



COVID-19 Operations Written Report for Oak Grove Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Oak Grove Elementary School District	Ivan Chaidez Assistant Superintendent	ichaidez@ogsd.net (408) 227-8300	June 18, 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.

Between March 16-June 12, we offered three phases of program learning through school closure.

Phase 1: 3/16 - 4/3

Flexible Learning Options (FLO)

Packets Distributed: 3/19 & 3/20

Webpage of Resources for Staff and Parents Developed

COVID-19 Response Webpage

3,982 Phone Calls to Free and Reduced Families for Internet / Computer Support

Breakfast and Lunch Meals Served M-F

Phase 2: 4/6 - 5/1

Student Flexible Distance Learning

Packets Distributed 4/8 & 4/9

New FLO's Website Launched

Teacher Training for Distance Learning

Virtual AB-Day April 10 on DLP

Chromebook Deployment 1st Round 1,256 Devices

New FLOs Work posted weekly through 4/24

Distance Learning Plan Webpage and FAQs

Phase 3: 5/4 - 6/12

Distance Learning Plan

Teacher Provided Content

Teacher & Student Interactions

New FLOs Work posted weekly through 5/1

Chromebook Deployment 2nd Round 4/28-5/1

Final Paper Packets Distributed 5/7 & 5/8

During phase 1 and 2 detailed above, flexible distance learning options were provided to all district students, while distance learning strategies for teachers and devices were being prepared. We distributed packets available at 5-6 sites, for each grade level, on March 19 and March 20, April 8 and 9 and on May 7 and 8. A webpage of resources for staff was developed that provided the most up-to-date information to assist staff with self-directed learning opportunities with Google Classroom, Google Slides, Google Meet, and Screencastify, which can all be found here: www.ogsd.net/distancelearning/.

To date, 7,769 students received ELA & Math packets. Site principals monitored and followed up with students that did not sign onto Distance Learning activities or did not participate in online class activities.

Planning 8th grade Virtual Promotion Ceremony with Middle School Staff. Virtual ceremony would be on either Thursday, June 11th or Friday, June 12th .

Summer Virtual Programs will be from June 18th - July 15th. Virtual Programs will serve approximately 675 OGSD Students. Programs are: OGSD STEAM Academy, SVEF Computer Science Institute (CSI), & SVEF Elevate Math.

ESY Special Education virtual program will be held June 29-July 24. Preparations for summer flexible distance learning options for students to prepare for Fall instruction is currently underway.

Update to TK-8 report cards guided by principles of fairness, equity, and empathy. CDE has guided districts to ensure that this closure period “does no harm” to students regarding grades.

Parents and the community received weekly communication, at minimum, through our district website, Parent Square, and via our social media outlets.

A district task force of varied stakeholders will convene to plan and implement key actions for the opening of the 2020-21 school year. The task force will operate under the following guidelines:

- Safety and well-being of students and staff are the priority
- We will follow the necessary state and county guidelines
- We will have a clear focus on ensuring an inclusive learning environment
- The input and feedback from staff, students and parents is key to transparency in our plan
- We will provide regular communication to our stakeholders

A current timeline for the district task force is as follows:

May 28-June 5 - Determine In Scope, Develop Action Teams

May 21- Open Survey Window for Parents, Teachers/Staff and Students

June 1-26 Adjust Scope based on Survey Feedback & CDE/SCCOE Guidelines and 20/21 Action Team Planning

June 11, 18, 25 - Reopening School Task Force Meeting 3:30-5pm

June 8 - Update in Exec. Team of each Action Team

June 18 - Update to the Board - Summary document

TBD - Recommendations complete

TBD - Board Meeting update - present plan

*Ongoing Communication throughout the Planning Process

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

All Foster Youth and Homeless families were contacted directly and assessed for needs with housing, food, Chromebook and access to the internet. Families were referred to appropriate agencies, guaranteed a Chromebook and if needed, Chromebooks were hand delivered to specific households. We successfully inventoried and loaned out 1,749 Chromebooks to our students through two rounds of distribution. We have remaining inventory of Chromebooks and will continue to identify families that have not picked up a device. Community Liaisons called close to 4,000 low income families that had not filled out the Chromebook loan/wifi survey and to inform them on how to receive a loaner Chromebook. We partnered with AT&T to get 500 wifi hot spots for families.

