

Totowa Borough Public Schools

Office of Special Education

10 Crews Street, Totowa, NJ 07512
Phone: 973-956-0010 Fax: 973-389-9838

Patricia Capitelli
Chief School Administrator

Lauren Terranova
Director of Special Education

March 13, 2020

Dear Parents/Guardians:

The Totowa Public Schools Department of Special Education is committed to providing all students with the services as outlined in their Individual Education Plans and/or 504 plans. In the event there is a school closing, the following procedures will be followed:

General Education/Resource/LLD

Classroom teachers will provide lessons to students with modifications/accommodations as stated in the student IEPs and 504 plans. Students will be able to access these lessons digitally. If a student does not have access to the internet, paper copies can be provided at the request of the parent.

RISE Classes

Students enrolled in our RISE program will receive their whole group instruction in a digital format, with modification/accommodations as outlined in the student IEPs. Should an electronic device not be available, paper copies of the lessons can be provided at the request of the parent.

ABA Therapy and Related Services

All ABA Therapy and related services (Occupational Therapy, Physical Therapy, Speech Therapy, Multi-Sensory Reading Program, Behavior Consults, and Counseling) will be made up during the school day when school reopens within a reasonable amount of time, or within one year, depending upon the duration of the school closure. Compensatory services will be provided during the Extended School Year program if necessary.

Home Programming/Parent Training

Home Programming/Parent Training will be provided as a compensatory service. Services will be provided within a reasonable amount of time, or within one year, depending upon the duration of the school closure.

Home Instruction due to a Medical Leave or Suspension

Students who have been placed on home instruction due to a medical leave or for disciplinary action will access the digital lessons provided by their teachers. Should an electronic device not be available, paper copies of the lessons can be provided at the request of the parent.

Out of District Students

Students who attend school in an Out of District Placement will be required to receive their instruction at home. Out of District Schools will provide work for students to be completed as instructed. All related services will be made up at the Out of District School within a reasonable amount of time, or within one year, depending upon the duration of the school closure. Compensatory services will be provided during the ESY program if necessary.

ELL Students

Students enrolled in the English Language Learner program will receive accommodations as necessary. Classroom teachers will provide digital lessons to students. If a student does not have access to the internet, paper copies can be provided at the request of the parent.

IEP Meetings

IEP meetings will be held as scheduled using video chat or conference call.

Should you have any questions, please contact your case manager.

Sincerely,

A handwritten signature in black ink that reads "Lauren Terranova". The signature is written in a cursive, flowing style.

Lauren Terranova

Director of Special Education