

VIA EMAIL and DISTRICT POSTING

April 6, 2020

RE: Prior Written Notice Re School/District Closure to Prevent/Contain the Spread of COVID-19 (Coronavirus)/Distance Learning

Dear Parent(s)/Guardian(s) of a Student with a Disability:

This letter is to provide you with written notice, pursuant to 34 CFR § 300.503 and/or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), of the San Marcos Unified School District's ("District") closure of your student's school, which began on March 16, 2020, and the District's proposal to attempt to continue educating students during the COVID-19 pandemic. This letter follows a previous Prior Written Notice, dated March 13, 2020, announcing the closure of school sites.

As you are aware, the District determined that it was necessary to close its schools to prevent/contain the spread of COVID-19, in consultation with the San Diego County Office of Education ("SDCOE") and Department of Public Health ("DPH").

From March 16 – April 10, 2020, **no** students received any instruction. The District advised you that your student's IEP or Section 504 plan would be suspended while schools were closed and instruction was not provided.

While school sites may remain closed and classroom-based instruction may not resume for the remainder of the school year, the District will provide educational opportunities and continued learning for its students under restricted health parameters. To that end, the District will provide distance learning beginning April 13, 2020. These services will be provided, in order to ensure that your students can access their distance-learning plan and benefit from the educational program options to the same degree as other student, in light of their unique circumstances. Please be advised that the exceptional circumstances we are facing will affect how the supports and services are provided. The anticipated progress for all students will look different.

We appreciate your understanding during this unprecedented, emergency situation. The District is working hard to maintain continuity of instruction and learning while preventing the spread of the pandemic. Please understand that this is an unprecedented situation and we are working through it the very best we can for your student with the following three things at the forefront of our minds:

- Equity
- Access
- Innovation

The District will continue to implement the special education and related services identified in your child's individualized education program (IEP), to the greatest extent possible, through distance learning. Please note, because person-to-person contact is to be limited due to COVID-19 and guidance from state and federal authorities, it is not possible to implement all components of your child's IEP. For example, because all schools are closed, all instruction and services will occur in the home setting and in-person supports are not available due to state and federal directives to avoid person-to-person contact. Similarly, some accommodations, supports, or services that are necessary within the school classroom context may not be necessary for the context of the Distance Learning format.

As our district continues to expand its distance learning platform, please know that the District will continue to provide the special education and related services identified in your child's IEP, to the greatest extent possible, in an alternative manner. Below, you will find answers to how distance learning might look for your child:

How we will work together to provide your child education services:

- Access to general education distance learning curriculum and resources through Google Classroom with case manager support/consultation *via* email and/or phone.
- Access to supports, accommodations, as well as supplemental learning activities to support your child's IEP goals.

How students will communicate with case managers during this school closure:

- Engage in the special education distance learning lessons with appropriate supports and accommodations;
- Email Case Manager to ask questions and seek help; and
- Submit assignments and keep up with class content.
- Participate in office hours as established by the case manager.

Here is how case managers will support you and your child:

- Parents and/or students can email the Case Manager with questions or support needs.
- Case managers will provide consultation and updates.
- Regular office hours will be held and times will be shared by individual case managers.

In addition, your child's related services will be supported as follows:

- Consultation with all IEP team members to provide direct/indirect support through the Google Classroom experience.
- You will receive a separate communication from related services providers outlining office hours.
- Specific supports related to your child's IEP will be provided to the greatest extent possible.

Here are the resources you will need to access distance learning and your child's services:

- Access to a computer/tablet and internet connectivity; and
- Email address and/or telephone number to receive communication and consultation.

If you do not have access to these resources, please contact your child's case manager.

If help is needed:

- If your student is struggling with **technology** please contact your child's school.
- If your student is struggling with **curriculum or instruction** please contact their classroom teacher and case manager.
- If your student is struggling with **unique personal/family circumstances** (illness, attendance/participation, resources to access online instruction, etc.) please contact the school site administration.
- If your student is struggling **as related to their identified disabling condition**, please contact their case manager to further discuss their needs and your concerns.

In making its determination, the District reviewed and considered the following:

- Recommendations from the Center for Disease Control ("CDC"),
- Recommendations from the California Department of Education ("CDE"),
- Recommendations from the United States Department of Education, Office of Special Education Programs and Office of Civil Rights ("OCR"),
- Recommendations from the San Diego County Office of Education ("SDCOE"),
- Recommendations from state and local government officials, including departments of public health, and
- All other relevant information available to the District,

Please be advised that parents and guardians of children with disabilities have certain rights and procedural safeguards under the Individuals with Disabilities Education Improvement Act. I have enclosed an additional copy of your procedural safeguards for your review as well as posted them on the district website. If you would like assistance in understanding your rights or procedural safeguards, you may contact the District or the following agencies:

North Coastal Consortium for Special Education
255 Pico Avenue, Suite 101
San Marcos, CA 92069

California Department of Education
P.O. Box 944272
Sacramento, CA 94244-2720

I appreciate your support as we continue to learn together in these unique circumstances. I realize that each household may face its own challenges and I will work collaboratively with you to address those challenges to the extent possible. During this time, our goal is to stay connected and learn together until our schools are reopened.

Sincerely,



Lori Cummins
Director of Special Education
760-752-1223