



Tustin Unified
School District

COVID-19 Operations Written Report for Tustin Unified School District

| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone | Date of Adoption |
|-------------------------------------|--|--|------------------|
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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.

Tustin Unified cares deeply about the health and safety of all students and staff, it is a priority to keep our learning community safe and healthy through this time. TUSD has and continues to seek updated information about COVID-19 Social Distancing Guidelines provided by the California Department of Education, CDC, and Orange County Department of Education.

Since school closures, the district continues to provide an instructional program through Distance Learning and provides food service to students while adhering to social distancing guidelines. In addition to the instructional program offered through Distance Learning, support services continued for students and families. Some of these services and supports include services for students on IEPs, mental health services, support for English Language Learners, Foster/Homeless Youth, Low-Income students, and food service to students. In addition to essential services, 5th-12th grade students have access to a TUSD assigned device, and all students TK-4 in need of a device to access Distance Learning were issued a device (iPad or Surface Pro) by Tustin Unified. In order to provide all students with continued education, teachers continued to provide distance learning opportunities for all students through various online platforms, and TK-5 students had the option of accessing learning through grade-level learning packets developed and printed by the Educational Services department.

The following list outlines some of the major impacts that the emergency school closures have had on students and families:

- Crisis Response and Support for families in need
- Social Emotional and Mental Health Supports
- Providing services and supports to families for students with identified needs
- Equity and access to resources for low-income students
- Administration of State Assessments and Local Assessments
- Parent Engagement and Resources to Support
- Digital Divide
- Staff Training and Support to transition into a Distance Learning Model
- Social distancing requirements have impeded schools' ability to engage students through athletics, the performing arts, and other extracurricular programs that involve close contact or large gatherings

Despite these challenges, our dedicated staff continues to work diligently to provide a positive and supportive educational experience for all students. Many are juggling multiple roles simultaneously in the midst of unprecedented economic and health uncertainty. While much has changed during this transition to schooling amidst a pandemic, a few things remain the same; our amazing students and staff continue to model the importance of kindness and compassion to engage and connect with each other on a deeper level to support one another through this time of crisis.

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

The Tustin Unified School District is focused on providing services to English learners, foster youth and low-income students to meet their basic needs as well as provide supports to sustain student engagement during distance learning. The following is a description of the actions Tustin Unified has put in place:

English Language Learners

English Learners require specific, specially designed instruction and support in order to access, comprehend, and participate effectively in school through a Distance Learning model. Strong relationships between home and school are a cornerstone of powerful education for English Learners. Together, the district and school sites have implemented supports to enhance and supplement the Distance Learning model, providing designated and integrated supports in ways that Distance Learning will allow. The following supports have been implemented to support English Learners and their families throughout Distance Learning:

- Instruction for English Learners continues to be provided through D-ELD and I-ELD (Designated and Integrated).
- Designated supports are provided through Google Meets in whole, small, or 1:1 sessions with the teacher or support staff.
- Integrated supports are embedded throughout the content areas by engaging students in various reading, writing, speaking, and listening tasks through technology tools like See Saw, Flipgrid, Actively Learn, Screencastify recorded lessons, Playposit, and

much more.

- Technology Platforms like Calendly, Google Suite, Haiku, and See Saw to organize students into smaller groups to provide support.
- District-wide Read Aloud program where chapters are read aloud and students can engage with various activities linked to the literature.
- Rosetta Stone access to all Newcomer students.
- Translations support for staff to communicate with families.
- Community Liaisons / Counselors / Classified Staff support with ongoing communications to build connections.
- Continued implementation of individualized plans through Special Education.
- DELAC/ELAC meetings held virtually to engage EL families.

Foster Youth/Homeless

Tustin Unified has continued to provide ongoing support to all Foster Youth / Homeless students and their families. A district assigned McKinney Vento liaison and Foster Youth Liaison worked with school sites to find out who needed hot spot devices, food pantry information, and other community resources. Parents were contacted directly for support to ensure that are able to access the resources available. All district and community resources are posted on TUSD's main website for all parents to access. In addition to reaching out to families, student services, and the Foster Youth Liaison personally delivered devices to students placed at Orangewood and in Foster Family homes to ensure they had access to online learning. Layered on top of district-level resources, school site community liaisons, office staff, and administration have all worked tirelessly to connect with students to provide support, connect families to the appropriate resources, and engage the students in distance learning. Together with the Educational Services department, site staff is monitoring the progress of all students and especially seniors to ensure they are staying on track to graduate and have the necessary resources.

Low-Income Students

Tustin Unified has continued to provide ongoing supports to all FRLP / Low-Income students and their families. District and school-based personnel have been working hard to connect low-income students with the appropriate services, tools, and resources for Distance Learning. The following supports have been implemented to support Low-Income students during Distance Learning:

- Nutrition Services provides Grab-and-Go meals throughout the week.
- Students who were in need of a device or internet connection were provided with a district-issued device and support to connect to the internet (free provider service or TUSD issued Hot Spot).
- Families in TK-5 were provided with the option for printed Distance Learning packets.
- School Supplies, Resources, and Books were available for families in need.
- TUSD worked with various learning platforms and programs to offer free service and subscriptions during Distance Learning to provide continued learning access.
- Community Liaisons, Office Staff, and Administration provide ongoing support to ensure continued engagement and connection to the appropriate resources.

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

Tustin Unified has remained committed to supporting all students in continuous learning and engagement by offering an instructional program through Distance Learning. As the district quickly transitioned into a Distance Learning model, the following key actions were implemented:

1. A Distance Learning Plan was created and communicated to all administration, staff, families, and students.
2. Families, Teachers, and Students were surveyed to determine Distance Learning needs and experience.
3. Individualized Services, Mental Health and Social-Emotional support, and other services continued during school closures.

