



Office of Pupil Services

Mrs. Mary Morris
Superintendent of Schools

Mrs. Gretchen Sukdolak
Director of Pupil Services

Updated letter: 3/27/2020

Cheektowaga Central School District

Dear Cheektowaga Central School District Families,

The CCSD prepared well for this unprecedented closure and the continuity of learning as well as related services. In special education, we wish to assure you that your children's learning is very important to us and our teachers, as well as providers will be reaching out to check in frequently with your children.

This week, the CCSD has been following the guidance regarding this global crisis in terms of the closure (schools closed through April 20), social distancing, sanitizing and more. We are currently working a small team (effective today: March 17) from the main campus and may move to working remotely shortly. In the event that this occurs, we will be monitoring our voice mail in the office of PPS for any concerns that you may have regarding special education, nursing services, school counseling services and more. Please leave a message on one of our main lines and someone will get back to you.

Main Numbers:

(716) 686-3643 – Melanie Bodecker, Office Asst. & Asst. for CPSE/CSE
(716) 686-3644 – Patricia Pozdyn, Office Asst. & Asst. for CSE
(716) 686-3609 – Director of PPS, Gretchen Sukdolak
(716) 686-3632 – CPSE Chair, CSE Chair, Jeanne Kornowicz *added 3/27/20

Please note the steps we have taken thus far to ensure that work items, technology and support to children is provided. We realize that this is not what happens on a regular school day, but we are not operating "business as usual" due to the global crisis we are all facing at this time.

Please note the following:

On Friday, March 13, 2020 all therapists (**Occupational Therapy, Physical Therapy and Speech**) worked together to create lists of activities that students can complete on a weekly or bi-weekly basis in order to maintain their current skills and will check in with families via email and or phone calls to provide additional support. These related services will also be setting up "Office Hours" utilizing the Google Suite, in an effort to communicate with their families. All documents for UE and the MS will be provided to families for "pick up" week of March 16-20 at the main campus along with other items from each building. (*MS was 3/18 & 3/19; UE was 3/19 & 3/20). **Note of 3/27: If you have not picked up your child's packet or technology, please call the main office of your child's school and leave the message as to what you need. The office staff and administrative team will contact you and arrange for that pick up of materials or technology.**

Union East sent students home on Friday, March 13 with their own personal school supplies so that children had things they needed early on. Packets have been made containing instructional information, details and more that will be made available for pick up on the main campus (at a time to be determined...) this week (week of March 16-20).

The Middle School sent all 7th and 8th grade students home with their chrome books and chargers on Friday, March 13. In addition our self-contained settings all sent students home with materials as well. Details are being worked on for the distribution of the remaining chrome books to students in grades 5 & 6 for this week, March 16-20.

All **Cheektowaga High School** students' grades 9-12 took home their chargers and chrome books on Friday, March 13.

Special Education accommodations are being afforded within distance learning constraints as best we can, with a good faith effort, depending on the identified needs of each student. Feedback, additional support and other needs will be managed by each individual teacher and provider in an effort to ensure that we are responsive to student needs.

Technology is being leveraged to adapt for student needs and so student access to instruction is done to the greatest extent possible.

Staff will be checking their phone messages as mentioned in the office of PPS daily, teachers will be checking emails and phone messages as well and the use of alternative measures for meetings (such as Skype, Zoom, phone conferencing and more) will be implemented during the period of closure.

Members of the **Mental Health Team** (School Counselors, School Social Workers, School Psychologists) will be checking in with their students and families weekly as well. Resources and outside agency information (such as Catholic Charities, Crisis Hotline numbers, etc) will be posted on our website, should families have an immediate need during this period of time where school is not in session.

Finally, please note that all **Annual Reviews** for **CSE & CPSE transition**, WILL take place, but will be scheduled accordingly, depending on guidance from local and state authorities. Our process will follow regulation, but **all meetings will be held via online or remote format, phone conferencing** etc. so as to adhere to social distancing protocols at this time. Regarding **CPSE specifically**, meetings are on hold right now as we wait for guidance from the county and the state. Services cannot be provided at this time (CPSE) as related service providers and agencies are not available to us. Our office will contact you directly to schedule student meetings.

Please do not hesitate to contact us with any needs or concerns that you may have.

Sincerely,

Gretchen A Sukdolak

Gretchen A. Sukdolak, Director of PPS and Special Education