

COVID-19 Operations Written Report for Tres Pinos Union Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Tres Pinos Union Elementary School District	Bronson Mendes-LoBue Superintendent/Principal	blobue@sbcoe.k12.ca.us 831-637-0503	June 11, 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.

On March 16, 2020 Tres Pinos Union School began the process of closing the school due to the COVID-19 Shelter in Place ordered by the San Benito County Health Officer.

The Administration immediately informed the staff that students would have distance learning from home and that they would prepare packets for the students. Teachers began planning student assignments for the week of March 23, 2020. These packets included textbooks, Chrome Books, and assigned lessons from digital textbooks. Lessons included paper and pencil, on-line lessons through Google Classroom, Zoom, ClassDoJo and Google meets. Videos were made so that students would have direct instruction by their teacher. Each teacher set up a schedule on zoom or google classroom for the parents.

Parents received a letter dated March 18, 2020 explaining the closure of the school and the date to pick up their child's packets and chromebooks. The Board of Trustees made a unanimous decision to close the school for the weeks of March 23 through April 3, 2020.

The next letter that went out was April 2, 2020, and the Board of Trustees of Tres Pinos School unanimously made the decision to close the school for the remainder of the school year which was June 5, 2020.

ClassDoJo was used to communicate to parents about problems, questions, changes, grading and attendance. Regular zoom meetings were conducted daily by staff.. Students were able to request extra help or one-on-one zoom meetings through e-mail or parent communication.

Students were provided grade feedback and informal feedback on google classroom. The Principal set up Google meets meetings with four families a day to check in on social and emotional wellness of the students. Special Education students received weekly packets from their resource teachers and had regular zoom meetings. They also converted to on-line lessons for the students specific needs.

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

Tres Pinos School does not have any foster youth at this time. Our low-income students receive each Monday a packet which includes textbooks, a Chromebook, and assigned lessons from digital textbooks. Videos are made so that all students have direct instruction by the teacher. ClassDojo is used to communicate to parents about any issues or questions, etc. Regular zoom meetings are conducted daily by staff. Students are able to request extra help or one-on-one zoom meetings through e-mail or parent communication. ELD is embedded in the curriculum and our English Learners had textbooks at home along with on-line textbooks for their support.

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

High quality distance learning at Tres Pinos School included, paper pencil packets, assigned google classroom lessons, on-line zoom lessons, classdojo, chromebooks provided to all students, textbooks given out to students, homework feedback provided through google classroom on a weekly basis and the use of digital textbooks. Chromebooks were loaned out with an agreement signed by the parents. If parents needed support, they were able to contact the teacher through classdojo, or google classroom. Elementary instruction was mainly through packets prepared for the students. Teachers were able to get on zoom meetings or google meets to talk to students during lessons. For the middle school students, instruction was mainly through google classroom along with prepared curriculum assessments. Students were able to perform the STAR 360 benchmark assessment during the school closure. Teachers were given the information on how to set up the benchmark assessment for students at home.

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

Tres Pinos Union School does have a meal program.

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

Tres Pinos School does not have a service provider during regular school. The administration did receive the State child care portal if needed for childcare placement.