



Wednesday, March 25, 2020

Dear **Ivy Hill Prep Families**,

No one could have anticipated the effects that COVID-19 would have on our education system. However, Ivy Hill Prep has created a thorough Distance Learning Plan that will work to transform our classroom instruction into one that can be delivered online. Likewise, we have created a plan to support our students with 504 and Individualized Education Plans (IEPs) to continue the academic and related services mandates that they receive, despite not being in the school building. We take pride in learning that is equitable so that *every* child has access to what they need to be successful and are excited to share with you the details pertaining to Special Education services at Ivy Hill.

Special Education Meetings

The Committee for Special Education (CSE) will be holding all Special Education meetings over the phone. The Ivy Hill Prep Student Support team will call to confirm any upcoming meetings with you in advance of the meeting.

- All scheduled *annual and triennial* meetings will occur over the phone with all parties.
- Any re-convene or re-evaluation meetings that do not require additional student testing will be held over the phone. (ie. adding a counseling mandate to an existing IEP)
- Initial and Re-Evaluation cases can be opened, but they will be postponed until schools are re-opened in order to conduct the required student testing.

Related Services

Students will be able to continue to receive their related services of speech, occupational therapy, physical therapy, counseling, and hearing education services as mandated on their IEP.

- Speech, Occupational Therapy, Physical Therapy, and Hearing Education services will be conducted via the online platform **Google Classroom**. ***Please note that this is a different platform that their homeroom teacher will be utilizing.*
- Counseling services will be conducted over the phone only as mandated by the NYC DOE.
- All group mandates (ex. group of 3) will be separated and all students will be seen individually during their assigned time block.
- Guardians are required to **sign a consent form for each service** that your student receives. This consent form grants Ivy Hill Prep and our contracted related service providers permission to fulfill their mandates via an online-learning platform. If this consent form is not signed, your student cannot receive the service.

Academic Program (SETTS)

Students who receive SETTS services will receive additional Distance Learning sessions as mandated on their IEP.

- Students will receive additional ELA and/or Math sessions according their IEP mandates.

- Sessions will be individual or small group depending on the skills that are being targeted.
- Sessions will be held on Zoom, the same online platform that their teacher will use.

Para-Professionals

The Department of Education has not yet identified ways to supplement the support of a crisis-paraprofessional for students, we will keep you updated.

All of your child's related service providers will be contacting you within the next couple of days to obtain consent for services and conduct a questionnaire to assess the objects you have at home to support their sessions. When you receive your Chromebook, the required platforms will be downloaded to support their related service sessions and academic sessions with their teacher.

The Ivy Hill Student Support team will continue to keep you updated as additional guidance and information is provided from the Department of Education regarding Special Education. If you have any questions or concerns, please do not hesitate to contact me at DWilliams@ivyhillprep.org or (908) 447-1232.

In Partnership,

Diana Williams

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