
September 2, 2020

VIA EMAIL

RE: Prior Written Notice Re IEP Implementation During School Closure Due To Emergency Conditions

Dear Parent/Legal Guardian:

This letter is a written notice by the Alameda Unified School District (“District”) regarding the provision of special education and related services for your student (“Student”) during the 2020-2021 school year that is required when the District closes Student’s school in full or in part for more than 10 school days due to emergency conditions, as is the current status in Alameda Unified School District as directed by Alameda County Health orders.¹

In emergency instances², the District has planned to provide Student’s operative IEP to the greatest extent practicable, through a combination of in-person and distance learning in the “Flexible Model” or distance only learning in the “Remote Model”. As indicated in the attached contingency “IEP Aligned Plan” with components required by Senate Bill 98, the following information regarding your student’s services are delineated: access to the general curriculum, specialized academic instruction (“SAI”) based on areas of need, related services, accommodations and modifications, supplementary aids and services, transition services (e.g., in effect when Student is 16 years of age or older or younger if deemed appropriate by the IEP team), and extended school year services where appropriate, to be implemented during an emergency.

Please be aware that the educational placement and services made available during the time frame of “emergency conditions” are not stay-put, and upon termination of the emergency your Student’s stay-put IEP is the most recent IEP with parental consent.

Alameda Unified School District is committed to helping students learn in a way that makes them feel comfortable, safe and confident. The District is also committed to protecting the privacy of your Student’s learning, in compliance with the Family Educational Rights and Privacy Act (“FERPA”) and, if applicable, the Health Insurance Portability and Accountability Act (“HIPAA”). However, please be aware that no form of technology is 100% secure. The District’s Technology department will

¹ Under Education Code § 46932, “emergency conditions” include fire, flood, impassable roads, epidemic, earthquake, imminent major safety hazard per local law enforcement agency determination, transportation services strike provided by a non-school entity or additional emergency conditions specified in Education Code §41422.

² If Student’s school is open for full-time attendance, please disregard this notice.

be monitoring its systems regularly and taking action to protect its distance learning platforms and make them secure for District students and District staff.

Please note that some distance learning or related services will involve small and large group learning, meaning other students might be involved in the same instructional or related services activities. Educators and service providers will communicate schedules with you, and the District encourages you to discuss with your Student what they learned and practiced. While parents are encouraged to also communicate with Case Managers and District personnel their child's needs and concerns, discussions should be scheduled outside of instructional time. If you have concerns about your Student's ability to participate effectively in distance learning sessions, please let the case manager or service provider know.

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

- Recommendations from the Office for Civil Rights of the U.S. Department of Education,
- Recommendations from the Centers for Disease Control and Prevention,
- Recommendations from the California Department of Education,
- Recommendations from State and Local Departments of Public Health,
- Executive Orders from the Governor, including Senate Bill 98,
- Recommendations from local governmental agencies,
- Recommendations for Alameda County Health,
- Recommendations from the District's Governing Board of Education,
- Student's most recent IEPs, and
- All other relevant information available to the District.

Lastly, please be advised that parents of a child with a disability have protection under the federal parental rights and procedural safeguards set forth in Title 34 C.F.R. Part 300. Enclosed you will find a copy of those parental rights and procedural safeguards. The sources which you may contact to obtain assistance in understanding the provisions of the enclosed procedural safeguards are:

California Department of Education
1430 N Street
Sacramento, CA, 95814
(916) 319-0800

If you have any questions, please do not hesitate to contact school site administrators, District Special Education Administrators (listed below) or the Special Education Director.

- Mary Busby, Secondary and Adult Transition Special Education Coordinator:
mbusby@alamedaunified.org
- Betty Lin, Pre-School and Elementary Special Education Coordinator:
blin@alamedaunified.org

Sincerely,



Pamela Kazee
Director of Special Education
Alameda Unified School District
pkazee@alamedaunified.org

Enclosures: 1. [Parental Rights and Procedural Safeguards](#)
 2. IEP Aligned Contingency Plan

CC:
Pasquale Scuderi, Superintendent of Schools
Kirsten Zazo, Chief Student Support Services Officer
Sarah Stone, Chief Teaching and Learning Officer