***Massachusetts Department of***

***Elementary and Secondary Education***

75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3700

*TTY: N.E.T. Relay 1-800-439-2370*

May 8, 2019

Michael Pappafagos

Executive Director

Lighthouse School, Inc.

25 Wellman Street

North Chelmsford, MA 01863

Re: Approved Special Education Schools Mid-cycle Review and Verification of previous Program Review Corrective Action Plan

 A - Lighthouse Comprehensive Day School

Dear Dr. Pappafagos:

Enclosed is the Department of Elementary and Secondary Education’s (“Department”) Approved Special Education Schools Mid-cycle Review Report based upon the Mid-cycle Review conducted in your approved special education school program in February 2019.

This report includes the Department's findings regarding the implementation status and effectiveness of corrective steps taken in response to your previous Program Review Report issued on July 18, 2016. This report also includes detailed findings describing the determination of the Department about the implementation status of selected Mid-cycle review criteria as well as the implementation of new state or federal special education requirements enacted since your program’s last Program Review.

While the Department found certain noncompliance issues to be resolved, others were partially corrected, or the Department’s onsite team identified new issues. Therefore, the Department is issuing a “Provisional Approval” status effective from the date of this letter as indicated on the attached approval certificate and will expire on August 31, 2019. The reasons for the “Provisional Approval” are indicated on the attached Mid-cycle Review Report.

For requirements not found to be fully implemented, the Department has prepared a Corrective Action Plan for the program that 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 program to fully implement special education requirements.

**Please note that the program must demonstrate resolution of noncompliance identified by the Department as soon as possible but in no case later than one year from the issuance of the Department’s Final Mid-cycle Review Report.**

At this time, the Department requests that you upload a written assurance signed by you and the chairperson of your Board of Directors. This statement must contain:

1. a description of the steps the program is taking to make the Department’s findings available to staff, parent advisory groups and the general public; and
2. an assurance that your program will implement the corrective action ordered by the Department within the required timelines.

Please go into the WBMS and upload your program’s written assurance into Additional Documents no later than **May 22, 2019**. You can do this by accessing: > MCR > Self-Assessment > Additional Documents.

The Department will notify you of your program’s next regularly scheduled Program Review several months before it is to occur. At this time, we anticipate the next routine monitoring visit to occur sometime during the 2021-2022 school year, unless the Department determines that there is some reason to schedule this visit earlier.

The approval certificate enclosed with this correspondence shall remain in effect until September 27, 2019, and will be contingent upon continued compliance with all regulations contained within 603 CMR 28.00 “Special Education Regulations,” 603 CMR 18.00 “Program And Safety Standards For Approved Public Or Private Day And Residential Special Education School Programs,” and 603 CMR 46.00 “Prevention of Physical Restraint and Requirements If Used.” The Department 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 Approval Certificate must be conspicuously posted in a public place within the program as required by 603 CMR 28.09.**

In closing, we would like to extend our thanks to the administration and staff who shared their time and thoughts so generously during the preparation and onsite phases of the visit. Should you require any additional information, please do not hesitate to contact the Onsite Team Chairperson.

Sincerely,

Helen Murgida, Mid-cycle Review Chairperson

Office of Approved Special Education Schools

Nina M. Marchese, M.Ed., Director

Office of Approved Special Education Schools

c: Deac Descoteau, President of the Board of Directors

 Jeffrey C. Riley, Commissioner of Elementary and Secondary Education

 Russell Johnston, Ph.D., Senior Associate Commissioner

 Joanne Morris, Supervisor, Office of Approved Special Education Schools

Encl.: Mid-cycle Review Report

Provisional Approval Certificate, Expiration Date: September 27, 2019

 Lighthouse Comprehensive Day School

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| DESE Logo**MID-CYCLE REVIEW REPORT****Lighthouse School, Inc.****MCR Onsite Dates:** **02/12/2019 - 02/13/2019****Programs under review for the agency:****A - Lighthouse Comprehensive Day School** Massachusetts State Seal |
| Jeffrey C. RileyCommissioner of Elementary and Secondary Education |

| **PS Criterion #2.2 - Approvals, Licenses, Certificates of Inspection** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and observation indicated that there were current approvals, licenses and certificates of inspection from appropriate local authorities for all buildings used by the students. |

| **PS Criterion #4.5 - Immediate Notification** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and student records indicated that the policy on Immediate Notification regarding serious incidents meets the current requirements and included notification to appropriate parties of such incidents, as well as the person responsible for oversight. A review of student records showed that the program maintains copies of all incidents regarding students. |

