

March 31, 2020

Dear Parents of a Student with a Disability,

I hope this letter finds you and your family safe and healthy.

You are receiving this letter because your child has a disability and is served by an IEP. The current Coronavirus crisis has made it impossible to safely provide educational services to your child at school. Despite the challenges the virus has imposed on us, we will continue to provide services to your child in an alternate fashion. Although these services may be different than in-school services, the school is committed to making a good faith effort to provide the services each child needs. We ask that you and your child work together with the school to do the best we can at home and with our remote help.

Please be aware of these issues during this time at home and away from regular in-school school services.

1. The district intends to create personalized educational services for each child that align to those needs addressed in each student's IEP. However, the exact services, location, duration and frequency found in each student's IEP cannot be duplicated under the current conditions. It will be different. It will be temporary until we can return safely to our schools. We will make every effort to ensure that each child is working to progress towards their IEP goals during this challenging time.
2. Each special education provider has been directed to create lessons and activities that target the IEP goals and objectives in each child's IEP. These will be delivered to you in different forms depending on the technical capabilities in your home. If you have internet access and an active email account, this will work best to ensure that you can communicate with your child's teacher and other service providers (Speech, PT, OT, etc.). Having email and internet connectivity will allow you to communicate with teachers and access lessons through a number of different platforms we will be making available to parents and students. If you do not have internet access, we will provide pick up instructions or use the U.S. Postal Service to provide instructional materials and the telephone to connect with you.
3. A temporary plan or syllabus will be created by child's special services provider for each child. This is the plan for progressing towards IEP goals and to continue to deliver services safely to your child and family during the crisis. You will receive a PR-01 Form (Prior Written Notice) completed by your teacher that explains this change in delivery of services for your child. This is a difficult time for all so please be patient with us, but do not hesitate to contact the teacher or principal with questions.
4. You will receive information as to how to access lessons and how to communicate with your child's special education teacher, or therapist. This information will also be posted on our district web site. Please review the information and get in touch with your teacher via one of the methods available. Again, if this can be done by email, that would be most efficient for you

and your child. If you cannot, then please use the other forms to communicate with appropriate staff.

5. Teachers will be scheduling weekly check-ins with you and/or your child so they can directly communicate with students in a one-on-one method. We are attempting to create directions and protocols so that teachers and families can utilize the platforms Goggle Classroom and/or Zoom which allow each party to see one another as they converse. We can also use email and phone. Each student has a Google Classroom account and a Zoom account. Directions for accessing these accounts will be available on the school district's website. Teachers may also create their own web pages so that all their materials are available to you. Teachers are to inform their parents and students what method they will be using and to give you directions for accessing it. Please be aware of how your teacher intends to provide his or her materials. Again, if internet access is not available in your home, we will work out another way. We ask that you contact your teacher about your situation.
6. Email addresses and a telephone number to leave messages for special education staff will be posted on the website. We have included a list with this letter.
7. IEP meetings and ETR meetings scheduled during this crisis time, we **cannot physically meet** face to face. We will be holding meetings via the Zoom platform. The meetings will be virtual and you can see and hear the participants who are participating safely from home. Your computer will need a camera and microphone if you want to be seen and heard through the computer. If you do not have internet, or a camera or mic, we will still hold the meeting but you can call in to the meeting leader and participate in the meeting. Although we will not be able to see you, we will hear you (and see us if you have no camera or mic). Each meeting will be scheduled and you will be sent directions as to how to access the meeting with your regular invitation. For any scheduled meeting on Zoom, "Zoom meeting invitation" will be sent to you via email. It will alert you to a meeting and provide a link to access at the time of the meeting. All you have to do is click on that link. For parents without access to email/internet, we will send a phone number for you with your invitation so that you can call in when the meeting begins. Please be aware that we are trying in good faith to complete these meetings on time the best we can and maintain everyone's safety. If at any time you would like a face-to-face in-person meeting when we return to normal conditions, you will have one scheduled.

Lastly, this situation is fluid. We are planning for the long haul. We all hope this terrible health crisis will pass quickly, but we do not know if that will happen. We ask that you please bear with us, please cooperate with us, and please understand that we are doing what we can to ensure your child gets services and progresses towards his or her goals the best we can under these circumstances. We are working under the guidelines imposed on all of us for all our safety.

If you have any questions or problems, contact your child's teacher using the website information. We will work through the teacher to resolve the issues as they arise. Because this is new and un-tested, we may have some problems with our plan. However, we will work hard to fix them as they arise.

If any problems arise with the delivery of services, meetings or other concerns about the IEP that we cannot resolve under these conditions, we will resolve them as soon as we can meet in person and the threat has passed.

Stay strong, stay healthy, and remember we are all in this together.

Sincerely,

Brett Horvath

Assistant Superintendent/Special Education Director
Geneva Area City Schools

