



OSSE Nonpublic Monitoring Tool SY2014-15

Cluster Area for Compliance Summary Report	Item Number	Legal Reference	Item/Response Criteria	Corrective Action
District of Columbia Standards of Learning	1 Nonpublic Teaches To Common Core State Standards	§300.146, 5 DCMR §A-2805.2	<p>The nonpublic school teaches in accordance with Common Core State Standards.</p> <p>Yes = The nonpublic school provides data which demonstrates that the nonpublic school teaches in accordance with Common Core State Standards</p> <p>No = The nonpublic school does NOT provide data which demonstrates that the nonpublic school teaches in accordance with Common Core State Standards (e.g. the school does not offer District of Columbia History, foreign languages or community service hour support).</p>	Nonpublic school must demonstrate that all teachers at the nonpublic school have been provided training regarding the Common Core State Standards of Learning and by the date listed on the front of this report.
District of Columbia Standards of Learning	2 Nonpublic Administers Statewide Assessment	§300.146, 5 DCMR §A-2805.3	<p>The nonpublic school administers the DC Statewide assessment.</p> <p>Yes = The nonpublic school provides data which demonstrate that the nonpublic school cooperates with LEAs and OSSE to ensure that the District of Columbia students participate in the DC Statewide assessment.</p> <p>No = The nonpublic school does NOT provide data which demonstrate that the nonpublic school cooperates with LEAs and OSSE to ensure that District of Columbia students participate in the DC Statewide assessment.</p> <p>N/A = The nonpublic school does not currently</p>	Nonpublic school must submit documentation that demonstrates that the LEAs and nonpublic school have communicated regarding the students scheduled to participate in the exam and the plan for administering the exam.

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			have any students who are grade eligible for taking the assessment.	
District of Columbia Standards of Learning	3 Nonpublic School Year Calendar	5 DCMR §§2806, 2848.3	<p>The school year of the nonpublic school includes a minimum of 180 regular instructional school days and the average number of instructional hours over the course of the school calendar meets or exceeds the six hour minimum per day.</p> <p>Yes = Review of the school calendar and other relevant information shows that the school year includes a minimum of 180 regular instructional school days, exclusive of any extended school year period; and the average number of instructional hours over the course of the school calendar meets or exceeds six hour minimum per day.</p> <p>No = Review of the school calendar and other relevant information shows that the school year does not include a minimum of 180 regular instructional school days, exclusive of any extended school year period; or the average number of instructional hours over the course of the school calendar is less than six hours per day.</p> <p>NA = The school only operates a prekindergarten program or other alternative program approved by OSSE.</p>	The nonpublic school must amend its school calendar to provide a minimum of 180 regular instructional school days and an average of six hours per day of instruction over the course of the school calendar.

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Discipline	School Utilized Seclusion Interventions with Students		<p>Do incident reports show that the school utilized seclusion interventions with students?</p> <p>Yes = Incident reports show that seclusion interventions were used with student(s).</p> <p>No = There were no incident reports showing that seclusion interventions were used with student(s).</p>	

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Discipline	4 Use of Seclusion	5 DCMR §2819	<p>The nonpublic school does not use any form of seclusion on District of Columbia student(s), except in emergency circumstances as defined in 5 DCMR §2816.1.</p> <p>Yes= There is evidence in incident reports, school policies, or interviews that seclusion is used only in case of emergency, consistent with the DCMR.</p> <p>No = There is evidence in incident reports, school policies, or interviews that seclusion is used where there is no emergency as defined by the DCMR.</p> <p>NA = There is no evidence that the nonpublic employs any form of seclusion.</p>	<p>The nonpublic school must amend its policies and procedures to ensure that seclusion is only used in emergency situations.</p> <p>Use of seclusion outside of emergency situations, and/or having policies that permit use of seclusion outside of emergency situations is grounds for denying or revoking a Certificate of Approval.</p>