| **PS Criterion #6.1 - Daily Instructional Hours/6.4 School Days Per Year** |
| --- |
| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation indicated that all students were scheduled to receive the required number of instructional hours per year, and that the required number of school days per year was scheduled for all students. |

| **PS Criterion #8.5 - Current IEP & Student Roster** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and student records indicated that there was a current IEP for each enrolled Massachusetts student that had been issued by the responsible public school district and consented to by the student's parent or the student, when applicable. In student records where an IEP was found to not be current, there was documentation of the program's efforts to obtain a current IEP from the responsible school district. |

| **PS Criterion #9.1 - Policies and Procedure for Behavior Support** |
| --- |
| **Rating:** |
| Implementation In Progress |
| **Basis for Findings:** |
| A review of documentation indicated that while the Behavior Support Policy was written in the required it did not include all of the required elements regarding Behavior Support Policy and Procedures that are to be implemented. |
| **Department Order of Corrective Action:** |
| Lighthouse School must update its Behavior Support Policy and Procedures and include all required elements for items in the required format. Once the Department has approved the Behavior Support Policy and Procedures, the program must provide training to all staff and maintain appropriate training documentation. |
| **Required Elements of Progress Reports:** |
| The program must submit updated Behavior Support Policy and Procedures and include all required elements, specifically for requirements 7 and 8.Once the Department has approved the Behavior Support Policy and Procedures, the program must provide evidence of training for all staff by submitting 1) the name and job title of the person conducting the training; 2) the dates and times when this training was held; 3) the length of time allotted for the training; 4) a list of all staff in alphabetical order by last name with their position title; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled. |
| **Progress Report Due Date(s):** |
| 05/23/2019 | 08/28/2019 |  |  |

| **PS Criterion #9.1(a) - Student Separation Resulting from Behavior Support** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that the policies and procedures regarding Student Separation Resulting from Behavior Management included all requirements, including 1) that a student must be continuously observed by a staff member at all times; 2) a staff shall be with the student or immediately available to the student at all times; 3) procedures are in place for obtaining principal approval of the student separation for more than 30 minutes based upon the student's continuing agitation; and 4) student separation shall cease as soon as the student has calmed. |

| **PS Criterion #9.4 - Physical Restraint** |
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| **Rating:** |
| Implementation In Progress |
| **Basis for Findings:** |
| A review of documentation and interviews indicated that while the Physical Restraint Policy and Procedures were written in the correct format, it did not include all required elements of the criterion. |
| **Department Order of Corrective Action:** |
| Lighthouse School must update its Behavior Support Policy and Procedures and include all required elements for items in the required format eliminating any extraneous information.  Once the Department has approved the Physical Restraint Policy and Procedures, Lighthouse School must provide training to all staff and maintain appropriate training documentation. |
| **Required Elements of Progress Reports:** |
| The program must submit its updated Physical Restraint Policy and Procedures that includes all required elements of this criterion in the required format eliminating any extraneous information. Once the Department has approved the Physical Restraint Policy and Procedures, Lighthouse School must provide evidence of training for all staff by submitting 1) the name and job title of the person conducting the training; 2) the dates and times when this training was held; 3) the length of time allotted for the training; 4) a list of all staff in alphabetical order by last name with their position title; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled. |
| **Progress Report Due Date(s):** |
| 05/23/2019 | 08/28/2019 |  |  |

| **PS Criterion #11.3 - Educational Administrator Qualifications** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation indicated that the Educational Administrator possessed the required qualifications to serve in this position. |

| **PS Criterion #11.4 - Teachers (Special Education Teachers and General Education Teachers)** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation indicated that the teaching staff were appropriately licensed or had been granted an appropriate waiver for the 2018-2019 school year. |

| **PS Criterion #11.5 - Related Services Staff** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation indicated that the staff providing or supervising the provision of related services were appropriately certified, licensed, or registered in their professional areas. |

| **PS Criterion #11.6 - Master Staff Roster** |
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| **Rating:** |
| Implemented |
| **Basis for Findings:** |
| A review of documentation indicated the Master Staff Roster contained the name, program job title, corresponding Uniform Financial Report (UFR) title number and full-time equivalent (FTE) for all staff. The Master Staff Roster also accurately corresponded to the last most recently approved DESE staffing plan. |