



BOCES Southern Westchester
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

CENTER FOR SPECIAL SERVICES
1606 Old Orchard Street, White Plains, New York 10604
(914) 948-7271 • fax (914) 761-7598

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Dear Special Education Administrators,

As we are all working to provide the most comprehensive services and programming during this time we are thoughtfully considering how best to proceed with regard to service provision.

Please be reassured that our principals and educational teams are already participating in all CSE meetings as previously scheduled unless cancelled by the district. The principals of each school are your best points of contact as they are in direct communication with all SWBOCES participants.

While it is clear to all that remote learning programs are unique and present new challenges, both classroom instruction and related service provision will continue. Faculty and related service providers are incredibly committed and creative, and will continue to access and provide materials and resources to students and families. In some instances, providers will use digital platforms, video and/or audio tools, Google, and email correspondence to provide support materials, information, and to conduct sessions when appropriate. Hard copy packets of instructional materials and assignments have also been sent where appropriate and necessary. Our principals are also in close communication with families and districts as we navigate and provide for student needs.

Our consultant related service providers will also be moving to a remote platform and will be reaching out to their in-district contacts regarding communication tools. They will be in direct communication with families and students as service continues and adjustments are made to schedules.

Regarding related service provision:

- For group sessions, only lessons or activities that do not address students' individual personal circumstances will be conducted virtually to ensure confidentiality.
- Any individual sessions conducted virtually will require check-in with districts prior to the first implementation to ensure use of correct platform. (Headphones will be recommended.)
- For OT and PT sessions, providers may model exercises or provide materials for use at home when appropriate. Physical manipulation activities will not be included.
- When necessary, related service providers may reconfigure sessions to provide the requisite amount of time as per IEP.

We want to ensure that all services are provided in accordance with districts' approved platforms. Principals and providers will look for your direction with regard to the tools they use for student services as they may need district-specific access.

We appreciate your continued collaboration as we navigate these new mechanisms for instruction and communication.

Sincerely,

Jennifer Simmons

Jennifer Simmons, Interim Director of Special Services

Andrea Byrne

Andrea Byrne, Assistant Director of Special Services