



# **Massachusetts Department of Elementary and Secondary Education**

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November 29, 2007

Janet Ballentine  
McAuley Nazareth Home for Boys  
77 Mulberry Street  
Leicester, MA 01524

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

Dear Sr. Ballentine:

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 July 19, 2005. 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 Elementary and Secondary 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 May 29, 2008. 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 December 13, 2007.

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 413-858-4591.

Sincerely,

Sandra K. Hanig, Onsite Team Chairperson  
Program Quality Assurance Services

Darlene Lynch, Director  
Program Quality Assurance Services

c: Jeffrey Nellhaus, Acting Commissioner of Education  
Gerald Power, Chairperson, Board of Directors, 390 Main Street, Worcester, MA 01608

Encl.: Follow-up Monitoring Report  
Provisional Private School Approval Certificate, Expiration Date: May 29, 2008

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

**McAuley Nazareth Home for Boys**

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

**Action Plan Submitted on August 31, 2005  
Progress Reports Reviewed on June 28, 2006  
Onsite Visit Conducted on November 13 & 14, 2007  
Date of this Report November 29, 2007**

<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 Elementary and Secondary Education and Timelines for Implementation and Further Progress Reporting</b>
<b>Selected Approved Private School Mid-cycle Review Criteria</b>						
<b>2.2 Approvals, Licenses, Certificates of Inspection 18.04(1); 28.09(2)(b)(5);</b>	✓	Documentation review and observation	McAuley Nazareth Home for Boys had a current copy of all required approvals, licenses and certificates of inspection on file.			

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<b>28.09(5)(b); 28.09(6)(b, c)</b>						
<b>2.3 EEC Licensure  102 CMR 3.00 (<i>NA for Public Day Schools</i>)</b>	✓	Documentatio n review and observation	McAuley Nazareth Home for Boys has a current EEC license.			
<b>7.4 High School Diplomas and Certificates of Attendance  M.G.L. c. 69, § 1D; Administrative Advisory SPED 2002-4- REVISED: Special Education Students in Out-of-District Placements-</b>	Not Applicable	Interview and documentation review	McAuley Nazareth Home for Boys serves students age 5-13 years old.			

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<b>Participation in MCAS Testing and High School Graduation Standards</b>						
<b>8.4 Program Modifications and Support Services for Limited English Proficient Students</b>  <b>M.G.L. c. 71A; Title VI</b>	✓	Interview, documentation and student record review	McAuley Nazareth Home for Boys has developed a written plan that addresses how to effectively serve limited English proficient students that meets Department of Elementary and Secondary Education requirements.			
<b>8.5 Current IEP &amp; Student Roster</b>  <b>28.09(5)(a)</b>	✓	Interview, documentation and student record review	All IEPs of Massachusetts enrolled students were current and signed or the private school has documented its efforts to obtain current, signed IEPs.			

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<b>8.8 IEP – Progress Reports</b>  State: 28.07(3); Federal 20 U.S.C. Chapter 33, Section 1414(d)(1)(A)(viii)  34 CFR 300.320(a)(3)(i, ii)	✓	Documentation and student record review	Progress reports were issued, dated and referred to IEP goals. Documentation of to whom progress reports were sent was documented.			
<b>9.1(a) Student Separation resulting from Behavior Management</b>  18.05(5)(i);	Partial	Interview, documentation and student record review	McAuley Nazareth Home for Boys has developed written policies and procedures regarding student separation that meet Department of Elementary and Secondary Education requirements. Documentation of use of Time out rooms was found in	Partial	Observations indicate that Time out rooms in the residences are not physically safe. They have electrical outlets that are easily accessible by students.	Submit a photograph of each of the Time out room in each of the four residences that clearly indicates outlets have been removed or securely covered.  This documentation must be received at the Department of

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<b>46.02(5)(b)</b>			student records.			Elementary and Secondary Education by January 21, 2008.
<b>11.3 Educational Administrator Qualifications</b>  <b>28.09(5)(a);</b> <b>28.09(7)(a);</b> <b>603 CMR 44.00</b>	✓	Interview, documentation and personnel record review	The Educational Administrator holds required qualifications, has a current CORI check on file and has a Professional Development Plan that is approved by her supervisor.			
<b>11.4 Teachers (Special Education Teachers and Regular Education Teachers)</b>  <b>18.05(11)(f);</b> <b>28.09(5)(a);</b>		Interview, documentation and personnel record review		✓	Following their 2002 approved Reconstruction request, McAuley Nazareth Home for Boys is required to have all teachers licensed in special education. One of three teachers ESEs not have a license in special education.	Submit a copy of the current license or waiver in special education for this teacher.  This documentation must be received at the Department of Elementary and Secondary Education by January 21, 2008.