Our Mental Health/School Linked Services staff provided telephone therapy to over 100 students as of mid-May.

Community Liaisons contacted all families of low-income students to see if they needed internet access and chromebooks so they could participate in Distance Learning. We reached out to foster youth and low-income students with community resources including mental health support, community resources, access to food banks, groceries, etc.

Three rounds of paper packet distributions completed. 20,866 student instructional packets printed by the Print Shop. 7,769 packets have been handed out after final distribution to the community on May 7-8. This provided a distance learning option for families who had difficulty accessing technology at home. We provided a total of six weeks of printed packets to ensure all students (especially our most vulnerable students) have resources to study at home .

Site principals monitored students that have not been able to sign on to DL activities or have not been participating in online class activities for appropriate follow-up from the school and/or District office staff.

Migrant Coordinator from SCCOE reached out to all of our 118 migrant families.

Translation services continued for families who require resources in languages other than English. We set-up Google Voice accounts for staff to reach out to families readily. Teachers piloted a mobile and web based app TalkingPoints, a multilingual family communication platform.

ELD support services continued with the available resources from our district English Learner Teacher Partners (ELTPs) and EL Instructional Assistants. Professional Development for SEAL practices and strategies were offered to teachers for support and participation.

Our community liaisons have connected with families to provide SLS Grant gift cards for groceries to 32 families so far.

We provided more than 123,600 meals from March 16 to May 14.

Google Voice accounts being provided to staff to outreach and communicate with all families.

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

Flexible learning options were provided online as well as in printed packet form. Families had the option to choose what best suited their situations and needs.

On March 23rd, a new and user-friendly website was created for families to access all student flexible distance learning options in one place. District instructional coaches and teachers collaborated to provide these student flexible distance learning options for students in conjunction with the printed packets. The new website had resources available for students with disabilities, students in dual language programs and offered resources for setting schedules at home as well as additional supplemental resources.

In preparation for teacher-provided distance learning beginning on May 1st, the district negotiations team met with the OGEA teachers' union to collaborate on an agreed-upon Memorandum of Understanding to guide distance learning practices. Details of the agreement summarized distance learning opportunities for students including the District's standard for instructional and communication platforms.

The district provided training on our standard instructional and communication platforms (Google Classroom, Google Slides, Google Meet, Parent Square, and Screencastify). By May 1, 2020, certificated staff participated in District-provided self-paced online professional development related to the use of Google Classroom, Google Slides, Google Meet, and Screencastify to provide support for on-going distance learning instruction. Certificated staff may request additional support on the usage of technological/digital applications through available office hours with our district EdTech team. A website was created to have educational technology resources in one easy-to-access location for teachers. Additionally, we provide three, well-attended OGSD University virtual PD sessions to our teachers to support distance learning.

In relation to special education, OGSD continued to implement guidance from the California Department of Education as well as the Federal Department of Education in providing equitable and appropriate education, FAPE, for our students with special needs. Special education teachers worked collaboratively with core content teachers to accommodate, and/or adapt lessons to meet the needs of students with IEPs and ensured that lessons and activities are appropriate as documented in the student's IEP.

In collaboration with OGEA, our district took the guidance from the California Department of Education (CDE) as well as the Santa Clara County Office of Education (SCCOE) regarding grading. Most importantly, we were guided by principles of fairness, equity, and empathy. CDE guided districts to ensure that this closure period “does no harm” to students regarding grades. Our goal in collaboration with OGEA was to assign all elementary students a No Mark (NM) grade for all areas of the standards-based report card, including citizenship and attendance. Middle School students had a Pass / No Mark grade on their report card. A “No Mark” grade does not harm a student’s academic record.

