



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

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January 21, 2005

Michael J. Bassichis  
Executive Director  
The Gifford School  
177 Boston Post Road  
Weston, MA 02493

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

Dear Mr. Bassichis:

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 October 26, 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 781-338-3739.

Sincerely,

Suzanne Conrad, Program Review Follow-up Chairperson  
Program Quality Assurance Services

John D. Stager, Administrator  
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education  
Mandy Irwin, Local Program Review Coordinator  
Martha Cowden, President Board of Directors

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION  
PROGRAM REVIEW**

**The Gifford School**

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

**Action Plan Submitted on May 2, 2002  
Progress Reports Submitted June 2002  
Onsite Visit Conducted on October 20, 21, 2004  
Date of this Report January 21, 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(s) 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's Curriculum 28.09(9)	√	Documentation Review and Observations	Gifford School has provided the Department with a description of the program's curriculum and staff qualifications.			
<b>2.2</b> Approvals, Licenses, Certificates of Inspection 28.09 (2)(b)4-5	√	Documentation Review	Gifford School has provided the Department with a copy of all required Licenses and Approvals.			

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28.09(5) 28.09(6) 18.04(1)  102 CMR 3.06 (4)(b)	√			√		
<b>2.3</b> OCCS Licensure (Not Applicable to Day Schools)	Not Applicable					
<b>3.2</b> Health Care Manual 18.05(9)(d)  <b>(formally 22.5)</b>	√	Documentation Review	The School's Health Care Manual is complete and includes procedures for administration of antipsychotic medication.			
<b>4.2</b> Public Information and Postings 28.09(6)(a,b,c,d,e),	√	Classroom and Building Observation	Gifford School has all the required Public Information and Postings available for public view including evacuation routes.			

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28.09(2)(b)(4)  <b>(Formally 18.2)</b>						
<b>4.4</b> Advanced Notice of Program/ Facility Change 28.09(5)(c)	√	Documentation Review and interview	Gifford School has submitted all required notices.			
<b>4.5</b> Immediate Notification 18.03(10) 18.05(7) 28.09(12)	√	Documentation Review and interview	Gifford School has submitted all required notifications required under this criterion.			
<b>5.2</b> Contents of Coordination and Collaboration with Public School Districts 28.06(2-3)	√	Documentation Review and Interviews	Gifford School works collaboratively with the placing school districts in all required areas including student transitions back to public school.			

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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 Review and Observation	Gifford School provides the required average annual minimum of instructional hours for its students.			
<b>6.4</b> School Days per Year 28.09(9)	√	Documentation Review	Gifford School provides 180 days of school during the academic year for its 10-month program and an additional 20 during its summer program.			
<b>7.1</b> Curriculum	√	Documentation	Gifford School personnel			

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Frameworks 28.09(9)(b)	√	Review and Observations	reflect a full understanding of the connection between the Massachusetts Curriculum Frameworks and the expectations of the state for student performance and has aligned its curriculum with the Frameworks.			
<b>7.3</b> State/District Wide Assessments 29.09(9)(d)	√	Documentation and Student Record Review	All enrolled students participate in state and/or district wide assessment in accordance with each student's IEP.			
<b>8.4</b> Current IEP & Student Roster 28.09	√	Documentation and Student Record Review	Gifford School has a current IEP for each of its enrolled students.			
<b>8.8</b> IEP Progress Reports 28.07(3)		Documentation and Student Record Review		√	Progress reports include all required elements including information on the extent to which such	By February 15, 2005 Gifford School will submit a plan for ensuring that four progress reports are sent to the

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<b>(Formally 8.5)</b>	√			√	progress is sufficient to enable the student to achieve the goals by the end of the IEP period. Gifford School however, only sends progress reports out three times a year and is required to send out quarterly reports to the appropriate parties during the academic year.	appropriate parties during the academic year excluding summer school.
<b>8.9</b> IEP- Less Restrictive Placement 28.09(9(c))	√	Documentation Review and Interview	Gifford School has a plan for ensuring that there are procedures in place that maximize opportunities for enrolled students to gain the capacity to return to a less restrictive educational program.			
<b>9.1</b> Policies and Procedures	√	Documentation Review	Gifford School has developed and implemented a school policy dealing with			