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Discipline	5 Seclusion Space Meets Regulatory Requirements	5 DCMR §2819.2	<p>Any space used for seclusion is free of objects and fixtures with which student(s) could self-inflict bodily harm, provides school personnel an adequate view of student(s) from an adjacent area, and provides adequate lighting, ventilation and appropriate temperature controls.</p> <p>Yes = Inspection of a space used for seclusion demonstrates that the space meets these regulatory requirements.</p> <p>No = Inspection of a space used for seclusion demonstrates that the space does not meet the regulatory requirements.</p>	<p>The nonpublic school must make adjustments to the space used for seclusion.</p> <p>Use of seclusion outside of emergency situations, and/or having policies that permit use of seclusion outside of emergency situations is grounds for denying or revoking a Certificate of Approval.</p>
Discipline	6 Seclusion Space Meets Requirements for Locking Mechanisms	5 DCMR §2819.6	<p>If the space used for seclusion has a locking mechanism, it is only engaged when it is held in position by a person, or if electronically engaged, automatically releases if the building's fire alarm system is activated.</p> <p>Yes = Inspection of a space used for seclusion demonstrates that the space meets these regulatory requirements.</p> <p>No = Inspection of a space used for seclusion demonstrates that the space does not meet the regulatory requirements.</p> <p>NA = The space does not have a locking mechanism.</p>	<p>The nonpublic school must make adjustments to the space used for seclusion.</p> <p>Use of seclusion outside of emergency situations, and/or having policies that permit use of seclusion outside of emergency situations is grounds for denying or revoking a Certificate of Approval.</p>

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Discipline	7 Students Provided Explanation of Reason for Seclusion	5 DCMR §2819.3	<p>The nonpublic school ensures that personnel provide student(s) with an explanation of the behavior that resulted in the seclusion and instructions on the behavior required to be released from the seclusion.</p> <p>Yes = Review of incident reports demonstrates that personnel provided student(s) with an explanation and instructions consistent with this section.</p> <p>No = Review of incident reports demonstrates that personnel did not provide student (s) with an explanation and instructions consistent with this section.</p> <p>NA = There were no incidents in which seclusion was employed during the period under review.</p>	<p>The nonpublic school must revise its policies and practices to ensure that seclusion is employed consistent with the requirements of this section.</p> <p>Use of seclusion outside of emergency situations, and/or having policies that permit use of seclusion outside of emergency situations is grounds for denying or revoking a Certificate of Approval.</p>
Discipline	8 Monitoring and Communication for Student in Seclusion	5 DCMR §§2819.3, 2819.5	<p>The nonpublic school ensures that personnel view and continuously monitor student(s) placed in seclusion, and speaks with student(s) every 10 minutes at minimum.</p> <p>Yes = Inspection of a space used for seclusion and review of incident reports demonstrates that personnel were able to continuously monitor student(s) placed in seclusion, and spoke to student(s) at least every 10 minutes.</p> <p>No = Inspection of a space used for seclusion and review of incident reports demonstrates</p>	<p>The nonpublic school must make adjustments to the space used for seclusion, and to its policies and practices to ensure that seclusion is employed consistent with the requirements of this section.</p> <p>Use of seclusion outside of emergency situations, and/or having policies that permit use of seclusion outside of emergency situations is grounds for denying or revoking a Certificate of Approval.</p>

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			<p>that personnel did not or were unable to continuously monitor student(s) placed in seclusion, or did not speak to student(s) at least every 10 minutes.</p> <p>NA = There were no incidents in which seclusion was employed during the period under review.</p>	
Discipline	9 Senior Personnel Observation to Determine Continued Need for Seclusion	5 DCMR §2819.5	<p>After 30 minutes, the Director, Head of Special Education or other senior personnel personally observes student(s) to assess the need for continued seclusion.</p> <p>Yes = Review of incident reports demonstrates that 30 minutes after student(s) are placed in seclusion, senior personnel personally observed the student.</p> <p>No = Review of incident reports demonstrates that 30 minutes after student(s) are placed in seclusion, senior personnel did not personally observe student(s).</p> <p>NA = There were no incidents in which seclusion was employed during the period under review.</p>	<p>The nonpublic school must revise its policies and practices to ensure that seclusion is employed consistent with the requirements of this section.</p> <p>Use of seclusion outside of emergency situations, and/or having policies that permit use of seclusion outside of emergency situations is grounds for denying or revoking a Certificate of Approval.</p>

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Discipline	10 Seclusion No Longer Than One Hour	5 DCMR §2819.5	<p>No seclusion continues longer than 1 hour.</p> <p>Yes = Review of incident reports demonstrates that no seclusion of any student(s) continued for longer than 1 hour.</p> <p>No = Review of incident reports demonstrates that seclusion of student(s) continued for longer than 1 hour.</p> <p>NA = There were no incidents in which seclusion was employed during the period under review.</p>	<p>The nonpublic school must revise its policies and practices to ensure that seclusion is employed consistent with the requirements of this section.</p> <p>Use of seclusion outside of emergency situations, and/or having policies that permit use of seclusion outside of emergency situations is grounds for denying or revoking a Certificate of Approval.</p>
Discipline	11 Written Seclusion Incident Report Contains Required Information	5 DCMR §2820	<p>Any written seclusion incident reports involving student(s) contain all information required by District regulation.</p> <p>Yes = Any written seclusion incident reports involving student(s) contain all information required by District regulation.</p> <p>No = Any written seclusion incident reports involving student(s) do not contain all information required by District regulation.</p>	<p>The nonpublic must revise its policies and practices to ensure that seclusion incident reports contain all information required by District regulation.</p> <p>DC CATS has the Y/N response worded differently – ‘seclusion incident’ vs incident seclusion</p>

