

# Wolcott Public Schools

1488 Woodtick Road · Wolcott, Connecticut 06716  
TELEPHONE (203) 879-8183 · FAX (203) 879-8182

**Superintendent of Schools**  
Anthony J. Gasper, Ed.D.

**Assistant Superintendent of Schools**  
Shawn Simpson



**Business Manager**  
Todd W. Bendtsen, C.P.A.

**Director of Student Services & Alt Programs**  
Kevin Hollis

---

April 14, 2020

Dear Families,

We would like to thank you for your patience and understanding during this difficult and trying time due to the COVID-19 pandemic. We would like to make you aware of a change regarding (Planning and Placement Team) PPT meetings. The district has been working over the past several weeks to provide continued educational opportunities for our students with Individualized Education Program's (IEPs) to the greatest extent possible. During this time your child's case manager and related service providers have been in contact with you to provide support and guidance as your child continues to become accustomed to distance learning.

Current guidance from the state suggests that (PPT) meetings can be held while schools are closed, although all face to face PPT's are cancelled. This refers to any PPT meetings including reevaluation (triennial), annual review, initial evaluation, etc. The state does not require a PPT meeting to be held for the purpose of revising an IEP to include the distance learning services which have been occurring or may continue to occur.

After April break staff will begin scheduling PPT meetings with a goal of holding as many as possible. There are many factors which will determine if a PPT meeting can be held. These include, but are not limited to, staff and parent availability, access to completed evaluations, access to data regarding progress on goals and objectives, assurance of confidentiality, and the ability for everyone to have meaningful participation. The district understands and supports parents that are not comfortable or unable to hold PPT meetings during the school closure. If this is the case, then your child's case manager will look to set up a PPT when we physically return to school. These criteria also apply if your child receives their education in an Approved Private Special Education Program (ASPEP/Outplacement) or magnet school.

Please take care of yourself and your family and have a restful spring break.

Sincerely,

*Kevin Hollis*

Kevin Hollis  
Director of Student Services and Alternative Programs  
[khollis@wolcottps.org](mailto:khollis@wolcottps.org)

*Rosa Ramalhete*

Rosa Ramalhete  
Supervisor of Special Education  
[rramalhete@wolcottps.org](mailto:rramalhete@wolcottps.org)

# Wolcott Public Schools

1488 Woodtick Road · Wolcott, Connecticut 06716  
TELEPHONE (203) 879-8183 · FAX (203) 879-8182

**Superintendent of Schools**  
Anthony J. Gasper, Ed.D.

**Assistant Superintendent of Schools**  
Shawn Simpson



**Business Manager**  
Todd W. Bendtsen, C.P.A.

**Director of Student Services & Alt Programs**  
Kevin Hollis

---

April 14, 2020

## **Notice of Virtual Video/Instructional Services**

During the period of school closure, due to the health emergency related to COVID-19, Wolcott Public Schools will be providing a variety of educational opportunities to meet the individualized needs of special education students to the greatest extent possible. We will be providing services through a variety of methods including group formats such as video conferencing, Google Classroom, and Google Hangouts. In some cases, these services may be provided in a small group setting with multiple students participating in the video conference format. Please note this correspondence only refers to special education virtual settings and not general education virtual settings your child may also be participating in.

The names and images of students may be visible to the teacher and/or other students participating in a virtual group lesson or discussion. Parents are encouraged to have their students participate in a location that is quiet and free of distraction, to the best of your ability. To protect student privacy, other individuals in the home are not permitted to participate in or be visible on video, or otherwise observe the lesson, other than to provide reasonable adult supervision of the student. Parents and students are prohibited from recording video conferencing sessions. All school personnel, students and families are expected to comply with relevant Board of Education policies, including but not limited to those concerning the confidentiality of personal information contained in student records and acceptable use of district computer systems.

Wolcott Public Schools will continue to take steps to protect student privacy and the confidentiality of personal information in education records. Detailed expectations for parents, guardians and students participating in virtual live instruction and/or discussion in the home setting are set forth on the second page of this notice.

If you object to your child participating in a live small group lesson or discussion via one or more of the chosen platforms, please contact your child's case manager, and send a copy of your message to [khollis@wolcottps.org](mailto:khollis@wolcottps.org) or [rramalhete@wolcottps.org](mailto:rramalhete@wolcottps.org).

## **Parent/Guardian Expectations**

### **Live Video Lessons/Discussion (2 way stream)**

#### **Wolcott Public Schools**

---

- Students may/will participate in live video conferencing through platforms such as Google Classroom, Google Hangouts, Zoom, other virtual platforms etc.
- Students may/will be provided services in a small group setting with multiple students participating in the video conference format.
- Students and supervising parents/guardians shall comply with relevant Board of Education policies, including but not limited to those concerning the confidentiality of student records and acceptable use of district computer systems.
- Students should be provided a location that is quiet and free of distraction, to the best of the parents'/guardians' ability
- Participating students may/will see the names and images of other students involved in the small group lesson/discussion.
- To protect student privacy during virtual lessons and/or discussions, other individuals in the home should not participate in or be visible on video, or otherwise observe the lesson, other than to provide reasonable adult supervision of the student.
- No student, parent or guardian has permission of the Wolcott Public Schools to record any video conferencing sessions or portions thereof. Therefore, such activity is prohibited.
- The Wolcott School District is not in direct control of individual homes of participating students.