



ALTERNATIVE FORMAT PLAN

Purpose

Connecting Waters Charter School wants to ensure that individuals with disabilities have access to medical resources and educational resources in a timely manner and in a format that is appropriate and accessible to them. The alternative format plan implementation's goal is to address individual communication and accessibility needs. Connecting Waters Alternative Format Plan can be found on our website.

Background

Under federal and state law, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disability Education Act (IDEA), discrimination against qualified members of the public participating in public programs based on disability is prohibited. A person is a qualified member of the public if they are an appropriate person with whom a public agency should or would communicate. The rights of persons with disabilities must be protected to ensure meaningful and equal access to public services, including but not limited to Medi-Cal, LEA Medi-Cal, and School-Based Medi-Cal Administrative Activities programs. The Superintendent or designee shall ensure that the school provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to the school and school website, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program or meeting.

Accessibility to Alternative Formats

Alternative Formats include, but are not limited to:

- Braille
- Large print (20-point Arial Font)
- Audio format
- Accessible electronic format (such as a CD)
- Closed Captioning
- Text-to-Speech
- Voice-to-Text

The request for alternative format will be filled within two months of the request being received.

To comply with the federal civil rights laws, the school has appointed the below designee as a point of contact for the alternative format requests:

Michelle Day, Special Education Director
12420 Bentley Street, Waterford, CA 95386
(209) 874-1119

The point of contact will maintain all requests, correspondence, and backup documentation in relation to

the alternative format requests. The school is responsible for converting or translating created and owned documents upon request. All other documents can be converted or translated by the Stanislaus County Office of Education.

Alternative Format Reporting

1. Medi-Cal beneficiaries can input their request directly into the online system. <https://afs.dhcs.ca.gov/>
2. The parent, Medi-Cal beneficiary or health care provider may call 1-833-284-0040 and go through the prompts to input the alternative format request.
3. The Local Educational Agency (LEA) can also collect this information from a data match process. This information can be obtained directly from the beneficiary, parent, or authorized representative.

The following information will be required to record a request or search for a previously reported alternative format request.

Name

ID Number (BIC)

Date of Birth (MMDDYY)

Alternative Format Communication List

The Special Education Provider Coordinator will review the alternative format requests on the Data Match output file. The Special Education department will maintain a log of all alternative format one time requests and continuous alternative format requests/needs. This log will be a digital working file that we can refer to for future communication with student and/or the authorized representative. This information will be distributed as needed to appropriate parties.