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March 30, 2020

VIA EMAIL and DISTRICT POSTING

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

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 Washington Unified School District's ("District") closure of your student's school, which began on March 16, 2020, and the District's plan to continue educating students during the COVID-19 pandemic. This letter follows the District's March 13, 2020, announcement of District school closures. Additional community updates are available on the District's website at <http://bit.ly/wusdCOVID-19>.

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 and guidance from the Center for Disease Control ("CDC"), California Department of Education ("CDE"), California Department of Public Health, Yolo County Office of Education, and Yolo County Department of Public Health.

At this time, District schools will remain closed from March 16, 2020 – April 3, 2020, during which time no students will receive instruction. The District will remain closed during its previously scheduled spring break of April 6 -13, 2020. Your student's individualized education program ("IEP") or Section 504 plan is suspended while schools are closed and instruction is not provided.

Whilst school sites may not reopen and classroom based instruction may not resume, Washington Unified School District will provide educational opportunities and continue learning for our students. To that end, the District will provide distance learning beginning after spring break. In doing so, the District will begin outreach to determine those families that may require technology and/or support to access distance learning. The District is also taking steps to ensure your student has access to their special education and/or Section 504 supports and services, to the greatest extent possible, in order to ensure they can access distance learning benefits from the educational program options to the same degree as other students. Please be advised that the exceptional circumstances we are facing will affect how the supports and services are provided.

Case Managers will consult with your child's teachers to ensure that distance learning modalities are aligned with students' IEP goals and that appropriate instructional accommodations are provided to enable all students to access distance learning. Your child's teachers will have access to Google Classroom and the Special Services Department has a plan for providing special education and related services, including occupational

therapy, speech therapy, counseling and/or mental health services via video and/or teleconference. Case managers may provide scheduled consultation to parents for supporting instruction and educational activities expected to be completed at home. Please contact your child's case manager if you would like to discuss your child's needs or your concerns. As we finalize our plans for distance learning, we will provide updates regarding plans to convene virtual IEP meetings as well as in-person IEP meetings once the District re-opens.

We appreciate your understanding during this unprecedented situation. The following three components are the focus of our decision making:

- Equity
- Access
- Innovation

If your child experiences difficulty with access while school sites are closed and the District implements distance learning options, please contact the following depending on the issue:

- If your student is struggling with **technology** please contact the District's IT department;
- 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 on line instruction, etc.) please contact school site administration;
- If your student is struggling **as related to their identified disabling condition**, please contact their case manager to request that we convene a virtual IEP meeting or Section 504 meeting (as appropriate) 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 Yolo County Office of Education;
- Recommendations from state and local government officials, including departments of public health; and
- All other relevant information available to the District,

Copies of parental rights and procedural safeguards are attached and on the District website, to advise of your parental rights. Please contact me with questions about this letter, and you are also free to contact any agency listed in your notice of rights. We will apprise you with any changes in guidance that the District receives on the provision of special education and related services for students with disabilities. The staff at Washington Unified School District are here to serve and support our families and will respond in a timely manner. Your patience and support is greatly appreciated through these unprecedented times.

Respectfully,

  
Susan Massey-Clover

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Enclosure: Parental Rights and Procedural Safeguards