



The Commonwealth of Massachusetts Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

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

August 25, 2005

William Doherty, Executive Director
F.L. Chamberlain School, Inc.
One Pleasant St., Box 778
Middleboro, MA 02346

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

Dear Mr. Doherty:

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 March 11, 2003. 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.

While the Department of Education found certain noncompliance issues to be resolved, others were partially corrected, not addressed at all and/or new issues were identified by the Department's onsite team. Therefore, the Department is issuing a "Provisional Approval" status effective from the date of this letter and indicated on your approval certificate. Your "Provisional Approval" will expire on **December 31, 2005**. The reasons for the "Provisional Approval" are clearly indicated on the attached Corrective Action Plan Implementation Checklist.

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

for corrective action will be implemented by your private school within the timelines specified. Your statement of assurance must be submitted to the Department's Onsite Chairperson by **September 5, 2005.**

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 781-338-3746.

Sincerely,

Kevin Bobetich, 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
PROGRAM REVIEW**

F.L. Chamberlain (Residential) School

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

Action Plan Submitted on April 25, 2003
Progress Reports Submitted on April 4, 2003
Onsite Visit Conducted on May 2-3, 2005
Date of this Report August 25, 2005

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 review, and staff interviews.	The F.L. Chamberlain School has a written description of their curriculum.	√	A review of documentation revealed that the program's written curriculum	The school must develop a curriculum that addresses all curriculum areas of the Massachusetts Curriculum

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
					<p>does not demonstrate that all of the students are provided with essential learning opportunities to meet their various levels and needs. The school does not have a written plan that describes opportunities for students to participate in daily recreational and leisure</p>	<p>Frameworks for their population of students, and a written plan that describes opportunities for students to participate in daily recreational and leisure activities. The written plan for the development of the complete curriculum along with the name of the person responsible for the implementation must be submitted by <u>September 30, 2005.</u> A written plan for the recreational and leisure activities and</p>

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
					activities that are appropriate to their ages, interests and needs.	the summer program must be submitted by <u>September 30, 2005</u> . A completed curriculum must be submitted by <u>March 1, 2006</u> , which must be implemented during the 2005-2006 school year. Monthly written progress reports must be submitted beginning October 1, 2005 to the Department <u>on the 1st of every month</u> documenting the progress the school is making on completion of this curriculum.

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
<p align="center">2.2 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)</p>	<p align="center">√</p>	<p>Documentation review, and Observations.</p>	<p>The F.L. Chamberlain School has submitted all approvals, licenses, and certificates except for the PCB and asbestos inspection.</p>	<p align="center">√</p>	<p>The F.L. Chamberlain School has not provided the Department with the asbestos and PCB inspection.</p>	<p>All inspections must be submitted for all facilities utilized by the school program by <u>September 30, 2005.</u></p>
<p align="center">2.3 OCCS Licensure (Not Applicable to Day Schools)</p>	<p align="center">√</p>	<p>Documentation review</p>	<p>The F.L. Chamberlain School has submitted a current OCCS license for the residences utilized by children enrolled in the residential school program.</p>			

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
	√			√		
4.4 Advanced Notice of Program/ Facility Change 28.09(5)(c)		Documentation review		√	The F.L. Chamberlain School had not received prior approval from the Department before increasing the number of residential beds, increasing enrollment, adding a new cafeteria, and additional positions within the school.	The F.L. Chamberlain school must develop a written policy to be approved by the Department for the advanced notice of program or facility change to include when Form 1's are submitted to the Department and the staff member responsible for submitting the Form 1's to the Department by <u>September 30, 2005</u> . The F.L. Chamberlain School must submit Form 1's for the following

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
						substantial changes that have occurred within the program: The new staffing additions include the Team Facilitator, Academic Support Coordinator, Educational Assistant, Program Support Coordinator, Theatre, Art, and Spanish instructors as full time, Building Coordinator/Associate teacher, .95 FTE Nursing (UFR#135), 1.76 FTE Facilities (UFR#138.2), 2.0 FTE Case Manager/Masters,

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
	√			√		Speech as .50 FTE instead of a consultant position. The reduction of positions that were requested for reconstruction; 1.00 FTE Residential Manager (UFR#133), 1.00 FTE LPN (UFR#109), 1.00 FTE Facilities Manager (UFR#138.1), 1.00 FTE Vocational Teacher (UFR#116), and .25 FTE Music Teacher.
4.5 Immediate Notification	√	Documentation review	The F.L. Chamberlain School has submitted Form 2's to the	√	The F.L. Chamberlain School does	The F.L. Chamberlain School must submit an updated policy on

