COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Delano Joint Union High School District	Jason Garcia, Superintendent	jgarcia@djuhsd.org 661-720-4101	June 9, 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.

March 2nd – 13th, 2020
School site staff began preparing two-week instructional packets for each class in the event of a school closure.

On March 16th and 17th, 2020
The Delano Joint Union High School District (DJUHSD) provided two early release days for teachers to finish preparation of their two-week instructional packets for students to take home.

March 18, 2020
All students started distance learning instruction using the two-week packets provided by their teachers. All teachers delivered instruction via Microsoft Teams; Unique Learning for students with moderate-severe disabilities; Canvas for dual enrollment courses; Nepris for the Career Technical Education classes; and You Tube video instruction.

March 19th and 20th, 2020
The DJUHSD district began transition to Edgenuity online curriculum to provide high-quality instruction. Edgenuity online curriculum was modified to reflect the remaining 6 weeks of instruction. Mitel Connect Software was configured on all district staff laptops to facilitate incoming and outgoing calls from students and parents.

On March 23, 2020
Laptops and hotspots were distributed to all students who did not have a device or internet access at home. Student checkout of laptops and hotspots continued every Monday and Wednesday at their respective school sites. The site administration ensured laptops/hotspots were delivered to students who could not pick one up at the school site. Instructional packets were collected at the school sites every Monday and Wednesday. Support staff was trained in and implemented all CDC safety guidelines during this process.

On April 1st and 2nd, 2020
The district provided Edgenuity training for all teachers to facilitate high quality distance learning instruction. The district provided ongoing support for teachers via Streamline videos to assist teachers in using Edgenuity and Microsoft Teams.

On April 14th, 2020

Our district fully implemented delivery of instruction via Edgenuity, Canvas, Nepris, Microsoft Teams, and Unique Learning for students with moderate-severe disabilities. Staff continued to collaborate via Zoom and Microsoft Teams to improve distance learning instruction and student learning.

On April 16, 2020
The Delano Joint Union High School District governing board adopted a grading policy to ensure students are held harmless from the impacts of school closures due to the COVID-19 pandemic.

May 2020
The district provided Canvas training for all teachers and administration in the event of continued distance learning instruction during Fall 2020. The Canvas instructional platform provides video instruction for interactive communication with pupils.

Summer 2020
Canvas follow up training will be provided for teachers.

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

English Learners
English learner progress was monitored regularly by the school administration, counselors, and EL Coordinator via Edgenuity progress reports. Instructional aides made daily phone calls and office support staff sent notices home informing parents of their child's progress and the instructional supports available to them. English learners continued to receive instruction through Microsoft Teams, Zoom, and Edgenuity during their designated ELD class. The instructional aide assisted in providing additional language support. The ELD courses contained a pre-test and post-test to gauge student progress. Teachers monitored progress daily and provided support through Microsoft Teams, Zoom and/or email.

Foster and Homeless Youth
The district homeless and foster youth outreach person called all homeless and foster youth on a weekly
 basis to make sure they were making academic progress, address socio-emotional needs, and provide any needed school supplies.

Socioeconomically Disadvantaged Youth, English Learners, and Foster Youth
Communication and support was provided by teachers and support staff via Microsoft Teams, Zoom, emails, phone calls, and other online applications such as Remind. All students who did not have access to a computer or internet at home were provided with a school-issued laptop and/or hotspot. The site administration delivered laptops/hotspots to students who were not able to pick one up from the school site. The office staff and instructional aides made daily phone calls to students who had been identified by their teachers as needing additional support. The site administration utilized social media platforms as a Help Desk from 8 am – 8 pm to assist with log-in or technology issues.

