

April 9, 2020

To: Parents and Guardians of Students with Individualized Education Plans (IEPs)  
From: Pamela Kazee, AUSD Director of Special Education, and  
Kirsten Zazo, Chief Student Support Services Officer  
RE: Prior Written Notice Re School/District Closure to prevent Spread of COVID-19

Dear Parent(s) and Guardians:

This letter is prior written notice by the Alameda Unified School District, pursuant to the 34 CFR § 300.503, regarding suspension of in-class instruction, beginning March 16, 2020, and now to last until the end of the school year. The District has determined that it is necessary to close its schools to prevent/contain the spread of COVID-19 given Center for Disease Control (“CDC”) and Department of Public Health (“DPH”) Shelter-in-Place recommendations, as directed by the California Department of Education (CDE) and as directed by California State Governor Newsom through Executive Order.

**Please know that during the time our in-class instruction is suspended, due to COVID-19, the District is unable to provide the services as written in your child's IEP.** This is because the health and safety of our students, staff, and community-at-large are of paramount and primary concern. Further, the shelter-in-place orders and guidance for social distancing mandate that changes must be made in the delivery of education to both general education and special education students. Implementing current IEPs as written is not possible for the District during an emergency suspension of in-class instruction. The health and safety concerns for all students, staff, and families are the primary concern, and thereby prevent the District from implementing IEPs as written.

Additionally, to the extent feasible and in line with health and safety, your child will continue to receive support through distance learning opportunities and tailored related support. These services must be delivered in an alternative manner that is consistent with the shelter-in-place order across the State of California.

That said, the Special Education Department, in collaboration with AUSD’s leadership and Teaching and Learning Department, have developed a contingency plan for your child to receive tailored learning opportunities and related provider supports to the extent possible and feasible during this COVID-19 suspension of in-class instruction. Please be assured that the contingency plan to educate your child will only be in place during the current suspension of in-class instruction and is necessary to protect your child's health and safety, as well as that of other students, staff, and families in our community.

During this period of suspended in-class instruction, the District will provide various tailored learning opportunities and related support activities to students with disabilities in the following ways:

- Supports and activities accessed online
- Telephonic consultation and supports
- Other learning materials (sent as PDF attachments online)

Using Google Classroom, Google Documents, Zoom meetings, and telephone calls, the District will also provide the following types of supports from related services staff:

- Speech and Language supports
- Occupational Therapy supports
- Physical Therapy supports
- Deaf and Hard of Hearing supports
- Visual Itinerant and Orientation and Mobility supports
- Adaptive Physical Education activities
- Counseling supports
- Behaviorist supports

Please be advised that the District is not changing your child's IEP placement or services during the suspension of in-class instruction. Rather, the District has developed a contingency special education plan to implement during this emergency situation. Therefore, please be assured that when it is safe to resume in-class instruction, your child will receive the placement and related services that are written in their IEP.

Again, the District and Special Education leadership want you to understand two important messages from AUSD:

- (1) The District does not take lightly its obligations under the IDEA, but at this time of great need and a state of emergency, understand that the health and safety of all dictate that an alternative special education plan is necessary to educate your child and is provided for your child to access.
- (2) This plan will only be in place during the suspension of in-class instruction due to COVID-19. As soon as the health and safety concerns related to COVID-19 are alleviated and in-class instruction resumes, your child's IEP will be implemented as written.

In making this determination, the District reviewed and considered recommendations from:

- ❖ Center for Disease Control
- ❖ California Department of Education
- ❖ United States Department of Education

- ❖ Alameda County Department of Health Services
- ❖ California Department of Public Health
- ❖ Executive orders from Governor Newsom
- ❖ All other relevant information available to the District regarding COVID-19, including the current Shelter-in-Place order throughout the State of California

Finally, please be advised that as a parent(s) or guardian(s) of a child with a disability, you have certain rights. Attached you will find a copy of parental rights and procedural safeguards. Please feel free to contact the following sources if you have questions regarding your rights:

North Region SELPA  
1200 Solano Avenue  
Albany, CA 94706

California Department of Education  
Post Office Box 944272  
Sacramento, California 94244-2720

Sincerely,

*Pamela Kazee*

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AUSD Director of Special Education  
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*Kirsten Zazo*

Kirsten Zazo  
Chief Student Support Services Officer  
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Enclosed: Procedural Safeguard  
CC: Superintendent Scuderi  
Katy Babcock, SELPA Director  
AUSD Cabinet Members  
Special Education Department Leadership

