

**Elmsford Union Free School District**  
**98 S. Goodwin Avenue**  
**Elmsford, NY 10523**

**Jo-Anne Dobbins**  
**Director de Educación Especial**  
**Y Servicios de Personal Para**  
**Alumnos**

**Teléfono: 914-592-4615**  
**Fax: 914-592-4258**  
**Email: [jdobbins@eufsd.org](mailto:jdobbins@eufsd.org)**

**Distance Learning Days Frequently Asked Questions**

**Will the Special Services Office be “open” during this time?**

The Special Services District Office is operational via email, and conference calls during regular office hours. The Director of Special Services can be reached at [jdobbins@eufsd.org](mailto:jdobbins@eufsd.org) or [aguidorizzi@eufsd.org](mailto:aguidorizzi@eufsd.org).

**How will staff and families communicate?**

1. To reach any special services staff, ***email is the preferred method of communication.***
2. To reach clinical or related services staff regarding CSE meetings, parents may also use Talking Points. Parents, please share the best phone # and a way to reach you and the full name of the child and grade in your message.
3. Clinical and related services staff will check messages once a day during regular work hours.
4. Staff will return your call through Talking Points. Staff will respond to emails during work hours.

**How will staff and students communicate?**

If your child would like to speak to his/her teacher or special services staff member for help or support, please see the options below.

1. Students or families can email staff (***this is preferred method of communication***)
2. Secondary age students can contact their teachers via Google Classroom
4. Students and staff can arrange to Google HangOut / Facetime by appointment (Students can download Google Meet on a tablet or smartphone using their school gmail account.)

**How will the Committee on Special Education (CSE) and 504 Committee hold meetings?**

All CSE and 504 meetings for the season that were pre-scheduled will be held at their original date and time to the best of our ability or be rescheduled. Other meetings may also be scheduled during this time as needed. All general education, special education teachers, clinical staff, related services staff will be participating in CSE/504 meetings, facilitated by the chairperson via

conference call through Google HangOut. *A Staff member will call parents/guardians a few days prior or the day of each child's meeting to provide parents/guardians with a conference call phone number to dial in and enter a PIN # to join the CSE meeting. Parents will be emailed the information as well when if an email address is on file.* Students ages 14+ are encouraged to join the conference call with their parent/guardian. Any student in the process of being evaluated by the special services staff will have the testing resume upon our return to school. These meetings will be scheduled accordingly.

**What do I do if my child needs help or support during Distance Learning Day?**

All special services staff are available to provide academic, social, emotional or special services support to students and families during work hours. Students can ask questions via Google Classroom if they need help and support; services provided virtually if and when possible. Please email your teacher or email/call your provider if you would like to speak with them or need support.

**How will my child receive support for their related services?**

Resource packets have been created for Pre-School, Primary, Elementary and Secondary level (through the teachers). There are also packets available on the Special Education website that include tips, strategies, activities and resources for all speech and language, occupational therapy, physical therapy, counseling, student support and mental health services. Services provided virtually if and when possible.

**What if my child attends an Out of District School?**

Out of an abundance of caution and to consider the health and safety needs of all students, Elmsford students enrolled in out of district programs will not attend school when their home district buildings are closed. All Elmsford students are to engage in social distancing as a precaution during Distance Learning Days. Resources, related services and educational packets for all ages and developmental levels are provided on the Special Education website.