

## Wiseburn Unified School

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### **Juan De Anza Elementary (K-5)**

Principal: Mr. Albert Paredes

### **Juan Cabrillo Elementary (PreK-2)**

Principal: Lisa Baggio

### **Peter Burnett Elementary (3-5)**

Principal: Kimberly Jones

### **Dana Middle School (6-8)**

Principal: Kiana Brede

### **Da Vinci Schools**

### **Da Vinci Innovations Academy (K-8)**

Principal: Mrs. Michelle Rainey

### **Da Vinci Communications (9-12)**

Principal: Dr. Scott Weatherford

### **Da Vinci Design**

Principal Mrs. Kate Parsons

### **Da Vinci Science**

Principal: Mr. Steve Wallis

### **Da Vinci Extension**

Director Kim Merritt

The Special Education Department works closely with parents, teachers and staff members to identify and serve children ages 3-22 years of age who are eligible for special education and related services in order to best meet the needs of all students.

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Wiseburn & Da Vinci schools work collaboratively with the Special Education Local Plan Area (SELPA) to provide a continuum of educational support services to students who are eligible for special education. We hope that you will find this brochure helpful in providing you with an overview of the Special Education Program

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### **Wiseburn Unified School District**

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[cwaller@wiseburn.org](mailto:cwaller@wiseburn.org)

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Ingrid Jaimes, Program Specialist  
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### **Da Vinci School**

Allegra Johnson, Director Special Education  
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310-725-5800 ext. 1117  
[ajohnson@davincischools.org](mailto:ajohnson@davincischools.org)

## Wiseburn Unified School District &

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## Da Vinci Schools

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## A Guide to Special Education Services

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## The Special Education Process

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### Step 1: Referral

A referral is a formal request for a student to be evaluated for eligibility to receive special education. A school professional or a parent may make a referral if a disability is suspected that affects a child's ability to perform at school. A referral is typically made after various forms of interventions have been utilized and documented through the school's Student Success Team (SST) process.

### Step 2: Evaluation

Once a child has been referred for an evaluation and parent consent is given, the school has 60 calendar days in which the evaluation must be completed. The evaluation is a collection of information from formal and informal assessments of the student records, observations and interviews. The information obtained through the evaluation will be provided in a written report and is used to make key educational decisions for the student.

### Step 3: Individualized Educational Program / IEP Meeting

Upon completion of the evaluation, the parents will receive a written invitation sent to them 10 days in advance of the proposed meeting date in which a team of qualified professionals will interpret the assessments and a determination for eligibility for services.

If the student is eligible for services, and Individualized Education Program (IEP) will be developed that will include identified needs, goals and objectives that address the student's strengths and concerns. Based on the goals, the team will review that necessary aides, supports and services that will be provided. The least restrictive environment (LRE) will be considered to determine the maximum extent appropriate the student will be educated with children who are not disabled.

## Individualized Education Program

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A student's Individualized Education Program (IEP) will include:

- Present level of educational performance
- Annual goals
- Progress toward annual goals and how parent(s) will be informed
- Short-term instructional objectives/benchmarks
- Specific special education, related services, supplementary aids and services and a statement of program modifications
- Extent of participation in regular education programs
- Language(s) or mode(s) of communication
- Participation in assessments
- Placement
- Extended School Year services

Additional information may also be provided in the IEP, if needed, based upon the evaluation results and input from school personnel and/or parents.

### Communication

A vital component of a student's success in the program requires open lines of communication between parents and all members of the IEP team. Parents can request an IEP team meeting or informal conference at any time to discuss issues and concerns. All questions regarding a student's special program should be directed to your student's special education case manager. If the case manager cannot answer your question, he/she will help direct you to the appropriate person. Parents will receive regular progress updates on IEP goals or benchmarks each trimester.

## Alternative Dispute resolution, Complaints & Due Process

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When parents have a concern about their child's education, it is important that they contact the student's teacher and administrator to assist with a remedy. Parents are provided a copy of their rights and responsibilities at least annually to assure that they understand the processes. Copies are available on the district website @[www.wisburnscvschools.org](http://www.wisburnscvschools.org). Formal written complaints regarding a violation of the law under the IDEA or California Department of Education.

Non adversarial processes such as mediation or alternative dispute resolution prior to filing for a formal due process hearing is encouraged by the district. Voluntary pre-hearing mediation conferences or facilitated IEPs and / or conferences are available. The district is committed to supporting a neutral party from the SELPA office or through the district that can assist in resolving issues relating to identification, assessment or educational placement. The district offers a free and appropriate public education through the IEP process. Sometimes through impartial mediations, meetings an agreement can be reached to resolve issues and clarify decisions.

A due process hearing is a formal proceeding presided over by an administrative law judge. It can be initiated by parents or the district. Requests should be sent to:  
Office of Administrative Hearings  
2349 Gateway Oaks Dr. #200  
Sacramento, CA 95833  
Phone: 916-263-0880 Fax: 916-263-0890