



Parent's Guide to IEPs during Remote Learning 2020-21

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Dear Parents,

At Fremont Union High School District (FUHSD) we are working hard to find ways to support and serve students with disabilities during this change to remote learning. Our team has been attempting to stay connected, create some normalcy, combat isolation and support your family to minimize the negative impact caused by the recent school closure. This document has been created to help share an overview of the Individualized Education Program (IEP) meeting and process being followed to continue our obligation for compliance with the Individuals with Disabilities Education Act (IDEA).

On July 17, 2020, Governor Newsom announced reopening criteria that schools must meet before they can allow students to attend classes in person and on campus. Specifically, a school may reopen for in-person instruction only if the county in which the school is located has not been on the State's COVID-19 monitoring list within the prior fourteen (14) days, or unless the school has received a waiver^[1] from the State and local public health departments.

At the present time, Santa Clara County is on the State's monitoring list, as are most of the counties throughout the State. Thus, schools in Santa Clara County are not permitted to reopen for in-person instruction, absent a waiver, until the County has been off the monitoring list for fourteen (14) days. FUHSD is tracking carefully the status of Santa Clara County so that FUHSD is ready to reopen schools when it is able and when it is safe to do so.

Our dedicated special education staff are delivering instruction and IEP services to the greatest extent possible in an alternate delivery format. We continue to learn and grow. *We thank you for your flexibility and communication with our teams during this process. Your partnership during this extraordinary time has been instrumental in delivering support to all our students.*

Your student's temporary Distance Learning Plan is the projection of what your child's special education supports and services will be during the remote learning time. It serves as the translation of your child's current IEP services and how those will be delivered during this distance learning time. We do not expect to replace school or even match instruction hour for hour. We recognize that no online learning environment can possibly replicate the face-to-face classroom experience.

Once school closures became evident the United States Department of Education along with the California Department of Education provided several layers of guidance on implementation of the IDEA during this time. One thing that is clear is that the obligation to hold existing timelines with IEPs was upheld and thus we need your help to schedule and participate in meetings via electronic and/or telephonic means. The following information is provided to help assure you have the ability to participate in a meaningful way and to communicate with your child's case manager should you have barriers to that participation.

Please contact your case manager if you have any questions as you prepare for an upcoming IEP meeting during school closure.

Sincerely,



Nancy Sullivan, M.A.

Director of Educational and Special Services

[1] Application for waivers are limited to the elementary level.

IEP Meetings

The United States Department of Education and California Department of Education state that guidelines under Individuals with Disabilities Education Act (IDEA) have not been waived. Therefore, IEPs should continue to the best of abilities in light of the school closures. FUHSD continues to hold IEP meetings via Zoom, Google Meet and/or telephonically, and will work with families to find times and dates that work for their at home needs. Our specialists will proceed with the historical information that they have, and current information they can collect through the distance learning platform, to develop present levels, goals in the areas of need, and a Free and Appropriate Public Education (FAPE) offer of placement and services for when school is in session. Some IEPs may have to be updated when school resumes. For those meetings requiring assessment, some will continue with the information they have (informal assessment, present levels, file reviews) and update assessments the team determines are further needed when school resumes.

Triennial IEP assessment

The IDEA requires schools to reevaluate students with IEPs at least once every three years. This is known as a triennial reevaluation or review. The purpose of the triennial is to see if your child's needs have changed. It's also to see if your child still qualifies for special education services. As of the date of this letter, the California Department of Public Health has advised that school districts work with their local health office in determining when and how to provide in-person instruction and/or assessments. The District is working with the Santa Clara County Department of Public Health to determine when they will allow in-person assessments and to develop protocols for the same. Until such time as we can ensure the safety of our students and staff, the District is unable to offer in-person assessments. In making this decision, the District also relied on guidance provided by the United States Department of Education, Office for Civil Rights, which states, "If an evaluation of a student with a disability requires a face-to-face assessment or observation, the evaluation would need to be delayed until school reopens." (*OCR Fact Sheet: Addressing the Risk of COVID-19 in Schools While Protecting the Civil Rights of Students, 3/16/20.*)

Should your child's triennial review be due during school closure, the team will contact you for scheduling and will complete a review of records. If the team determines that additional assessment is necessary you will be advised of measures that can be completed virtually and if other assessments can only be completed when school reopens.

The case manager will contact you to coordinate the date, time, and platform for the meeting. The only thing that really is changing about meetings is that they are moving to a virtual platform. All other rules and expectations apply for any IEP meeting.