The mental health support staff provided high-quality learning and support during this pandemic. All support was conducted via telephone, Microsoft Teams, and Zoom. These support services included:
- Conducting regular check-ins and tele-counseling to provide continued mental health support services to our students
- Assessing students for risk, provide counseling and make referrals to outside services as needed
- Providing counseling services to parents as it relates to their child's emotional response to COVID-19 and discuss ways to assist their child's academic progress

- Responding to crisis calls to screen and assess for student imminent risk
- Providing self-harm/suicidal Crisis support
- Providing virtual substance abuse program

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

Teachers learned new ways to provide high-quality instruction, such as:
- Transitioning to Edgenuity online curriculum. This curriculum combines direct instruction videos featuring expert, on-screen teachers with rigorous assignments, performance tasks, and assessments to engage students and ensure subject-area mastery.
- Creating YouTube videos with direct instruction and opportunities for review
- Connecting with students "in real-time" through platforms such as TEAMS and Zoom
  - Teachers provided direct instruction opportunities and chances to ask questions
- Providing review sessions prior to assessments such as Edgenuity assessments, AP assessments, and dual enrollment sessions
- Calling students individually through Google Voice and Mitel and hosting live sessions with students
- Using innovative programs like Flipgrid, Kahoot, and Quizziz to provide alternate ways for students to demonstrate understanding
- Using TEAMS to create practice assessments in order to gauge where students need additional support as well as provide assurance to students that they are on the right track
- Providing interactive and optional games to build culture and establish a sense of connection while working from home
- Daily wellness checks of all students and reports to administration when concerns arose
- Allowed students to submit work in a variety of ways including voice recordings, text images, scanned photos, paper copies, air drop, and more in order to ensure students received feedback regardless of their current technology situation

Teachers implemented techniques to meet the needs of EL and SPED students by:
- Presented the material in a variety of ways; aside from Edgenuity, teachers utilized worksheets, videos, and communication platforms like Zoom to present the material using a variety of modalities including using thinking maps and sentence frames. This provided the differentiation needed to ensure students success in written responses across content areas.
- Using the text translation features available within Edgenuity
- Turning on text-to-speech functions for students that need it
- Providing opportunities to redo assignments
- Allowing additional time to complete the assignments
- Hosting special remote (Zoom or Teams) sessions with students who needed the additional support
- Modifying course content to meet the learning needs of individual students
- Creating step-by-step scripts and using video modeling to help parents support our students with the greatest needs.

Teachers collaborated with SPED teachers and instructional aides to:
- Ensure student success
- Communicate with parents and students and answer any concerns
- Provide additional opportunities w/ SPED and EL aides to review course material

- Provide daily reports to administration regarding student progress

English learner services:
- EL coordinator provided translation services, monitoring services, and created additional instructional videos to ensure students knew how to access the platform and how to be successful in distance learning
- EL coordinator communicated with teachers regarding students of concern and monitored progress in online courses

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

The Delano Joint Union High School District implemented protocols for providing meals to be served in noncongregate settings at school and non-school sites in a manner that protected the safety of both students and school personnel. School meal distribution for the Delano Joint Union High School District started on the first day, March 18, 2020, of the COVID-19 school closure. All staff was trained by the district's registered nurses on social distancing protocols and use of personal protective equipment (PPE). PPE was provided to all staff assisting in the meal distribution. Meals were available for parent or student pickup through drive up or walk up meal lines. The meal bags included breakfast and lunch for every day of the school week. The district also distributed meals for the week of spring break. Parents were notified in English and Spanish of meal distribution days, times and locations through letter mailings and the Blackboard automated phone messaging system. Locations for meal distribution were strategically selected to ensure all students were able to receive meals. The meal distribution locations were designated as noted:

- Cesar E. Chavez High School 800 Browning Road, Delano, California
- Delano High School 1331 Cecil Avenue, Delano, California
- Robert F. Kennedy High School 1401 Hiett Avenue, Delano, California
- Pond Elementary 29585 Pond Road, Wasco, California
- Allensworth Community Center, Allensworth, California
- Earlimart Memorial Building 712 E. Washington Avenue, Earlimart, California
- Richgrove Middle School 20812 Grove Drive, Richgrove, California

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

The Delano Joint Union High School District (DJUHSD) considered the guidance issued by the State of California, Health and Human Services Agency, Labor and Workforce Development Agency, and the California Department of Education for child-care and student supervision in the event of school closure. Child age is a key consideration for our high school district. The district's student population is comprised of young adults ages 14 through 21. All at-promise, foster, and homeless youth and families were contacted by phone regularly by school support staff and the foster youth outreach person to offer any needed student supervision during ordinary school hours. Child-care services were provided in our community by The Delano Union Elementary School District. Our district also referred students to local government entities for student supervision. The Delano Joint Union High School District will continue to provide the necessary services while placing the safety and well-being of our students and staff as the upmost priority.