



Massachusetts Department of Elementary and Secondary Education

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February 5, 2010

Donald J. Beaudette, Superintendent
Norwell Public Schools
322 Main Street
Norwell, MA 02061

Re: Mid-cycle Report

Dear Superintendent Beaudette:

Enclosed is the Department of Elementary and Secondary Education's Mid-cycle Report based on the Mid-cycle Review conducted in your district in January 2010. In this Mid-cycle Review the Department monitored selected special education criteria to determine your district's compliance with special education laws and regulations. The review consisted of information gathered from one or more of the following activities: staff interviews, review of student records, examination of documentation, and/or classroom observation.

We are pleased to inform you that the Department has found your district to be in compliance with all of the criteria monitored in your district during the Mid-cycle Review. The findings of the Department are included in the enclosed report. You and your entire staff are to be congratulated for your success in implementing the requirements included in these criteria.

The Department will notify you of your district's next regularly scheduled Coordinated Program Review (CPR) several months before it is to occur. At this time we anticipate that this CPR will occur sometime during the 2012-2013 school year unless the Department determines that there is some reason to schedule this visit earlier.

Your staff's cooperation throughout this Mid-cycle Review is appreciated. If you have questions about this letter or the enclosed report, please do not hesitate to contact Lynn Summerill at 781-338-3761.

Sincerely,

Lynn A. Summerill, Mid-cycle Review Chairperson
Program Quality Assurance Services

Darlene A. Lynch, Director
Program Quality Assurance Services

cc: Mitchell D. Chester, Ed.D., Commissioner of Elementary and Secondary Education
Vani Rastogi-Kelly, Supervisor, Program Quality Assurance Services
Kiersten H. Warendorf, School Committee Chairperson
James M. LaBillois, Local Program Review Coordinator

Encs: Mid-cycle Report

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
MID-CYCLE REPORT**

Norwell Public School District

Date of the Mid-cycle Review Onsite: January 14, 2010

Date of this Report: February 5, 2010

PLEASE NOTE THAT THIS REPORT IS IN TWO SECTIONS.

Required Special Education Criteria Monitored in this Mid-cycle Review

Current special education criteria available by scrolling down to the special education instrument at <http://www.doe.mass.edu/pqa/review/cpr/default.html>

Criterion	Criterion Implemented ✓	Criterion Partially Implemented (PI) or Not Implemented (NI)	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
SE 3 Special requirements for the determination of specific learning disability	✓		Student records Interview	A review of the student records and a staff interview indicated that the district is appropriately evaluating students suspected of having a specific learning disability. Written documentation was evident in the records, including signed statements of agreement of all IEP Team members.		

Criterion	Criterion Implemented ✓	Criterion Partially Implemented (PI) or Not Implemented (NI)	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
SE 52A Registration of educational interpreters	✓		Interview	The district does not have any deaf or hard of hearing students at this time; however, the district is aware of the requirement for registering providers with the Massachusetts Commission for the Deaf and Hard of Hearing.		

Additional Special Education Criteria Monitored in this Mid-cycle Review

Current special education criteria available by scrolling down to the special education instrument at <http://www.doe.mass.edu/pqa/review/cpr/default.html>

Criterion	Criterion Implemented ✓	Criterion Partially Implemented (PI) or Not Implemented (NI)	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
SE 5 Participation in	✓		Student records	IEP Teams consistently document student		

Criterion	Criterion Implemented ✓	Criterion Partially Implemented (PI) or Not Implemented (NI)	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
general State and district-wide assessment programs				participation in general state and district-wide assessment programs.		
SE 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority	✓		Student records	The district consistently informs both students and parents one year prior to the student reaching the age of majority that parental rights will be transferred when the student turns 18. In addition, shared decision-making is appropriately documented when the student turns 18 years of age.		
SE 8 IEP Team composition and attendance	✓		Student records Interviews	The district consistently has the required Team members in attendance at Team meetings. The district has procedures and forms in place for excusal of required Team members. All Team chairpersons are trained and familiar with the		

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				requirements of this criterion.		
SE 9 Timeline for determination of eligibility and provision of documentation to parent	✓		Student records	The district meets all required timelines for eligibility determination and provides parents with proposed IEPs immediately following Team meetings.		
SE 12 Frequency of re-evaluation	✓		Student records Interviews	The district conducts three year re-evaluations within required timelines and implements evaluation waiver procedures as appropriate.		
SE 13 Progress Reports and content	✓		Student records	Progress report content consistently addresses students' progress toward the IEP goals. Progress reports are sent with the same frequency as parents are informed of the progress of non-disabled students.		
SE 14 Review and revision			Student	At least annually, on or		

Criterion	Criterion Implemented ✓	Criterion Partially Implemented (PI) or Not Implemented (NI)	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
of IEPs	✓		records	before the anniversary date of the implementation of the IEP, the district holds a Team meeting to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate.		
SE 18A IEP development and content	✓		Student records	The district develops comprehensive IEPs that are individualized and address all required elements.		
SE 18B Determination of placement; provision of IEP to parent	✓		Student records	The district provides the parent(s) with the proposed IEP and placement immediately following its development.		
SE 22 IEP implementation and availability	✓		Student records Interviews	The district consistently has IEPs in place for all students at the start of the school year. All providers are informed of their specific responsibilities		

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				and have access to IEPs; the IEPs are immediately implemented upon receipt of parental consent.		
SE 24 Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE	✓		Student records	The district consistently sends written notices to parents as required. Notices are comprehensive and address all elements.		
SE 25 Parental consent	✓		Student records Interviews	The district consistently obtains parental consent prior to conducting evaluations.		
SE 32 Parent advisory council for special education	✓		Documentation Interviews	The district's parent advisory council (PAC) has established by-laws. The district, in cooperation with the PAC, conducts one workshop annually on the rights of students and		

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				their parents/guardians under state and federal special education laws.		
SE 37 Procedures for approved and unapproved out-of-district placements	✓		Student records Interview	The district consistently documents monitoring activities for its out-of-district students. All contracts contain the mandated information.		
SE 51 Appropriate special education teacher certification/licensure	✓		Documentation	All special education teachers hold current certification/licensure.		
SE 52 Appropriate certifications/licenses or other credentials -- related service providers	✓		Documentation	All related service providers hold current certification/licensure and if required, hold current board-certifications.		
SE 56 Special education programs and services are evaluated	✓		Documentation	The district's special education programs and services are evaluated regularly.		