
Hainesport Township School District
Special Education & Related Services

During COVID-19



Joseph R. Corn, Superintendent

Lauren M. Salls, Director of Special Services

Thomas J. Simonet, Director of Curriculum & Instruction

Table of Contents

Special Education Services2

Related Services3

IEP & 504 Meetings4

Evaluations5

Communication6

Compensatory Education Services7

Out-of-District Public Health-Related School Closure Plans8

Extended School Year9

Special Education Services

During the COVID-19 health-related school closing, Hainesport Township School District will continue to provide educational opportunities to students with disabilities such that these students have equal access to the same opportunities as general education students. To the greatest extent possible, each student with a disability will be provided the special education and related services identified in the student's Individualized Education Program (IEP), developed under IDEA, or a plan developed under Section 504. The district will continue to fulfill its obligations to provide a free appropriate public education (FAPE), which may include, as appropriate, special education and related services provided through distance instruction through virtual, online, or telephonic platforms.

Hainesport Township School District will continue to provide a hybrid of Google Classroom instruction and hard copies (as necessary, to be equitable) of lessons and assignments for all students, as prescribed in the March 5, 2020 NJDOE Broadcast, "[Guidance Regarding Requirements for Public Health-Related School Closure](#)." In order to provide equity in its fullest, students in Grades K - 3 will complete daily hard copied assignments in all NJDOE required subjects. Students in Grades 4 - 8 will utilize the Google Classroom format to complete daily assignments in all NJDOE required subjects (hard copies as needed).

All assignments include appropriate modifications and accommodations for students with IEPs and 504 plans. Teachers of students with disabilities have been provided a [Remote Learning Service Log](#) to track the accommodations and modifications provided to students with disabilities, as well as monitor students' progress.

Documentation of progress monitoring includes traditional progress goal monitoring as well as informal methods such as emails with parents/guardians regarding the program and goals. This documentation allows special educators to determine how the student is responding to remote instruction such that instructional adjustments can be made accordingly.

Related Services

At its April 1, 2020 meeting, the State Board of Education adopted temporary rule modifications to Chapter 14 of New Jersey Administrative Code, which governs the delivery of special education and related services to students with disabilities. The State Board, acting pursuant to Executive Order No. 103, adopted temporary regulations that allow school districts and educational agencies to deliver special education and related services to students with disabilities through the use of telehealth, telemedicine, electronic communications, remote, virtual, or other online platforms.

According to the NJDOE's [April 3, 2020 memo](#), "related services may be provided through telemedicine and telehealth, or through electronic communications, which include virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible." The rule modifications outlined in the memo are intended to provide IEP Teams with the flexibility necessary to implement services during unprecedented school closures, as well as minimize the need to provide extensive compensatory services to students when they return to school.

Hainesport Township School District continues to provide related services to meet the needs of each student to the greatest extent possible. The district has arranged to offer such services through electronic means, virtual and/or online instruction, as appropriate, to address the goals and objectives in students' IEPs.

The district's Speech-Language Pathologists, Occupational Therapist, Physical Therapist, and staff who provide counseling services and multisensory reading instruction contact families via email to arrange a schedule for the delivery of related services to students with disabilities. Parents/guardians are provided with the district's [Parent/Guardian Notification and Acknowledgment Form](#). In collaboration with the parents/guardians, service providers schedule services at an agreed upon time. In addition to teletherapy, related service providers are able to provide students with disabilities and parents/guardians with materials, resources, and instruction to permit follow-up to continue to work on and practice skills targeted in the current IEP.

To track related service sessions and the potential need for compensatory services, service providers have been provided with the [Remote Related Service Log](#). Service logs are shared with the student's case manager to ensure that the case managers are aware that services are implemented in accordance with the student's IEP to the greatest extent possible.

IEP & 504 Meetings

Hainesport Township School District utilizes the online platform, Google Meet, to conduct meetings related to IEPs and 504s during the public health-related school closure plan. Google Meet is a video conferencing tool that enables users to conduct meetings virtually.

IEP meeting invites, as well as 504 meeting invites, are emailed to parents/guardians to provide notice of the meeting. To ensure that the correspondence was received by the parents/guardians, staff request a written response from the parents/guardians to acknowledge receipt and confirm their attendance by way of telecommunication. An electronic copy of the [NJDOE Parental Rights in Special Education](#) is attached to all IEP meeting invites. Additionally, the [N.J.A.C. 6A:14, Special Education](#) and the [NJDOE Office of Special Education Programs Short Procedural Safeguards Statement](#) are attached as well.

