



Lodi Unified School District  
Special Education  
1305 E. Vine Street  
Lodi, California 95240  
Lodi (209) 331-7080  
Fax (209) 331-7084

April 3, 2020

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

Re: Section 504 Accommodations, Supports, and Services During School Closure

Dear Parent(s)/Guardian(s):

I am writing to address the current situation within the Lodi Unified School District ("District") due to COVID-19. Along with student learning, student health and safety are top priorities for our District. This letter is meant to serve as notice regarding the school closure ordered by the District.

***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 know, the District has closed its schools, effective March 23, 2020. 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.

During this time period, the District will be providing continued instruction, available to all students, as follows:

- Remote Instruction will be offered to all students through the remainder of the 2019-2020 school year. Superintendent Dr. Cathy Washer will be in communication with parents/students regarding updates and changes as additional information becomes available.

In addition to the Remote Instruction available to all students, we wanted to inform you that the District will be providing additional Remote Instructional accommodations and supports that are specifically designed to support the educational needs of students with Section 504 Plans during the school closure. We do not yet know exactly what those accommodations and supports will look like for each individual student. However, Section 504 coordinators and support staff are working diligently to set up a variety of specialized Remote Instructional supports based on each student's individual needs. This specialized Remote Instructional 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 within Google Classroom
3. telephonic instruction

4. sending home packets or paper copies of assignments
5. sending lists of work to be completed at home
6. access to audio-learning at home
7. virtual office hours, scheduled virtual appointments, and/or instructional phone conferences for the provision of specialized academic supports
8. collaboration with general education teachers regarding appropriate accommodations and supports for students within the general education virtual classes
9. consultation regarding appropriate technology supports to assist students in accessing on-line curriculum
10. communicating with parents about student work and learning

Based upon student needs, school staff may not employ all of the above supports, which may not be appropriate for some students, or they may use other supports not identified above. School staff will be contacting you to discuss how your student can be supported in this model. Those communications may also include suggested activities, to be completed at home during school closure. If your student does not have access to a computer or the internet, please notify your student's teacher immediately. When County Public Health or school officials deem it safe to re-open schools, this temporary adjustment in specialized accommodations and/or supports will be immediately terminated, and your student will resume the same Section 504 Plan accommodations/supports that was being implemented prior to the 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.

If new information becomes available, the decision about whether or not to provide a different form of instructional access may change. 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 a Section 504 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 Section 504 of the Rehabilitation Act of 1973. The District takes these rights seriously, so please feel free to contact my office if you would like to schedule a time to meet with me to address any concerns you may have regarding this letter. You may also contact the following agency to obtain assistance in understanding your parental rights:

U.S. Department of Education, Office for Civil Rights  
Headquarters Office  
400 Maryland Ave, SW  
Washington, DC 20202  
Phone: (800) 421-3481; Fax: (202) 453-6012

U.S. Department of Education, Office for Civil Rights  
San Francisco Office  
50 United Nations Plaza  
San Francisco, CA 94102  
Telephone: (415) 486-5555; Fax: (415) 486-5570

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

Sincerely,



Paul Warren  
Lodi Unified School District  
504 Coordinator  
[pwarren@lodiUSD.net](mailto:pwarren@lodiUSD.net)  
(209)331-7081

Enclosures: Notice of Parent/Guardian Rights and Procedural Safeguards under Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Board Policy 6164.6, "Identification and Education Under Section 504"  
Administrative Regulation 6164.6, "Identification and Education Under Section 504"