

Dear Parents, Guardians and Staff:

I hope this email finds you and your families healthy and safe during this challenging time. The Special Education Department has been working diligently to meet the needs of our students through various distance learning platforms and reaching out to the families they work with. The purpose of this document is to provide an overview of what is currently taking place and the expectations moving forward. As stated in previous correspondence, the district's website will continue to be the means of communication to the community. All of our staff will be monitoring their email, and families are encouraged to reach out to the special education department with any questions. A directory of staff emails is available on the district website. I wish you and your families' health and safety as we navigate COVID - 19. **Please see the highlighted sections reflecting changes made as of April 13, 2020.**

Be well,

Bret Kearney

Assistant Superintendent for Special Education and Pupil Personnel Services

Remote CSE Meetings

Beginning on April 1, 2020, the district will begin to conduct remote annual reviews to prepare students' Individualized Education Plans for the 2020-2021 school year. Parents and staff will be contacted via email or a calendar invite for their scheduled CSE meeting(s). We will be doing our best to adhere to the schedule of meetings that was previously established. Please note that times may be changed depending on staff and parent availability.

1. An invitation will be sent to each participating CSE member via email or a calendar invite.
2. Google Hangouts will be the main platform utilized for the remote CSE meetings. Instructions on accessing the Google Hangout will be shared with staff and parents. **Parents can choose to participate via phone or online through Google Hangouts. There are video and audio options.**
3. All documents reviewed will be available electronically via email or screen sharing during the CSE; the evaluations should be reviewed prior to the CSE to the extent possible.
4. No changes will be made to the current school year's IEP until we are able to resume school.
5. Attendance and participation will be recorded by the CSE Chairperson and available to the parents upon request.
6. If translation services are required, the district will continue to utilize Propio.
7. **Any meetings that require face-to-face evaluations that have not been completed will be rescheduled upon our return to school. Parents will be**

contacted and informed if their meetings require postponement. This applies to initial determination meetings and some re-evaluations.

8. In compliance with guidance from NYSED, three-year re-evaluation CSE meetings will be held as Record Reviews. The CSE will review current data available to remain compliant with re-evaluation due dates. Parents will receive a detailed letter if their child is due for a re-evaluation.
9. IEPs will be finalized and mailed home via traditional mail once we are able to return to work.

Remote Learning for our Special Education Students

All of our teachers, both general education and special education have created various forums for our students to experience distance learning. Teachers have established Google Classrooms, utilized Schoology, I-ready, Newsela and many other electronic resources to provide the students with instruction. Throughout our closure, teachers will continue to communicate with our students and families and provide distance-learning opportunities. A list of additional resources has also been created and shared on the district website. As stated above, parents are encouraged to remain in contact with district staff via email and assist in ensuring that the students are working on their assignments.

1. Students in our Community Employment Options Program (CEO) - Arrangements have been made with CEO to provide remote learning for the students of the program, and CEO will be making contact with families to arrange these opportunities. In addition, our in-district staff who works with the students have also reached out to offer support.
2. Out of District - Day Placements - The program coordinators and staff of our out of district programs have also worked to provide distance-learning opportunities for all of the students. Parents are encouraged to contact the teachers and principals of the respective placements with any questions. BOCES has sent home mailings providing work addressing the students' areas of need and will continue to update those packets throughout the closure.
3. Out of District - Residential - We have received correspondence from all of the residential placements our students attend, and they are all currently closed. They are in process or have already made remote learning available to the students and are cautiously optimistic about reopening as soon as April 1st in some cases. Please note these dates are subject to change in this ever-changing environment. Parents are encouraged to use any of the resources available on the district website, reach out to their placement coordinators and teachers, and reach out to Ms. DeNisco or me with any questions.

4. In-District Special Education Programs - As stated above our special education staff is working hard to provide distance-learning opportunities that address the IEP goals for their students to the extent possible. Please maintain open communication between parents and staff to ensure that student needs are being met and that students are actively participating in the remote learning.

Related Services

Social Work/Psychology

- Our social workers and psychologists are available for parents via email to answer any of the questions or concerns that they have during the school closure.
- Staff has created an electronic resource guide for families to navigate their mental health needs and this information is posted on the district website.
- Social workers have contacted the families on their caseload and have shared resources with individual families as well.
- Families and staff are encouraged to maintain communication via email to ensure the student's needs are being addressed to the best of our abilities.

Speech/Occupational Therapy

- Distance learning has begun and our therapists have utilized a variety of formats to provide students with their related services.
- The district will continue to provide these services during the closure to the extent possible through distance learning.
- Families and staff are encouraged to maintain communication via email to ensure student needs are being addressed to the best of our abilities.
- Staff and parents are encouraged to make use of technology that enables tele-therapy and more interactive formats for providing related services during our extended closure.

Itinerant Services through BOCES

- WSBOCES has indicated that the providers from BOCES who work with our students and provide vision service and/or teachers of the deaf services will be in contact with families and coordinating distance learning activities for them.

Physical Therapy

- Physical therapy services will begin to occur remotely and provided by Rick Johnson Physical Therapy via tele-therapy. The service will begin upon receipt

of parental consent for tele-therapy through Rick Johnson PT. Rick Johnson's office is sending out consent forms.

- Parents are encouraged to keep their child active by going on walks, and engaging in safe outdoor activities that promote gross motor muscle development.
- The district will continue to adhere to state and federal guidelines in regards to delivery of related service and face-to-face contact.

Out of District Related Services

- All of our out of district students' related services will be coordinated by their program in the same manner as their programmatic services as outlined above. WSBOCES has started to arrange for tele-therapy services to be provided to their students. Parents are encouraged to contact the related service providers and/or principals directly with any questions.