



LOMPOC UNIFIED SCHOOL DISTRICT

COVID-19 Operations Written Report for Lompoc Unified School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Lompoc Unified School District	Trevor McDonald Superintendent	mcdonald.trevor@lUSD.org (805) 742-3300	June 23, 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.

In response to school closures resulting from the COVID-19 emergency, the Lompoc Unified School District established a timeline for the implementation of remote learning at all 15 school sites. Prior to the COVID-19 emergency, all students were instructed in a traditional setting, a combination of on campus and APEX coursework, or through our independent study model where each student and their parent met one hour each week with a certificated teacher in a face-to-face setting.

The District created an Emergency Response Team comprised of administrators, teachers, classified staff and classified management and an Instructional Leadership Team, including administrators, teacher support providers and Elementary Common Core members to ensure Stakeholder Engagement opportunities were in place the first week of school closure. The role of these two groups were to stay up-to-date with directives from the State and Santa Barbara County Public Health directives and information, collaborate and provide information to our students, families, staff and the community, and to assess and respond to current needs of students and staff. District-wide instructional schedules and expectations for synchronous instruction were developed. Sites deployed Chromebooks and student work packets to students with coordinated efforts between the teachers, the administration, and the support staff. Teachers and the majority of the classified staff were instructed to work from home beginning March 16, 2020. Professional development needs were assessed and two full days of training on the use of Zoom and online resource took place, followed by weekly professional development offerings on curriculum, Zoom, Google Classroom, and supplemental programs with online content.

A student-feeding plan was established and implemented beginning on March 16, 2020. Breakfast and lunch has been available for students at various feeding sites. The changes in the meals available for students has been the lack of a salad bar option, hot meals are not being served to students, and parents/guardians must come to a feeding site and take the meals home. A sanitation plan, expansion of the custodial staff, acquisition of supplies, and implementation of a new cleaning schedule are now in place. The method and time spent in high traffic areas has changed since COVID-19.

Two weeks after the Governor's Order was issued, the District held professional development sessions on the use of software components of the district-adopted texts, established a technical helpline for students and parents, and issued a needs assessment to staff to determine what additional professional development was requested by the staff.

The programs in the Lompoc Unified School District have moved from in-person to a combination of Zoom, Google Classroom, virtual field trips, reading and responding utilizing technology. There is still a small sub-group of students using the textbooks and completing paper/pencils tasks. Assignments continue to be evaluated and students receive feedback on their assignments. Families instruct their children while teachers instruct online. The responsibility of minimizing distractions, creating a daily schedule, and ensuring assignments are completed has moved from the control of the teacher to parents, the students, and family members.

The District website, <https://sites.google.com/lompocschools.org/lusd-covid-19/home>, has been updated to make it easier for students and families to go directly to learning activities and resources.

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

The District is meeting the needs of its English learners, foster youth and low-income students through scheduled Zoom direct instructional lessons, following a district-wide schedule. Grades TK-6 have direct instruction four days per week on Zoom, including designated and integrated ELD lessons in small groups. Bilingual Pareducators support students during teacher-led instruction in content area instruction and support students as the teacher delivers instruction. Breakout groups further support targeted students. Bilingual Paraeducators support parents and clarify assignments when parents participate in lessons or need translation the classroom teacher is unable to provide.

English learners, foster youth and low-income students in grades 7-12 follow their seven-period day schedule of instruction, meeting with each teachers and classmates via Zoom meetings twice weekly. Students in grades 7-12 have continued to receive leveled English Language Development lessons according to their language level since the district implemented remote learning April 6, 2020. Differentiated lessons, 1:1 and small group time during teacher office hours via Zoom or Google Hangout, messages through Class Dojo, and individual calls to students are efforts to meet the needs of these specific at-risk groups.

Multiple professional development days were scheduled to build capacity for online instruction and provide resources to the LUSD Teaching Staff. Bilingual Paraeducators received training and are participating in Zoom lessons and teacher office hours. The district established feeding programs at eleven school sites and has delivered breakfast and lunch to students since March 16, 2020. A helpline providing technical support is available to support all students, parents, and families from 8:00 a.m.-5:00 p.m. daily.

School site liaisons call parents/guardians and students who are not actively participating in online learning and have not picked up or returned work packets. The Foster Youth Liaison has monitored the distance learning of each foster youth. They have continued to follow the procedures for exiting and entering foster youth in the Foster Focus System. The Liaison has connected foster youth to local agencies for additional support, reached out to teachers, foster parents, group homes and foster youth directly. They have attended training and webinars to extend their ability to support foster youth and support their social-emotional and physical health during the COVID-19 school closure period.

The Outreach Consultants have connected with students and parents for student social/emotional group support for foster youth, low-income, and some English Learners. They have made calls requested by classroom teachers to reach out to families, provided community resources to parents and students, participated in training and webinars on family strengthening and family self-care, provided translation services, and connected families to resources.

