



The Commonwealth of Massachusetts Department of Education

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July 18, 2005

Dennis Gjerdingen
Clarke School for the Deaf
47 Round Hill Road
Northampton MA 01060

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

Dear Mr. Gjerdingen:

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 February 12, 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.

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 school year 07-08, 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
MID-CYCLE PROGRAM REVIEW**

**Clarke School for the Deaf
Day Education Program
Residential Education Program
Pre-school Program
Clarke School East**

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

**Action Plan Submitted on March 28, 2003
Onsite Visit Conducted on March 24-25, 2005
Date of this Report July 18, 2005**

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1.3 Program's Curriculum 28.09(9)	√	Documentati on Interviews	Clarke School for the Deaf utilizes a curriculum appropriate to the population served meeting the services included in the students' IEP's and enabling the student to meet the graduation requirements of the school and/or school district.	√		

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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)	√	Documentation Observation	Clarke School for the Deaf maintains all appropriate current licenses, approvals and certificates of inspection by state and local agencies in a place available for public and employee review.	√		
2.3 OCCS Licensure (Not Applicable to Day Schools)	√	Documentation	The residential program of the Clarke School for the Deaf has appropriate current licensure from OCCS.			
4.4 Advanced Notice of Program/ Facility Change 28.09(5)(c)	√	Documentation Interviews Observation	Clarke School for the Deaf has implemented this criterion and has not made any changes to the program without having made prior notification to the Department.			
4.5		Documentation	Clarke School for the Deaf has			

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Immediate Notification 18.03(10) 18.05(7) 28.09(12)	√	on Interviews	made immediate notification to parents, public school districts, appropriate state agencies and the Department whenever any of the mandated reporting incidents occur.	√		
5.2 Policies and Procedures for Coordination/ Collaboration with Public School Districts & Content requirements policies/procedures for Coordination/ Collaboration with Public School Districts 28.06(2-3)	√	Documentation on Interviews	<p>In the previous Program Review Report it was found that the Clarke School for the Deaf had not always ensured the participation of a representative of the responsible school district at IEP team meetings and the records showed no evidence of school district monitoring of student progress.</p> <p>Clarke School for the Deaf is now implementing these requirements. IEP team sign-in sheets indicate presence of school district representatives at every team meeting and the school has developed and is using a check sheet format for</p>			

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28.09(9)(c)&(d) 28.09(2)(b)7 Federal Regulations: 300.349 and 300.400-.401	√		school district monitoring.	√		
6.1 Daily Instructional Hours 603 C.M.R. 27.00	√	Documentation	Clarke School for the Deaf provides a daily average of 5 ½ hours of instructional hours.			
6.2 School-to-work (Instructional hours) 603 CMR 27.02, 27.04	√	Documentation Interviews	Clarke School for the Deaf has a policy and procedure to collaborate with school districts, on a case-by-case basis, to provide for school-to-work programming for individual students based upon their IEP's.			
6.3 Kindergarten	√	Documentation	The Clarke School for the Deaf Pre-school and Clarke School,			

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(Instructional hours) 603 CMR 27.03(5)	√		East programs both enroll kindergarten age students. Both programs provide a daily average in excess of the required 425 hours.	√		
6.4 School Days per Year 28.09(9)	√	Documentati on	As a 10 month program the Clarke School for the Deaf provides 180 days of educational programming.			
6.5 Early Release of High School Seniors 603 CMR 27.05	√	Documentati on	The Clarke School for the Deaf does not enroll high school seniors.			
7.1 Curriculum Frameworks 28.09(9)(b)	√	Documentati on	Clarke School for the Deaf has taken steps to provide all students with essential learning opportunities that prepare them to reach the state graduation standards.			
7.3 State/District	√	Documentati on	Clarke School for the Deaf provides for all mandated state			

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Wide Assessments 28.09(9)(d)		Interviews	and district wide assessments.			
8.4 Current IEP & Student Roster 28.09	√	Documentati on	Clarke School for the Deaf 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.			
8.9 IEP- Less Restrictive Placement 28.09(9)(c)	√	Documentati on Interviews	Clarke School for the Deaf has a plan for maximizing opportunities for students to return to less restrictive educational programs.			
9.1 Policies and Procedures 18.05(5)	√	Documentati on Interviews	In the previous Program Review Report the Clarke School for the Deaf did not have a policy on the physical restraint of students, nor did the school provide training in the use of physical restraint to any staff.			

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			<p>The school now has a policy on the use of physical restraint and has provided physical restraint training to 4 staff and restraint avoidance training to all staff.</p>			
9.4 Restraints 18.05 (5)(h) 603 CMR 46.00 102 CMR 3.00	√	Documentati on Interviews	<p>In the previous Program Review Report the Clarke School for the Deaf did not have a policy on the physical restraint of students, nor did the school provide training in the use of physical restraint to any staff.</p> <p>The school now has a policy on the use of physical restraint and has provided physical restraint training to 4 staff and restraint avoidance training to all staff.</p>			
10.1 Student:Teache	√	Documentati on	Clarke School for the Deaf ensures that instructional			

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r Ratios 28.06(6)(d)&(g) 28.09(7)(e)		Interviews Observation	groupings do not exceed approved ratios.			
10.4 Student: Child Care Ratios 28.09(7) 18.01(2)	√	Documentati on Interviews Observation	Clarke School for the Deaf Residential Program ensures that child care ratios do not exceed the approved ratio.			
11.1 Personnel Policies 28.09(7) 28.09(11)(a) 18.05(11)	√	Documentati on Interviews	Clarke School for the Deaf provides for and implements all required written personnel policies.			
11.3 Educational Administrator Qualifications 28.09(7)(a) 603 CMR 44.00 and 44.04	√	Documentati on Interviews	In the previous Program Review Report the Clarke School for the Deaf Education Administrator did not have a current approved Professional Development Plan. Interviews and documentation review indicate that the previous Educational Administrator has			

