

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Neglected or Delinquent Site Visit
for
Subpart 1 and 2 Facilities

Subpart I: DYS, MDOC, and all HOCs

Subpart II: sixty community residential facilities (all affiliated with school districts)

Facility Name: _____

District Affiliation (if any) _____

COMMON INTERVIEW GUIDE FOR

PROGRAM DIRECTOR, TITLE I DIRECTOR or TEACHER

Interviewee: _____ Title: _____

Interviewer: _____ Date: _____

Introductory Remarks for Interview

Massachusetts Department of Elementary and Secondary Education staff should begin the interview by stating his/her name, work unit at the Department, and the purpose of the visit.

“The purpose of the visit is to conduct required site visits of educational programs across the state, especially those funded by the federal government having specific regulations and requirements for special populations, such as Title I, Special Education, Neglected/Delinquent, and others. In addition, the site visit is intended to ascertain program effectiveness and to determine needed technical assistance by the state.”

INTERVIEW QUESTIONS

1. How are the educational needs of students met in terms of assisting them in the transition from the correctional facility to locally operated programs?
2. Do you feel these students have the same opportunities to achieve as students in regular community schools?
3. How is the program evaluated and is student participation data disaggregated by gender, race, ethnicity, and age and done so every three years?
4. How do you identify the students that are failing or are the most at-risk of failing to meet state standards and gear these funds to help those students?

5. What are the measures of student progress used in the evaluation? Are there 'multiple and appropriate' measures of student progress as required by regulation?
6. If you are affiliated with a school district how does the district work with you to ensure that the drop out rate for participating students is improving? Are funds used for dropout prevention programs, including programs for pregnant and parenting teens?
7. What system does your facility have in place to determine eligibility and assess the educational needs of the children to be served? How is this information shared between the facility and the local school district?
8. How is the grant for this program developed in terms of ensuring that the program aligns to budget expenditures?
9. Are the goals and objectives described in the program narrative consistent with your understanding of on-site implementation?
10. What kind of professional development or specialized training is provided to staff to assist them in working with students in the facility?
11. How does your facility coordinate with other state and federal programs, such as vocational or special education, and business, in order to assist students to the greatest extent possible?
12. Does your facility/state agency provide additional services for students such as career counseling, distance learning, or assistance in applying for financial aid for college or other schools?
13. What outreach is made to the parents of students and what has been the experience of the facility/state agency in terms of including parents in the education and support of students?