

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Palo Verde Union Elementary School District	Phil Anderson, Superintendent	phil.anderson@paloverdeschool.org	June 10, 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.

Palo Verde Union Elementary Union School District (a single-school district) closed Sunday, March 14, 2020, and remained closed for the remainder of the year. The school started providing grab and go lunches to students on Wednesday, March 17, 2020. The closure took place the week of parent conferences so teachers, including the English Language Development Teacher, conducted conferences over the phone. Teachers began providing work packets Monday, March 23, 2020. The English Language Development teacher created packets for EL students and she continued tutoring the students she tutored prior to closing. Teachers focused on math and language arts and provided additional work for science, social studies, and PE. Teachers also provided links to online programs and websites. The music teacher created YouTube videos to teach students music, and he met with band students via Zoom. The district provided a Chromebook to families with a student above second grade that had internet, but no device. The school also made sure that homeless students who had the internet had a Chromebook. Packets were handed out and collected every two weeks. Parents came to the school to pick up and drop off packets. Parents were very receptive to the program changes and the services provided. Staff delivered packets and picked up completed packets from students who were unable to come to the school. Once packets were collected, teachers evaluated the work and assigned grades according to the work that students completed. Students were held harmless for their spring grades. Students who did not turn in packets were contacted, and parents came to the school to drop off work outside the office. Teachers contacted each student twice per week. The school collected permission for Zoom meetings, and our staff used Zoom for class meetings as well as for instruction. Teachers used their contact time to help students with assignments, encourage them, and check on their social emotional health. Teachers also helped parents assist their children with work. Our school psychologist and our social worker intern provided phone counseling to students and parents who were struggling, and they followed up on students who had experienced stress prior to the closure.

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

Palo Verde Union Elementary School met the needs of English Language Learners, foster youth and low income students by continuing to provide services to meet the needs of each of the above mentioned groups. All packets contained material for enrichment and review based on the lessons prior to the closure. The packets were collected and checked as a way to direct future instruction for students at the next contact made by the teacher. During teacher’s twice a week contacts with students via phone, digitally or video conference, teachers helped students

complete their work packets, asked about their well being and reported any concerns to administration. The ELD teacher provided additional work to support EL students, and she continued with tutoring. Foster youth were all provided a Chromebook.

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

Palo Verde Union Elementary School worked quickly to contact parents and staff and provide work packets to students soon after the closure on March 15, 2020. By March 23, 2020 students had been provided a work packet with lessons in ELA, Math, Social Studies and Science. In addition, teachers tracked weekly contacts with students and provided additional support and guidance in completing assignments provided. The contacts were made by phone or digitally as a way to monitor student progress and provide necessary support to help them with the distance learning packets. Administration provided professional development to teachers to prepare them for online instruction. After the initial training, teachers were able to contact students and do instruction through Zoom. Administration also provided technical support to teachers, parents, and students to make sure that equipment and programs were functioning correctly and to help anyone who had issues with access or logging in. Administration also provided an open WiFi network at the school so students would be able to come to the school and have internet access. In addition to the other items, families were given the opportunity to take library books, extra textbooks, learning games, and education related games and materials.

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

Palo Verde Union Elementary School provided drive thru meal service to students at the school/district site at 9637 Avenue 196, Tulare, CA 93274. Service started on Wednesday, March 17, 2020. Meals were served Monday - Friday 11:00-12:30. Meals were not provided April 6-10th. Parents were directed to alternate sites in our area for meal service over the holiday. The meals included lunch and breakfast items along with juice and/or milk. Adults drove onto campus in front of the cafeteria where drivers were asked the number of lunches needed for children ages 1-18. A number card was placed on the windshield of the car which alerted the cafeteria staff member at the next station as to how many lunches would be provided. Cafeteria Staff practiced social distancing and wore necessary PPE when distributing lunches. No person was allowed out of their cars when picking up meals. Palo Verde also obtained a Parent Pick Up Meal Waiver and completed a plan so that parents could pick up meals for their children without having to bring their children to the school.

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

Palo Verde Union Elementary School referred families to the Tulare County Office of Education regarding student supervision during the school closure. Information about child supervision options was posted on the schools website. Palo Verde Union Elementary School was unable to provide supervision due to the closure and all staff were asked to work from home and not remain on campus after the initial closure. Once staff was allowed to be on campus only a limited amount of staff was on campus at one time, so we were unable to provide supervision without a full staffing.