



The Commonwealth of Massachusetts Department of Education

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December 2, 2004

Jane Elizabeth Jakuc
Corwin Russell School
142 North Road
Sudbury, MA 01776

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

Dear Ms. Jakuc:

Enclosed is the Department's Program Review Follow-up Monitoring Report together with findings regarding your private school's Mid-Cycle Program Review. This report contains the Department's findings based on the onsite activities conducted in your school to verify the implementation status and effectiveness of corrective steps taken in response to your Program Review Report issued on August 28, 2002. This report also includes a report on the status of implementation for new state or federal special education requirements enacted since your school's last Program Review.

We are pleased to indicate that the Department of Education has found your school's approved Corrective Action Plan to be substantially implemented and effective in remedying previously identified noncompliance issues. Additionally, we have determined that your school is in substantial compliance with any new state or federal special education requirements enacted since your last Program Review. The findings of the Department are included in the attached Follow-up Monitoring Report. You and your entire staff are to be congratulated for your efforts in implementing all necessary improvements. Your private school will now receive an updated status of "Full Approval." This approval shall remain in effect for three (3) years from the date of this letter and attached approval certificate. This approval will be contingent upon continued compliance with all regulations contained within 603 CMR 28.00 "Special Education Regulations" and 603 CMR 18.00 "Program And Safety Standards For Approved Public Or Private Day And Residential Special Education School Programs." The Department of Education may change this approval status at any point during this three-year period if circumstances arise that warrant such a change.

The Department will notify you of your school's next regularly scheduled Program Review

several months before it is to occur. At this time we anticipate the Department's next routine monitoring visit to occur sometime during the FY 2007/2008, unless the Department determines that there is some reason to schedule this visit earlier.

Your staff's cooperation throughout these follow-up monitoring activities is appreciated. Should you require additional clarification of information included in our report, please do not hesitate to contact the Onsite Team Chairperson at 781-338-3717.

Sincerely,

Betsy Holcombe, Program Review Follow-up Chairperson
Program Quality Assurance Services

John D. Stager, Administrator
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education
Kathryn Faria, Local Program Review Coordinator

**MASSACHUSETTS DEPARTMENT OF EDUCATION
PROGRAM REVIEW**

Corwin Russell School

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

Action Plan Submitted in September, 2002
Onsite Visit Conducted on October 27, 2004
Date of this Report December 2, 2004

| Criterion Number and Topic | Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u> √ | Method(s) of Verification | Comments Regarding Corrective Action Plan Implementation | Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u> √ | Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance | Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting |
|--|---|----------------------------------|---|---|--|---|
| 1.3 Program's Curriculum 28.09(9) | √ | Documentation, Interviews | The curriculum is aligned with the Massachusetts Frameworks. | | | |
| 2.2 Approvals, Licenses, Certificates of Inspection 28.09 (2)(b)4-5 28.09(5) 28.09(6) | √ | Documentation | All licenses and inspections are current. | | | |

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| 18.04(1) 102 CMR 3.06 (4)(b) | √ | | | | | |
| 2.3 OCCS Licensure (Not Applicable to Day Schools) | Not Applicable | | | | | |
| 3.1 3.2 3.3 Policies and Procedures Manual | √ | Documenta-tion | In the previous program review, the on-site team found that the policies and procedure and health care manuals were not complete. During the current on-site it was found that the Policies and Procedures and Health Manuals are updated and complete. | | | |
| 4.4 Advanced | √ | Documenta-tion, | The policy for notification of the Department of substantial | | | |

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| Notice of Program/ Facility Change 28.09(5)(c) | √ | Interviews | changes and Form 1 are in the Policies and Procedures Manual. | | | |
| 4.5 Immediate Notification 18.03(10) 18.05(7) 28.09(12) | √ | Documentation, Interviews | The policy for immediate notification of serious incidents and Form 2 are in the Policies and Procedures Manual. In addition, the school is providing the notification as appropriate. | | | |
| 5.3 Contents of Coordination and Collaboration with Public School Districts 28.06(2-3) 28.07(5) 28.09(9)(c)&(d) 28.09(2)(b)7 | √ | Documentation, Interviews | The updated policies for coordination and collaboration with public school districts are in the Policies and Procedures Manual. | | | |