Home School Liaisons have also worked to support low-income, English learners and foster youth since school closed March 13, 2020. They have provided parents, guardians, and foster parents coaching assistance on parenting through distance learning and coping with the stress of the environment created by COVID-19. The Home School Liaisons have called parents, reached out to students not participating in daily instruction, translated for IEPs and parents meetings, and connected families to resources.

Weekly Blackboard messages go out in English and Spanish on a predictable schedule from the LUSD District Office and each school site with updated information on the feeding program, available resources, activities, and celebrations in order to keep the students and their families feeling connected to their school and the community.

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

The Lompoc Unified School District quickly acquired and expanded the availability of online learning experiences for students and staff to access. Training on distance learning tools and technology, integration with existing curricular adoptions, establishing norms for distance

learning, and the establishment of a technology help desk for students and parents were put in to place within fifteen instructional days from school closure. LUSD's Teacher on Special Assignment and Teacher Support Providers recorded "How To" Videos on the use of Zoom, synchronous and asynchronous learning, use of online resources for the district's adopted curriculum, and training on supplemental and free resources to enhance student learning. Training on Google Classroom also took place. Links to high-quality distance learning opportunities for students was developed and linked to the district website for easy access. A Google classroom for Lompoc Unified Teachers, <https://classroom.google.com/w/NjczMjlyNjExODha/t/all>, with links to "How To" videos, self-guided courses and accessible resources was developed and is continually updated.

The District Website was reconstructed to ensure students and parents had an easy-to-use system to locate high quality and diverse curricula. Instruction in Lompoc was designed to ensure students and their families had live instruction available during remote learning. All teachers have conducted instruction four days per week using Zoom, take attendance, and reached out to students not participating. Principals, Outreach Consultants and Administrative Assistants have continued to attempt to engage students and families not participating in live lessons. Principals and assistant principals drop-in on teacher Zoom lessons to evaluate instruction and training needs. Each day the district has communicated examples of high quality, engaging activities taking place in LUSD via email.

APEX courses were offered to credit-deficient seniors after each high school identified all students at risk of not meeting LUSD graduation requirements prior to school closure. Teachers at each site now oversee required assessments via Zoom or in-person, using social distancing, and following safety guidelines at a centralized location. The courses are self-paced and include coursework meeting a-g requirements. Special education and English Language Development lessons are conducted via Zoom according to each student-specific schedule using the adopted district curriculum and differentiated materials.

Reopening Committees consisting of teachers, administrators, counselors, and classified staff have been formed and are currently working on plans to ensure student instruction for the 2020-2021 school year is designed to ensure equitable, seamless access to high-quality distance and on-campus learning opportunities. Additional Stakeholder Engagement was gathered through Parent Survey sent electronically to families/guardians and all LUSD employees. The district will continue to include staff and community stakeholders to plan for academic, social-emotional and safety needs of students. We predict there will be a need for flexibility, consistency and access to seamless instruction, so the district will continue to adjust our plan to meet the needs of our student community.

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

The District quickly mobilized resources and was ready to feed students the first day of closure, March 16, 2020. Lompoc Unified School Nutrition Services implemented an emergency meal program available to all children 18 & under free of charge. Students received grab-n-go meals via drive-through service and pick-up windows Monday through Friday each week, including holidays. There was no exchange of money, students from any school site can access meals at any of the meal service sites, and student IDs were not required. Breakfast and lunch service was consolidated to a 1-time pick-up to encourage social distancing and the Stay at Home Order. The 11 school sites and four

mobile sites ensure that students in all areas of town have access to free, nutritious meals in a safe setting. Meal service is offered during a 2-hour window, allowing ample time for pick-up and decreasing chances of a rush of customers. All staff have been trained on safe food handling procedures, have gloves and face masks to protect themselves, students, and family members. Where lines may form at sites, staff have marked the ground to establish where individuals should stand to maintain adequate social distancing. All site entrances have signage with safety protocols during the COVID-19 pandemic.

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

The District developed an instructional schedule at the elementary and secondary levels with the minimum instructional supervision minutes. School closure orders were received March 13, 2020. Each school site and LUSD District Office utilized email, Blackboard calls, phone calls, Class Dojo, letters sent through the postal service and news releases to communicate the new instructional schedule to students and parents. The scheduled times and locations for the checkout of Chromebooks, textbooks or work packet distribution were communicated. Beginning April 6, 2020, teachers provided instruction following the District's posted schedules, through live Zoom lessons and teacher office hours. Elementary students were instructed from 9 a.m.-11:30 a.m. daily. Elementary English learners received an additional fifteen minutes of teaching Monday through Thursday. Middle and high school students participated in teacher-led lessons from 10 a.m.-2:30 p.m. daily, having contact with all instructors a minimum of two sessions per week.

Additionally, the Lompoc Unified School District collaborated with the YMCA to provide childcare for essential workers at La Canada Elementary, one of the district's ASES sites. The District and the YMCA communicated with Lompoc Community Hospital Employees, the City of Lompoc, the Lompoc Police Department, the Lompoc Fire Department, the Santa Barbara County Sheriff's Department, and local grocery stores to connect essential workers to a childcare option in the community.