


<b>2205 SELF-MONITORING SCHOOL RECORD REVIEW OF SPECIAL ED STUDENTS</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Academic Vocation and Work</b>
 <p>New Hampshire Division for Children, Youth and Families Policy Manual  Policy Directive: _____ Approved: _____  Effective Date: <b>03-01-09</b>  Scheduled Review Date: <b>03-01-11</b></p> <p style="text-align: right;">William Fenniman, DJJS Director</p>	
Related Statute(s): Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): <b>DOE Monitoring forms, DOE Student File Review Sheet, DOE Case Study Review Document, and DOE Case Study Review Addendum for State Facilities Bridges' Screen(s) and Attachment(s):</b>

All residents who are or may be educationally disabled and who are either committed to or detained at the SYSC are entitled to receive a free appropriate public education and the procedural protections provided by federal and state law. It is the responsibility of public school personnel and SYSC educators to work together to provide this free appropriate public education to students, who are or who may be educationally disabled, according to the mandates written in the James O. Consent Decree. The New Hampshire Department of Education has an educator who serves as the James O. Monitor and who, on a routine basis, completes an on-site accountability review of special education students' school records to be sure the SYSC school is in compliance with the mandates of the Consent Decree.

To be assured that the records of SYSC students, who are or may be educationally disabled, are in compliance with the mandates of the James O. Consent Decree, the SYSC school personnel shall complete a self-monitoring, random review of 10% of relevant student records, up to a maximum of 5 records, twice per school year, using the DOE's monitoring forms. Any records found to have areas of non-compliance shall be corrected, documented, and verified, and a final copy of same shall be forwarded to the DOE's James O. Monitor. If any trend is noted, the Division, in conjunction with DOE, shall determine how to correct the trend.

**Purpose**

The purpose of this policy is to establish the SYSC Self-Monitoring School Record Review of Special Education Students.

**Procedure**

- I. **Self-Monitoring Time Frames and Methods:** The SYSC School shall consistently use the following time frames and methods in the self-monitoring review process of records of students who are or may be educationally disabled:
  - A. Records shall be reviewed twice during the school year, within one week of each of the following dates: November 15 and March 15.
  - B. Records of 10% of the current enrollment's James O. special education population shall be reviewed and selected on a random basis.
  - C. Records shall be reviewed by use of the following review forms from the DOE's James O. Monitor:
    1. Appendix A: Student File Review Sheet.

2. Appendix B: Case Study Review Document.
  3. Appendix G: Case Study Review Addendum for State Facilities.
- D. Records reviewers shall be trained in the use of the forms used for evaluating compliance; they shall document their review and findings on the self-monitoring review form and submit their self-monitoring review form to their supervisor. The supervisor shall develop the appropriate plan for immediate corrective action and, upon completion, have his/her supervisor verify completion of the corrective action upon the self-monitoring form.
  - E. Copies of the completed self-monitoring forms shall be sent to the DOE's James O. Monitor.
- II. **Self-Monitoring Process:** The SYSC School shall utilize the following self-monitoring process:
- A. Using the Student Body Schedule Listing, the Special Needs Coordinator shall hi-lite the name and corresponding number of each student who is or may be educationally disabled and place the corresponding number of each name in a container.
  - B. Reviewers of student records shall consist of the following personnel: teacher/consultants, school psychologist, and guidance counselor.
  - C. The Special Needs Coordinator shall determine how many names shall be picked from the container so that 10% of the current special education population, up to a maximum of five (5) names, is represented. Each reviewer shall pick one name from the container until the total number has been selected.
- III. **Detention Residents:** The Detention School shall follow the same procedures as that for the SYSC School, as described above.