



# **The Commonwealth of Massachusetts Department of Education**

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350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-3700  
TTY: N.E.T. Relay 1-800-439-2370

April 11, 2005

Bruce Bona, Director  
Eagleton School  
446 Monterey Rd.  
Great Barrington, MA 01230

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

Dear Mr. Bona,

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 April 6, 2001. 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, 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 413 284 0387.

Sincerely,

Peter Wintheiser, Program Review Follow-up Chairperson  
Program Quality Assurance Services

John D. Stager, Administrator  
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION  
PRIVATE SCHOOL MID-CYCLE REVIEW**

**Eagleton School**

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

**Onsite Visit Conducted on August 3 - 4, 2004**

**Date of this Report April 11, 2005**

<b>Criterion Number and Topic</b>	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
<b>1.3</b> Program Curriculum 28.09(9)	√	interviews documentation	Through interviews and review of documentation the review team determined that the school utilizes a curriculum appropriate to the population served, meeting the services included in the student's IEP's and providing the learning necessary for the student to meet graduation requirements.			
<b>2.2</b>		documentation observation	Onsite observation shows that the school maintains all appropriate current licenses, approvals and			

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Approvals, Licenses, Certificates of Inspection 28.09 (2)(b)4-5 28.09(5) 28.09(6) 18.04(1)  102 CMR 3.06 (4)(b)	√		certificates of inspection by state and local agencies in a place available for public and employee review.	√		
<b>2.3</b> OCCS Licensure (Not Applicable to Day Schools)	√	documentation	Review of documentation indicates the school maintains full licensure with the Office of Child Care Services to operate a residential program.			
<b>4.2</b>	√	observation	In the previous Program Review Report (previous Criterion 2.4) it was found that the school did not post an organizational chart within the			

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Public Information and Postings  28.09(6)(a, b, c,d,e) 28.09(2)(b) (4)			administration area.  Onsite observation shows that the school now posts the required documents in the administrative area.			
<b>4.4</b> Advanced Notice of Program/ Facility Change 28.09(5)(c)	√	interviews documentation observations	In the previous Program Review Report (formerly Criterion 2.2) it was found that the school had not provided notification to the Department prior to the school opening a new residential building.  Interviews, observations and documentation review indicated that the school has implemented this criterion and has not made any other changes to the program without having made prior notification to the Department.			

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<b>4.5</b> Immediate Notification 18.03(10) 18.05(7) 28.09(12)	√	interviews documentation	Interviews, observations and documentation review indicate that the school has made immediate notification to parents, public school districts, appropriate state agencies and the Department whenever any of the mandated reporting incidents occur.	√		
<b>5.3</b> Contents of Coordination and Collaboration with Public School	√	interviews documents	Interviews and review of current documentation shows that the school has written policies and procedures that describe the role and responsibility of the school in coordinating and collaborating with public school districts.			

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Districts 28.06(2-3) 28.07(5) 28.09(9)(c) &(d) 28.09(2)(b) 7  Federal Regulations : 300.349 and 300.400-401						
<b>6.1</b> Daily Instructional Hours 603 C.M.R. 27.00	√	documentation observations	Documentation review indicates that the school provides a daily average of 5 ½ hours of instructional hours.			
<b>6.2</b> School Days per	√	documentation	Documentation review indicates that as a 12 month program the school provides 216 days of educational programming.			

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Year 28.09(9)						
<b>7.1</b> Curriculum Frameworks 28.09(9)(b)	√	documentation interviews	Review of documents indicates that the school has aligned its curriculum with the Massachusetts Curriculum Frameworks.			
<b>8.4</b> Current IEP & Student Roster 28.09	√	documentation	<p>In the previous Program Review Report (Criterion 8.1) the school did not have current consented to IEP's for all enrolled students.</p> <p>Review of student records indicated that the school has on file a current IEP for each student that has been issued by the responsible school district and consented to by the parent or guardian.</p>			
<b>8.9</b> IEP- Less Restrictive Placement 28.09(9)(c)	√	documentation interviews	Interviews and review of documents shows that the school has a plan for maximizing opportunities for students to return to less restrictive educational programs including part-time attendance, community programs and smooth, well planned transitions to other programs.			
<b>10.1</b> Student:Tea	√	observations documentation	Observations, interviews and review of documents show that the school ensures that instructional			