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Discipline	12 Written seclusion incident report uploaded to student's permanent record	5 DCMR 2820.3	<p>An incident report shall be prepared for each individual incident involving seclusion and shall be placed in the student's permanent file within twenty four (24) hours of the incident.</p> <p>Yes= The file contains evidence that written seclusion incident reports are placed in the student's permanent file within 24 hours of the incident.</p> <p>No= There is no evidence that written seclusion incident reports are placed in the student's file within 24 hours of the incident.</p> <p>NA= There were no incidents in which seclusion was employed during the period under review.</p>	The nonpublic must revise its policies and practices to ensure that seclusion incident reports are placed in the student's permanent file as required by District regulation. The nonpublic school must upload incident reports into students' records.
Discipline	13 Written seclusion incident report sent to parent/LEA	5 DCMR 2820.4	<p>Written seclusion incident report are sent within one (1) business day of seclusion incidents to the student's parent(s), the sending LEA and any other District of Columbia agency involved in the student's placement</p> <p>Yes= The file contains evidence that written seclusion incident reports are sent to the student's parent(s) and the sending LEA within</p>	The nonpublic must revise its policies and practices to ensure that seclusion incident reports are sent to parent(s), LEAs, and other agencies as required by District regulation. The nonpublic school must upload evidence of written notification students' records.

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			<p>one business day of the incident.</p> <p>No= There is no evidence that written seclusion incident reports are sent to the student's parent(s) and/or the sending LEA.</p> <p>NA= There were no incidents in which seclusion was employed during the period under review.</p>	
Discipline	14 Need for FBA, BIP and De-escalation Strategies Discussed Within 10 Days	5 DCMR §2820.5	<p>The IEP team meets within 10 school days of a seclusion incident to consider the need for an FBA and BIP and to discuss non-physical and non-restrictive de-escalation strategies.</p> <p>Yes = There is evidence that the IEP team met within 10 school days of any seclusion incident pertaining to student(s)' behavior.</p> <p>No = There is NO evidence that the IEP team met within 10 school days of any seclusion incident pertaining to student(s)' behavior.</p>	The nonpublic must revise its policies and practices to ensure that IEP teams convene IEP team meetings to determine whether student(s) require FBAs and BIPs and to discuss de-escalation strategies. Additionally, policies and practices should be revised to ensure student(s) not attending the IEP meetings are informed.
Discipline	15 Physical Restraint Applied by Trained/Certified Personnel	5 DCMR §2816.2	<p>Physical restraint intervention is applied only by nonpublic school personnel who are trained and certified in the appropriate use of specific, authorized techniques. Copies of those certifications are maintained on file at the nonpublic school.</p> <p>Yes = Review of incident reports or other restraint-related documentation show that all</p>	The nonpublic school must ensure that all staff members who apply physical restraints hold the required certification.

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			<p>restraints were applied only by personnel with current certifications in the use of physical restraint.</p> <p>No = There is evidence in incident reports or other restraint-related documentation, that NOT all restraints were applied by personnel with current certifications in the use of physical restraint.</p> <p>NA = There is no evidence that the nonpublic school employs physical restraint.</p>	
Discipline	16 Use of Mechanical Restraint	5 DCMR §2817	<p>The nonpublic school does not use any form of mechanical restraint on District of Columbia student(s).</p> <p>Yes = There is no evidence of the use of mechanical restraint in incident reports, school policies, or interviews.</p> <p>No = There is evidence of the use of mechanical restraints.</p>	<p>The nonpublic school must ensure that it does not employ mechanical restraints.</p> <p>Use of mechanical restraints, and/or having policies that permit use of mechanical restraints is grounds for denying or revoking a Certificate of Approval.</p>

