



Ravenswood City School District Special Education Department

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Gina Sudaria
Interim Superintendent

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“OUR CHILDREN – OUR FUTURE”

March 25, 2020

Dear Parents,

As you are aware, **Ravenswood City School District**, along with all of the other school districts in the Bay Area, was required to close in order to mitigate the spread of COVID-19. This is a rapidly evolving situation, and the District is continually being updated with guidance from the Centers for Disease Control (CDC), the California Department of Education (CDE), San Mateo Public Health, and San Mateo County’s Special Education Local Plan Area (SELPA).

Currently, pursuant to March 14 and March 17, 2020 orders from San Mateo County Public Health, all schools have been closed, and the community has been ordered to shelter in place, and leave only to provide or receive “essential services” through April 7, 2020. Governor Gavin Newsom stated in a press release dated March 17, 2020 that school closures may continue through the end of the school year, although no definite plan has yet been communicated.

In light of these extraordinary and challenging circumstances, the District wants to assure our families that we are committed to delivering services to all students, including those receiving special education services to the full extent possible. The District will provide Distance Learning supports and activities to all of our students, including students with disabilities. We ask for your patience and cooperation as we coordinate services for your child, as well as your understanding that the services provided may differ somewhat in duration and frequency from what was outlined in your child’s IEP before the recently declared emergency.

This letter serves as a prior written notice by the District, pursuant to 34 CFR section 300.503, of the closure of your child’s school beginning on March 16, 2020, and currently estimated to last through April 10, 2020. Please note that per the CDE, if a district closes schools and does not provide educational services to the general student population, it is not required to provide services to students with disabilities during that period. This guidance applies from March 16th through March 18th as the District is closed to all students to prepare for Distance Learning

Your child’s Case Manager will contact you to communicate the plan for providing Specialized Academic Instruction pursuant to your child’s IEP. Case Managers will ensure that any Distance Learning is aligned with your child’s IEP, and that any appropriate accommodations are provided. Learning modalities may include educational packets, online educational programs, teleconferencing, and tele-therapy. If necessary, Case Managers may also provide scheduled consultation to parents on supporting instruction and educational activities at home.

Depending on the needs of your child and the types of services set forth in their IEP, the following related services may also be provided:

- Speech and Language Services: educational packets, tele-therapy, phone consultations with parents
- Occupational Therapy Services: physical education packets and resources, phone consultation with parents on home exercise programs, virtual conferencing with students

- Educationally-Related Mental Health Services: tele-therapy, online resources, phone consultation with parents
- Behavioral/ABA Support: reward system, social stories, virtual meetings, phone consultation with parents
- Adapted Physical Education: physical education packets developed in collaboration with general education PE teachers

Please be advised that all service providers will be tracking your child’s progress throughout the duration of Distance Learning by keeping work completion logs, services logs, and communication logs.

The District’s Special Education department can continue to hold IEP meetings during school closures via teleconferencing, with parental consent.

For evaluations and assessments, only those tests that can be administered remotely (e.g., surveys, rating scales, interviews) can continue at this time. Completion of evaluations will be paused until school resumes.

Requests for records, with the accompanying timeline of 5 business to produce the records, will be paused, as staff is not available to retrieve records. Any records requests received during school closures will be responded to when the District returns to regular operations.

Again, we want to reassure you that the District is ready, willing and able to continue the assessments and provision of services agreed upon by the IEP teams when regular school operations resume. The District will keep our families updated with any changes in guidance that it receives with respect to the provision of Special Education and related services for students with disabilities.

Please find enclosed a copy of the parental rights and procedural safeguards set forth in 34 CFR Part 300. You are welcome to contact the agencies below for questions regarding your rights and procedural safeguards:

<p>The San Mateo County SELPA 101 Twin Dolphin Drive Redwood City, CA 94065 (650) 802-5484</p>	<p>California Department of Education 1430 N Street Sacramento, CA 95814 (916) 319-0800</p>
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Sincerely,

Jennifer Gravem

Director of Special Education
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Enclosed: Procedural Safeguards