

# TRUMBULL PUBLIC SCHOOLS

Office of Curriculum, Instruction, and Assessments K-12

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March 18, 2020

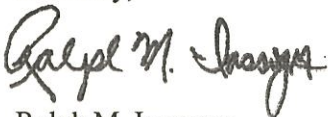
Dear Parent(s)/Guardian(s):

As a follow-up to our communications with you yesterday, please note the following details below:

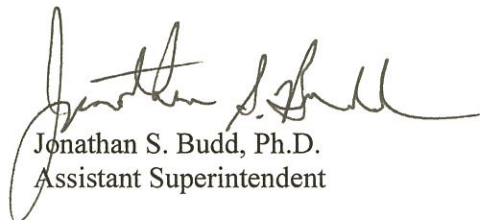
- Distance learning details related to PreK students, ELITE students, REACH students, and students with special needs are attached, and also posted on the TPS website; questions should be directed to Kim Hapken, Ed.D., Interim Director of Pupil Personnel Services, at [khapken@trumbullps.org](mailto:khapken@trumbullps.org).
- Families without devices to access digital content, and/or without Internet access, are urged to contact the District office at 203-452-4336; TPS will provide devices, and/or hard-copy printed packets, as necessary.
- Because of the cleaning and sanitizing that has been completed in each building, there is no building access available for staff or students. The limited exception will be for students to retrieve musical instruments from the band and strings rooms at Hillcrest Middle School, Madison Middle School, and Trumbull High School; that exception is possible because sanitizing those rooms has not yet occurred. Students who would like instruments from those rooms at those schools may report tomorrow, Thurs., March 19, at the following times:
  - Hillcrest Middle School: 9:00-10:30 – go to Door 16
  - Madison Middle School: 11:00-12:30 – go to Door 4
  - Trumbull High School: 1:00-3:00 – go to Door 1
- Student medication that has been left in Nurses' Offices is in the process of being retrieved by Lynn Steinbrick, Town Director of Nursing. Tomorrow, we will disseminate information on how this medication can be collected by parents/guardians on Friday.
- For the duration of the closure of the Trumbull Public Schools, meals will continue to be provided to any Trumbull Public Schools students who would like to pick up a grab-and-go lunch and breakfast. This is offered to all household members aged 18 and younger, as long as one child in the household is enrolled in any Trumbull Public School. Please check the TPS website ([www.trumbullps.org](http://www.trumbullps.org)) for more details; today, we served 280 meals.
- Earlier today, Trumbull Community Television taped a session with Christina Hefele, Director of Digital Learning, and me; the session focused on the primary goals and methods of our distance learning plan, and may be accessed at <https://www.youtube.com/watch?v=gVfmwLUSgAg&feature=youtu.be>. We plan to tape another session on Friday with additional information; please e-mail any questions you would like us to address.

Trumbull Public Schools will enter distance learning as a strong team! Please continue to provide your feedback; we aim to answer all communications within 24 hours. District updates continue to be posted daily at [www.trumbullps.org](http://www.trumbullps.org).

Sincerely,



Ralph M. Iassogna  
Acting Superintendent



Jonathan S. Budd, Ph.D.  
Assistant Superintendent

**Trumbull Public Schools**  
**Department of Pupil Personnel Services**  
**Distance Learning Plan for Special Education and Related Services**  
**March 18, 2020**

The Trumbull Public Schools will begin using a Distance Learning format, for students with special education needs Prek-12 beginning Friday, March 20<sup>th</sup>. During these uncertain times, we will need to work together to provide a sense of community and consistency for our students and families regarding students with disabilities and their continued learning needs.

To that end, special education teachers and related services providers are working together to create online learning opportunities designed to meet students' IEP goals and objectives. **Special education teachers and related services staff will be available as follows: Middle and High School levels, 8:00am -2:30pm; TECEC and Elementary level, 8:30am - 3:00pm.** The following pages will provide recommendations for how special education and related services staff can continue to meet the needs of students and implement IEPs.

The following are recommended "Distance Learning Guidelines:"

- Special education teachers will work in conjunction with classroom teachers throughout the duration of the closure to determine additional modifications and adjustments to instruction, resources, and assessments.
- Special education teachers will provide alternative and/or additional online assessments, when appropriate and will monitor student progress.
- Related Services – (Speech/Language, Occupational Therapy, Physical Therapy, Social Work, Psychology, and BCBA support) – will provide weekly assignments, provide email support to parents and students, and direct instruction through video conferencing when appropriate and when possible.

Over the next week, administrators and school teams will develop a plan to remotely conduct Planning and Placement Team (PPT) meetings, including all annual review and triennial meetings. More information will be forthcoming.

Please keep in mind that it is likely there will be changes and adaptations to this plan as we begin implementation, particularly if this school closure extends for a longer duration. Working together, we can continue to provide instruction and support for our students receiving special education and related services. Please feel free to contact my office, your service providers or building administrators should you have questions. We continue to have your child's best interest at hand.