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18.05(5)  <b>(Formally 4.1)</b>			discipline and behavior management that describes its level/point system and how it is implemented. The policy also includes its at-home and in-school suspension policy.			
<b>9.3</b> Runaway Students 18.03(10)  <b>(Formally 4.4 and 17.1)</b>	√	Documentation Review	Gifford School has an appropriate policy for handling runaways.			
<b>9.4</b> Restraints 18.05(5) 603 CMR 46.00  <b>(Formally 4.3)</b>	√	Documentation Review and Restraint Report submissions to the Department.	Restraint procedures are implemented in accordance with regulations and related incident reports are filed in a consistent manner. Restraint reports include all required signatures.			
<b>9.6</b> <b>Suspensions</b>	√	Documentation Review	Gifford School has a system in place to notify school			

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<b>Joint Responsibilities of the public/private school and the responsible school district</b>  <b>Federal Requirements: 34 CFR 300.519-.529 (Formally 4.7)</b>	√		districts regarding the number or pattern of student suspensions and accordingly convene a Team meeting when a manifestation determination is required.			
<b>10.1</b> Student:Teacher Ratios 28.06(6)(d)&(g) 28.09(7)(e)	√	Documentation Review, and Observations	Gifford School's instructional grouping is within the required mandate.			
<b>10.4</b>	Not Applicable					

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Student: Child Care Ratios 28.09(7) 18.01(2)	√					
<b>11.1</b> Personnel Policies 28.09(7) 28.09(11)(a) 18.05(11)	√	Personnel Records and Documentation Review	Gifford School has developed personnel policies that include all required criteria.			
<b>11.3</b> Educational Administrator Qualifications 28.09(7)(a) 603CMR 44.00 and 44.04	√	Documentation Review	Gifford School has an Educational Administrator with all of the required qualifications.			

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<b>11.4 Teachers Special Education Teachers and Regular Education Teachers 28.09(7)(b)(c) 18.05(11)(f) (Formally 1.2)</b>	√	Documentation Review	Gifford School teaching staff have the appropriate teaching license or waiver to meet the needs of the population.			
<b>11.5 Related Services Staff 28.09(7)(d)</b>	√	Documentation Review	All related services staff are appropriately certified.			
<b>11.6 Master Staff Roster 28.09(7)</b>	√	Documentation Review	Gifford School maintains a master list of all staff.			
<b>11.7</b>	√	Documentation Review	Gifford School has written job descriptions for all staff			

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<b>Job Descriptions 18.05(11)(d)</b>	√		positions.			
<b>11.8 Salary Ranges 18.05(11)(e)</b>	√	Documentation Review	Gifford School has written salary ranges including benefits covering all positions.			
<b>11.9 Organizational Structure 28.09(7) 28.07(c)</b>	√	Documentation Review and Observation	Gifford School's organizational structure provides for the efficient and effective operation of the school.			
<b>11.11 Supervision of Students 28.09(7)</b>	√	Documentation Review and Observation	Gifford School has developed a plan for the appropriate supervision of its students.			
<b>11.12 Accessibility of Extracurricular Activities</b>	√	Documentation Review and Observation	Gifford School provides an equal opportunity for all students to participate in extracurricular activities including sports in a			

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	√		nondiscriminatory manner.			
<b>12.2 Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)(h)</b>  <b>(Formally included 7.6 and 11.7 and 17.1)</b>	√	Documentation Review and Interview	Gifford School has developed and implemented a written plan for staff orientation and training consistent with the needs of the student population including medication, transportation and runaway procedures training.			
<b>12.2(a) Behavior Management and Restraint Training 28.09(11) 18.05(5)</b>	√	Documentation Review	Gifford School's behavior management and restraint training complies with all of the mandated requirements.			
<b>13.4 Physical Facility/Architec</b>	√	Documentation Review and Observation	Gifford School has submitted a plan for inclusion of students with			

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tural Barriers 18.04(8)  <b>(Formally 20.1)</b>			limited mobility in the drama, computer and woodshop programs. Gifford School does not have separate facilities for members of any specific group.			
<b>15.1</b> Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√	Documentation Review	Gifford School has developed a written plan for involving parents.			
<b>15.3</b> Information to be translated into Languages other than English	√	Documentation Review	Gifford School ensures that parents or guardians with limited English language skills are given general announcements and notices in their primary language.			
<b>15.8</b> <b>Registering Complaints</b> 18.05(1)(b)16	√	Documentation Review	Gifford School has developed and will make available to parents and students a set of written			

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			procedures that they may use to register complaints regarding the student's education and care. Gifford School has also developed grievance procedures for students and employees for complaints alleging discrimination based on sex or disability.			
<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 and Student Record Review	Gifford School maintains its student records in accordance with the criterion set forth in 18.2. This includes a record of a case manager for each student.			

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