

# BALTIMORE CITY PUBLIC SCHOOLS

**Bernard C. "Jack" Young**  
*Mayor, City of Baltimore*

**Linda Chinnia**  
*Chair, Baltimore City Board of  
School Commissioners*

**Dr. Sonja Brookins Santelises**  
*Chief Executive Officer*

March 31, 2020

Dear Parent/Guardian,


On behalf of City Schools, I wanted to express our deep commitment to the well-being and safety of you and your family during these unprecedented times. I know that many of you may have questions about the impact of the COVID-19 pandemic on your child's education, including the supports and services provided through your child's Individualized Education Program (IEP) or Section 504 of the Rehabilitation Act (Section 504) Plan. City Schools is working diligently to provide continuity of learning for your child in the coming weeks. In addition, when normal school operations resume, City Schools will conduct a review of the educational impact of these unique circumstances and determine appropriate next steps to address your child's needs.

For each child with disabilities, we are developing a COVID-19 Continuity of Learning Individualized Plan (CLIP). The CLIP will identify how City Schools intends to implement the services and supports in your child's IEP or Section 504 Plan over the coming weeks, until normal school operations resume. City Schools will utilize a combination of remote learning systems and student learning packets. We will also work to provide related services, computer-based academic interventions, and learning supports, to the extent possible, given the circumstances.

Please refer to the other side of this letter for key information about the CLIP and other frequently asked questions. Regular updates will be shared on the City Schools webpage. You may also wish to consult the guidance that the [U.S. Department of Education](#) and the [Maryland State Department of Education](#) have developed to support families and school teams.

Thank you again for your consistent support of your child's education. We look forward to continuing our partnership as we work to ensure that all students have access to instruction. If you have any questions regarding the disability-related services for your child, staff in our Office of Special Education Parent Response Unit continue to work remotely, please reach out to them at 443-984-1561.

Regards,



Debra Y. Brooks, Ed.D.  
Executive Director of Special Education

### **How will City Schools serve students with disabilities during the COVID-19 pandemic?**

During the week of March 30, 2020, school staff are engaging in professional development to provide continuity of learning in these challenging times. By the week of April 6, 2020, your child's teachers, case manager, and/or related service providers will reconnect via City Schools' online platforms, email, or by telephone. They will go over the COVID-19 Continuity of Learning Individualized Plan (CLIP) that we are developing for your child, and they will begin to provide access to related services, academic interventions, and learning supports. Going forward, school staff will establish a schedule of ongoing check-ins and expectations for parent communication, and we will continue to collect data and monitor your child's progress.

Some services identified in your child's IEP or Section 504 Plan, especially hands-on services, may be unsafe to deliver at this time. Also, we may adjust the delivery of learning supports over time to ensure the safety of your child, staff and community members. For students engaged in transition activities, school staff will explain how employment and community-based instruction will be addressed as a result of business restrictions mandated by Governor Hogan.

### **How will City Schools implement IEP and Section 504 team meeting procedures?**

City Schools will reschedule all IEP and Section 504 meetings that were postponed while schools were closed from March 16 to 27, 2020. In addition, we will reschedule all IEP and Section 504 meetings originally scheduled for March 30 through April 10, 2020.

Until schools return to their normal operating schedule, IEP team and Section 504 team meetings will be convened remotely, by telephone or through an online platform. City Schools is working on staff development and procedures to ensure parent participation in these remote IEP team and Section 504 meetings. If your child's IEP team or Section 504 team meeting was postponed or there is a pending meeting scheduled for your child in the coming weeks, a City Schools staff member will be in contact with you to explain the process for convening a remote meeting and ensuring your participation in the process.

### **How will City Schools provide assessments and evaluations?**

If your child is currently in the process of initial eligibility or reevaluation, it may become necessary to adjust the original timelines for completion of assessments. Evaluators may contact you to explain the formal assessments that can be done remotely and/or to gather information for the evaluation, such as parent and student interviews. Evaluations that require an in-person assessment will be postponed and rescheduled once school buildings reopen. Please work with your child's case manager if you have individual questions around evaluation.

### **What is City Schools doing to address accessibility barriers?**

City Schools is working to put in place strategies to reduce barriers, especially for students with identified accessibility concerns, such as students who are blind, have low vision, have mobility disabilities, are deaf, are hard of hearing, or have other disabilities. City Schools also will work with families to provide additional assistive technologies, if needed, during this period.