



Dear Parents/Guardians:

With great pleasure, I wholeheartedly welcome you and your child to Highcrest Middle School for an exciting sixth grade year! I hope everyone has enjoyed a memorable summer and is looking forward to returning for the 2023 – 2024 school year. My name is Brianne Cecala, and I will be your child's Learning Behavior Specialist/Case-Manager. It is with great enthusiasm that I write this letter to introduce myself to you and provide you with some information that will be helpful to you during the school year.

I am excited to be back at Highcrest Middle School for my eighth year as a sixth grade, Learning Behavior Specialist! My desire to become a special educator, and my passion to support and advocate for individuals with disabilities stemmed from growing alongside my sister, who has autism. I earned my Bachelor's in Special Education, with a focus of learning and behavior, from Illinois State University. Following, I earned my graduate degree in Applied Behavior Analysis from Ball State University. When I am not in the classroom, I enjoy experimenting in the kitchen with new recipes, traveling, hiking, building Legos or puzzles, and curling up with a good book!

To me, parent involvement and communication is essential to all student success. That being said, I assure you that you will be included, informed, and involved in your child's 6th grade journey. As a valued member of your child's educational team your input is essential. Our team understands that when parents and teachers work together, students make the greatest progress. For students on my caseload, I typically communicate via email by sending home monthly and/or quarterly updates. Of course, individual circumstances vary, and I am happy to work with families to establish communication practices that work with your preferences. To assist with this, please review and complete the following:

- D39's [Home and School Communication guidelines](#)
- ["Who Do I Contact For What?"](#) chart

*If you are ever unsure of who to contact, please always feel free to contact me with any questions or concerns regarding your child's education. As your child's case-manager, I would find it helpful to be copied on any relevant emails to other team members.

- [Procedural Safeguards](#)

To support communication between school and home, please complete the following:

- [Communication Preference Google-Form](#)

- [Consent to Disclose School Information](#)
 - There may be times throughout the year when it will be helpful for our team or one of your child's private providers to be in contact with each other. Please note that I will need a separate form for each private provider, along with their names, emails and telephone numbers. Please return this form as soon as possible.

In closing, I want to welcome you to a new school year! I am confident that together we will help your child grow and accomplish many great feats this year.

I am eagerly looking forward to meeting you and your child and collaborating with you during the 2023 – 2024 school year! Please know that I am here to answer any questions and will make it a priority to ensure that these first few weeks (and the entirety of the school year) are a comfortable and positive experience for you and your child.

Sincerely,

Brianne Cecala,
Learning Behavior Specialist (LBS)
Email: cecalab@wilmette39.org