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<b>28.09(7)(b, c)</b>						
<b>11.5 Related Services Staff</b>  <b>28.09(7)(d)</b>		Interview, documentation and personnel record review		✓	Review of the 2002 approved Reconstruction request indicates that McAuley Nazareth School for Boys must hire one LICSW and one LCSW or LSW. The private school currently employs one LSW and a staff person without a license.	Submit the following to the Department of Elementary and Secondary Education by January 21, 2008: <ul style="list-style-type: none"> <li>• Your plan to hire a qualified staff person for this approved position</li> <li>• Documentation of advertisements for the position.</li> </ul>
<b>11.6 Master Staff Roster</b>  <b>28.09(7)</b>		Interview and documentation review		✓	The staff positions included on the Master Staff Roster are not consistent with the staffing pattern the Department approved pursuant to the 2002 Reconstruction request.  The Master Staff Roster	Submit the following to the Department of Elementary and Secondary Education by January 21, 2008: <ul style="list-style-type: none"> <li>• Your plan to hire qualified staff for these approved positions.</li> <li>• Documentation of advertisements for these</li> </ul>

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					<p>includes .07 FTE of UFR 107 (Registered Nurse/Masters) and .43 FTE of UFR 109 (Licensed Practical Nurse). The approved reconstruction requires the private school to hire .50 FTE of UFR #108 (Registered Nurse)</p> <p>The Master Staff Roster has 1.54 FTE of UFR #123 (Psychologist Masters) and the approved Reconstruction requires the private school to hire 1.0 FTE of UFR #124 (LICSW) and 1.0 FTE of UFR #125/126 (Clinician)</p>	<p>positions.</p>
<b>12.2(c) Details about Required</b>	<b>Partial</b>	Interview, Documentation and	McAuley Nazareth Home for Boys has decided that all of its teachers and director care	<b>Partial</b>	A current CPR certificate was not found in the personnel	Submit the following to the Department of Elementary and Secondary Education by

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<b>Training-CPR Certification</b>  18.05(9)(e)		personnel record review	workers are trained in CPR. This is reflected in the school's training plan.		records reviewed for all teachers and direct care workers.	January 21, 2008: <ul style="list-style-type: none"> <li>• Copy of current CPR certificate for each teacher and direct care worker</li> <li>• The name and staff position of teachers and child care workers who do not have a current CPR certificate</li> </ul>
<b>14.4 Visiting, Mail and Telephones (Residential Schools Only)</b>  18.03(9)(a) and (b)	✓	Documentation review	McAuley Nazareth Home for Boys has developed a policy that includes all required elements.			
<b>16.3 Nursing</b>  18.05(9)(b)		Interview and documentation review		✓	With the 2002 approved Reconstruction request, McAuley Nazareth School for Boys is required to have a half-time Registered Nurse. Review of the Master	Submit the following to the Department by January 21, 2008: <ul style="list-style-type: none"> <li>• Your plan to hire a .50 FTE Registered Nurse</li> <li>• Documentation of advertisements for this</li> </ul>

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					<p>Staff Roster, personnel records and interviews indicate that the program has a consulting Registered Nurse who is on campus a few hours each month on an as-needed basis. The program instead has hired a Licensed Practical Nurse who maintains medical records, supervises administration of medication and is on call 24 hours a day to provide medical services.</p> <p>This plan is not sufficient to meet the needs of the student population in this residential program.</p>	<p>position</p> <ul style="list-style-type: none"> <li>Revised description of written plan for providing nursing services that indicates a Registered Nurse is on-call 24-7.</li> </ul>
<b>16.11</b>	✓	Observation,	McAuley Nazareth Home for			

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<b>Student Allergies</b>  <b>18.05(9)(h)</b>		documentation and student record review	Boys has developed a written policy that meets requirements, posted student allergies and made notation of allergies in individual student records.			
<b>16.12 No Smoking Policy</b>  <b>M.G.L. c. 71, § 37H</b>	✓	Documentation review	McAuley Nazareth Home for Boys has developed a written policy that prohibits the use of tobacco products that meets requirements.			