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cher Ratios 28.06(6)(d) &(g) 28.09(7)(e)		interviews	groupings do not exceed approved ratios.			
<b>10.4</b>  Student: Child Care Ratios 28.09(7) 18.01(2)	√	documentation interviews	Interviews and review of documentation indicates the school maintains a childcare worker ratio within the mandated range.			
<b>11.1</b> Personnel Policies 28.09(7) 28.09(11)(a) ) 18.05(11)	√	documentation	Review of documentation indicates that the school has written personnel policies and procedures describing all mandated requirements.			
<b>11.4</b> Teachers Special Education Teachers and		documentation ELAR documentation		√	Review of documentation through the ELAR system shows that all teaching staff at the school do not have current teaching licenses or approved	By May 15, 2005 the school must provide the Department with documentation of

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Regular Education Teachers 28.09(7)(b)(c) ) 18.05(11)(f)					waivers appropriate to the needs of the population served and the academic areas in which they teach. In addition the onsite team found that all teachers have appropriate Professional Development Plans approved by the Education Administrator.	teacher licensure or waiver for all individuals employed as teachers. Additionally, by the same date the school must provide the Department with a class schedule showing that all teachers are teaching within their area of licensure.
<b>11.5</b> Related Services Staff 28.09(7)(d)	√	documentation	Review of documentation shows that all related services staff employed or contracted by the school are now certified, licensed or registered by their respective state boards.			
<b>11.6</b> Master Staff Roster	√	documentation	The school has provided a master staff list indicating every position, job title, FTE and corresponding UFR.			

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28.09(7)						
<b>11.9</b> Organizational Structure 28.09(7) 28.07(c)	√	observation documentation	Observation indicates that the organizational structure of the school provides for the effective and efficient operation of the school, supervision of school staff and supervision of students.			
<b>12.2</b> Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)	√	documentation interviews	The school has developed and implemented a plan for staff orientation and training consistent with the needs of the student population and with input from staff including, on average, two hours each month of relevant training for all staff.			
<b>12.2(a)</b> Behavior Management and Restraint Training 28.09(11) 18.05(5)	√	documentation interviews	Interviews and review of documentation indicates that currently the school provides training to staff in behavior management, suspension and termination procedures. Additionally, the school has a policy regarding suspension and the Program Director maintains a suspension log.			

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<b>13.1</b>  Educational Facilities and Materials  29.09(8)	√	observation interviews	<p>In the previous Program Review Report (previous Criterion 5.1) it was found that the school’s supplies and curriculum were not appropriate to the population being served and that many textbooks were outdated and in poor condition.</p> <p>Onsite observation and interviews indicate that the school has significantly upgraded its materials and that supplies and curriculum are appropriate, current and in good condition.</p>			
<b>13.6</b>  Library/ Resource Room  18.04(6)(b)	√	observation	<p>In the previous Program Review Report (previous Criterion 5.2) it was found that the school did not have a library/resource space that met the regulatory mandate.</p> <p>Observation showed that the school currently has a library/resource space meeting the minimal requirements of regulation, containing a variety of materials appropriate to the age and abilities of the students enrolled.</p>			
<b>15.1</b>		documentation	Interviews and review of documents shows that the			

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Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√		school has developed and implemented the requirements for involving parents including the establishment of a Parents' Advisory Group and designating a staff person to support that group.			
<b>18.2</b> Student Records 28.09(10)  MGL c. 71, s. 34H 603 CMR 23.00  Family Educational Rights and Privacy Act (FERPA)	√	documentation	Document review indicates that the school now maintains student records consistent with all applicable state and federal laws and regulations including access logs for each record and a face sheet that includes all mandated information.			