<p>Criterion Number and Topic</p>	<p>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></p>	<p>Method(s) of Verification</p>	<p>Comments Regarding Corrective Action Plan Implementation</p>	<p>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></p>	<p>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</p>	<p>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</p>
<p>18.03(10) 18.05(7) 28.09(12)</p>	<p>√</p>		<p>Department for significant incidents.</p>	<p>√</p>	<p>not consistently notify the Department immediately of significant incidents. The school does not consistently document the time and date of notifications to the sending school district, purchasers, and parents on their own incident report form submitted to the Department.</p>	<p>immediate notification to include the timelines for notification to the responsible school district, the parent/guardian and the Department of Education Liaison. The school must also revise it's incident report form to include an area for notifications on the incident report by <u>September 30, 2005.</u> In addition, all staff must receive training on this policy and procedure by <u>October 30, 2005.</u></p>

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
	√			√		<p>The updated policy along with the staff training agenda and sign-in sheets must be submitted to the Department by October 30, 2005.</p>
5.2 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 Federal Regulations: 300.349	√	Documentation review	Documentation review revealed that the F.L. Chamberlain School has a policy and procedure for the contents of coordination and collaboration with Public School Districts. The school has contracts signed by the school and the school district. The	√	The F.L. Chamberlain School's policies and procedures for Contents of Coordination and Collaboration with Public School Districts do not meet all of the	An updated policy that reflects the current laws and regulations must be developed and included in the Policy and Procedures Manual to be submitted October 30, 2005. All teaching and administrative staff must receive training

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
and 300.400-401			school utilizes and maintains in students' files a variety of informal and formal assessments to measure their progress.		criteria required under state and federal laws. Specifically, their policies and procedures are incomplete or do not include (a), (b), (c), (j), (k) and (l)	on the new policy by <u>October 30, 2005.</u>
6.1 Daily Instructional Hours 603 C.M.R. 27.00	√	Documentation review	The F.L.Chamberlain School provides students with at least five and a half hours of instruction per day from September to June. The school has developed a separate schedule for the			

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
	√		summer, which meets the required daily instructional hours.	√		
6.2 School-to-Work 603 C.M.R. 27.02, 27.04	√	Documentation review, and interviews.	The F.L. Chamberlain School has a School-to-Work program called the Apprenticeship Program. The school has guidelines that clearly explain how hours spent by students are verified.			
6.3 Kindergarten 603 CMR 27.03(5)	N/A					
6.4 School Days per Year 28.09(9)	√	Documentation review, and interviews.	The F.L. Chamberlain School has 221 days on their calendar, which includes five			

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
			days for emergencies.			
6.5 Early Release of High School Seniors 603 CMR 27.05	N/A					
7.1 Curriculum Frameworks 28.09(9)(b)		Documentation review		√	The F.L. Chamberlain School curriculum does not demonstrate that all of the students are provided with essential learning opportunities to meet their various levels and needs.	Same as 1.3

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
7.2 Staff Training	√ √	Staff interviews, and documentation review.	Interviews and documentation revealed that educational staff responsible for implementing services as specified in the child’s IEP have received training on the general curriculum expectations and learning standards of the Massachusetts Curriculum Frameworks.	√	Interviews revealed that the clinical and residential staff at F.L. Chamberlain do not receive training on the general curriculum expectations and learning standards of the Massachusetts Curriculum Frameworks.	All staff must receive annual training on the Massachusetts Curriculum Frameworks. This training must occur by <u>September 30, 2005</u> . A copy of the training agenda, name of trainer, dates of training and attendance sheets must be submitted <u>October 30, 2005</u> . In addition, the Department will verify at each <u>annual update</u> that all staff working in the approved Department

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
	√					of Education school receives annual training on the Massachusetts Curriculum Frameworks.
7.3 State/District Wide Assessments 28.09(9)(d)	√	Documentation review	The F.L. Chamberlain School has a written procedure outlining how the school will ensure that all enrolled students participate in state and/or district wide assessments.			
8.5 Current IEP & Student Roster 28.09	√	Documentation review	The F.L. Chamberlain School has submitted an IEP and student roster that shows that the school has a current IEP for each enrolled Massachusetts			