**Identified Areas of Non-Compliance During 2005 Program Review or Other Areas of Concern**

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<b>3.2 Health Care Manual</b>  <b>18.05(9)</b>	<b>Partial</b>	Interview, documentation review and observation	The Health Care Manual has been reviewed and approved by a licensed physician.	<b>Partial</b>	The Health Care Manual contains all required policies and procedures except a statement of medical treatment when a parent objects on the grounds of sincere religious belief.	Submit a statement of medical treatment when a parent objects on the grounds of sincere religious belief.  This document must be received at the Department of Elementary and Secondary Education by January 21, 2008.
<b>4.2 Public Information and Postings</b>  <b>28.09(6)(a,b,c, d,e); 28.09(2)(b)(4)</b>	✓	Observation and documentation review	The private school maintains required information on site and makes available for the public. Required postings were found to be publicly visible.			
<b>4.4 Advanced Notice of Proposed Program/ Facility Change</b>	✓	Interview and documentation review	The private school has submitted Form 1 notifications of significant change to its approved program.			

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<b>28.09 (5)(c)</b>						
<b>4.5 Immediate Notification</b>  <b>18.03(10)</b> <b>18.05(7);</b> <b>28.09(12)(a,b)</b>	✓	Interview, documentation and student record review	The approved program has submitted Form 2 notifications of significant incidents.			
<b>5.1 Student Admissions</b>  <b>28.09(11);</b> <b>18.05(1)(b)(1-17); 18.05(2)</b>	<b>Partial</b>	Interview and documentation review	McAuley Nazareth has developed an admissions policy that contains all required elements.	<b>Partial</b>	The private school states that prior to admissions it gives parents and purchasers of service an Admissions Handbook that includes all required policies that must be given at the time of Admissions. Review of the Admissions Handbook indicates that it ESEs not contain policies on	Submit a copy of the revised Admissions Handbook that includes all these required topics.  This document must be received at the Department of Elementary and Secondary Education by January 21, 2008.

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					the following topics: <ul style="list-style-type: none"> <li>• Admission criteria</li> <li>• Parent’s rights</li> <li>• Emergency health care</li> <li>• Terminations</li> <li>• Contractual obligations</li> <li>• Treatment strategy</li> <li>• Staff Contact information</li> <li>• School Calendar</li> </ul>	
<b>6.1 Daily Instructional Hours</b>  <b>603 CMR 27.00; 28.09(9)(a)</b>	✓	Documentation review	McAuley Nazareth School for Boys has developed a class schedule that provides students with the required minimum learning time per Department of Elementary and Secondary Education regulation.			
<b>6.4 School Days per Year</b>	✓	Documentation review	McAuley Nazareth School for Boys has developed a school calendar that meets			

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<b>603 CMR 27.05(2); 28.09(9)(a)</b>			student time and learning requirements for a 12 month program.			
<b>7.1 Curriculum Frameworks</b>  <b>28.05(4)(a,b); 28.09(9)(b)</b>	✓	Interview, documentation review and observation	The private school submitted a written description of how the learning standards of the Massachusetts Curriculum Frameworks are incorporated in the program's instruction and lesson plans were reviewed.			
<b>9.1 Policies and Procedures for Behavior Management</b>  <b>18.03(7)(b)(2); 18.05(5,6,7); 28.09(11); 603 CMR 46.00; ESE Advisory on Restraint in</b>	✓	Interview, documentation and student record review	McAuley Nazareth Home for Boys has developed policies and procedures for behavior management that meet Department of Elementary and Secondary Education requirements.			

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<b>Special Education Programs dated 12/20/05</b>						
<b>9.3 Runaway Students</b>  <b>18.03(10)</b>	✓	Documentation and student record review	McAuley Nazareth Home for Boys has developed policy and procedures for runaway students that meets Department of Elementary and Secondary Education requirements. Incident reports were found in student records.			
<b>9.4 Physical Restraint</b>  <b>18.05(5); 603 CMR 46.00</b>	✓	Documentation and student record review	McAuley Nazareth Home for Boys has developed a policy and procedures for use of physical restraint that meets Department of Elementary and Secondary Education requirements.			
<b>9.5 3-5 Day Suspensions</b>	✓	Documentation and student record review	McAuley Nazareth Home for Boys has developed a written policy on suspension and			

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<b>18.05(6)</b>			procedures to record and track the number and duration of suspensions.			
<b>9.7 Terminations</b>  <b>18.05(7)</b> <b>28.09(12)(b)</b>	✓	Interview, documentation and student record review	The private school's policy on termination contains all required elements.			
<b>10.2 Age Range</b>  <b>28.06(6)(f, g)</b>	✓	Interview and documentation review	The age range of students in each classroom meets Department of Elementary and Secondary Education requirements.			
<b>10.4 Student: Child Care Ratios (Approved Private Residential schools Only)</b>  <b>18.03(2)</b>	✓	Interview and documentation review	The private school has been approved for a 6:1 overnight staff: student ratio through the 2002 Reconstruction request and this ratio is being implemented.			