Documentation of meeting invites and subsequent email correspondence between case managers and parents/guardians is uploaded to the district's Google Drive COVID-19 Documentation folder.

To document meeting participation, case managers record attendees' names on the signature page and note that each participant participated via Google Meet. Case managers also record, "Meeting was held remotely during the school closing via Google Meet due to COVID-19." At the conclusion of the meeting, case managers send a follow-up email to the parents/guardians to thank them for their participation in the meeting and provide a copy of the IEP. These emails serve to memorialize the parents'/guardians' attendance and will be printed and filed upon return to school. Additionally, all signature pages can be accessed remotely by staff via the district's Student Information System, OnCourse.

Evaluations

Hainesport Township School District will complete any aspect of an evaluation that can feasibly be completed during the school closure. If the evaluation is one that can be completed remotely, such as a social history, then the case manager will attempt to complete the evaluation during the time of the school closure, and remaining aspects of the evaluation will be completed when school reopens, including all necessary assessments and testing.

If a given evaluation requires physical, in-person access to the student, then it will be completed once school is again in session. Case managers have contacted the parents/guardians of students who are currently in the process of being evaluated to inform them that the evaluation is ongoing, and will be completed as soon as the district once again has in-person access to the student.

Communication

Special education and 504 case managers engage in frequent communication with the families of the students they case manage. Through email correspondence, case managers are able to communicate with staff, including teachers and related service providers to stay informed about their students' progress and the implementation of services. Case managers, in turn, utilize electronic and telephonic platforms to keep the lines of communication open with the families of the students they case manage to ensure services are implemented in accordance with students' IEPs to the greatest extent possible. As with in-district special education families, case managers also remain in communication with the families of the students placed in out-of-district schools to inquire about how students' needs are being met, especially medically fragile students. Additionally, case managers have access to the public health-related school closure plans for the out-of-district schools students attend.

Compensatory Education Services

Given that all students may have been impacted by the public health-related school closure and subsequent transition to remote instruction, the impact for some students with disabilities may be more significant and require additional services. In accordance with United States Department of Education (USDOE) and New Jersey Department of Education (NJDOE) guidance, after schools reopen and if it is determined, based on individual circumstances, that a meeting is needed to consider compensatory education services for a student, the IEP team or 504 personnel may meet and discuss what, if any, services are necessary. The student's IEP team or 504 personnel shall make an individualized determination as to whether or not, and to what extent, compensatory education services may be needed, consistent with applicable requirements.

To assist the IEP team or 504 personnel in determining what, if any, compensatory education services are necessary, student progress data and associated criteria shall be considered. The following questions may be considered when determining the need for compensatory services.

1. To what extent has the student regressed in each area?
2. What instruction and/or related services does the district need to provide to bring the student to the point where the district is able to provide FAPE going forward?

Such compensatory services need not automatically be an hour for an hour, rather, the IEP team or 504 personnel will consider, per the USDOE guidance, what services, if any, are needed for the student to receive FAPE moving forward.

Out-of-District Public Health-Related School Closure Plans

Students with disabilities, who attend out-of-district placements, should follow the guidelines set forth by the attending school. Out-of-district schools are providing instruction through the use of virtual or remote instruction. Hainesport Township School District case managers will remain in communication with the families of students placed in out-of-district schools to inquire about how students are progressing and how their needs are being met, especially medically fragile students.

Updated Public Health-Related School Closure Plans for all out-of-district placements are included below.

- [Bancroft Early Education Program](#)
- [Burlington County Special Services School District](#)
- [Kingsway Learning Center](#)
- [Moorestown Upper Elementary School](#)
- [Newgrange School](#)
- [Y.A.L.E. School](#)

Extended School Year

As a result of the restrictions mandated by Governor Murphy through Executive Orders to close schools through June 30, 2020, and to not allow any in-person, indoor venues until deemed safe & appropriate, Hainesport Township School District has considered such parameters as they relate to the Extended School Year (ESY) program. After thoughtful consideration, Hainesport Township School District has developed plans to deliver ESY services through distance instruction including virtual, online, and/or telephonic remote learning platforms. Although in-person and on-campus therapy will not be provided, ESY special education and related services will include a continuation of methodologies and procedures to provide the services prescribed in students' IEPs, to the greatest extent possible.

ESY services will be provided remotely, **beginning Monday, July 6th** and **ending Thursday, July 30th**. Remote learning will be held **Monday through Thursday** between the hours of 8:15 AM and 12:15 PM with **no remote learning on Fridays**. Parents/guardians received [notification](#) via email on June 2, 2020.