March 24, 2020

Via Regular U.S. Mail and E-Mail:

Re: Prior Written Notice regarding Special Education Services During School Closure

Dear Parent(s):

I am writing to address the current situation within the district due to COVID-19. Along with learning, student health and safety are top priorities for our Twin Rivers Unified School District. This letter is meant to serve as notice regarding the school closure and is provided in accordance with Title 34 Code of Federal Regulations, section 300.503.

**Description and Explanation of the Actions Proposed or Refused by District**

In the wake of the COVID-19 crisis, the District is taking all necessary precautions not to spread the virus. As you have likely heard, the District will be closing its schools, effective March 16, 2020. Schools will open following guidance from the governor and the County Health Department and is dependent on a rapidly developing and changing situation.

We know that school closure is concerning, especially for our students with exceptional needs, and want to ensure you that we have your child’s education and safety at the forefront of all decisions being made and actions being taken.

The district will be providing distance learning to all students through an on-line platform that will include materials for review of content standards and enrichment activities. This will roll out in three phases to be fully implemented following spring break. In addition to this platform of instruction available to all students, we wanted to inform you that the District will be providing some level of support to special education students, but we do not yet know what that will be. In the coming days, District staff will be in communication with you regarding what this support will look like.
This specialized Distance Learning program can take a variety of forms including but not limited to the following specialized supports:

1. Online instruction
2. Internet-based curriculum, links, and videos
3. Telephonic instruction
4. Packets or paper copies of assignments
5. Lists of work to be completed at home
6. Some form of independent study
7. Virtual office hours, scheduled virtual appointments, and/or instructional phone conferences for the provision of specialized academic supports,
8. Telephonic/virtual counseling services, speech and language therapy, etc.
9. Collaboration with general education teachers regarding appropriate accommodations and supports for students within the general education virtual classes
10. Consultation regarding appropriate technology supports to assist students in accessing online curriculum
11. Communication with parents about student work and learning

Based upon student needs, school staff may determine that some of the above supports are not appropriate, or that others are more appropriate. We will be contacting you within the next few days regarding how your student can be supported in this model. These communications may also include suggested activities, to be completed at home during school closure.

We acknowledge the impact of this and the additional challenges it creates and regret the need to make this decision in the wake of this pandemic.

*Evaluation procedures, assessments, records and/or reports used as a basis for the District’s proposed and/or refused actions, Description of Options Considered by the District, and Description of Other Information Relevant to the District’s Decision*

The school closure has been required based on the COVID-19 pandemic, health and safety concerns, and necessity given the District’s need to provide a safe learning environment for students and a safe working environment for staff. It is this necessity at the basis of the very serious decision to temporarily close our schools. Due to this necessity, and taking into account all of the District’s legal obligations, we do not believe there are other viable options available at this point in time.

In making its determination, the District reviewed and considered the following:
- Recommendations from the CDC,
- Recommendations from the CDE,
- Recommendations and Orders from the Sacramento County Health Department
- Recommendations from the U.S. Department of Education
- All other relevant information available to the District, including directives from Governor Newsom
When schools re-open for instruction, District staff will closely monitor your child’s skills and performance, to confirm whether or not there are any concerns with educational progress or regression due to the school closure. If there are any such concerns, District staff will notify you, and if necessary, will convene an IEP meeting to discuss your child’s individual needs.

**Notice of Parental Rights, Procedural Safeguards, and Resources**

The District acknowledges your right to make informed decisions regarding your child’s education. Accordingly, I have enclosed with this letter a copy of the rights and procedural safeguards under the Individuals with Disabilities Education Act (“IDEA”). The District takes these rights seriously, so please feel free to contact me at: Kathleen.Walker@twinriversusd.org to address any concerns you may have regarding this letter. You may also contact the following agencies to obtain assistance in understanding your parental rights:

California Department of Education  
1430 N Street, Suite 2401  
Sacramento, CA 95814-5901

As updates are made available to the District, we will stay in communication with you as promptly as possible.

Sincerely,

Kathleen Walker,  
Executive Director, Special Education  
Kathleen Walker (electronic signature)

Enclosures: Parent Procedural