department, police station, poison prevention center, hospital emergency room and ambulance service serving the school in both living quarters and educational facilities; e. the procedures to be followed in the case of illness or emergency (such as a motor vehicle accident), including the transportation methods and notification of parents; f. the procedures to be followed in the case of fire or other emergency; g. a procedure for informing parents of any medical care administered to their child or of any injury or illness that required care other than first aid; and h. the procedures to be followed in the case of illness or emergency if the parents cannot be reached.
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">16.5</p> <p>Administration of Medication</p> <p style="text-align: center;">18.05(9)(f)</p>	<p>The school has developed and implements written policies and procedures regarding the administration of medication including, but not limited to, the following:</p> <ul style="list-style-type: none"> a. no medication is administered to a student without written authorization from a parent. Such authorization shall be renewed annually; b. no prescription medication shall be administered to a student without the written order of the physician prescribing the medication to that student; c. the school maintains written policies and procedures regarding prescriptions and administrations of medication including authorization, prepackaging and staff training; d. any change of medication or dosage must be authorized by a new order from a physician; e. a written record of the administration of prescribed medication to students shall

CRITERION NUMBER	
	Legal Standard
	<p>be maintained. Such a record documents the side effects of medication and includes notification to attending physicians of changes in the student's behavior or health that may result from medication;</p> <p>f. all medicine shall be kept in a locked, secure cabinet and labeled with the student's name, the name of the drug and the directions for its administration. The school shall dispose of or return to the parents any unused medication. Medications must be delivered to the school by a responsible adult in a container labeled by the physician or pharmacist. Provisions must be made for refrigeration of medications, when necessary.</p> <p>g. the school shall have a written policy regarding the amount of medication to be kept on the premises at any one time for each student receiving medication;</p> <p>h. a review of medications administered to a student shall be incorporated into all progress reviews conducted for the student.</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p>16.6</p> <p>Administra- tion of Antipsychotic Medication</p> <p>18.05(9)(f)(9)</p>	<p>The school does not administer or arrange for the administration of antipsychotic medication (drugs used in treating psychoses and alleviating psychotic states) except under the following circumstances:</p> <p>a. antipsychotic medication shall be prescribed by a licensed physician for the diagnosis, treatment and care of the child and only after review of the student's medical record and actual observation of the student;</p> <p>b. the prescribing physician shall submit a written report to the school detailing the necessity for the medication, staff monitoring requirements, potential side effects that may or may not require medical attention and the next scheduled clinical meeting or series of meetings with the student;</p> <p>c. no antipsychotic prescription shall be administered for a period longer than is medically necessary and students on antipsychotic medication must be carefully monitored by a physician;</p> <p>e. staff providing care to a student receiving antipsychotic medication shall be instructed regarding the nature of the medication, potential side effects that may or may not require medical attention and required monitoring or special precautions, if any;</p> <p>f. except in an emergency, as defined in 18.05 (9)(g), the school shall neither administer nor arrange for the prescription and administration of antipsychotic medication unless informed written consent is obtained. If a student is in the custody of his/her parent(s), parental consent (in writing or in a witnessed conversation) is required. Parental consent may be revoked at any time unless subject to any court order. If the parent does not consent or is not available to give consent, the referral source shall be notified and judicial approval shall be sought. If a student is in the custody of a person other than the parent, a</p>

CRITERION NUMBER	
	Legal Standard
	<p>placement agency or an out-of-state public or private agency, the referral source shall be notified and judicial approval shall be sought.</p> <p>g. in an emergency situation, antipsychotic medication may be administered for treatment purposes without parental consent or prior judicial approval if an unforeseen combination of circumstances or the resulting state calls for immediate action and there is no less intrusive alternative to the medication. The treating physician must determine that medication is necessary to prevent the immediate substantial and irreversible deterioration of a serious mental illness. If the treating physician determines that medication should continue, informed consent or judicial approval must be obtained as required by 18.05(9)(e).</p> <p>h. the school shall inform a student twelve years of age and older, consistent with the student's capacity to understand, about the treatment, risks and potential side effects of such medication. The school shall specify and follow procedures if the student refuses to consent to administration of the medication.</p>
	<p>Rating: Implemented RESPONSE REQUIRED: No</p>

CRITERION NUMBER	
	Legal Standard
<p>16.7</p> <p>Preventive Health Care</p> <p>18.05(9)(f)(9)(h)</p>	<p>The school has developed and implements a written plan for the preventive health care of students including, but not limited to:</p> <p>a. provision for each student to receive an annual comprehensive medical and dental examination;</p> <p>b. vision, hearing, postural and other required screening are conducted in accordance with M.G.L. c.71 s.57;</p> <p>c. ensuring that all students have necessary immunizations as required by the Department of Public Health;</p> <p>d. a student or staff member who has a reported communicable disease shall be authorized by a physician to continue to be present within the school; the school shall notify all parents and referring agencies of the reported communicable disease within the school;</p> <p>e. provision of a locked, secure cabinet to keep all toxic substances, medications, sharp objects and matches out of the reach of students. Medications and medical supplies are not locked in the same cabinet as other toxic substances. Toxic substances are labeled with contents and antidote (The phone number for the nearest poison center is posted clearly.);</p> <p>f. provision of family planning information, subject to any applicable state or federal legislation; and</p> <p>g. protecting a student from exposure to foods, chemicals, or other materials to which they are allergic.</p>

CRITERION NUMBER	
	Legal Standard
	Rating: Partially Implemented RESPONSE REQUIRED: No

Department of Education Findings:

Review of the health care manual indicates that a written policy needs to be developed by the school for protecting students from exposure to foods, chemicals and other material to which they may be allergic.