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
	√		student. In instances where the school does not have a current IEP, the school has provided documentation of the attempts to obtain a valid IEP.	√		
8.8 IEP Progress Reports 28.07(3) 20 U.S.C. chapter 33, Section 1414(d)(1)(A)(viii) 34 CFR 300.347	√	Student record review, and staff interviews.	The F.L. Chamberlain School sends copies, at least quarterly, of education progress reports to the parents and public school. Additionally, the progress reports are maintained in student records, including documentation of persons or agencies receiving such reports.	√	Documentation review indicated that not all progress reports include written information on the extent to which the student's progress is sufficient to enable the child	The F.L. Chamberlain School must provide training for all teaching staff on writing student progress reports by <u>October 30, 2005</u> . This training must include the specific information that must be included in all quarterly progress reports. Copies of the

<p>Criterion Number and Topic</p>	<p>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></p>	<p>Method(s) of Verification</p>	<p>Comments Regarding Corrective Action Plan Implementation</p>	<p>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></p>	<p>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</p>	<p>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</p>
	<p>√</p>			<p>√</p>	<p>to achieve the goals by the end of the year.</p>	<p>training agenda as well as the staff sign in sheets must be submitted to the Department by <u>October 30, 2005.</u></p> <p>A policy and procedure for the completion of quarterly progress reports must be developed and included in the Policies and Procedures Manual made submitted <u>September 30, 2005.</u></p> <p>Student records will be reviewed <u>on or</u></p>

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
	√			√		<u>after October 1, 2005</u> by the Department to ensure that all quarterly progress reports contain all required information.
8.9 IEP Revisions and Changes 34 CFR 300	√	Student record review, and staff interviews.	The F.L. Chamberlain School notifies the school district and parents whenever the IEP needs to be revised to reflect a change in goals, placement, or a return to a less restrictive setting. The school does not conduct a team meeting without representation from the responsible school			

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
	√		district. The school does not issue a new or revised IEP for any student. The school has documented their efforts to obtain current IEP's and other mandatory paperwork.	√		
8.10 IEP- Less Restrictive Placement 28.09(9)(c)	√	Documentation review, and interviews.	The F.L. Chamberlain School has a policy for placing students in the least restrictive environment.	√	The F.L. Chamberlain School's policy for less restrictive placement does not include appropriate mechanisms for students, including the capacity for part-time	The F.L. Chamberlain School must submit an updated policy on the IEP-Less Restrictive Placement, which reflects the appropriate mechanisms for students, including the capacity for part-time attendance at a public school or

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
					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.	general education classroom, or other community program or a period of transition from one program option to a less restrictive program option to be included in the Policy and Procedure Manual by <u>October 30, 2005</u> . Once the Department has approved the new policy and procedure the staff need to complete training in the new procedure. The submission of an attendance sheet and agenda as well as the

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
	√			√		trainer's qualifications, must be submitted by <u>August 15, 2005.</u>
9.7 Terminations 18.05(7) 28.09(12)(b)	√	Documentation review, and student record review.	The F.L. Chamberlain School has developed a complete termination policy.			
10.1 Student:Teacher Ratios 28.06(6)(d)&(g) 28.09(7)(e)	√	Documentation review, interviews, and observations	The F.L. Chamberlain School has some classrooms that have instructional groupings of 8 students to one certified teacher without an aide or 12 students to one certified teacher and an aide.	√	The F.L. Chamberlain School has classrooms that exceed 12 students.	The F.L. Chamberlain School must immediately change classrooms where there are greater than 12 students to one certified teacher with an aide or apply for a waiver from the commissioner where instructional

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
	√			√		<p>groupings exceed 12 students to one teacher and one aide. The Department will conduct onsite visits during the 2005-2006 school year to verify the changes.</p>
10.2 Age Range 28.06(6)(f)	√	Documentation review, interviews, and observations.	<p>The F.L. Chamberlain School has a database to ensure that the ages of the youngest and oldest student in each class do not exceed the 48-month requirement.</p>			
10.4 Student: Child Care Ratios 28.09(7)	√	Documentation review, observations, and interviews.	<p>The F.L. Chamberlain School maintains a child-care ratio of 4:1 during waking hours, and 5:1 during</p>			

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
18.01(2)	√		overnight hours.			
11.1 Personnel Policies 28.09(7) 28.09(11)(a) 18.05(11)	√	Documentation review	The F.L. Chamberlain School has developed a complete set of written personnel policies and procedures.			
11.3 Educational Administrator Qualifications 28.09(7)(a)	√	Documentation review, and interviews.	The educational administrator at the F.L. Chamberlain School has obtained a waiver from the Department as a special education administrator.	√	The F.L. Chamberlain School has a team facilitator performing administrative functions which would require a license as a special education administrator	The F.L. Chamberlain school must assure the Department in writing by <u>September 30, 2005</u> that any employee who supervises the provision of special education in the school and ensures that the services specified in each student's IEP are delivered, have a license in special

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
						education administration or certification as a special educator, a master’s degree in special education or related field, and a year of administrative experience.