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<b>11.1 Personnel Policies and Procedures Manual</b>  <b>18.05(11); 18.05(11)(c)(1); 28.09(7); 28.09(11)(a); M.G.L.c.71, § 38R; ESE Advisory on CORI revised 5/7/07</b>	✓	Documentation and personnel record review	The private school has developed all required written personnel policies and procedures.			
<b>11.7 Job Descriptions</b>  <b>18.05(11)(d)</b>	✓		The private school has written job descriptions for all staff positions that are made available to staff as well as parents, if requested.			
<b>11.11 Supervision of Students</b>	✓	Documentation review and observation	The private school has a plan for supervision on and off grounds, as well as a recreation schedule for			

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<b>18.03(1)(b)(1-5)</b>			students.			
<b>12.1 Staff Orientation Training</b>  <b>18.05(11)(g, i)</b> <b>28.09(7)(f)</b>		Documentation and personnel record review		✓	The written orientation plan ESEs not include training in civil rights responsibilities. New staff members have been assigned direct care duties with students before completing this mandated training.	Submit the following to the Department of Elementary and Secondary Education by January 21, 2008: <ul style="list-style-type: none"> <li>• Revised orientation training plan</li> <li>• Agenda, handouts and agenda from staff training in civil rights responsibilities</li> </ul>
<b>12.2 In-Service Training Plan and Calendar</b>  <b>28.09(7)(f);</b> <b>28.09(9)(b);</b> <b>28.09(10);</b> <b>18.03(3);</b> <b>18.05(9)(e)(1);1</b> <b>8.05(10);</b> <b>18.05(11)(h)</b> <b>Title VI: 42</b>		Documentation and personnel record review		✓	McAuley Nazareth Home for Boys has developed an in-service training plan and calendar that indicates it offers staff members training in all mandated topics. If staff members participate in these trainings, review of personnel records indicates that the private school is not documenting staff	Submit the following to the Department of Elementary and Secondary Education by January 21, 2008: <ul style="list-style-type: none"> <li>• Name of staff person who has the responsibility to ensure that staff members participate in all mandated trainings</li> <li>• Narrative description of procedures to monitor attendance at trainings, alert individual staff when</li> </ul>

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<b>U.S.C. 200d; 34 CFR 100.3; EEOA: 20 U.S.C. 1703(f); Title XI: 20 U.S.C. 1681; 34 CFR 106.31-106.42; M.G.L. c. 76, § 5; 603 CMR 26.00, esp. 26.07(2, 3)</b>					attendance at these trainings.	they need to attend trainings and review personnel files to ensure that attendance is recorded and filed <ul style="list-style-type: none"> <li>• Copy of datasheet or form that will be used to record all mandated trainings</li> </ul>
<b>12.2(d) Details Medication Training  18.05(9)(f)(3)(c)</b>		Interviews and documentation review		✓	Review of personnel records indicate that staff members who administer medication had not received refresher training in medication administration in the previous year. In addition, interviews indicate that this training is offered in the form of a video of a	Submit the following to the Department of Elementary and Secondary Education by January 21, 2008: <ul style="list-style-type: none"> <li>• Narrative description of plan to have a Registered Nurse or Physician provide staff members who administer medication with training</li> <li>• Agenda, handouts and sign-in sheet from training</li> <li>• List of all staff members</li> </ul>