CRITERION NUMBER	
	Legal Standard
16.8 Receipt of Medical Treatment- Religious Beliefs	In the absence of an emergency or epidemic of disease declared by the Massachusetts Department of Public Health, the school does not require any student to receive medical treatment when the parents object thereto on the ground that such treatment conflicts with a religious belief.
18.05(9)(k)	
	Rating: Implemented RESPONSE REQUIRED: No

AREA 17: TRANSPORTATION SAFETY

CRITERION NUMBER	
	Legal Standard
17.1 Transporta- tion Safety	The program develops transportation procedures that ensure vehicles are safe, insured, and operated by qualified and trained individuals, and that students are transported in a safe manner that is responsive to individual student’s needs and provisions of their IEPs.
28.09(11)(b)	In the event of a motor vehicle accident, parents, school districts, human service agencies, and the Department of Education are notified immediately.

CRITERION NUMBER	
	Legal Standard
	The school ensures that <u>any</u> person who is responsible for operating a vehicle owned or contracted for by the school and carrying students, shall receive in-service training on overall transportation safety and the individual needs of the students they transport.

Meadowridge	Rating: Implemented	RESPONSE REQUIRED:	No
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Swansea Woods School	Rating: Partially Implemented	RESPONSE REQUIRED:	Yes
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Department of Education Findings:

Staff interviews indicate that not all staff in the Swansea Woods School has received training on transportation safety.

AREA 18: STUDENT RECORDS

CRITERION NUMBER	
	Legal Standard
18.1 Student Records 28.09(10)	The private school keeps current and complete files for each publicly funded enrolled Massachusetts student and maintains such files consistent with the Massachusetts Student Record Regulations (603 CMR 23.00) and MGL c. 71, s. 34H.
	Rating: Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

A review of student records revealed that both programs have made available for each publicly funded enrolled Massachusetts student, for specific findings see criteria 18.2.

CRITERION NUMBER	
	Legal Standard
<p style="text-align: center;">18.2</p> <p>Student Records</p> <p>28.09(10)</p> <p>MGL c.71, s. 34H</p> <p>603 CMR 23.00</p> <p>Family Educational Rights and Privacy Act (FERPA)</p>	<p>Student records are legibly dated and signed by persons making entries. Individual access logs are maintained for each record. All records contain:</p> <p>a. log of access consistent with requirements of the Massachusetts Student Record Regulations. 18.05(11)(a)</p> <p>b. face sheets with the following information:</p> <ul style="list-style-type: none"> • Name • Date of birth • Recent picture • Date of admission to private school • Name of educational case manager • Location of residential service within facility (if applicable), and name of residential case manager or supervisor • Date initially eligible for special education (if known) • Date of most recent special education evaluation(s) • Date of next expected 3-year reevaluation • Starting and expiration dates of current (or most recent) IEP • Primary language of student • Legal status of student • If under 18: in custody of both parents, one parent [specify], legal guardian [specify], other [specify] • If 18 or over: makes own decisions; under legal guardianship [specify]; has shared role with parent in education decisions [specify] • Other state agency/ies involved with student: • Parent/guardian contact information: names, addresses, H & W telephone numbers, e-mails • Primary language of parents/guardian • Contact information of persons other than parents to be contacted in an emergency (names, addresses, telephone numbers) • Educational surrogate contact information (if applicable) • Date of last complete physical health examination by physician • Notation of allergies and/or any other medical condition affecting student's well-being, e.g., seizures • Medications • Information specific to this student re handling of medical emergencies <p>c. copy of IEP;</p> <p>d. copies of quarterly progress reports and any modification of the IEP;</p> <p>e. copy of the student's termination or discharge plan;</p> <p>f. health records, including reports, documentation of physical examinations, allergies, screening tests, results of medical care;</p> <p>g. all evaluations or assessments conducted of the student;</p> <p>h. pertinent correspondence concerning the student;</p> <p>i. information regarding the use of behavior management interventions including, but not limited to, restraint (chemical, mechanical, physical) and time-out procedures; and</p> <p>j. copies of all incident reports.</p>

CRITERION NUMBER	
	Legal Standard
	Rating: Partially Implemented RESPONSE REQUIRED: Yes

Department of Education Findings:

Student records indicate that face sheets did not include the following information: a recent picture, date of last completed physical examination by physician, notation of student allergies and/or other medical issues affecting the student’s well being and information specific to each student regarding the handling of medical emergencies.

PRIVATE SCHOOL PROGRAM REVIEW REPORT 2003doc

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