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Discipline	17 Use of Prone Restraint	5 DCMR §2818	<p>The nonpublic school does not use any form of prone restraint on District of Columbia student(s).</p> <p>Yes = There is no evidence of the use of prone restraint in incident reports, school policies, or interviews.</p> <p>No = There is evidence of the use of prone restraints.</p>	<p>The nonpublic school must ensure that it does not employ prone restraints.</p> <p>Use of prone restraints, and/or having policies that permit use of prone restraints is grounds for denying or revoking a Certificate of Approval.</p>
Discipline	18 Chemical Restraints Conform to Medical Plan	5 DCMR §2816.8	<p>Chemical restraints are employed only to student(s) if ordered by a physician, determined to be medically necessary, and administered in conformance with student(s)' medical treatment plans.</p> <p>Yes = There is evidence in students(s) file(s) that when needed, chemical restraints have been employed AND these restraints were ordered by a physician, determined to be medically necessary, and were administered in conformance with the student(s) medical treatment plan.</p> <p>No = There is evidence in student(s)' file(s) that chemical restraints have been employed AND these restraints were not ordered by a physician, not determined to be medically</p>	<p>The nonpublic must revise its policies and practices to ensure that chemical restraint policies and practices are consistent with District regulation. Prohibit chemical restraint for student(s) unless and until it is administered consistent with District regulation.</p>

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			<p>necessary, or not administered in conformance with students(s)' medical treatment plans.</p> <p>NA = There is no evidence that chemical restraints have been employed with student(s).</p>	
Discipline	School Utilized Physical Restraint Interventions with Students		<p>Do incident reports show that the school utilized physical restraint interventions with students?</p> <p>Yes = Incident reports show that physical restraint interventions were used with student(s).</p> <p>No = There were no incident reports showing that physical restraint interventions were used with student(s).</p>	

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Discipline	19 Use of Physical Restraint Interventions Included in Students' IEPs	5 DCMR §2816.1	<p>Physical restraint was employed only where the use of restraint was included student(s)' IEPs or the intervention was necessary to protect student(s) or other persons from imminent, serious physical harm.</p> <p>Yes = The use of restraint is included on student(s) IEPs OR there is evidence on the incident report that the intervention was necessary to protect student(s) or other persons from imminent, serious physical harm.</p> <p>No = The use of restraint is not included on the student(s) IEPs AND there is no evidence on the incident report that the intervention was necessary to protect student(s) or other persons from imminent, serious physical harm.</p>	The nonpublic must revise its policies and practices to ensure physical restraint is only permitted for student(s) with IEPs that include use of physical restraint or in cases where restraint is necessary to protect individuals from imminent, serious physical harm.

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Discipline	20 Written Incident Report Contains Required Information	5 DCMR §2820	<p>Any written incident reports involving the physical restraint of a student(s) contain all information required by District regulation.</p> <p>Yes = Any written incident reports involving the physical restraint of a student(s) contain all information required by District regulation.</p> <p>No = Any written incident reports involving the physical restraint of a student(s) do not contain all information required by District regulation.</p>	The nonpublic must revise its policies and practices to ensure that incident reports involving the physical restraint of a student(s) contain all information required by District regulation.
Discipline	21 Written incident report uploaded to student's permanent record	5 DCMR 2820.3	<p>An incident report shall be prepared for each individual incident involving physical restraint, and shall be placed in the student's permanent file within twenty four (24) hours of the incident.</p> <p>Yes= The file contains evidence that written incident reports involving physical restraint are placed in the student's permanent file within 24 hours of the incident.</p> <p>No= There is no evidence that written incident reports involving physical restraint are placed in the student's file within 24 hours of the incident.</p>	The nonpublic must revise its policies and practices to ensure that incident reports involving physical restraint are placed in student files as required by District regulation.

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Discipline	22 Written incident report sent to parent/LEA	5 DCMR 2820.4	<p>Written incident reports are sent within one (1) business day of physical restraint incidents to the student's parent(s), the sending LEA and any other District of Columbia agency involved in the student's placement</p> <p>Yes= The file contains evidence that written incident reports involving physical restraint are sent to the student's parent(s) and the sending LEA within one business day of the incident.</p> <p>No= There is no evidence that written incident reports involving physical restraint are sent to the student's parent(s) and/or the sending LEA.</p>	The nonpublic must revise its policies and practices to ensure that incident reports are sent to parent(s), LEAs, and other agencies as required by District regulation.
Discipline	23 IEP Authorization of Intervention and BIP		<p>Do student(s)' IEPs authorize the use of physical restraint intervention AND do student(s) have a BIP?</p> <p>Yes = Student(s)' IEPs authorize the use of physical restraint intervention AND students have BIPs.</p> <p>No = Student(s)' IEPs do NOT authorize the use of physical restraint intervention nor do student(s) have BIPs.</p> <p>NA = There are no incident reports showing that physical restraint intervention was used with student(s).</p>	

