

Glassboro Public Schools
Department of Special Services

370 East New Street
Glassboro, NJ 08028

www.gpsd.us

Phone: 856-652-2700 ext. 6405
Fax: 856-881-6193



Christine Williams, Supervisor of Special Services

Glassboro Public School District
Operational Plan for Child Study Team Evaluations

Summer 2020

Prepared by Christine Williams, Supervisor of Special Services

Purpose

The purpose of this plan is to enable Glassboro students to be safely evaluated for special education and related services during the summer of 2020. The Child Study Team has made efforts to complete evaluations remotely whenever possible. Specifically, we completed remote social history reports and have utilized existing data from Early Intervention or I&RS teams to make eligibility decisions. However, after careful consideration and research regarding best practice, we have determined that psychological, learning, occupational therapy, speech and language therapy, and physical therapy evaluations need to be completed in person.

Approval of the Plan

This plan is developed with consultation from the Gloucester County Department of Health and the Glassboro Police Department. The Glassboro Police Department approved this plan on _____.

Testing Location

All evaluations will be completed at Dorothy L. Bullock Elementary School. Six rooms in the first-grade hallway will be designated for testing. This location was selected to isolate testing in one wing of the school. Each room will be used no more than one time daily.

Drop-Off/Pick-up Procedures

Arrival times will be staggered: 9:00, 9:15, 9:30, 1:00, 1:15, 1:30. Parents will bring their child to the door on the right side of the building (CST entrance). Parents will not be permitted to enter the building. They will leave their phone number and be given an estimated time to pick-up their child. Pick-up will occur at the door at the end of the first-grade hallway near the playground. Parents will be asked to wait in their cars. The evaluator will deliver the child to the parent.

Health Screenings

All staff and students will be required to complete the Screening Confirmation Form (attached) before entry into Bullock School. If, in extenuating circumstances, the student is accompanied by a parent or guardian, the parent or guardian will also need to complete the Screening Confirmation Form.

School nurses, preferable in-district nurses, will assist with the collection of Screening Confirmation Forms.

Students and staff will be required to wear masks during the duration of the evaluation. If a student or staff member does not come to the evaluation wearing a mask, a mask will be provided by the district.

Cleaning Supplies and Procedures

The plan for ensuring the area for evaluation to be clean and sanitized will be followed specifically with three methods. First, a general cleaner for dust and grime is used. Secondly, disinfecting cleaners will be applied to all surfaces (i.e desks, keyboards, tables). These cleaners are approved by the EPA. The disinfecting solution would be used after each testing session. Evaluators will also be provided with disinfectant spray to be utilized as needed.

Physical plexiglass barriers will be arranged between the evaluator and student. Testing materials, including books and manipulatives, will be sanitized after each use.

Hand sanitizer is available throughout the district and will be available during testing.

CST members and related service providers are not obligated to participate in testing under these strict conditions.

Consent

Parents will be provided with a statement regarding the testing procedures and validity of testing (attached) and will be required to consent for evaluation during these conditions. Consent will be indicated by bringing the child to the assessment. Evaluations of any students whose parents do not consent or respond, will commence once in-person school is in session. This will be noted in the student's file.

Miscellaneous Information

The CST will begin by testing students in grade kindergarten and up. The ability for evaluators to test preschool students while following safety protocols will be assessed once evaluation procedures are in use for at least one week.

Movement around the classrooms during evaluations should be minimized as much as possible.

Copies of the testing schedules (names removed) will be provided to the supervisor of buildings and grounds, the building principal, school nurse, and supervisor of special services.

CST members will be provided with and trained on testing procedures (attached) prior to their first evaluation.