

NATCHAUG HOSPITAL POLICY AND PROCEDURE MANUAL
TITLE: EVALUATION OF STUDENT PROGRESS AND REPORTING
RESPONSIBILITIES

Policy#: 1.7

Section: Community Programs

Subsection: School Programs

Purpose:

To provide an overview of student progress reporting in school programs.

Scope:

School

Policy:

The private special education program shall submit reports of each child's progress, based on the goals and objectives of the student's individualized education plan (IEP), to the responsible local education agency (LEA) or sending agency and to the parents/guardians in accordance with the reporting schedule and content requirements of the child's IEP as determined by the planning and placement team (PPT). These reports must be communicated in language that is easily understood by parents/guardians. Each private facility shall notify and send written reports to parents/guardians and the sending agency regarding any disciplinary measure employed, such as in-school or out of school suspension that substantially removes the student for extended periods of time from those program activities related to the child's IEP.

The private facility shall provide in a timely manner the following information to the State Department of Education and/or the responsible LEA:

- Staff data report entered into the Educator Data System (EDS)
- Disciplinary Offence Record Collection (ED166)
- Attendance and membership data
- Teacher-Course-Student Data (TCS)
- Reports of emergency use of restraint and seclusion
- Reports of injury (serious or non-serious) that occur during or as a result of a restraint or seclusion (within two days);
- Reports to the LEA of critical incidents (other than restraints or seclusions—e.g., elopements, situations involving law enforcement, emergency psychiatric hospitalizations, etc.) that may require consideration of the need for a program review or revision by the PPT
- Current approval from local fire and health officials indicating compliance with codes (annually by October 15th);
- Immediate notification of any major legal proceedings and the reporting of any incident of child abuse by staff;
- Immediate notification of change of ownership and location;
- Immediate notification of change in chief administrator and education director;
- Immediate notification of any other conditions that might significantly alter the program and/or health and safety of the students; and
- A copy of the current appropriate licensure to operate any residential component affiliated with the program Statement of assurances, provided by the Bureau of Special Education indicating that the

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program remains in compliance with the Standards and all federal and state laws and regulations between approval cycles, signed by the facility's executive director/chief administrator, and submitted to the BSE annually by October 15th.

Issued: 12/2012

Replaces:

Revised: 11/2023