

GLASSBORO SCHOOL DISTRICT

Monthly Board Items

Date Submitted: 7/2/25

Proposed Effective Date: 8/1/25

Short description (title): Request to Establish Special Education Program

Submitted by:
Catherine Torbik

Building:

**Proposed
cost/amount:**

ESY:

Funded through:
District Funds

Grade(s) impacted if any:

Board Action Requested:

Approval to submit Request to Establish a Special Education Program to County office of Education for approval of a Middle School Emotional Regulation Program to be located at the High School

Details and ramifications:

Please see request with program description

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____

New Jersey Department of Education
Gloucester County Office of Education



Request to Establish a Special Education Program or Service

District __Glassboro Public School District__ School Name __Thoams E. Bowe Middle School - Program
location at Glassboro High School __
or
Name of Approved Private School for Students with Disabilities _____

Section 1: Program Type (6A: 14-4.6 and 4.7)

Instructions: Select Program Type and Grade Level Served

Resource Program

Select Grade Level: • Preschool/Elementary • Secondary

- In-class Resource
- Pull-out Resource
- Supplementary Instruction, in-class
- Supplementary Instruction, pull-out
 - Single subject
 - Multiple subjects
- Replacement, pull-out

Note: Secondary resource programs are for grades 6-12 where instruction is departmentalized

Special Class Program

Select Grade Level: • Preschool/Elementary • Secondary

- Auditory Impairments
- Autism
- Intellectual Disability
 - Mild
 - Moderate
 - Severe
- Emotional Regulation Impairment
- Learning/Language Disabilities
 - Mild/Moderate
 - Severe
- Multiple Disabilities
- Visual Impairment
- Preschool Disabilities
- Secondary Special Class Program (see N.J.A.C. 6A:14-4.7(f-g) for program requirements)

Other

New Jersey Department of Education
Gloucester County Office of Education



Request to Establish a Special Education Program or Service

- Extended School Year Program
- Other program/service, please specify: _____

Section 2: Description of Change Request

Instructions: Provide responses to all questions below. Response must be submitted as an attachment to this form.

Please See Attached

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.

Section 3: Facilities Requirements

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.

Will facility approval be required for this additional program?

- Yes

- No

New Jersey Department of Education
Gloucester County Office of Education



Request to Establish a Special Education Program or Service

Section 4: Statement of Assurance and Board Approval

I assure that any change in a student's program/placement necessitated by establishing the special education program/service described in the attached proposal will be implemented in accordance with N.J.A.C. 6A:14, Special Education.

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

Date Submitted _____

Section 5: Review and Submission

The following items must be submitted with your application. Please check the items that you are submitting with the application.

Submitted	Item
X	Section 1: Program Type
X	Section 2: Description of Change Request
X	Section 3: Facilities Approval
X	Signed and dated Statement of Assurance
X	Copy of Board Resolution

Return the completed form by email the County Office of Education

For NJDOE Use Only

Approved _____ Denied _____
Signed: _____ Date: _____ (County Special Education Specialist)

Approved _____ Denied _____

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

Request to Establish a Special Education Program

Glassboro Public Schools

Thomas E. Bowe Middle School

Program Location: Glassboro High School

SECTION 2

1. Glassboro Public Schools has experienced an increase in students requiring intensive mental health and behavioral support. The district currently has four students placed in out-of-district programs with Emotional Regulation Impairment (ERI) classifications and one student pending placement. During the 2024–2025 school year, five students transferred into the district with existing placements in self-contained behavioral disabilities classrooms. An additional seven classified students required placement in the district's Alternative Evening School program due to an inability to succeed in the traditional school setting. These trends indicate a critical need for a structured and therapeutic in-district program to support students struggling with emotional and behavioral regulation.

The proposed program will directly address these unmet needs by offering a specialized educational setting within the students' home district that integrates academic instruction, therapeutic services, and social-emotional development.

2. Glassboro Middle School Emotional Regulation Support class:
 - a. Grades: 6th through 8th
Age Range: Approximately 11–14 years old
Estimated Number of Students: 8–12 students annually, depending on identified need and IEP team determinations. Program will initially begin with two or three students already enrolled in Glassboro Middle School
 - b. All instruction will align with the New Jersey Student Learning Standards. Students will receive instruction using the same curriculum materials as their grade-level peers. Content will be modified and differentiated in accordance with individual IEPs. The students will participate in all district-level assessments, including NJSLA standardized assessments and District benchmarking. Social Emotional Learning (SEL) objectives are embedded throughout the program through targeted instruction, group work, and counseling sessions.
 - c. The program ensures students are educated in the least restrictive environment through various opportunities for inclusion as students gain self regulation skills and tools to support them in a less restrictive environment. The program would be housed at the high school rather than in an out-of-district school. Student will have opportunities to be included in the middle school environment based on their progress. Opportunities to return to the middle school through provided transportation to attend appropriate classes to support the eventual full transition

back into the middle school setting will be provided as individually appropriate for each student. Students will also have full access to general education extracurricular activities, assemblies, and elective offerings as appropriate.

- d. Students in the Emotional Regulation Support Class will have access to Middle School extracurricular activities (sports, clubs, events) as well as School-wide activities via transportation or walking trips to the Middle School
- e. The middle school program would be supported by one full time Special Education teacher, at least two paraprofessionals and a part time Child Study Team case manager (Psychologist or Social Worker) to support counseling throughout the day.

3. Middle School

Teacher: TBD - new position, new hire

Paraprofessional: Marie Altieri - transfer from Thomas E. Bowe Middle School

Andre Butler - transfer from Thomas E. Bowe Middle School

Additional paraprofessionals will be added as needed and would be new hire employees or employees transfer

CST Case Manager : Nasya Alpheaus, School Psychologist - current caseload will be reduced to allow more time dedicated to therapeutic sessions in the classroom.

Office will be located within the classroom suite.

SECTION 3

NO - all designated spaces have been approved for classroom use by the County Superintendent of Schools