Expectations for remote IEP meetings:

- Find a quiet space and time to hold the meeting to minimize disruptions.
- Trial the platform ahead of time if you have never used it before.
- Staff members will do their best to send materials home in advance. One staff member will present the forms so the entire team can follow along.
- Include your child and help facilitate their engagement.
- If you plan to audio record the meeting remember to give 24 hours notice. *Video recording is not permissible.*
- Be sure the device you are using for the meeting is either plugged in or charged fully.
- Do your best to be in the best spot for internet connectivity

- At the conclusion of the meeting, the case manager will send an electronic copy for you to review. Please let us know if you would prefer a hard copy mailed to your home.
- There are multiple ways FUHSD can receive your consent and please help us get your child's signature for attendance also:
 - The case manager will email you a link to an electronic form through the SIRAS IEP platform or Informed K12 platform. Please follow the link and sign electronically as soon as possible.
 - You can print and scan (or take a picture) of the signature page and email back to the case manager.
 - You can email the case manager a statement of consent to the proposed IEP offer.
 - You can print and sign the signature page and drop off or mail to your school's main office.

Online meetings may be a real positive thing for many families and could be a new way to help everyone manage busy schedules in the future. It is new territory so please ask for help if you need it.

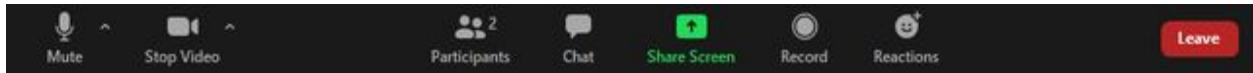
Remember to consider these items in any IEP meeting

- ❖ Ask questions. If you don't understand, ask for an explanation.
- ❖ Ask for clarification if you don't understand the present level of educational performance statement.
- ❖ Ask for where your child is in meeting standards and how his/her goals support learning in this area.
- ❖ Consider your child's current grade, graduation status and ideas for transition to post-secondary planning.

Continue to check on the latest updates and information at the [FUHSD School Closure Resources website](#)

Zoom Meeting Tips

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.



Attendees have access to these features:

1. Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: Alt + A
- Mac: Shift + Command + A

2. Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

3. Participants: See who's currently in the meeting and [invite others](#). You can also access to these options:

- Rename: Hover over your name, click More, and choose Rename to change your screen name displayed to other participants.
- [Non-verbal feedback](#) icons (if enabled by the host): Places an icon beside your name to quickly notify the host.

4. Chat: Access the chat window to chat with the participants. [Learn more](#).

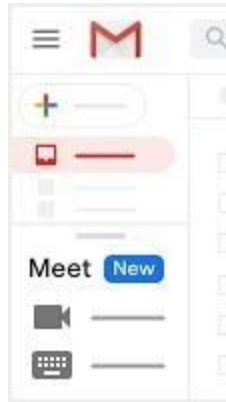
5. Leave: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).

Google Meet Tips

1. Schedule or start a video meeting

From [Gmail](#):

1. In the sidebar, click Start a meeting.
2. Click Join now for a video meeting, or click Join and use a phone for audio for an audio-only meeting.



From [Calendar](#):

1. Click Create .
2. Add your event details and guests.
3. Click Add rooms, location, or conferencing.
4. Click Save.

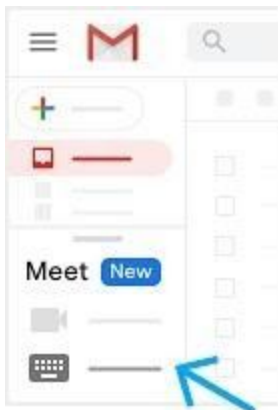


See other ways to [start a video meeting](#).

2. Join a video meeting

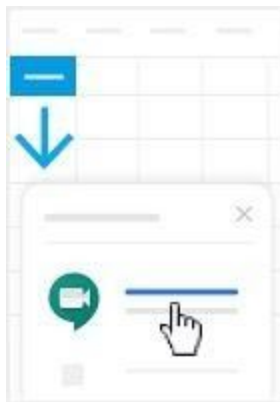
From [Gmail](#):

In the sidebar, click Join a meeting and enter a meeting code.



From [Calendar](#):

Click the event, then click Join with Google Meet.



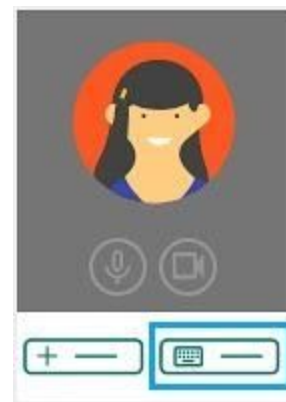
From [Meet](#):

Join a scheduled meeting or use a meeting code.



From mobile devices:

Open the [Android](#) or [Apple® iOS®](#) Meet app.



3. Customize video settings, interact with participants, or share your screen