Our district continued to offer our Virtual Learning Academy (VLA) option for students and families. Options for expanding VLA for interested families are being explored for Fall 2020.

Communication of our distance learning plan included an in-depth board presentation to our Board and community on April 9th. Our Assistant Superintendent, Ivan Chaidez, provided several communication emails and letters to administrators and teachers regarding specifics to the plan. Communication to the parents and community was offered weekly, at a minimum, via Parent Square and our social media platforms. Parents received FAQ documents on distance learning and grading practices. Parents had access to training documents or flyers for Parent Square, Google Classroom, and available technical support through ePC IT Solutions. Parents could use this service to call in with issues with the Chromebooks for their students, students login, or students accessing certain curriculum sites with our devices.

Surveys were created and distributed to teachers, staff and families to gather feedback, ideas and suggestions regarding distance learning, school closure and reopening options for Fall 2020.

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

Oak Grove School District has taken the following action steps in order to provide school meals in a safe manner while maintaining social distancing practices:

- A COVID-19 safety training meeting was held for foodservice staff on March 16, 2020 prior to re-opening sites for meal service. The training - included social distancing protocol, food safety and sanitation processes and procedures necessary to prevent the spread of COVID -19.
- Social distancing processes and procedures are consistently communicated and enforced with the staff. Each staff member has been trained and provided written protocol, referencing safety and social distancing protocol pertaining to Meal Distribution and Meal Pick Up service.
- Drive Thru Meal Service has been put in place, allowing safe distance between staff and customers.
- The entire staff has been provided Personal Protective Equipment (PPE).
- Daily site visits are conducted to ensure safety adherence at all levels.
- All required Public Health Postings have been strategically placed at school sites - Front Office Window and kitchen/cafeteria.

Social Distancing Meal Serve Process:

- Staff will count and record all food items received for the day.
- Drivers will form a line in the drive thru/pick up line at the school site.
- At the "order here" location of the meal pick up line, the driver will tell the food service staff member the number of children they are requesting meals for.
- The food service staff member will visually check the vehicle to ensure there are no other meals in the vehicle.
- The food service staff member will tally or click the number of meals requested.

- Meals will be assembled by the food service staff based on the number of children indicated by the driver.
- Once meals are assembled they will be placed on a cart/tray in the “pick up” area for the driver to pick up.
- After the meal pick line has closed, staff will count and record all food items used for the day.

Meal Service has been advertised to all families and the community via Facebook, Twitter, Paper Flyers, PeachJar Posting, ParentSquare Notifications weekly, website notification, community liaison calls to all Free and Reduced lunch families as well as all school site marquee signs. Meals have been provided at six school sites Anderson, Christopher, Edenvale, Davis, Hayes and Stipe Monday through Friday, including holidays from 10:30am - 11:30am.

We also reached out to low-income and foster youth families to apply for free and reduced meals as well as informed them about the P-EBT cards.

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

During these unprecedented times our Essential Workers may be struggling to balance work responsibilities and care for their school age children at home. The closure of our district schools and childcare programs has greatly impacted our local community.

A survey was sent to families currently enrolled in OGSD Before and After School Education (BASE) programs on 5/3. Based on this feedback, in partnership with the Santa Clara County Office of Education and in consultation with the Santa Clara County Public Health Department, we made plans to re-open BASE childcare programs at 5 school sites on Monday May 11th, 2020 from 7:30am - 4:30pm to serve our community’s Essential Workers. We advertised for the availability of this program on our website, Facebook, Twitter, and ParentSquare.

Our BASE program provides nutritious meals in collaboration with Child Nutrition Services (CNS) as well as academic support and other activities while adhering to current health orders and social distancing guidelines.

Students also had access to Chromebooks to support and engage in Distance Learning Program.

Current health orders limit childcare group sizes to no more than 10 children per group/room. 14 classrooms will serve small groups of no more than 10 students per classroom, serving a total 140 students.