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| Federal Regulations: 300.349 and 300.400-401 | | | | | | |
| 6.1 Daily Instructional Hours 603 C.M.R. 27.00 | √ | Documentation, Interviews | The block schedule has been submitted and the school meets the requirements for daily instructional hours. | | | |
| 6.2 School to Work | √ | Documentation, Interviews | The School documents structured student learning time. | | | |
| 6.3 Kindergarten | Not Applicable | | | | | |
| 6.4 School Days per Year 28.09(9) | √ | Documentation, Interviews | The annual school calendar has been submitted and the school meets the requirements for a 10-month | | | |

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| | | | school program. | | | |
| 6.5 Early Release of High School Seniors | √ | Documentation, Interviews | The School does not schedule the early release of high school seniors. | | | |
| 7.1 Curriculum Frameworks 28.09(9)(b) | √ | Documentation, Interviews | The curriculum is aligned with the Massachusetts Frameworks. | | | |
| 7.3 State/District Wide Assessments | √ | Documentation, Interviews | All publicly funded Massachusetts students participate in the MCAS. | | | |
| 8.1 Implementation Educational Services | √ | Documentation, Student Record Review | Approved Private Special Education Schools are no longer required to implement the curriculum of the sending school district. | | | |
| 8.3 Implementation | √ | Documenta- | Corwin-Russell School has | | | |

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| Supplementary Aids/Services | √ | tion, Student Record Review | provided a list of supplementary aids and services that are available to enrolled students. | | | |
| 8.4 Current IEP & Student Roster 28.09 | √ | Documentation | The current student roster has been submitted and all IEPs are current and consented to. | | | |
| 8.8 IEP – Progress Reports | √ | Documentation, Student Record Review | During the program review it was found that the school was not issuing quarterly progress reports that addressed all required elements and they were not documenting who was receiving copies of the reports. The school has implemented its corrective action and is ensuring that all progress reports are quarterly and address whether the | | | |

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| | √ | | student is expected to meet the annual goals during the reporting period. | | | |
| 8.9 IEP Revisions and Changes | √ | Documentation, Student Record Review | A review of student records revealed that the school does not make changes to student IEPs without the involvement of the IEP Team. | | | |
| 8.10 IEP- Less Restrictive Placement 28.09(9(c)) | √ | Documentation, Interviews | Interviews and documentation review revealed that the school provides students with opportunities to participate in the least restrictive environment. | | | |
| 9.1 Policies and Procedures | √ | Documentation | The policies and procedures have been updated to include all required elements. Specifically, the program has ensured that there is a policy | | | |

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| | | | and procedure for physical restraint. | | | |
| 9.3 Runaway Students | √ | Documentation | The policy has been updated and is in the Policies and Procedures Manual. Specifically, the school has ensured that the policy contains a definition of a runaway and that the Department of Education is notified of all instances when a student runs from the program. | | | |
| 9.6 10+ Day Suspensions | √ | Documentation | The policy has been updated and is in the Policies and Procedures Manual. | | | |
| 10.1 Student:Teacher Ratios 28.06(6)(d)&(g) 28.09(7)(e) | √ | Documentation, Observation | The school ensures that appropriate student: teacher ratios are met for all instructional groupings. | | | |

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| | | | | | | |
| 10.4 Student: Child Care Ratios 28.09(7) 18.01(2) | Not Applicable | | | | | |
| 11.1 Personnel Policies 28.09(7) 28.09(11)(a) 18.05(11) | √ | Review of Personnel policies and procedures | The personnel policies meet all requirements. | | | |
| 11.3 Educational Administrator Qualifications | √ | Documentation | The Educational Administrator meets all licensing requirements. | | | |
| 11.4 Teachers Special Education Teachers and Regular | √ | Documentation | All teaching staff are appropriately licensed or on an approved waiver. | | | |