Distance Learning Plan

TUSD Instructional Staff worked tirelessly to find innovative and engaging ways to support our students in the distance learning model. District departments and staff transitioned to providing individualized supports and educational services to students through educational platforms. Instructional staff continued to build connections and provide instruction through asynchronous and synchronous opportunities. Printed Distance Learning packets for students were also available for grades TK-5 and available to be picked up at any Grab-and-Go food pick-up location in TUSD. Curriculum and services were designed so that any internet-connected computers, laptops, or tablets can be used to connect, and any student in need of a device or internet service was provided support through the TUSD IT Department.

Elementary Teachers are utilizing various learning platforms to host distance learning and Google Meet to connect with students several times throughout the week. They are providing both synchronous and asynchronous opportunities for learning. Teachers are videoing lessons, continuing to build community by doing Morning Meetings, and responding to students' specific needs by working with students in small groups and individually. Many teachers are holding Google Meets with parents to support them in this new model. Students that are not able to participate online are able to pick up a grade level packet at the grab and go locations.

Secondary Teachers have all developed Google Sites/Classrooms to serve as a home base for students during Distance Learning. Teachers host daily office hours for students on Google Meet to connect with students in whole group, small group, and 1:1 settings. Teachers are creating mini-lessons on skills and concepts from their content standards and they support the lesson with learning activities/assignments that will allow students to display their knowledge and understanding of those skills and concepts. Assignments and learning activities are assigned twice per week, and on Friday's students are encouraged to do independent reading or reflection activities. Distance Learning information and resources can be located by all students and their families here: <https://www.tustin.k12.ca.us/distance-learning>.

Staff, Family, and Student Distance Learning Surveys and Shared Resources

Distance Learning surveys were developed and administered to district instructional staff, families, and students to gather input and feedback on the implemented Distance Learning model. Focus groups are being conducted with various stakeholder groups to study best practices for Distance and online learning. Feedback from the various groups was used to refine implementation and will be used to refine future learning models based on future Social Distancing guidelines for education. In addition to gathering feedback, best practices and strategies for

Distance Learning were shared widely with staff through a weekly "TUSD from a Distance" Newsletter - an example can be found here: <https://www.smore.com/f73zn>.

Ongoing Student Services and Support

Special Education and Educational Services departments provided continued services as outlined by IEPs and 504 Plans, as well as continued services to unduplicated pupils through the Distance Learning model. The following actions are being implemented:

- IEP case carriers have developed methods of support to provide individualized services through the Distance Learning model.
- Student Services and school teams have developed methods of support to provide 504 Plan services through the Distance Learning model.
- Services to ELL students, Foster/Homeless Youth, and Low-income students have been coordinated by district and school sites focused on reducing access and resource gaps.
- Counseling and Mental Health providers continue to connect and support students.

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

Following the announcement of the Directive from Governor Newsom, Tustin Unified School District, Nutrition Services Department implemented the Grab-and-Go Meal Program to continue providing meals to all children age 18 and under in the community, three days a week at four schools.

To allow families and staff to practice social distancing during this critical time, students and families are able to pick up multi-day meals each week currently on these designated days:

- Mondays – one breakfast and one lunch
- Tuesdays and Thursdays – two breakfasts and two lunches

Nutrition Services and meal distribution information, including meal locations, dates, and times are posted on the school district website www.tustin.k12.ca.us where students, parents, and the community can visit weekly for updates. Ongoing updates regarding Grab-and-Go Meal Program are also communicated via e-mails to students, parents, and employees on a weekly basis by the District Superintendent office.

Part of the program's focus is also to have procedures in place to ensure the safety of students, staff, and the community during the preparation and distribution of the meals, which always encompass the practice of maintaining social distance and the requirement of staff to wear mask and gloves. In addition, hand washing stations and safety supplies (hand sanitizer, face mask, and gloves) are made available to all staff.

Meal Production

- Staff work stations are set up 6 feet apart.
- Staff work schedule is rotated to reduce the number of staff in the kitchen at the same time.
- Work areas are sanitized regularly.

Meal Service

- Two work stations are set up wide apart from each other to allow staff space to spread out while working.
- Staff is rotated to decrease the number of employees in the meal service at the same time.
- Work areas are sanitized regularly.

Meal Distribution

- Drive-up Service – Staff carries over and place the meals in back or trunk of the cars.
- Walk-up Service – Students and Parents wait 6 feet apart and meals are placed on a cart for pick up.
- Flyers on Grab-and-Go Meal Program are provided to students and parents
- Posters are placed in appropriate areas to direct traffic flow.

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

Tustin Unified School District has engaged in and developed meaningful activities that contribute to the arrangement of supervision of students to the degree practicable and feasible during school closures. The LEA has also worked closely with local agencies and state agencies to support families in arranging for supervision. The following actions have taken place by the LEA to support the arrangement of supervision during ordinary school hours:

- Schools and teachers have provided recommended instructional schedules, activities, resources, communication, asynchronous, and synchronous learning opportunities that contribute to the arrangement of supervision of students during school hours.

- TUSD has collaborated with CDE as well as the Orange County Department of Education to gather resources and information for families to support the arrangement of child care.
- TUSD allowed the use of district facilities to the Child Development Center and the YMCA organizations, providing access to childcare for essential workers. Both organizations closely follow CDC Social Distancing guidelines.
- All resources and information to support the arrangement of childcare during school hours are widely communicated and posted on the Tustin Unified School District website.