

COVID-19 Operations Written Report for Cienega Union Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Cienega Union Elementary School District	Nancy MacLean Superintendent/Principal	cienega@sbcoe.k12.ca.us (831) 637-3821	

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.

The school district has converted its instruction to distance learning. Students have a variety of ways of receiving instruction. These include: packets sent home once a week, direct instruction via Google Meets, assignments available on Google Classroom. Teachers and staff reach out to families and students through phone calls, emails, texts, letters, and Google Meets. A promotional celebration was held for the 8th grade students, following the guidelines of our local public health office. Plans were approved by this agency.

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

The district has made every effort to connect with all students. We sent out surveys to all families to try and determine their needs. We have made every attempt to respond to those needs. We have insured that all students have devices to connect virtually to the school by lending iPads to those in need. We have provided continual technical support to families who struggle to understand how to connect. If materials or supplies are required, such as scissors or protractors, to complete a learning opportunity, we make sure that they are sent to needy families. We have provided gift cards for gas and groceries to our homeless families. We worked to connect families in need with community services. This included food services. We have provided our families with toilet paper, when needed. We have worked with several companies to try and provide internet service to families in need.

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

A survey was sent to all families to determine their individual needs. The LEA responded with support whenever possible. All students received gmail accounts to allow them to connect with Google Classroom. Every effort was made to connect families to internet or to strengthen poor internet connections for families where needed. Students were encouraged to connect with staff through Google. If students were not able to connect with teachers through Google, teachers connected with students in any way possible. These included

email, text, phone, and written letters. Teachers worked with SPED staff to provide extra support where needed. School wifi was opened when needed to all families.

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

Meals have been generously supplied to families in need by another local school district. The availability of this opportunity was relayed to all families in the district.

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

No childcare was needed by local families during this time.