

# COVID-19 Operations Written Report for Richland School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Richland School District	Annette Blacklock Assistant Superintendent- Educational Services	ablacklock@rsdshafter.org 661-746-8600	June 22, 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.

March 17, 2020, was the last physical day of student attendance. The District notified families of the pending closure via an automated phone call and a letter from the superintendent posted on the website. Parents were asked to contact site or district offices for any needs. Students were provided with Distance Learning packets, school supplies, and chrome devices.

In response to the physical school closure, instructional materials, the learning environment, and the manner in which instruction occurs has changed significantly for our students. Instruction is now being provided in a Distant Learning platform, including paper/pencil learning materials for all PK-8 students, online resources, and a reduction in the face-to-face contact students have with their teachers. They are having to adapt to a paradigm shift in the delivery of instruction to digital/distant formats. As teachers reach out to make contact with students and families, they are all being asked about technology, instructional, social-emotional, or other needs. Referrals to agencies continue to be made if needed, and resources have been made available on our websites.

Though our Migrant and ASES after school programs have continued via Distance Learning, the specific, targeted afterschool intervention programs have discontinued. And because our Supplemental Educational Services offered through Professional Tutors of America is done online, that has continued. Students will not have access to traditional Summer School. They will be receiving Supplemental Learning packets.

The nutritional program has changed for students and families in two distinct ways. The food offerings have been limited to specific foods due to the distribution process and availability of products, and families are now required to leave their homes to accompany children to pick up meals.

Our Student and Family Support Services office remains available via phone, email, Zoom, etc. and by appointment. Onsite parent group classes from our Family Resource Center are now provided based on specific needs, adhering to social distancing requirements.

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

Taking into account the needs of our unduplicated students, all learning packets (LP) have been created or modified to include scaffolds for ELLs and provide enrichment opportunities. Case managers have modified LP to meet IEP goals for students with disabilities and have contacted them weekly. Additionally, instructions have been included in Spanish, and teachers who are not proficient in speaking Spanish have access to our instructional aides who can provide translation services. 8th-grade students at-risk of not graduating were given intervention support to raise their GPA and meet graduation requirements.

In collaboration with KCSOS, migrant students are provided with supplies, LP, electronic devices, and wifi support as needed. Working with our local Shafter Learning Center, additional tutoring services are provided for students. After-school activities are provided virtually to students through the Migrant and ASES programs. Richland is unique in having a Family Resource Center (FRC). Our FRC has been diligent in contacting our McKinney-Vento, low income, and Foster families to ensure needs are being met. Additionally, Supplemental Educational Services offered through Professional Tutors of America continues to be provided to our low-income students.

All students have access to Chromebooks. Wifi has been provided in elementary school parking lots between the hours of 7 a.m. - 8 p.m. Hot Spots have been acquired and given to families who need internet connections. Phone calls have been made reminding families to contact their sites if they need connectivity.

During daily online meetings with teachers, students expressing a need for social-emotional support are contacted by the School Social Worker, site administrator, school counselors, and/or the Dean of Success. Additionally, students who were already being seen by our School Social Workers (SSW) or school psychologists are contacted by their case managers. Nurses have continued to support students with IEPs and 504s.

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

Our district has provided Learning Packets (LP) and Chromebooks for each student. LP were provided to students on March 18, April 14, and May 5. They were distributed at scheduled times following social distancing guidelines. Students absent during distribution days either picked up materials, or they were mailed to students. Teachers contacted students and parents via Remind, Class Dojo, Google Classroom, phone, email, and text to check on student well-being and answer questions regarding LP. Contact data were collected, monitored, and identified needs were responded to by site administration.

LP were collected following social distancing guidelines. For grading purposes, our disposition has been to hold students accountable while holding them harmless due to the pandemic. With that in mind, the grading for Q4 has been a combination of Q3 grade and completion of the LP.

While students continued to have access to existing online programs, additional online resources were provided to allow students extra practice. Wifi has been provided in elementary school parking lots between the hours of 7 a.m. - 8 p.m. Hot Spots have been acquired and given to families who need internet connections. Phone calls have been made reminding families to contact their sites if they need connectivity. Though all students have access to devices, two key challenges to providing online instruction emerged. One is verifying student internet access. Survey information is currently being gathered to assist in verification. The other is the process of teachers delivering online instruction and students understanding what/how to learn via that platform. To address this, a steering committee received initial training on Canvas (a digital learning management system) provided by KCSOS. Following committee feedback, all teachers participated in Canvas onboarding training. Professional development will continue throughout the year for teachers, parents, and students for using Canvas as an online tool for distance learning.

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

On March 19, all four sites began to provide meals for students Monday through Friday. Meals are provided on a Grab and Go basis. To inform families, automated calls were made; banners were displayed, and information posted on websites. Families either drive through or walk up to distribution areas. Distribution areas and staffing are set up using social distancing protocols. Food services staff, wearing protective gear, give bags to families according to the number of children in the car. Knowing that we have two areas outside of the walking distance of our school sites, a bus carrying meals visits two remote locations to make sure all students have access to meals. Meals are transported to a third location by our food services staff due to a concentration of families in that area.

Distribution counts turned in daily are used to make adjustments to the number of meals prepared. Currently, three of our four school sites continue to provide meals. One elementary school, because of the close proximity to the local high school, discontinued distributing meals after April 7, 2020.

On April 14, a new schedule began with Grab and Go Meals being provided Monday-Thursday. Thursday's meal includes breakfast and lunch for Friday. The bus continues delivering food, stopping at one location from 11:15-11:45 a.m. and another from 12:00-12:45 p.m. On May 10, the schedule was adjusted due to warmer weather. All meal pick-up and delivery times were moved one hour earlier. This information was given to parents via our website and school messenger phone calls, as well as individual teachers sharing with students.

Since March 19, we have provided breakfast and lunch on a continuous basis. Appropriate protective gear, including masks and shade structures, have been purchased to ensure the safety of our staff and families. Our district will continue to provide meals through July 9th using the Seamless Summer Meals Program.

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

At the sudden onset of the physical school closure and Shelter in Place Order, we were unable to provide for the supervision of students during regular hours due to our inability to recruit appropriate staff to provide supervision. Much of the staff we would have called upon were not in a position to provide the care as they had children to attend to at home due to closures of their daycare facilities. As teachers were in contact with families and/or students as part of the distance learning platform, any supervision needs were referred to our Student and Family Support Services department. Families were also directed to child care resources on our websites, via School Messenger, our telephone messaging system, and reminded to contact their site principals for needs. We have not had any families who have requested support in the area of supervision during regular school hours. We believe the lack of interest in this service is due, in part, to parents genuine apprehension to send their children into the public setting during the COVID-19 pandemic. Additionally, we surmise parents and extended family members are home as a result of the Shelter in Place Order, resulting in responsible adults available to supervise their children during this time. Moving forward, we are currently working with our ACES coordinator and staff to develop a means of providing support should supervision needs arise following the gradual reduction and eventual elimination of the Shelter in Place Order.