Sincerely,

*Dr. Kim Hapken*  
Interim Director of Pupil Personnel Services  
Trumbull Public Schools  
(203) 452-4352

*Ralph Iassogna*  
Superintendent of Schools  
Trumbull Public Schools

### Special Education Teachers

<p><b>TECEC</b></p>	<ul style="list-style-type: none"> <li>● Teachers will provide lessons/links for home-based learning activities for all students aligned with the Trumbull Public Schools Prekindergarten Curriculum, the State of Connecticut Early Learning and Development Standards(ELDS) and/or student IEP goals and objectives.</li> <li>● Teachers will provide guidance to caregivers via phone and/or email a minimum of twice weekly, providing additional resources as needed.</li> <li>● Teachers will be available via email for questions relating to student learning activities during the school day.</li> <li>● Teachers will collaborate to identify appropriate learning activities for students.</li> </ul>
<p><b>Elementary Schools</b></p>	<ul style="list-style-type: none"> <li>● Teachers will provide contact with students/caregivers as follows             <ul style="list-style-type: none"> <li>○ Weekly service time on IEP up to 5 hours per week: 1-2 contacts per week via phone, email or Google Hangouts</li> <li>○ Weekly service time on the IEP of greater than 5 hours per week: 2-3 contacts per week via phone, email or Google Hangouts</li> </ul> </li> <li>● Teachers will provide home-based activities (materials to be provided by special education teachers, either modified classroom materials or materials specific to a student’s IEP goals and objectives)</li> <li>● Consult with classroom teachers to modify classroom/instructional materials as needed.</li> </ul>
<p><b>Middle Schools</b></p>	<ul style="list-style-type: none"> <li>● Teachers will provide contact with students/caregivers as follows (separate for each are of instruction: Language Arts, Math, Resource):             <ul style="list-style-type: none"> <li>○ Weekly service time on IEP up to 5 hours per week: 1-2 contacts per week via phone, email or Google Hangouts</li> <li>○ Weekly service time on the IEP of greater than 5 hours per week: 2-3 contacts per week via phone, email or Google Hangouts</li> </ul> </li> <li>● Teachers will provide home-based activities (materials to be provided by special education teachers, either modified classroom materials or materials specific to a student’s IEP goals and objectives)</li> <li>● Consult with classroom teachers to modify classroom materials as appropriate.</li> </ul>

<b>High School</b>	<ul style="list-style-type: none"><li>● Teachers will provide contact with students/caregivers as follows:<ul style="list-style-type: none"><li>○ Weekly service time on IEP up to 5 hours per week: 1-2 contacts per week via phone, email or Google Hangouts</li><li>○ Weekly service time on the IEP of greater than 5 hours per week: 2-3 contacts per week via phone, email or Google Hangouts</li></ul></li><li>● Teachers will provide home-based activities via Google Classroom (materials to be provided by special education teachers, either modified classroom materials or materials specific to a student’s IEP goals and objectives)</li><li>● Consult with classroom teachers to modify classroom materials as appropriate</li></ul>
<b>ELITE</b>	<ul style="list-style-type: none"><li>● Teachers will provide home-based assignments in keeping with the ELITE curriculum and students’ IEP objectives</li><li>● Teachers will have daily contact with students/caregivers via Google classroom, Google Hangouts, phone or email.</li></ul>
<b>REACH</b>	<ul style="list-style-type: none"><li>● Teachers will provide home-based assignments in keeping with students' curriculum in each subject area and students’ IEP objectives. Teachers will have daily contact with students via Google Classroom. DBT assignments will be developed in Google Classroom by the school psychologist in keeping with student’s IEP goals and objectives.</li></ul>

**SRP Classroom Teachers  
(In collaboration with BCBA's)**

<b>TECEC</b>	<ul style="list-style-type: none"><li>● Teachers will have daily contact with caregivers via phone or email</li><li>● BCBA will work with the teachers to develop behavior support protocols and instructional plans.</li><li>● BCBA's will be available via phone, email or video conferencing with families</li></ul>
<b>Elementary Schools</b>	<ul style="list-style-type: none"><li>● Teachers will develop home-based lesson plans and materials.</li><li>● Teachers will have daily contact with caregivers via phone or email</li><li>● BCBA's will work to develop behavior support protocols, instructional plans, sharing of materials</li><li>● BCBA's will be available for video conferencing with families</li></ul>
<b>High School</b>	<ul style="list-style-type: none"><li>● Teachers will develop home-based lesson plans and materials.</li><li>● Teachers will have daily contact with caregivers/students via phone or email</li><li>● BCBA's will work to develop behavior support protocols, instructional plans, sharing of materials</li><li>● BCBA's will be available for video conferencing with families</li></ul>

