



JAMES MADISON HIGH SCHOOL

LEADING THROUGH EXCELLENCE AND EFFICIENCY



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Welcome Letter

Students and Parents,

Welcome to the 2020/2021 academic school year here at Madison High School. As you are aware our school district is commencing instruction online. My name is Levura Monsi and I am a special education co-teacher at Madison High School. I will have the pleasure to serve as your child's case manager this school year. I would like to welcome you to Madison High School and the special education department. As a department, we will work hard every day to provide the best special education services and support to our students.

Responsibilities

In my capacity as your child's case manager, I will serve as the special education department's campus advocate and coordinator of all ARD committee's service plans. Your child will meet with me virtually and in person when the district resumes in person instruction to discuss plans and implement all IEPs. Your son/daughter also has a role to play during this time. Students are expected to attend all scheduled classes online and/or in person, actively participate, complete assignments and tests and meet school attendance policies. In addition, students are expected to contact case managers about academic issues early to facilitate timely resolution. As a parent/guardian, I urge you to get involved and stay engaged. Talk with your child frequently about attendance, grades, graduation plans and credits. Provide vital support to the department including completing parent input forms. Be accessible to your child's teachers and school.

Communication

We will each need to communicate throughout the year. I ask that you share with me and the school a working email address, phone numbers including work and third-party contacts. During this period of covid-19 pandemic documents can be safely sent to and returned through email.

I look forward to working with you and your child throughout the academic year.

Thanks,
Monsi, Levura G.