

COVID-19 Operations Written Report for Santa Paula Unified School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Santa Paula Unified School District	Ed Cora Superintendent	Ecora@santapaulaunified.org 805-933-8802	June 17, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 12, 2020, the Santa Paula Unified School District (SPUSD) notified the school community that all schools would close beginning March 16, 2020 due to the COVID-19 pandemic. Together, with the Santa Paula Federation of Teachers (SPFT) and district and site administrators, a three-phased distance learning plan was developed and communicated to all certificated staff. The premise of the learning plan was to ensure that all students continued to receive social-emotional support and educational services during the school closures. Immediately, a distance learning webpage was developed and included online enrichment resources for students in all grade levels and links to parent resources. The primary goal of Phase I and II of the distance learning plan was to contact all families to determine the type of support needed during school closures and offer enrichment resources in core content areas. The five key areas of Phase I and II included:

1. Develop website to support families with access to free on-line resources in a variety of content areas and provide support materials to help establish learning routines at home
2. Identify staff (teachers, administrators, counselors, and District staff) to contact families to reestablish connections, inform of resources, and gather Family Survey data
3. Distribute take-home learning packets at all K-8 school sites in reading and math; identify and post enrichment activities by content area for students in grades 9-12
4. Provide Professional development to all staff
5. Distribute Chromebooks to high school students

Phase III of SPUSD’s Distance Learning Plan transitioned from enrichment to the expectation that students participate in on-line or packet-based learning opportunities. During this phase, students were expected to complete tasks and projects assigned by their teachers. Over 2,000 Chromebooks were distributed to students in grades TK-12 and staff monitored parent contacts and regular participation in distance learning. Counselors initiated contact with families who were most at-risk and provided small group check-ins and wellness checks, if needed. Key areas of Phase III included:

1. Participation in staff and grade level/department meetings; Ed. Tech updates and Zoom opportunities for teachers to share best practices
2. Establish maximum time commitments for instruction for each grade level

3. Identify and implement supplemental curriculum and applications to support student engagement
4. Initiate teacher office Hours and posting of weekly assignments.
5. Provide resources and support for English learners
6. Approve temporary “hold harmless” grading policy
7. Post parent resources (academic and mental health) on website
8. Continue online school and district advisory meetings (i.e. SSC, ELAC, DELAC)

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learner (EL) students received language support through integrated and designated ELD via distance learning. The District ELD TOSA continued to work with regularly assigned groups of newcomers and long-term EL students to provide small group instruction, and District reading teachers at each elementary school site provided reading support to English learners and students working below grade level. Supplemental instructional resources and family support links in English and Spanish were posted on the district website.

The State and Federal Programs Department made weekly phone calls to all families who qualified for the McKinney Vento program to ensure students had adequate information regarding distance learning. Staff was able to provide information on how to navigate digital platforms, provide information on internet service providers, and offer assistance on how to access the district technology helpline. Families were also provided a list of resources to community food pantries.

Data from family surveys provided the district with information regarding devices at home, internet access, and preferred method of distance learning models. Based on survey feedback, Chromebooks were distributed to students who did not have a device at home, and take-home learning packets were provided to students in grades TK-5. Additionally, electronic devices (Leap Pads), reading books, and supplemental materials were handed out to English Learners who were categorized as Newcomers and/or Migrant. The Director of State and Federal Projects partnered with the Ventura County Office of Education to ensure all foster youth were provided with the tools necessary to access the distance learning curriculum. District mental health and school counselors provided social-emotional support to students most at need.

A summer school distance learning program will be offered to students in transitional kindergarten through twelfth grade. Students working below grade level and English learners will be given first priority, and all TK-8 grade students districtwide will have access to supplemental computerized programs in ELA and math throughout the summer.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

SPUSD has continued to offer and expand distance learning opportunities as school closures were extended for the remainder of the 2019-20 school year. The focus has remained on strengthening student connections, providing social-emotional support, and allocating all

available resources to ensure that all students have access to instruction. To date, over 2,000 Chromebooks have been distributed and learning packets have been mailed home on a bi-weekly basis to accommodate students who do not have access at home. The district has received notification and will allocate 1,500 hot spots to families who do not have internet access at home. All teachers have established office hours and post assignments through Google classroom. A variety synchronous and asynchronous learning methods such as Zoom, Meet, and You Tube are used to provide standards-based instruction to students. Supplemental computerized programs and an online digital library (MyOn) are available to all students to provide differentiated skills practice and opportunities to continue reading at home. Student participation in distance learning is monitored on a weekly basis and school and mental health counselors are available to provide services to students and need and perform wellness checks, as needed.

A distance learning webpage was created and is frequently updated and includes enrichment activities for all grade levels, bilingual resources for English learners, and mental health and wellness materials for families. District staff continues to reach out to EL, migrant, and homeless families to answer questions and ensure that resources and services are being utilized. A technology hotline is available for parents to receive support with district devices. Parent communiques are promoted through social media, school web pages, and parent updates are provided by the Superintendent.

Staff continue to deepen their understanding of online applications and effective distance learning lesson delivery by participating in weekly “Ed. Tech Live” Zoom meetings and online webinars. Each week, district colleagues share best practices and strategies used to improve student engagement and participation. This summer, professional development will be offered to support differentiated instruction for English learners and students with special needs. A parent survey will be sent out to solicit feedback regarding preferred models of distance learning for fall 2020I. We are committed to providing a high-quality distance learning program that meets the needs of all students, supports parents as educational partners, and prioritizes the well-being of our students and staff.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

The SPUSD Child Nutrition Services Department began providing grab and go meals at both Glen City Elementary and Barbara Webster Elementary beginning Monday, March 16, 2020 after SPUSD schools were closed due to the COVID-19 pandemic. Families were notified of the time and locations for the grab and go meal service via regular phone and email messages as well as the District website. The school sites were selected based on their positions within the boundaries of the district; one site on each side of Santa Paula. SPUSD originally provided two meals (breakfast and lunch) Monday through Friday, then moved to a Monday distribution model with five days of meals provided at each pick-up. The grab and go meals were provided between the hours of 10:30am and 12:30pm for children ages eighteen and under. Children did not need to be present during the distribution pick-up for families to receive meal packages. Employees were assigned workstations that facilitated social distancing and wore mask and gloves. Staff maintained social distancing while preparing the sealed meals for distribution and kept records of the meals provided. At Glen City Elementary drive up and walk up service was available and at Barbara Webster Elementary walk up service was available, all while ensuring social distancing. On average, SPUSD served 1,800 children every week.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

From the onset of school closures due to the COVID-19 pandemic, SPUSD has provided a variety of resources through our district website: www.santapaulaunified.org. The Coronavirus Parent/Guardian Resources web page provides information on mental health resources, enrichment activities, technology support, and free meals. The web page also provides a link to the Ventura County Office of Education, which includes information on childcare for essential workers in Ventura County: vcoe.org/childcare. Additionally, the District Office continued to dedicate staff to answer phone calls on a daily basis from 8:00-5:00 pm.