



The Commonwealth of Massachusetts Department of Education

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February 13, 2007

Maureen Vibert
Executive Director
Nashoba Learning Group
10B Church Street
Westford, MA 01886

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

Dear Ms. Vibert:

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 August 20, 2004. 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 2010, 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 781-338-3701.

Sincerely,

Diane L. Chadwell, Program Review Follow-up Chairperson
Program Quality Assurance Services

Darlene Lynch, Director
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education
Elizabeth Martineau, Chairperson, Board of Directors

Encl.: Follow-up Monitoring Report
Full Private School Approval Certificate, Expiration Date: August 31, 2010

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

Nashoba Learning Group

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

Onsite Visit Conducted on November 27, 2006

Date of this Report: February 13, 2007

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 (NOW 7.1) Program's Curriculum 28.09(9)			See criterion 7.1.			
2.2 Approvals, Licenses, Certificates of Inspection 28.09	√	Documenta-tion	Nashoba Learning Group has submitted copies of all required inspections.			

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(2)(b)4-5 28.09(5) 28.09(6) 18.04(1) 102 CMR 3.06 (4)(b)						
2.3 DEEC Licensure (Not Applicable to Day Schools)			Not Applicable			

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3.2 Health Care Manual 18.05 (9)(d)	√	Documenta-tion	Nashoba Learning Group maintains a written and current health care policies and procedures manual containing all required health-related policies and procedures. The manual is approved by the school's consulting licensed physician as required.	√		
4.4 Advanced Notice of Program/ Facility Change 28.09(5)(c)	√	Documenta-tion	Nashoba Learning Group provides written notice to the Department to obtain approval prior to any substantial change to the program or physical plant.			
4.5 Immediate Notification 18.03(10) 18.05(7) 28.09(12)	√	Documenta-tion	Nashoba Learning Group's policy and procedures for the immediate notification of parents, the public school district, involved state agencies, and the Department includes all incident types requiring reporting.			

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<p>5.2</p> <p>Policies and Procedures for Coordination Collaboration with Public School Districts</p> <p>28.06(2-3) 28.09(9)(c)&(d) 28.09(2)(b)7</p> <p>Federal Regulations: 300.349 and 300.400-.401</p>	<p>√</p>	<p>Documentation</p>	<p>Nashoba Learning Group has a policy that describes their practices to ensure that they coordinate and collaborate with public school districts.</p>	<p>√</p>		
<p>6.1</p> <p>Daily Instructional Hours</p> <p>603 C.M.R. 27.00</p>	<p>√</p>	<p>Documentation</p>	<p>Nashoba Learning Group provides the required number of hours of structured learning time.</p>			

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6.2 School-to-Work 603 CMR 27.02, 27.04		Documenta- -tion	Not applicable. Nashoba Learning Group does not have school-to-work or independent study programs.			
6.3 Kindergarten (Instructional 1 hours) 603 CMR 27.03(5)	√	Documenta- -tion	Nashoba Learning Group does not have a separate program with separate hours for kindergarten aged students.			
6.4 School Days per Year 28.09(9)	√	Documenta- -tion	Nashoba Learning Group provides the required number of days of instruction.			
6.5 Early Release of High School Seniors 603 CMR 27.05		Documenta- -tion	Not applicable. Nashoba Learning Group does not have any students considered to be high school senior age.			

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7.1 Curriculum Frameworks 28.09(9)(b)	√	Documenta-tion	Nashoba Learning Group has developed a curriculum to provide all students with essential learning opportunities to prepare them to reach the state graduation standards.	√		
7.3 State/District Wide Assessments 28.09(9)(d)	√	Documenta-tion	Nashoba Learning Group has a written procedure outlining how the school will ensure that all enrolled students participate in state and district-wide assessments in accordance with the assessment participation information provided on the student's IEP.			
8.4 Program Modifications and Support Services for Limited English Proficient Students	√	Documenta-tion and interview	Nashoba Learning Group indicated that it will work with the public school district to implement necessary program modifications and support services to serve effectively limited English proficient students.			

