

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Chino Valley Unified School District	Dr. Norm Enfield, Superintendent	Norm_Enfield@chino.k12.ca.us	[Insert Date of Adoption here]

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.

The Chino Valley Unified School District (CVUSD) Board of Education passed a state of emergency resolution on March 12, 2020, granting the Superintendent authority to ensure that public education continues, and to help safeguard the well-being of students and staff during the COVID-19 crisis. To slow the community spread of COVID-19, the Superintendent announced closure of CVUSD’s 35 schools on March 13, 2020, and the District implemented an extended Spring Break (March 16-19) with Spring Break (March 20-27) and then Extended and Distance Learning beginning March 30, 2020. Prior to Governor Newsom’s Stay at Home Order (effective March 19, 2020), the District executed a Pandemic Plan as part of the Comprehensive School Safety Plan. The District made changes to program offerings to sustain learning and provide support to families to mitigate the major impacts of school closures on the local school community.

Learning support has been provided remotely to students with the unduplicated student population in mind. A tiered distance learning plan was put into action to support student learning that included District-created extended learning lesson plans for all grade levels with staff training and teacher-developed distance learning plans. To ensure equitable access to learning, the District deployed over 7,200 Chromebooks and 700 Wi-Fi hot spots to students. A Distance Learning Technology Help Hotline at (909) 628-1202, ext. 1080 and email (communitysupport@chino.k12.ca.us) was created for technology questions. Instructional coaches and induction coaches have aided teachers remotely so learning could continue seamlessly.

Supervision arrangements were made for District employees in preparation for Distance Learning. Nutrition Services reassessed their meal preparation and serving, and currently conduct meal service through safe local distribution. The Health Clinic aids students and families through tele-health, link patients to medical services, and will conduct drive-through immunization clinics in late May through June. Social-emotional learning videos, Positive Action for Life Success lessons, and a host of other resources (<https://www.chino.k12.ca.us/Page/34605>) have been provided to school sites and the community. Through the Parent-Engagement Center, outreach for the unduplicated student

population continues. During school closure, the Superintendent provides updates through the AERIES Parent Portal, the District website (<https://www.chino.k12.ca.us/Page/26942>) and social media.

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

The District coordinated efforts to support the needs of English learners, foster youth, and socio-economically disadvantaged students during the transition to Distance Learning. Instructional coaches supported teachers with English learner resources, grade-level lessons, and collaboration opportunities. Administration, school site staff, and bilingual school liaisons helped with device-checkouts, translations, and phone calls home to aid teachers in making student contact and getting feedback on student needs. The Parent-Engagement center offered remote tutorials on learning management platforms and videoconferencing tools for home learning. Along with communication through the District's electronic school messenger, Title I school families received a mailer with information on resources for technology, mental wellness, and academics support.

Health Services has supported students and families through a variety of services. The Health Clinic has provided telehealth services to students and will conduct three drive-through immunization clinics. The school nurses have supported Individualized Educational Plan teams and schools with registration remotely. The Helping Our People Everyday (HOPE) Program provides remote case management, referrals, and weekend food backpacks for students. The Multi-Tiered Systems of Support Behavior counselors have developed lessons to support remote home instruction, provided referrals to families, and conducted telephone check-ins with students and families. The Health Services website has an abundance of local resources for families ranging from food, job, counseling, and community support resources.

Services to foster youth students have continued during distance learning that supported stability, engagement, and advocacy like progress monitoring, advocating, recording requests, arranging virtual support services, communicating policy/procedure changes, and ensuring all seniors are on track to graduate. In addition, technological needs were met, helping with virtual classrooms; supporting caregivers with social-emotional check-ins and support with strength-based counseling; assessing evolving needs/referrals for enhanced supports; promoting student/teacher engagement; collaborating with student's family team on their well-being and academic success. Moreover, the foster youth liaison provided guidance with post-secondary, financial aid, scholarships, majors, and transition to independent living.