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					registered nurse giving instruction.	who administer medication
<b>13.2 Description of Physical Facility</b>  <b>18.04; 28.09(8)</b>		Interviews and observation	Last year McAuley Nazareth Home for Boys completed a major renovation and expansion of its school building.	✓	Observation indicates that residences are in need of repair. Ceilings tiles and carpets are stained. Carpets and upholstered furniture are torn. Bureaus have broken doors and furniture is generally worn.	Submit the following to the Department of Elementary and Secondary Education by January 21, 2008: <ul style="list-style-type: none"> <li>• Plan for replacing or repairing facilities and furniture in the residence. This plan must include deadlines for completion of each stage of renovations in the residence building</li> <li>• Purchase orders or receipts for purchase of building supply materials and furniture.</li> </ul>
<b>13.4 Physical Facility/ Architectural Barriers</b>  <b>18.04(8);</b>	<b>Partial</b>	Interview, documentation review and observation	In 2006, McAuley Nazareth Home for Boys completed construction and renovation of its school building and administrative offices, which now provide handicapped accessibility to all	<b>Partial</b>	Observation and interviews indicate that there is no handicapped bathroom or bathing facility in any of the residences.	Submit a written plan to renovate at least one residential building so that students are provided with handicapped accessible bathroom and bathing facilities. This plan must

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<b>Section 504: 29 U.S.C. 794; 34 CFR 104.21, 104.22; Title II: 42 U.S.C. 12132; 28 CFR 35.149, 35.150; Mass. Const. Amend. art. 114</b>			educational programs.			include dates for completion of various stages of this project.  This document must be received at the Department of Elementary and Secondary Education by January 21, 2008.
<b>13.7 Library/Resource Room</b>  <b>18.04(6)(b)</b>	✓	Interview, documentation review and observation	In 2006, McAuley Nazareth Home for Boys completed construction and renovation of its school building, which now includes a separate library/resource area.			
<b>14.2 Food and Nutrition</b>  <b>18.03(7)</b>	✓	Interview, documentation review and observation	McAuley Nazareth Home for Boys has developed a written plan for handling food and providing students with nutritional meals, which is found in the school's Health Care Manual.			

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<b>14.3 Toileting Procedures and Individual Plans</b>  18.03(8)	✓	Documentation and student record review	McAuley Nazareth Home for Boys has developed a written plan for toileting procedures, which is found in the school's Health Care Manual.			
<b>15.5 Parent Consent</b>  18.05(5)(c); 18.05(8); 18.05(9)(f)(1)	<b>Partial</b>	Interview, documentation and student record review	The private school has developed written procedures for working with public school districts to obtain all parental consents.	<b>Partial</b>	Review of student records indicates that all parental consents have not been updated annually. A revised consent form for emergency medical care has been developed, but it was not found the sample of student records reviewed. Consent for observation and experimentation were not found in the sample of student records reviewed.	Submit the following to the Department of Elementary and Secondary Education by January 21, 2008: <ul style="list-style-type: none"> <li>• Checklist used to review the student record of every Massachusetts student enrolled. Indicate the date the most recent consent was signed by the parent for each consent that is required</li> <li>• If a consent, signed in the previous 12 months, is not found in a student record, submit documentation of</li> </ul>

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						your efforts to obtain each signed consent.
<b>16.4 Emergency First Aid  18.05(9)(e, f)</b>	✓	Interview and documentation review	First Aid items, including hydrogen peroxide and cough medicine observed to be kept in a secured cabinet.			
<b>16.5 Administration of Medication  18.05(9)(f)</b>		Interview, documentation review and interview		✓	The written policy on administration of medication ESEs not contain procedures to return unused medications or state that review of medications will be discussed in each student's progress review.	Submit a revised policy that includes procedures to return unused medications and states that review of medications will be discussed in each student's progress review.  This documentation must be received at the Department of Elementary and Secondary Education by January 21, 2008.
<b>16.6 Administration of Antipsychotic Medication</b>		Interview and documentation review		✓	The written policy on administration of antipsychotic medications ESEs not contain all required	Submit a revised copy of policy and procedures for Administration of Antipsychotic Medication that contains all required elements.

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<b>18.05(9)(f)(9)</b>					elements.	This document must be received at the Department of Elementary and Secondary Education by January 21, 2008.
<b>16.7 Preventive Health care</b>  <b>18.05(9)(g)</b>	✓	Interview, documentation and student record review	The private school has developed a policy for preventative health care that includes all required elements.			
<b>18.1 Confidentiality of Student Records</b>  <b>28.09(5)(a);</b> <b>28.09(10);</b> <b>23.07(1);</b> <b>M.G.L. c. 71 section 34H</b>		Documentation and student record review		✓	The log of access in student records ESEs not include space to record the name and position of person releasing information or parts of record to which third party access was obtained.  Medical documentation required to be in student records are located in the nurse's office and	Submit a revised copy of the log of access used in student records, including medical records.  This documentation must be received at the Department of Elementary and Secondary Education by January 21, 2008.

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					do not contain a log of access.	