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8.9 IEP- Revisions & Changes 34 CFR 300	√	Documenta- tion	Nashoba Learning Group has a policy stating that it will notify the responsible public 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.	√		
10.1 Student: Teacher Ratios 28.06(6)(d) &(g) 28.09(7)(e)	√	Documenta- tion	The Nashoba Learning Group ensures that instructional groupings do not exceed the required student teacher ratio of 8 students to 1 certified teacher or 12 students to 1 certified teacher with an aide. The program maintains student teacher ratios at 1 to 1.			
10.4 Student: Child Care Ratios 28.09(7) 18.01(2)			Not applicable. Nashoba Learning Group does not have childcare workers.			

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11.1 Personnel Policies 28.09(7) 28.09(11)(a) 18.05(11)	√	Documenta- -tion	The Nashoba Learning Group has written personnel policies and procedures that describe all required items of this criterion.	√		
11.3 Educational Administrator Qualifications 28.09(7)(a) 603 CMR 44.00 and 44.04	√	Documenta- -tion	Nashoba Learning Group has designated two staff as educational administrators to supervise the provision of special education services in the school. The education administrators are appropriately credentialed.			

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11.4 Teachers Special Education Teachers and Regular Education Teachers 28.09(7)(b)(c) 18.05(11)(f)	√	Documenta-tion	The Nashoba Learning Group ensures that all teaching staff are appropriately licensed by the Department to meet the needs of the population served.	√		
11.4(a) Professional Development Plans 28.09(7)(b)(c) 18.05(11)(f)	√	Documenta-tion	The Nashoba Learning Group obtains supervisor approval of Professional Development Plans for all staff holding professional licensure			

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11.5 Related Services Staff 28.09(7)(d)	√	Documenta-tion	The roster of related services providers submitted by Nashoba Learning Group indicates that related services providers are appropriately licensed and credentialed.	√		
11.6 Master Staff Roster 28.09(7)	√	Documenta-tion	Nashoba Learning Group submitted a copy of its master staff roster that includes all required information.			
11.7 Job Descriptions 18.05(11)(d)	√	Documenta-tion	Nashoba Learning Group has written job descriptions for all staff positions. The job descriptions include the Uniform Financial Report (UFR) number for each title.			
11.8 Salary Ranges 18.05(11)(e)	√	Documenta-tion	Nashoba Learning Group has established salary ranges including benefits covering all positions.			

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11.9 Organization al Structure 28.09(7) 28.07(c)	√	Documenta-tion	Nashoba Learning Group has demonstrated that its organizational structure provides for the effective operation of the school, supervision of school staff, and supervision of students.	√		
11.11 Supervision of Students 28.09(7)	√	Documenta-tion	Nashoba Learning Group has a detailed plan that describes how appropriate supervision is provided to students while they are engaged in school-related activity on and off school grounds.			

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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. c. 76, 5; 603 CMR 26.06	√	Documenta-tion	Nashoba Learning Group does not currently sponsor any extracurricular activities, sports teams, or clubs.	√		

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12.2 Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)(h)	√	Documenta-tion	The Nashoba Learning Group developed and implements a plan for staff training that is consistent with the needs of the student population, appropriate to the role of each staff member and provides an average, at least two hours per month of relevant training for all staff.	√		

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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)	√	Documentation and interview	Where Nashoba Learning Group provides separate facilities for members of a specific group those facilities are comparable to those offered other students in the program.	√		

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15.1 Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√	Documenta-tion and interview	Nashoba Learning Group has a plan for involving parents and has a Parent's Advisory Group that advises the program on matters that pertain to the education, health and safety of the students in the program.	√		
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)	√	Documenta-tion and interview	Nashoba Learning Group has a plan to ensure that general announcements and notices or extracurricular activities and other opportunities are distributed to parents or guardians with limited English language skills in the primary language of the home.			

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15.8 (Formerly 15.7) 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; NCLB: Title X, Part C, Sec. 722(g)(1)(J)(ii)	√	Documenta-tion	Nashoba Learning Group has a procedure for parents and students to file complaints and to file grievances based on sexual harassment and disability.	√		

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16.10 Meningococcal Disease and Vaccination MGL, Chapter 76, s.15D 105 CMR 220.700	√		Not applicable. Nashoba Learning Group is a day program only.	√		
18.2 Student Records 28.09(10) MGL c. 71, s. 34H 603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA)	√	Student record reviews	Nashoba Learning Group's student records contain all information required by this criterion.			