



840 North Main Street
West Hartford, CT 06117
860-236-2049
Fax 860-231-2843
info@ie-academy.org

April 2, 2020

Dear Parent/Guardian:

First let me say that we genuinely miss our students' presence at the school. It is truly our relationships with the kids for which we are here and that keep us going every day. Hopefully all of this will be over soon and we can celebrate a return to normal. We want to take this opportunity to thank everyone for all of your hard work and cooperation in solving the challenges that have, and will to some degree, continue to be encountered along the way.

During the period of school closure due to the health emergency related to COVID-19, IEA will be providing a continuity of educational opportunities to meet the personalized needs of our students to the greatest extent possible. We will be providing direct and related services through group video conferencing using platforms such as Google Meet or Zoom. These services may be provided in a group setting with multiple students participating in the video conference. Student names and video images will be visible to the teacher and other participating students.

Student privacy and the confidentiality of student information is of utmost importance; while these services have been evaluated to comply with HIPAA and FERPA privacy requirements, parents/guardians are reminded that IEA is not in direct control of individual homes or physical locations of participating students.

Parents/guardians are encouraged to have their children participate in these synchronous activities in a location that is, to the extent possible, quiet and free of distraction. Other than reasonable adult supervision of the student, other individuals in the home are not permitted to participate in or be visible on the video conference, or otherwise observe the lesson. The purpose of this, of course, is to seek to avoid any third parties from obtaining, even incidentally, any personally identifiable information about any other child.

While IEA continues to welcome and encourage parents or guardians to communicate with their child's instructional staff as they would under normal circumstances, they should refrain from doing so when remote learning is occurring. Recording video conferencing sessions is prohibited by parents and students. Parents and students are reminded that they shall continue to comply with relevant IEA policies, including but not limited to those concerning the confidentiality of student records and acceptable use of IEA computer systems. Students are encouraged to ask for individual Zoom or Google "meet" sessions with their teachers or related services staff via an email request. Group or individual remote conference



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meetings may only be initiated by faculty. The individual meeting sessions should be during business hours and on a prearranged basis so that you, as a parent/guardian are aware and comfortable with such a meeting.

If, because of your concerns about confidentiality of your child's information, you do not wish for your child to participate in our group remote learning sessions, please reply to this email with a statement that you would like to opt out. Please note that if you choose to opt out of video conferencing, we will reach out to you to discuss other alternatives, but please know that some special education and/or related services may not or cannot be delivered in any other manner during the period of school closure.

Let me also take this opportunity to thank you for your patience as we are making these significant adjustments in our school program and as we continue, to the maximum extent possible, to provide for your child's education at IEA.

Please stay safe and be well.

Jeff Forman
Executive Director

Michelle Andrews
Director of Education