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	√		<p>left the school and that the school currently has two individuals filling that position. Both are qualified as an Education Administrator and both have current approved Professional Development Plans.</p>	√		
11.4 Teachers Special Education Teachers and Regular Education Teachers 28.09(7)(b)(c) 18.05(11)(f)	√	Documentati on Interviews	All Clarke School for the Deaf teaching staff have the appropriate teaching license or current approved waiver to meet the needs of the student population.			
11.5 Related Services Staff 28.09(7)(d)	√	Documentati on Interviews	All Clarke School for the Deaf related services staff are appropriately certified, licensed or registered by the appropriate regulatory agencies.			
11.6		Documentati	The Clarke School for the Deaf			

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Master Staff Roster 28.09(7)	√	on	has provided a master staff list indicating every position, job title, FTE and corresponding UFR title numbers.	√		
11.7 Job Descriptions 18.05(11)(d)	√	Documentation	The Clarke School for the Deaf has provided a job description for each position.			
11.8 Salary Ranges 18.05(11)(e)	√	Documentation	The Clarke School for the Deaf has provided a listing of salary ranges for all positions.			
11.9 Organizational Structure 28.09(7) 28.07(c)	√	Observation	Observation indicates that the organizational structure of the Clarke School for the Deaf provides for the effective and efficient operation of the school, supervision of school staff and supervision of students.			
11.11 Supervision of Students 28.09(7)	√	Documentation Observation	All Clarke School for the Deaf students are properly supervised during all school hours and school events.			

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11.12 Accessibility of Extracurricular Activities 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.	√	Documentati on Interviews	The Clarke School for the Deaf provides for students to participate in extracurricular activities at the school and sending school district.	√		

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c. 76, s. 5; 603 CMR 26.06	√			√		
12.1 Staff Orientation Training 18.05(11)(g)	√	Documentation Interviews	<p>The previous Program Review Report indicated that the Clarke School for the Deaf had assigned direct care duties to at least one new staff prior to the completion of the mandatory orientation.</p> <p>Documentation review and staff interviews indicate that the school is now providing all mandated training prior to staff assuming direct care duties.</p>			
12.2 Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)(h)	√	Documentation Interviews	<p>In the previous Program Review Report the Clarke School for the Deaf did not provide training in the use of physical restraint to any staff.</p> <p>Documentation review and staff interviews indicate that the school now has provided physical restraint training to</p>			

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			four staff and restraint avoidance training to all staff.			
12.2 (a) Behavior Management and Restraint Training 28.09(11) 18.05(5)	√	Documentation Interviews	<p>In the previous Program Review Report the Clarke School for the Deaf did not provide training in the use of physical restraint to any staff.</p> <p>Documentation review and staff interviews indicate that the school now has provided physical restraint training to four staff and restraint avoidance training to all staff.</p>			

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12.2 (i) Staff Evaluations 18.05(11)(c)1.	√	Documentati on Interviews	<p>In the previous Program Review Report the Clarke School for the Deaf had not provided an evaluation annually to each staff member.</p> <p>Documentation review and staff interviews indicate that the school now has provided annual written evaluation to all staff members.</p>	√		

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13.3 Comparability of Facilities Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(b)(2); Title IX: 20 U.S.C. 1681; 34 CFR 106.33,106.40(b)(3); Section 504: 29 U.S.C. 794; 34 CFR 104.34(c); Mass. Const. amend. art. 114; 603 CMR 28.03(1)(b)	√	Documentati on Interviews Observation	The Clarke School fro the Deaf has no separate facilities for disabled, limited English proficient or pregnant students. Locker rooms, shower facilities and rest rooms are comparable for each gender. The buildings are completely accessible through the use of ramps and elevators.	√		

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15.1 Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√	Documentation Interviews	<p>The previous Program Review Report indicated that the Clarke School for the Deaf had no Parent Advisory Group in place.</p> <p>Documentation review and staff interviews indicate that each of the four programs at the school has a Parent Advisory Group that meets regularly.</p>	√		
15.3 Information to be translated into Languages other than English Title VI; EEOA: 20 U.S.C. 1703(f); M.G.L. c. 76, s. 5; 603 CMR 26.02(2)	√	Documentation Interviews	The Clarke School for the Deaf has a procedure for the rapid translation of information into other languages through contracts with translation services.			

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15.4 Change of Student's Legal Status 18.05(4)(b)	√	Documentati on Interviews	<p>The previous Program Review Report indicated that the Clarke School for the Deaf had no procedure for updating of a student's legal status.</p> <p>The school is now asking parents/guardians to provide updates on the student's legal status at every team meeting.</p>			
15.8 Registering Complaints 18.05(1)(b)16 Title IX: 20 U.S.C. 1681; 34 CFR 106.8; Section 504: 29 U.S.C. 794; 34 CFR 104.7; Title II: 42 U.S.C. 12132; 28 CFR 35.107;	√	Documentati on Interviews	The Clarke School for the Deaf distributes a written set of procedures to all staff, students and parents for the registering of complaints and grievances.			

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NCLB: Title X, Part C, Sec. 722(g)(1)(J)(ii)						
18.2 Student Records 28.09(10) MGL c. 71, s. 34H 603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA)	√	Documentati on	Document review indicates that the Clarke School for the Deaf 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.			