



The Commonwealth of Massachusetts Department of Education

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June 9, 2005

Don Ricciato, Ph.D.
Director
Boston College Campus School
Campion Hall Room 197
140 Commonwealth Avenue
Chestnut Hill, MA 02467-3961

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

Dear Dr. Ricciato:

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 January 10, 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 2007-2008 school year, 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 781-338-3711.

Sincerely,

Nina M. Marchese, M.Ed., Program Review Follow-up Chairperson
Program Quality Assurance Services

John D. Stager, Administrator
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education
Fr. Joseph O’Keefe, Chairperson, Board of Directors

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION
MID-CYCLE PROGRAM REVIEW**

Boston College Campus School

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

**Onsite Visit Conducted on March 16-17, 2005
Date of this Report: June 9, 2005**

Criterion Number and Topic	Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u>	Method(s) of Verifica-tion	Comments Regarding Corrective Action Plan Implementation	Corrective Action Plan Determined to be <u>Not Fully Implemen- ted or 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	Boston College Campus School provides a curriculum that meets the special education and related services included in students' Individualized Education Programs. The curriculum needs to	√		

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			continue to be updated to include a continuum of educational lessons across all academic areas.			
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 Interviews	Boston College Campus School maintains 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				

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(Not Applicable to Day Schools)	√			√		
4.2 (criterion 2.4 from the report) Public Information and Postings	√	Documentation Observations	Boston College Campus School maintains on site and makes available for public review all required public information postings, including but not limited to the current tuition rate for students, an organizational chart and current approval status issued by the Department.			
4.4 Advanced Notice of Program/	√	Documentation Interviews	Boston College Campus School has not had a substantial change in the past three years that			

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Facility Change 28.09(5)(c)	√		required notification to the Department.	√		
4.5 Immediate Notification 18.03(10) 18.05(7) 28.09(12)	√	Documentation Interviews Student record review	Boston College Campus School notifies the Department and other required parties on serious incidents. Appropriate documentation, including notification to all required parties is maintained in individual student records.			
5.2 Contents of Coordination and Collaboration with Public School Districts	√	Documentation Interviews	Boston College Campus School maintains and has current policies and procedures that address the contents of coordination and collaboration with			

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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	√		Public School Districts as required under this criterion.	√		
6.1 Daily Instructional Hours 603 C.M.R. 27.00	√	Documentation Interviews	Boston College Campus School provides an average daily minimum of 5 hours of instruction for elementary aged students and 5 ½ hours of instruction for secondary aged students each school day.			
6.2 School-to-		Not Applicable				

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Work 603 CMR 27.02, 27.04	√			√		
6.3 Kindergarten 603 CMR 27.03(5)		Not Applicable				
6.4 School Days per Year 28.09(9)	√	Documentation Interviews	Boston College Campus School is in session 198 days for the 2004-2005 school year as required for an 11-month school.			
6.5 Early Release of High School Seniors 603 CMR 27.05		Not Applicable				
7.1	√	Documentation	Interviews with staff			

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Curriculum Frameworks 28.09(9)(b)		Interviews	indicated that staff have an understanding of the connection between the Massachusetts Curriculum Frameworks and the expectations of the state for student performance as well as the rights of students with disabilities to be full participants in the general curriculum.			
7.3 State/District Wide Assessments 28.09(9)(b)	√	Documentation Interviews	Boston College Campus School has a written procedure that outlines how the school will ensure that all enrolled students participate in state and/or district wide			

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	√		assessments in accordance with the assessment participation information provided on the student’s IEP.	√		
8.4 Current IEP & Student Roster 28.09	√	Documentation Interviews Student record review	Boston College Campus School has a current IEP for each student enrolled in the school. In addition, the staff write a comprehensive evaluation of every student’s present level of performance for all academic and need areas for each IEP meeting. This report provides the reader with a complete description of the areas of strength, progress made and continuing needs of the student.			

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	√			√		
8.8 (criterion 8.5 from the report) Progress Reports	√	Documentation Interviews Student record review	Boston College Campus School maintains copies of IEP progress reports in each student’s record. Progress reports now address each goal in the IEP and include specific information regarding how much progress has been made toward each goal in the IEP.			
8.9 IEP- Less Restrictive Placement 28.09(9(c))	√	Documentation Interviews	Boston College Campus School has policies that ensure there are procedures and mechanisms in place that maximize opportunities for enrolled students to gain the capacity to return to a less			

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	√		restrictive educational program.	√		
9.1 (criterion 4.1 from the report) Policies and Procedures	√	Documentation Interviews	Boston College Campus School updated its policies and procedures that address discipline, guidance and behavior management in accordance with 603 CMR 18.08(5)(a-o).			
9.3 (criterion 4.4 from the report) Runaway Students	√	Documentation Interviews	Boston College Campus School updated its policy and procedure regarding students who runaway or are out of the sight of staff. This policy is now being implemented by staff.			
9.4	√	Documentation	Boston College Campus			

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(criterion 4.1 from the report) Restraints	√	Interviews	School has a staff member who is fully trained to administer restraints. By the Fall of 2005, Boston College Campus School will have at least three additional staff fully trained.	√		
9.5 (criterion 4.7 from the report) 3-5 Day Suspensions	√	Documentation Interviews	Boston College Campus School updated its policy and procedure specific to 3-5 day suspensions. The policy is in compliance with the current regulations.			
9.6 (criterion 4.7 from the report)	√	Documentation Interviews	Boston College Campus School updated its policy and procedure specific to suspensions.			