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| Education Teachers 28.09(7)(b)(c) 18.05(11)(f) | √ | | | | | |
| 11.5 Related Services Staff 28.09(7)(d) | √ | Documenta- tion | All related service staff are appropriately credentialed. | | | |
| 11.6 Master Staff Roster 28.09(7) | √ | Documenta- tion | The master staff roster has been submitted with all required information. | | | |
| 11.7 Job Descriptions | √ | Documenta- tion | Written job descriptions are available if requested. | | | |
| 11.8 Salary Ranges | √ | Documenta- tion | Written job descriptions are available if requested. | | | |
| 11.9 Organizational Structure | √ | Documenta- tion | The written organizational chart has been submitted that demonstrates the effective | | | |

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| 28.09(7) 28.07(c) | √ | | and efficient operation of the school. | | | |
| 11.11 Supervision of Students | √ | Documentation, Interviews | A written plan to ensure staff coverage has been reviewed and approved to ensure that there is appropriate coverage during staff vacancy. | | | |
| 11.12 Accessibility of Extracurricular Activities | √ | Documentation, Interviews | Extracurricular activities are offered in a nondiscriminatory way. | | | |
| 12.1 Staff Orientation Training | √ | Documentation | Trainings in all mandated areas are being provided to new staff as part of orientation training. | | | |
| 12.2 Annual In-Service Training Plan and Calendar 28.09(7)(f) | √ | Documentation, Interviews | Trainings in all mandated areas are being provided annually to all staff. | | | |

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| 18.05(11)(h) | | | | | | |
| 12.2(a) Behavior Management and Restraint Training 28.09(11) 18.05(5) | √ | Documentation, Interviews | Trainings in behavior management and restraint are being provided to all annually. | | | |
| 12.2(b) Child Abuse Reporting | √ | Documentation, Interviews | Trainings in child abuse reporting are being provided annually to all staff. | | | |
| 12.2(d) Medication Training | √ | Documentation, Interviews | Trainings in all medication and side effects are being provided annually. | | | |
| 12.2(i) Staff Evaluations | √ | Documentation, Personnel Files | Staff evaluations are written and maintained in personnel files. | | | |

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| 13.1 Educational Facilities and Materials | √ | Interviews, Observation | There are adequate educational facilities and materials available for the students' needs. Specifically, the school has ensured that all students have access to the appropriate textbooks to meet their IEP goals. | | | |
| 13.3 Comparability of Facilities | √ | Interviews, Observation | The facilities are comparable for all students. | | | |
| 13.7 Indoor Space | √ | Interviews, Observation | There is adequate indoor space available for the students' needs. | | | |
| 13.8 Outdoor Space | √ | Interviews, Observation | There is adequate outdoor space available for the students' needs. | | | |
| 15.1 Parental Involvement | √ | Documentation | Parents are encouraged to be involved with the program | | | |

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| and Parents' Advisory Group 18.05(4)(a) | √ | | through the Advisory Group and on an on-going basis. | | | |
| 15.3 Change of Student's Legal Status | √ | Documentation, Student Records | The policy has been updated and is included in the Policies and Procedures Manual. | | | |
| 15.6 Consent at Age of Majority | √ | Documentation, Student Records | The policy has been updated and is included in the Policies and Procedures Manual. | | | |
| 15.8 Registering Complaints | √ | Documentation, Interviews | The School has developed written procedures to address complaints available to parents and students. | | | |
| 16.1 Health Care Policy and Procedure | √ | Documentation | Corwin-Russell School has updated the health care manual to ensure that all required policies and | | | |

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| Manual | √ | | procedure have been included. | | | |
| 16.5 Administration of Medication | √ | Documentation | The policy has been updated and is in the Health Care Manual. | | | |
| 16.6 Administration of Antipsychotic Medication | √ | Documentation | The policy has been updated and is in the Health Care Manual. | | | |
| 16.8 Receipt of Medical Treatment – Religious Beliefs | √ | Documentation | The policy has been updated and is in the Health Care Manual. | | | |
| 18.1 Student Records | √ | Documentation, Student | The student records have been made available for review and are current and complete. | | | |

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| 18.2 Student Records 28.09(10) MGL c. 71, s. 34H 603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA) | √ | Records Documentation, Student Records | The student records include all required elements. | | | |

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