

E-3

DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M-E-M-O-R-A-N-D-U-M

TO: Greg Tatum
C: Julia Vicidomini; Diane Cappiello
FROM: Joseph Seugling *JS*
RE: Board Agenda
DATE: 2017-12-21

Approval for the establishment of an Elementary First Grade In Class Support/ In Class Replacement Program at Livingston Elementary School, effective 2/20/2018, in accordance with the information in the hands of each board member.

New Jersey State Department of Education
Union County Office of Education

Request to **Establish** a Special Education Program or Service

Complete this form and send to the county office of education for review and approval along with the required documentation.

District and school or APSSD: Township of Union Public Schools, Livingston Elementary School

Date: 12/22/2017

Check Type of Program (6A: 14-4.6)

Preschool/Elementary Resource Program:

- Pull/out, support
- Pull/out, replacement
- In-class, support
- In-class, replacement
- Team Teaching Model

Secondary Resource Program¹:

- Pull/out, support
- Pull/out, replacement
- In-class, support
- In-class, replacement

Elementary Special Class Program (6A: 14-4.7)

- Auditory Impairments
- Autism
- Behavioral Disabilities
- Cognitive Impairments, mild
- Cognitive Impairments, moderate
- Cognitive Impairments, severe
- Learning/ Language Disabilities, mild/moderate
- Learning/ Language Disabilities, severe
- Multiple Disabilities
- Visual Impairments

Secondary Special Class Program²:

- Auditory Impairments
- Autism
- Behavioral Disabilities
- Cognitive Impairments, mild
- Cognitive Impairments, moderate
- Cognitive Impairments, severe
- Learning/ Language Disabilities, mild/moderate
- Learning/ Language Disabilities, severe
- Multiple Disabilities
- Visual Impairments
- Secondary Special Class (taught by general education teacher)

Preschool Special Class Program (6A:14-4.7)

- Preschool Disabilities

Extended School Year Program

Other program/service, please specify: _____

Note: Each newly proposed resource program, special class program and service must be located in a space that has been approved by the County Superintendent of Schools. Forms for substandard use are available in the county office. Facility approval must be obtained before approval of the request to establish a new program can be granted.

¹ Secondary resource programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

² Secondary special class programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

On a separate page, describe your request based on the following corresponding criteria/questions.

Required Information:

1. Document the unmet student needs that will be addressed by the proposed program.
2. Describe the proposed program and explain how it will meet student needs:
 - a. Identify the age range and number of students to be served.
 - b. How will the New Jersey Student Learning Standards be addressed?
 - c. How does this program address least restrictive environment?
 - d. What opportunities will be available for interaction with non-disabled peers?
 - e. State the number of professional and paraprofessional staff. For paraprofessional staff submit the locally developed job description and standards for approval (N.J.A.C. 6:11-4.6(c)).
3. A list of professional staff who will provide the services for the new program. If existing staff are being utilized provide an explanation of the scheduling changes made to accommodate the new program. If new staff are being hired, provide documentation that a criminal history review pursuant to N.J.S.A. 18A:6-7.1 has been completed for each new hire.

I assure that the attached proposal to establish a new program/service is in accordance with New Jersey Administrative Code (N.J.A.C.) 6A:14, Special Education and N.J.A.C. 6A:26, Educational Facilities. (Attach the Board Resolution approving the establishment of the new program.)

Board Approval Date: _____ **Signed:** _____
(Chief School Administrator)

Approved _____ Denied _____ Signed: _____ Date _____ (County Supervisor of Child Study)

Livingston Elementary School
(In-Class Support, In-Class Replacement)

- 1) The students IEPs will be reflective of the program placements. Their goals and objectives will be addressed in a less restrictive environment with proper supports and related services by providing a First Grade in-class support/replacement program in Livingston Elementary School. Therefore, there are no unmet student needs.
- 2) a. Each class will have a maximum of eight classified students. The age range is as follows 5.5-8.0 years of age.
 - b. The New Jersey Student Learning Standards are addressed through instruction with the district adopted curriculum.
 - c. Establishment of this program will allow students to remain in programs that are least restrictive in district.
 - d. This class, per students' IEPs, will provide the opportunity for students to interact with non-disabled peers because there are general education students in the classrooms.
 - e. One certified general education teacher and one certified special education teacher will be required per class.
- 3) The programming is being established to meet an anticipated need for February 2018. An elementary special education teacher will be hired to provide services, pending completion of employment process and Board of Education approval. The Criminal History Review is a component of the employment process.