

# CLINTON TOWNSHIP SCHOOL DISTRICT

## *Office of Special Services*

27 Belvidere Avenue, Clinton NJ 08809  
908-735-7916 x9209, Fax 908-735-2213

“Where Children Come First”

*Dr. Michele Cone*  
Superintendent of Schools

*Alexa Ingram*  
Director of Special Services

Dear Parents and Guardians,

First, thank you for your flexibility as we implement remote learning for all of our students. I wanted to share our efforts to continue with special education programs, 504 supports, related services, and IEP meetings.

### **Special Education Programs**

Instruction for all students will continue remotely during the school closure as described in our update on 3/17/20. This includes work sent via email by teachers, work shared using virtual platforms, such as Google Classroom, and work packets that can be printed and provided as needed by contacting your child’s teacher or school principal. Students receiving special education services will continue to receive appropriate instruction in accordance with their IEP programs and goals and objectives. For students receiving in-class support, assignments will be sent directly from the general education teacher, with both teachers being available for support or clarification between the hours of 9am-3pm each day. For students who receive direct instruction outside of the general education classroom, all assignments and activities will be delivered by the special education teacher.

### **Related Services**

The school district’s plan for related services during the school closure includes an array of means to remotely support our students. Providers will be sending home individualized materials to each student they service which align with IEP Goals and Objectives. Additionally, they will be emailing links to online resources and suggestions for home activities. Staying connected is a key component of our plan and involves providers staying in contact with students and their families. To do this, related service providers will be available via email, conference call, and virtual meetings for consultation as needed. Your child’s individual therapists will be reaching out to you to plan for contact times and support of ongoing programming. Please reach out to your child’s individual therapists as needed with any questions or concerns. We thank you in advance for your support and dedication in participating in these activities with your child.

### **IEP Meetings**

Child Study Team members will continue to facilitate IEP meetings and other related special education meetings. They are using a variety of platforms to accomplish this task. For any virtual meeting, you have the ability to phone in and do not need computer access. Case managers will provide you with meeting details individually. All required meeting participants, including teachers and related service providers, will continue to participate in all meetings.

During the school closure, case managers and related service providers will be able to email you Draft IEP documents and reports. Final IEP documents will be printed and mailed to you promptly after the return to district. Meeting sign-in sheets will reflect that the meeting was held via phone conference. There may be some types of meetings that can not be held as scheduled. For example, an Eligibility Meeting may be delayed if all testing was not able to be completed prior to school closures. Postponed meetings will be scheduled when all necessary data is available upon the return to school.

Sincerely,

*Alexa Ingram*

Alexa Ingram  
Director of Special Services