

FAX FORM

**DEPARTMENT OF SPECIAL SERVICES
TOWNSHIP OF UNION PUBLIC SCHOOLS**

**2155 MORRIS AVENUE
UNION, NEW JERSEY 07083**

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DATE: 11-15-13

NO. OF PAGES (INCLUDING COVER): 5

TO: Pat D'Ar:

FROM: Jason Killian

TEL: _____

FAX: _____

Revised Agenda Item

Confidentiality Notice

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

TO: Pat Ditri
FROM: Jason Killian *JK*
RE: Board Agenda
DATE: 10-31-2013

The committee recommends and I so move that the board approve the establishment of a Kindergarten Resource Program: In-class, replacement/In-class support at Connecticut Farms Elementary School for the 2013-2014 school year 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 or Eliminate a Special Education Program or Service

Complete **both** pages of this form and send to the county office of education for review and approval. **It is not necessary to complete this form to continue an existing program, unless the building location of the program is being changed in which case 2 forms are needed (one to eliminate in one building and one to establish in another building.)**

District: Union Twp.

School: Connecticut Farms

Date: 11-13-2013

Check One: Establish a Program/Service Eliminate a Program/Service**Check Type of Program:****Preschool/Elementary Resource Program:**

- Pull-out supplementary
 Pull-out support
 Pull-out replacement
 In-class supplementary
 In-class support
 In-class replacement

Secondary Resource Program¹:

- Pull-out supplementary
 Pull-out support
 Pull-out replacement
 In-class supplementary
 In-class support
 In-class replacement

Elementary Special Class Program: (not K)

- 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
 Preschool 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)

 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. Please check your forms for accuracy. Errors may result in denial and return for corrections.

To Establish a New Program/Service

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 Core Curriculum Content 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)).

To Eliminate a Program/Service

1. Provide a rationale for eliminating the program/service.
2. If the elimination of the special education program/service will result in a change to one or more students' current IEP(s), describe how the students' needs will be met. Indicate whether all IEP's of affected students have been amended with agreement of the student's parent(s).

 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)

 I assure that any change in a student's program/placement necessitated by eliminating the special education program/service described in the attached proposal will be implemented in accordance with N.J.A.C. 6A:14, Special Education. (Attach the Board Resolution approving the elimination of the program/service.)

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

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

Connecticut Farms Elementary School
(Resource Program: In-class, replacement/In-class,support-Kindergarten)

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 Kindergarten Resource Program: In-class, replacement/In-class, support in Connecticut Farms Elementary School. Therefore, there are no unmet student needs.

2)

- a. The class will have a maximum of eight classified students. The age range is 5-6 years old.
- b. The Core Curriculum Content Standards (Common Core Standards) are addressed through instruction with the district adopted curriculum.
- c. Establishment of this class allows 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 classroom.
- e. One certified special education teacher is needed per class.