### Speech and Language Pathologists (SLPs)

<p><b>TECEC</b></p>	<ul style="list-style-type: none"> <li>● SLPs will provide home based activities to caregivers related to the student’s goals and objectives.</li> <li>● SLPs will provide consultation with caregivers via phone or email as follows:             <ul style="list-style-type: none"> <li>○ For service hours on IEP of 2.5 hours per week: 3x weekly contact</li> <li>○ For service hours on IEP of 2 hours per week: 2x weekly contact</li> <li>○ For service hours on IEP of 1.5 hours per week: 1-2 weekly contacts</li> <li>○ For service hours on IEP of 1 hour per week: 1 weekly contact</li> </ul> </li> <li>● SLPs will provide consultation to teachers and related service staff</li> </ul>
<p><b>Elementary Schools</b></p>	<ul style="list-style-type: none"> <li>● SLPs will provide contact time with students/caregivers via email, feedback on work completed or district technology platforms as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● SLPs will provide home-based materials according to the same structure above (materials to be provided by SLPs, either modified classroom materials or materials specific to a student’s IEP goals and objectives)</li> <li>● SLPs will consult with special education teachers</li> </ul>
<p><b>Middle Schools</b></p>	<ul style="list-style-type: none"> <li>● SLPs will provide contact time with students/caregivers via email, feedback on work completed or district technology platforms as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● SLPs will provide home-based materials according to the same structure above (materials to be provided by SLPs, either modified classroom materials or materials specific to a student’s IEP goals and objectives)</li> <li>● SLPs will consult with special education teachers</li> </ul>
<p><b>High School</b></p>	<ul style="list-style-type: none"> <li>● SLPs will provide contact time with students/caregivers via email, feedback on work completed or district technology platforms as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● SLPs will provide home-based materials according to the same structure above (materials to be provided by SLPs, either modified classroom materials or materials specific to a student’s IEP goals and objectives)</li> <li>● SLPs will consult with special education teachers</li> </ul>

### School Psychologists and Social Workers

<p><b>TECEC</b></p>	<ul style="list-style-type: none"> <li>● Service Providers will provide contact time with students/caregivers via email, feedback on work completed or district technology platforms as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● Service Providers will provide links or suggestions specific to a students' IEP goals and objectives.</li> <li>● Service Providers will consult with special education teachers, related service staff, and SLPs.</li> </ul>
<p><b>Elementary Schools</b></p>	<ul style="list-style-type: none"> <li>● Service Providers will provide contact time with students/caregivers via email, feedback on work completed or district technology platforms as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● Service Providers will provide home-based materials according to the same structure above (materials to be provided by service provider, either modified classroom materials or materials specific to a student's IEP goals and objectives)</li> <li>● Service Providers will consult with special education teachers and SLPs</li> </ul>
<p><b>Middle Schools</b></p>	<ul style="list-style-type: none"> <li>● Service Providers will provide contact time with students/caregivers via email, feedback on work completed or district technology platforms as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● Service Providers will provide home-based materials according to the same structure above (materials to be provided by service provider, either modified classroom materials or materials specific to a student's IEP goals and objectives)</li> <li>● Service Providers will consult with special education teachers and SLPs</li> </ul>
<p><b>High School</b></p>	<ul style="list-style-type: none"> <li>● Service Providers will provide contact time with students/caregivers via email, feedback on work completed or district technology platforms as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● Service Providers will provide home-based materials according to the same structure above (materials to be provided by service provider, either modified classroom materials or materials specific to a student's IEP goals and objectives)</li> <li>● Service Providers will consult with special education teachers and SLPs</li> </ul>

### Occupational Therapists, Physical Therapists and Adaptive Physical Education Teachers

<p><b>TECEC</b></p>	<ul style="list-style-type: none"> <li>● Home-based motor activities will be provided for the caregivers to implement.</li> <li>● Occupational and Physical Therapists will consult with families and the student’s school team via email or phone as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> </ul>
<p><b>Elementary Schools</b></p>	<ul style="list-style-type: none"> <li>● Home-based motor activities will be provided</li> <li>● Occupational and Physical Therapists will consult with families and the student’s school team via email or phone as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● Adapted Physical Education Teacher will consult with the Physical Therapist. Google Classroom will be utilized.</li> </ul>
<p><b>Middle Schools</b></p>	<ul style="list-style-type: none"> <li>● Home-based motor activities will be provided</li> <li>● Occupational and Physical Therapists will consult with families and the student’s school team via email or phone as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● Adapted Physical Education Teacher will consult with the Physical Therapist. Google Classroom will be utilized.</li> </ul>
<p><b>High School</b></p>	<ul style="list-style-type: none"> <li>● Home-based motor activities will be provided</li> <li>● Occupational and Physical Therapists will consult with families and the student’s school team via email or phone as follows:             <ul style="list-style-type: none"> <li>○ If IEP service is 1x/week, contact time is 1x/week</li> <li>○ If IEP service is 2x/week, contact time is 2x/week</li> <li>○ If IEP service is 3 x/week, contact time is 3x/week</li> </ul> </li> <li>● Adapted Physical Education Teacher will consult with the Physical Therapist. Google Classroom will be utilized.</li> </ul>