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Suspensions	√		The policy is in compliance with the current regulations.			
10.1 Student: Teacher Ratios 28.06(6)(d)&(g) 28.09(7)(e)	√	Documentation Interviews Observations	The school ensures that instructional groupings do not exceed: <ul style="list-style-type: none"> a. 8 students to one certified teacher without an aide, or b. 12 students to one certified teacher with an aide. Student: Teacher ratios are typically maintained at 2:1 as a result of teacher assistants, related service staff, volunteers, interns and work-study students			

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			from the college. Boston College Campus School follows an interdisciplinary approach that proves to be an effective way to supervise and educate the students.			
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)	√	Documentation Interviews	Boston College Campus School maintains personnel policies and procedures that meet the requirements set forth in this criterion.			

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11.3 Educational Administrator 28.09(7)(a) 603 CMR 44.00 and 44.04	√ √	Documentation Interviews	Boston College Campus School has an educational administrator who supervises the provision of special education services in the school to ensure that the services specified in each student's IEP are delivered.	√		
11.4 (criterion 1.2 from the report) Teachers Special Education Teachers and Regular Education	√	Documentation Interviews	Boston College Campus School ensures that all teaching staff have current and appropriate teaching licenses issued by the Department of Education. The on site team commends the staff at			

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Teachers 28.09(7)(b)(c) 18.05(11)(f)	√		Boston College Campus School for their dedication and enthusiasm. These characteristics are carried on to the students and are evident in every aspect of the school day.			
11.5 (criterion 1.3 from the report) Related Services Staff 28.09(7)(d)	√	Documentation Interviews	Boston College Campus School ensures that all staff providing or supervising the provision of related services are appropriately certified, licensed or registered by their respective state boards or professional associations.			
11.6	√	Documentation	Boston College Campus			

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Master Staff Roster 28.09(7)	√	Interviews	School maintains a master list of all staff for every position within the program that includes the job titles together with corresponding UFR title numbers and full-time equivalents (FTE's) as required.	√		
11.7 Job Descriptions 18.05(11)(d)	√	Documentation Interviews	Boston College Campus School has written job descriptions for all staff positions.			
11.8 Salary Ranges 18.05(11)(e)	√	Documentation Interviews	Boston College Campus School has a written salary range for all positions including benefits covering all positions.			

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11.9 Organizational Structure 28.09(7) 28.07(c)	√	Documentation Interviews	Boston College Campus School demonstrates that its organizational structure provides for the effective and efficient operation of the school, supervision of school staff and supervision of students.	√		
11.11 (criterion 12.2 from the report) Supervision of Students	√	Documentation Interviews	Boston College Campus School developed and implements a written plan for the supervision of students while they are engaged in any school-related activities on or off school grounds. Boston College Campus School staff are			

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	√		commended for the community involvement they provide for the students in the school. Students participate in swimming in the community on a regular basis as well as take field trips to places such as the Museum of Science, local farms and other areas of interest to students and staff.	√		
11.12 Accessibility of Extracurricular Activities	√	Documentation Interviews	Boston College Campus School ensures that extracurricular activities are nondiscriminatory.			
12.2 Annual In-Service	√	Documentation Interviews	Boston College Campus School develops and implements an annual			

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Training Plan and Calendar 28.09(7)(f) 18.05(11)(h)			in-service calendar that includes opportunities for staff to receive training in all mandated areas required by the Department.			
13.3 Comparability of Facilities		Not Applicable				
15.1 Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√	Documentation Interviews	The school has developed a written plan for involving parents. The school has a Parents' Advisory Group that advises the school on matters that pertain to the education, health and safety of the students in the program.			

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15.3 Information to be translated into Languages other than English	√	Documentation Interviews	Boston College Campus Schools ensures that when students have parents or guardians with limited English language skills, general announcements and notices of extracurricular activities and other opportunities are distributed to them in the primary language of the home.	√		
15.8 Registering Complaints 18.05(1)(b)(16)	√	Documentation Interviews	Boston College Campus School has written procedures available for parents and students on how they may register complaints regarding the education and care of a student in the school.			

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18.2 (criterion 9.2 from the report) Student Records 28.09(10) MGL c. 71, s. 34H 603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA)	√ √	Documentation Interviews Student record review	Boston College Campus School staff maintains student records in accordance with the student record regulations. Face sheets now include the native language of the parent(s).	√		
Other: Automatic Doors at McGuinn	√	Observation Interviews	Boston College Campus School installed automatic door openers			

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Hall (Page 31 from the report)			at McGuinn Hall.			