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
11.4 Teachers Special Education Teachers and Regular Education Teachers 28.09(7)(b)(c) 18.05(11)(f)	√ √	Personnel records, documentation review, and staff interviews.	<p>The F.L. Chamberlain School has at least half of the teaching staff certified in special education areas appropriate to the population served at the school. There are teachers certified in Biology, Social Studies, and English in order to provide for content area expertise in the general curriculum. There are Professional Development Plans for teachers holding a Professional license.</p>	√	<p>Documentation review indicated that not all teaching staff are re-certified pursuant to the Massachusetts Board of Education. Additionally, to the extent that teaching staff is providing special education services, such services are not always provided, designed, or supervised by a special educator.</p>	<p>The F.L. Chamberlain School must submit an updated staff roster on <u>September 30, 2005</u> that indicates the license and/or waiver information for all teaching staff, and the administrator supervising the teaching staff who has a special education license.</p>

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
11.5 Related Services Staff 28.09(7)(d)	√ √		The F.L. Chamberlain School has submitted to the Department a roster of all staff providing or supervising the provision of related services and are appropriately licensed by their respective state boards or professional associations.	√		
11.6 Master Staff Roster 28.09(7)	√	Personnel records, documentation review, and staff interviews.	The F.L. Chamberlain School submitted a roster of all staff for every position within the program, including UFR's.	√	There are positions on the Master Staff Roster, which are new positions that have been	Same as 4.4.

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
	√			√	added since Reconstruction and have not been approved by the Department.	
11.7 Job Descriptions 18.05(11)(d)	√	Personnel records, documentation review, and staff interviews.	The F.L. Chamberlain School has developed job descriptions for most of the positions at the school.	√	Documentation review revealed that the F.L. Chamberlain School did not have detailed job descriptions specific to all positions within the school. Additionally,	The F.L. Chamberlain School must develop and submit to the Department job descriptions for all positions to include detailed licensure requirements, degree requirements or relevant training for the position by <u>September 30, 2005.</u>

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
	√			√	some of the job descriptions did not have the relevant job qualifications for the positions.	
11.8 Salary Ranges 18.05(11)(e)	√	Documentation review	The F.L. Chamberlain School has established in writing a salary range including benefits covering all positions.			
11.9 Organizational Structure 28.09(7) 28.07(c)	√	Documentation review	The F.L. Chamberlain School has provided the Department with an updated Organizational Chart.	√	The Department has not approved all of the positions listed on F.L. Chamberlain's	Same as 4.4.

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
					Organizational Chart.	
11.11 Supervision of Students 28.09(7) 18.03(1)	√	Documentation review	The F.L. Chamberlain School has a policy for Supervision of Students.	√	The F.L. Chamberlain School does not have a complete policy on the Supervision of Students, which includes the supervision of students while they are engaged in any school-related	The F.L. Chamberlain School must submit a plan on Supervision of Students on and off school grounds that includes arrangements for individual and group recreational programs appropriate to the age, interests, and needs of each student with assigned staff as appropriate by September 30, 2005.

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
					activity on and off school grounds.	In addition, all staff must receive training on this new policy by <u>October 30, 2005</u> . A copy of the training agenda and staff sign in sheets must be submitted to the Department by <u>October 30, 2005</u> .

