



April 14, 2020

Dear Parents,

The staff in Lebanon School District hopes that this letter finds you well. We understand that due to the COVID-19 pandemic that these are uncertain times. We are committed to working with you to ensure that your child is learning and progressing academically during this period of school closure. The District website includes many resources during this time for families and teachers to continue to send and/or post learning activities and resources in addition to what is on the website.

Enclosed with this letter you will also receive the District's Notice to parents regarding the District's intent to provide a free and appropriate education at this time. We are not proposing changes to your child's program but will, as much as we can, connect our proposed remote instruction to the services and supports in your child's current IEP, GIEP, or 504 Plan. From now until further notice, the following educational and instructional opportunities will be available to your child during the mandatory school closure as proposed by Pennsylvania Secretary of Education Pedro Rivera:

### **Student Services Continuity Plan**

<b>Level of Support / Program</b>	<b>Distance Learning Activities</b>
Itinerant (Learning / Emotional Support)	<ul style="list-style-type: none"><li>• Case manager will attempt to check-in weekly with students/families.</li><li>• Case managers will participate in weekly collaboration with classroom teachers to provide student accommodations during instruction and support classroom needs as appropriate.</li><li>• Case managers will hold office hour times that will be shared with families to offer support to students.</li></ul>
Supplemental (Learning / Emotional Support)	<ul style="list-style-type: none"><li>• Case manager will attempt to check-in weekly with students/families</li><li>• Case managers will provide review/enrichment or deliver planned instruction depending on grade level for those students that receive replacement instruction during the normal school day.</li><li>• Case managers will hold office hour times that will be shared with families to offer support to students.</li></ul>
Full-time Support (Life Skills / Autistic Support / Emotional Support)	<ul style="list-style-type: none"><li>• Case manager will attempt to check-in weekly with students/families</li><li>• Case managers will provide review/enrichment or deliver planned instruction depending on grade level for those students that receive replacement instruction during the normal school day.</li></ul>

	<ul style="list-style-type: none"> <li>• Case managers will hold office hour times that will be shared with families to offer support to students.</li> </ul>
Speech/Language Support	<ul style="list-style-type: none"> <li>• Speech and Language Therapists will attempt to contact families to arrange time to provide individual or small group speech sessions with students.</li> </ul>
OT	<ul style="list-style-type: none"> <li>• Occupational Therapist will attempt to contact families to arrange times to provide occupational therapy services in an individual or small group sessions with students.</li> <li>• Occupational Therapist will also check-in weekly with teachers to provide support and suggested activities related to students' area of need.</li> </ul>
Social Work	<ul style="list-style-type: none"> <li>• Social Worker will check-in weekly with the teacher/case manager to provide support and suggested activities related to the student's area of need.</li> <li>• Social Worker will continue with bi-weekly groups or group posts to reinforce social skills</li> </ul>
Transition	<ul style="list-style-type: none"> <li>• Transition coordinator will provide access to virtual job fairs, college tours and online transition activities.</li> <li>• Transition coordinator will follow-up with those students that were previously enrolled in Cooperative Employment or Job Shadowing.</li> <li>• Transition Coordinator will check in with case managers weekly to provide support, encourage continuing with Naviance (secondary level).</li> </ul>
BCBA	<ul style="list-style-type: none"> <li>• BCBA will provide support to teachers in regards to behavior/social skills sessions</li> <li>• BCBA will work with students individually or in small groups (students on Level 2 behavior plans, Itinerant, Supplemental, and full-time emotional support students)</li> <li>• BCBA will work with families to provide appropriate resources to assist with behaviors at home.</li> </ul>
Gifted Support	<ul style="list-style-type: none"> <li>• School Counselor/Gifted Case-manager will provide weekly extension online learning opportunities for students.</li> </ul>
504 Plans	<ul style="list-style-type: none"> <li>• The School Counselor will check-in with teachers to make sure accommodations in 504 plans are available for students.</li> </ul>

Your child's case-manager will be making attempts via phone, email, or online educational platforms to be in communication with you to inform your child of educational opportunities as well as any other supports during this time. Your child's online experience, depending on their current services, may be delivered by a regular education teacher, special education teacher, or a combination of both teachers working collaboratively.

At the secondary level we are in the process of moving from posting resources to delivering planned instruction via online platforms. At the elementary level we are continuing to post online resources for maintaining skills and are reviewing strategies to possibly deliver planned instruction in the future. Of course, the ability for us to implement the instruction and supports requires internet access. While in contact with your child's teacher, please let them know if there are any barriers that may prevent your child from accessing online content. If so, we will try and work with you to provide further accommodations during this time to help alleviate those barriers.

We look forward to partnering with you to continue to be able to provide your child with educational services at this time.

Sincerely,

A handwritten signature in black ink that reads "Josh Coatsworth". The signature is written in a cursive style with a large initial "J" and "C".

Joshua Coatsworth  
Director of Special Education  
Lebanon School District