

# Special Education and Section 504 Supports During School Closure

Week of March 30-April 6

## Service Planning

All Case Managers and Related Service Providers will reach out to families to discuss the supports and services feasible based on current IEP goals and services and will schedule services to start during the week of April 13. Case managers will provide a copy of the standard PWN or direct the parent to the WCCUSD website for this information. If parents indicate that they do not want services at this time or are not available for services please document this information. If access is a barrier to providing services contact the Program Specialist for support. Continue to provide resources for educational opportunity guidance.

Because IEP goals and services are by nature individualized and take into account the available services that are available at the time of the plan writing, some elements of the student's IEP may not be possible to achieve in the current public health crisis. To the extent possible, we will provide appropriate services. No IEPs will be held to modify the services on the IEP.

## Access Survey

Case managers will contact families to determine access needs

- Do you have access to an online device for all of your students at home/workspace?
- Do you have access to wifi in your home/workspace?
- Do you have materials for learning such as: Pencils, Paper, Art Supplies etc
- Do you have access to a television?
- Do you have access to a telephone?
- Do you need any specialized equipment that is part of your student's IEP?

## Equipment Management/Distribution

Parents and families will need materials and supplies to provide instruction to students who require instruction beyond online lessons. Material and supply distribution will be coordinated by principals/special education departments in communication with teachers regarding needed supplies for lessons. Designated times will be posted and communicated for parents/guardians to pick up supplies. Those who are unable to pick up supplies will have supplies delivered to their homes or through regional stations similar to food distribution centers. Case managers will reach out to their special education director to set up alternative ways to arrange for material distribution. Materials and supplies included AAC devices, PECS books, low incidence equipment, specialized technology, and other materials and equipment indicated in a student's IEP.

## Notice to parents with PWN Components

The District will not hold IEPs to negotiate FAPE during this school closure. The District will post a notice to parents/guardians on the district website. This letter contains the components of a Prior Written Notice (PWN) describing how the service delivery will change during the school closure. IEP meetings will not be held during this planning time.

## **Beginning the Week of April 13**

### ***Self Contained Classroom Programs (MMSN and ESN)***

Self Contained Classroom (SCC) teachers grades PreK-Transition will provide educational opportunities and instruction related to IEP goals to the same extent as general education teachers through distance learning. Special education teachers will work with the school principal to ensure the students with IEPs are provided the same type of instruction as the general education teachers at the school site when feasible. Materials and supplies that are required for activities will be distributed to families upon request to the extent possible.

### ***Resource Specialist Program (RSP), Mild/Moderate Support Needs (MMSN) supplemental instructional programs, Full Inclusion Programs***

Itinerant Instructional Services will be provided remotely to support the learning needs of students with IEPs that require supplemental Specialized Academic Instruction (SAI). These special education teachers will support the general education teachers by helping to modify or accommodate the work to students' individual needs as well as provide consultation regarding needed accommodations or supports and may also provide additional learning resources. Teachers should provide services to students/families at least twice weekly. Teachers will log the supports provided on SEIS to ensure that the supports provided during this time are captured for further review by the IEP team.

### ***Occupational Therapists, Physical Therapists, Speech Therapists, School Psychologists, Itinerant Specialized Teachers, APE teachers, School Nurses and ERMHS Providers***

Related Service Providers will provide IEP related services using distance learning to provide services to the greatest extent possible when feasible. This may include phone calls, videos, teletherapy for those authorized, packets, and/or resources with consultation. Related service providers will log all services and attempts to communicate about services on SEIS Service Tracker during the school closure to ensure that supports provided during this time are captured for further review by the IEP team.

### ***General Education Teacher***

General education teachers will need to collaborate with the special education teachers to help determine modifications and accommodations. Case managers will reach out to arrange this communication, general education and special education teachers should feel free to work together in planning.

### ***Special Education and 504 Accommodations***

We will all be responsible to ensure that we are being flexible during this time in regard to accommodating individual student learning needs. With the change in working conditions for our students and staff we all need to reconsider how accommodations will be identified, and provided. We must remember that videos require closed captioning in order to allow all students to access. A great way to start this is by reaching out to students and parents to hear what hurdles they are encountering.

### ***Special Education Assessments***

WCCUSD will not conduct any assessments remotely during school closure. This includes Triennials, Initials and 504 assessments that are pending. No new assessments will be started.

Most standardized tests are not normed based on online or remote testing. Timelines are frozen during this school closure time.

### IEP Meetings

With parent permission we will hold some IEP meetings when feasible using phone conference calls, Zoom or Google Hangout meetings. We will not hold triennials that require assessments to be completed and we will not hold IEPs if parents opt out of using Zoom or Google Hangout. We will not hold meetings unless we can assure that all IEP team members are available.

### Logging Supports/Services

During school closure all services and supports provided to students with IEPs must be entered into either SEIS Service Tracker, a paper tracking system, or SBR Tracking and will be used solely for the purpose of tracking the support provided during this time.

### Helplines

In addition to the support case managers and service providers will provide to students and families, Support Helplines will be set up for families who are needing help with new duties as home teachers. Helplines could provide supports that include:

- Consulting with students/parents
- Providing links to Social Stories
- Providing video links for strategies and tools to use at home
- Providing emergency numbers
- Providing community resource lists

The following is a chart of the helplines:

Helpline: Call or Text	Administrator/ Dispatch	Providers	Phone Number
Behavior Support Helpline	Nick Berger/School Psychologist Team	School Psychologists	(510) 779-2435
Educationally Related Mental Health Support Helpline	Jodi Couick	School Psychologists/ERMHS team	(510) 915-2654
Academic Support Strategies Helpline:	Sonja Neely-Johnson Patricia Alberto	Program Specialists	(510) 307-4641
Assistive Technology and AAC Helpline	Rachel Avanesian Arelly Gonzalez Burgos	WATR	(510) 307-4524
Medical Related IEP Support Helpline	Sonja Neely-Johnson	Jill Brickner (Eng) Stephanie Consuelo Zermeno	(510) 221-1856 (510) 231-0947

		(Span)	
Section 504 Question Helpline for Staff	Darlene Almeida	Darlene Almeida	(510) 619-6291
Family Community Support Network for Students with Disabilities Helpline	Nick Berger Patricia Alberto	Jeanine Bishop Patricia Alberto	English(510) 307-4669 Spanish (510) 307-4631