



Massachusetts Department of Elementary and Secondary Education

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January 26, 2010

Dr. Donald Ricciato, Director
Boston College Campus School
Campion Hall, Room 197
140 Commonwealth Avenue
Chestnut Hill, MA 02467

Re: Mid-cycle Review and Verification of previous Program Review Corrective Action Plan

Dear Dr. Ricciato:

Enclosed are the Department's findings regarding your private school program's recent onsite Mid-cycle Review. This Mid-cycle Review Report contains the Department's findings regarding the implementation status and effectiveness of corrective steps taken in response to your previous Program Review Report issued on June 7, 2007. This report also includes a report on the status of implementation for new state or federal special education requirements enacted since your program's last Program Review.

We are pleased to indicate that the Department of Elementary and Secondary Education has found your program's approved Corrective Action Plan to be substantially implemented and effective in remedying previously identified noncompliance issues. Additionally, we have determined that your program 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 Mid-cycle Review Report. You and your entire staff are to be congratulated for your efforts in implementing all necessary improvements. Your program 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 Elementary and Secondary Education may change this approval status at any point during this three-year period if circumstances arise that warrant such a change.

Please be advised that the attached Department of Elementary and Secondary Education Approval Certificate must be conspicuously posted in a public place within the program as required by 603 CMR 28.09.

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 781-338-3791.

Sincerely,

Caryn N. Goldberg, Mid-cycle Review Chairperson
Program Quality Assurance Services

Darlene Lynch, Director
Program Quality Assurance Services

c: Mitchell D. Chester, Ed.D., Commissioner of Elementary and Secondary Education

Encl.: Mid-cycle Review Report
Full Private School Approval Certificate, Expiration Date: August 31, 2013

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

Boston College Campus School

MID-CYCLE REVIEW REPORT

Previous Program Review Corrective Action Plan Submitted on July 23, 2007

Progress Reports Submitted on October 29, 2007

Mid-cycle Onsite Visit Conducted on November 30, 2009

Date of this Report: January 26, 2010

<p style="text-align: center;">Criterion Number and Topic</p>	<p style="text-align: center;">Implementa- tion Status of Requirements or Corrective Action Plan Determined to be <u>Substan- tially</u> <u>Implemented</u></p>	<p style="text-align: center;">Method(s) of Verifica- tion</p>	<p style="text-align: center;">Comments Regarding Corrective Action Plan Implementation</p>	<p style="text-align: center;">Corrective Action Plan Determined to be <u>Not</u> <u>Fully</u> <u>Implemen- ted or</u> <u>Additional</u> <u>Issues</u> <u>Identified</u></p>	<p style="text-align: center;">Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</p>	<p style="text-align: center;">Further Corrective Action Ordered by the Department of Elementary and Secondary Education and Timelines for Implementation and Further Progress Reporting</p>
	√			√		

Selected Approved Private School Program Mid-cycle Review Criteria

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 Elementary and Secondary Education and Timelines for Implementation and Further Progress Reporting
2.2 Approvals, Licenses, Certificates of Inspection 18.04(1); 28.09(2)(b)(5); 28.09(5) (b); 28.09(6) (b, c)	√	Documentation Review	Boston College Campus School maintains current licenses, approvals and certificates of inspection by state and local agencies.			
2.3 EEC Licensure 102 CMR 3.00 (Residential Schools only)	Not Applicable		Boston College Campus School is approved as a day program.			
8.4 Program Modifications and Support Services for Limited English Proficient Students	√	Documentation Review	Boston College Campus School has a written plan to implement necessary program modifications and support services. The written plan addresses how the school will effectively serve limited English proficient (LEP) students.			

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M.G.L. c. 71A; Title VI						
8.5 Current IEP & Student Roster 28.09(5)(a)	√	Documentation Review	Boston College Campus School maintains a current IEP & Student Roster for all publicly funded Massachusetts students that contains all required information.			
11.3 Educational Administrator Qualifications 28.09(5)(a); 28.09(7)(a); 603 CMR 44.00	√	Documentation Review	Boston College Campus School has a designated Educational Administrator who meets the licensing requirements for this position.			
11.4 Teachers (Special Education Teachers and Regular Education	√	Documentation Review	Boston College Campus School submitted a current teaching staff roster that includes all professional teaching staff in the program. All professional teaching staff have teaching licenses appropriate to meet the			

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Teachers) 18.05(11)(f); 28.09(5)(a); 28.09(7)(b, c); 34 CFR 300.321			needs of the population or are on approved waivers.			
11.5 Related Services Staff 28.09(7)(d)	√	Documentation Review	Boston College Campus School submitted a related services staff roster with all required documentation.	√	Review of documentation indicates that the individual (V.S.) serving under UFR Title #125-LCSW does not have a current social work license. Additionally, review of documentation indicates that the individual (B.M.) serving under UFR Title #135- Direct Care/ Program Staff II does not have a certificate required to serve in the role Speech/Language Therapist Assistant.	Boston College Campus School must submit documentation that demonstrates the individuals serving in the roles of LCSW and Speech/Language Therapist Assistant are properly licensed/certified as required. Please submit this documentation to the Department by April 1, 2010 .

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11.6 Master Staff Roster 28.09(7)	√	Documentation Review	Boston College Campus School maintains a master list of all staff for every position within the program that includes job titles along with their corresponding UFR title numbers and full-time equivalents (FTE's). The staff positions listed on Boston College Campus School's Master Staff Roster correspond to the last ESE approved Program Budget.			
Identified Areas of Non-Compliance During the 2007 Program Review or Other Areas of Concern						
11.1 Personnel Policies and Procedures Manual 18.05(11); 18.05(11)(c)(1); 28.09(7);	√	Documentation Review Student and Personnel Record Review	Boston College Campus School is now conducting CORI checks on all employees and volunteers whose responsibilities bring them into direct and unmonitored contact with students.			

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28.09(11)(a); M.G.L. c. 71, 38R; ESE Advisory on CORI revised 5/7/07			Boston College Campus School is now ensuring that written copies of staff performance evaluations are maintained in the personnel files for all staff as outlined in its Personnel Policies and Procedures Manual.			
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, 5; 603 CMR 26.02(2)	√	Documentation/ Student Record Review	Boston College Campus School has a written policy that states important program announcements and notices are translated into languages other than English through the use of an internet-based translation program.	√	While Boston College Campus School has a written policy that states important program announcements and notices are translated into languages other than English through the use of an internet-based translation program, student record review indicates that parent consent forms have not been translated.	Boston College Campus School must describe how it will ensure parent consent forms are translated into other languages when students have parents or guardians with limited English language skills. If the school plans to translate parent consents through oral interpreters, it must provide a written description of how it will respond promptly to parent/guardian requests to have consents and/or other

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						important school information translated on demand, either orally or in writing. Please provide this written description to the Department by April 1, 2010 .
15.5 Parent Consent and Required Notification 18.05(5)(c); 18.05(8); 18.05(9)(f)(1); 18.05(9)(j); M.G.L. c. 71, 32A	√	Student Record Review	Boston College Campus School now ensures that it obtains annual parent consent for physical restraints.			
18.2 Student Records (Log of access and face sheet information)			<i>This criterion has been eliminated. Components regarding the log of access have now been incorporated into Criterion #18.1, Confidentiality of Student Records.</i>			

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28.09(10)						