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Discipline	24 Need for FBA, BIP and De-escalation Strategies Discussed Within 10 Days	5 DCMR §2820.5	<p>The IEP team meets within 10 school days of an incident to consider the need for an FBA and BIP and to discuss non-physical and non-restrictive de-escalation strategies.</p> <p>Yes = There is evidence that the IEP team met within 10 school days of any incident pertaining to student(s)' behavior.</p> <p>No = There is NO evidence that the IEP team met within 10 school days of any incident pertaining to student(s)' behavior.</p>	The nonpublic must revise its policies and practices to ensure that IEP teams convene IEP team meetings to determine whether student(s) require FBAs and BIPs and to discuss de-escalation strategies. Additionally, policies and practices should be revised to ensure student(s) not attending the IEP meetings are informed.
Teacher Qualifications	25 Teacher Certification	5 DCMR §2823.2	<p>Each member of the teaching staff holds a teaching certification from the state or district in which the school is located, to the same level as required for teaching staff in public schools of that state or district.</p> <p>Yes = The nonpublic school provided proof of teaching certification for each teaching staff member consistent with the requirements of the DCMR.</p> <p>No = The nonpublic school did not provide proof of teaching certification for each teaching staff member consistent with the requirements of the DCMR.</p>	The nonpublic school must provide proof of teaching certification for all teaching staff members consistent with the requirement of the DCMR

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Teacher Qualifications	26 Related Service Provider Certification/License	5 DCMR §2823.3	<p>Related service providers, whether employed or contracted by the nonpublic special education school or program are appropriately certified, licensed or registered in their professional areas in alignment with requirements from the state or district in which the school is located, to the same level as required for teaching staff in public schools of that state or district.</p> <p>Yes = The nonpublic school provided proof of certification or licensure for each related service provider consistent with the requirements of the DCMR.</p> <p>No = The nonpublic school did not provide proof of certification or licensure for each related service provider consistent with the requirements of the DCMR.</p>	The nonpublic school must provide proof of certification or licensure for each related service provider consistent with the requirement of the DCMR.
IEP (Individualized Education Program)	27 Student Progress Reports	5 DCMR §2808.9	<p>The nonpublic school produces written reports on student(s) progress toward annual IEP goals.</p> <p>Yes = There are at least quarterly progress reports in student(s) file(s).</p> <p>No = There is no evidence of progress reports completed on at least a quarterly basis in student(s) file(s).</p>	The nonpublic school must revise its policies and practices to ensure that student progress reports are produced and included in student(s) IEPs consistent with the requirements of this section.

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Truancy	LEA Notification of Truancy		<p>Student(s) files have evidence of unexcused absences requiring LEA notification.</p> <p><input type="radio"/> Yes, student(s) have accrued 5 or more unexcused absences within a marking period or similar timeframe.</p> <p><input type="radio"/> Yes, student(s) have accrued 10 or more unexcused absences within the school year.</p> <p>New Button: Students fit into both categories.</p> <p><input type="radio"/> No student(s) fit into either category above.</p>	Need clarification on skip pattern for this series of questions.
Truancy	28 Nonpublic School Notifies LEA Within 2 School Days of 5 Unexcused Absences	5 DCMR §2821.8	<p>The nonpublic school notifies the sending LEA in writing within 2 school days after the accrual of 5 unexcused absences in a marking period by any student.</p> <p>Yes = There is evidence, over the past 12 months, that the nonpublic school notified the sending LEA in writing within 2 days for all student(s) that have accrued at least 5 unexcused absences within a marking period.</p> <p>No = There is no evidence, over the past 12 months, that the nonpublic school notified the sending LEA in writing within 2 days for student(s) that have accrued at least 5 unexcused absences within a marking period.</p>	The nonpublic must revise its policies and practices to ensure sending LEAs are notified when student(s) accrue at least 5 unexcused absences within a marking period.

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Truancy	29 Nonpublic School Notifies LEA Within 2 School Days of 10 Unexcused Absences	5 DCMR §2821.9	<p>The nonpublic school notifies the sending LEA in writing within 2 school days after the accrual of 10 unexcused absences within the school year.</p> <p>Yes = There is evidence, over the past 12 months, that the nonpublic school notified the sending LEA in writing within 2 days for all student(s) that have accrued at least 10 unexcused absences within the school year.</p> <p>No = There is no evidence, over the past 12 months, that the nonpublic school notified the sending LEA in writing within 2 days for student(s) that have accrued at least 10 unexcused absences within the school year.</p>	The nonpublic must revise its policies and practices to ensure sending LEAs are notified when student(s) accrue at least 10 unexcused absences within the school year.