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
<p>11.12 Accessibility of Extracurricular Activities</p> <p>Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a), (b); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.41; Section 504: 29 U.S.C. 794; 34 CFR 104.4,104.37(a), (c); Title II: 42 U.S.C. 12132; 28 CFR 35.130; NCLB: Title X, Part C, Sec. 721; Mass. Const. amend. art 114; M.G.L. c. 76, s. 5; 603 CMR 26.06</p>	<p>√ √</p>	<p>Observations, interviews, and documentation review.</p>	<p>F.L. Chamberlain school has a list of extracurricular activities that are non-discriminatory.</p>	<p>√</p>		

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
12.1 Staff Orientation Training 18.05(11)(g)	√ √	Documentation and Staff interviews.	The F.L. Chamberlain School has developed a written plan for staff orientation.	√	Documentation review indicated that new staff have been assigned direct care duties with students before they have participated in all mandated training through their orientation program, and that some staff are not provided with the required training according to the school's written guidelines.	The F.L. Chamberlain school must review it's policy on staff orientation training and submit a plan to the Department which will ensure that all staff receive the mandated trainings prior to being assigned direct care duties, and according to the school's written guidelines by <u>September 30, 2005.</u> The Department will do an onsite review of personnel records prior to <u>December 1, 2005.</u>

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
12.2 Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)(h)	√	Documentation and staff interviews.	The F.L. Chamberlain School has developed and implemented a written plan for staff orientation and annual in-service training.	√	Documentation review indicated that not all staff providing direct care to students have received the following trainings: (f), (j), (k), and (l).	The F.L. Chamberlain School must revise it's Annual In-service Training Plan and Calendar to provide all staff providing direct care to students with trainings on (f), (j), (k), and (l). The training calendar must be submitted to the Department by <u>September 30, 2005.</u> The school must train staff who had not received all required training topics as required by their training calendar.
12.2(a) Behavior	√	Documentation Review	The F.L. Chamberlain School has a complete			

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
Management and Restraint Training 28.09(11) 18.05(5)			set of Behavior Management and Restraint Training procedures.			
12.2 (b) Child Abuse Reporting 18.05(9)(j)	√	Documentation review	The F.L. Chamberlain School has written procedures and staff training for the reporting of suspected child/student abuse or neglect including notification to the DPPC for students over the age of eighteen.			
12.2 (c) Emergency First Aid Training and CPR Certification	√	Staff interviews, and personnel records.	The F.L. Chamberlain School has developed written policies and procedures for annual			

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
18.05(9)(e)	√		basic/emergency first aid training for all staff.			
12.2(f) Emergency Procedures Training 18.05(10)	√	Documentation review	Documentation review revealed that the evacuation drills detail the student, staff, and witnesses who participated in the evacuation drills.			
12.2 (i) Staff Evaluations 18.05(11)(c)(1)	√	Personnel records, and staff interviews.	The F.L. Chamberlain School has written performance evaluations for all staff as outlined in their policy and procedure manual. All staff have received a copy of their job description.			
13.5 Classroom Space	√	Observations, Staff	Some classrooms are adequate with respect	√	Observation revealed that	The F.L. Chamberlain School must submit to

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
18.04(6)(a)	√	Interviews, and documentation review.	to the number of students, size and age of students and students' specific educational needs, physical capabilities and educational/vocational activities.		the capacity of some classrooms are not adequate in size to service the number of students the school lists because of the student's size. Some students were participating in activities outside of their regular classroom because of inadequate classroom space.	the Department for review the educational capacity of the program with respect to the Department's regulations by <u>September 30, 2005.</u>

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
13.6 Library/ Resource Room	√	Observations.	The F.L. Chamberlain School has a library that contains a variety of materials appropriate to the age and abilities of the students enrolled.	√		
15.1 Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√	Documentation review	The F.L. Chamberlain School has developed a written plan for involving parents and have a parent's Advisory Group.			
15.3 Information to be Translated into Languages other than English 603 CMR 26.02(2)	√	Documentation review	Information to be translated into Languages other than English is a new policy.	√	The F.L. Chamberlain School must develop a policy and procedure to ensure that general	The F.L. Chamberlain School must submit a policy on information to be Translated into Languages other than English by <u>September, 2005</u> . In addition, all staff

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
					announcements and notices of extracurricular activities and other opportunities are distributed to parents or guardians in their primary language in the home.	must receive training on this new policy by <u>October 30, 2005.</u> A copy of the training agenda and staff sign in sheets must be submitted to the Department by <u>October 30, 2005.</u>
15.8 Registering Complaints 18.05(1)(b)16	√	Documentation review	The F.L. Chamberlain School has developed and made available to parents and students a set of written procedures used to register complaints.			
18.2 Student Records	√	Student record review.	The F.L. Chamberlain School has student			

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
28.09(10) MGL c. 71, s. 34H 603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA)			records that meet all of the required state and federal laws and regulations. Documentation review revealed that the school now has a system for keeping the face sheets current.			