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

Education is an essential service and staff recognize the extraordinary responsibility to support continuity of learning and services for more than 27,500 students. After closing school sites to students and the public, CVUSD implemented a tiered plan to deliver high-quality distance learning

opportunities. Training included whole group, small group, and individual group opportunities for website development, learning management platforms (e.g. Google Classroom, Microsoft Teams), meeting/video conferencing tools (e.g. Zoom, Google Meet), and other tools (e.g. Screencastify, Flip grid, ClassLink, Office 365). To support students through distance learning, the following expectations were set district-wide to:

- Keep webpages (distance learning classrooms) up to date with contact information, virtual office hours, instructional plans, submission process, feedback process, and dates for assessments
- Provide instruction in English-language Arts and Math, incorporating Science and Social Science, when applicable, at the elementary sites, and subject specific instruction at the secondary level through learning platforms and meeting/videoconferencing tools
- Engage in virtual staff meetings
- Continue counseling support
- Provide accessible and timely (well within 24 hours) responses to questions from students and their families, in addition to the required time spent in virtual office hours
- Collaborate with special education and intervention teachers for identified students
- Hold IEPs to the extent possible
- Work with colleagues and administration via virtual meetings

For applicable students, additional support like music instruction, differentiated English Language Learners lessons, special education resources, and social-emotional learning lessons are available. School site staff/administrators and district administrators regularly monitor telephone messages, email messages, and classroom websites to address distance learning student, staff, and parent questions.

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

To lower the risk of an employee transmitting or contracting COVID-19, maintaining distance between employees and the community members has been critical along with following personal and production health safety measures.

Nutrition Services converted meal service to the community to grab-and-go meals and executed curbside delivery at seven locations serving approximately 5,125 breakfasts and 5,125 lunches daily. All items served were wrapped or safely packaged for distribution. Employees wore gloves during production and did not contact exposed, ready-to-eat foods with bare hands. Suitable utensils such as spatulas, tongs, single use-gloves have been provided to Nutrition Services staff.

Using hand signals from a distance, individuals in vehicles indicate how many student meals they need. Nutrition Services staff then places the meals in the trunk of the vehicles to minimize contact and face-to-face communication with others and ensure contactless deliveries.

Food safety continues to be a best practice utilized inside the food preparation areas along with the designated serving locations. Employees always wear masks and use gloves to protect the community and other staff. Employees stay vigilant in their hygiene practices, including frequent and proper hand-washing and routine cleaning and disinfecting of all surfaces. These practices reduce the chance of spreading the virus and will continue during the emergency summer feeding.

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

Child Development provided a week of supervision for CVUSD staff while they transitioned to work remotely. Intensive planning for supervision services for CVUSD and community essential workers began on March 14, 2020, to meet State and Federal Guidelines. The District took part in webinars, group emails, phone calls, and Zoom meetings to develop a plan for supervision services. The plan included necessary precautions of protective equipment for staff and routine cleaning of the facilities. Daily check-ins of staff and students were planned and included taking temperatures, maintaining social distancing guidelines, and hosting staff trainings. The Child Development Technician kept consistent communication with parents/guardians and staff throughout this process; however, supervision services was not needed at that time.

Child Development maintained contact with local resource and referral agencies to post and share with families information regarding local childcare facility websites such as <http://mychildcare.ca.gov/>, <https://rrnetwork.org/>, and <https://rrnetwork.org/family-services/find-child-care>. Child Development also participated in virtual conferences and email communication with Local Planning Control to locate additional resources to share with families. All websites available to assist families with identifying providers that can serve children have been posted on the Covid-19 community resources tab on the Child Development Website <https://www.chino.k12.ca.us/Page/35197>. In addition, information flyers were sent to families via email and take-home packets.

The Child Development Department is currently planning to open supervision for the summer, as the State is preparing to open, and parents/guardians are gradually returning to work. Supervision services will open with safety protocols that include frequent handwashing, social distancing, and daily health checks.