

# COVID-19 Operations Written Report for Mountain View Whisman School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Mountain View Whisman School District	Cathy Baur Chief Academic Officer	cbaur@mvwsd.org (650) 526-3545	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.

MVWSD announced on Friday, March 13, 2020 that our students would not return to campus on March 18, which was the first school day following a holiday. We notified our families using these methods: email, automated phone call (emails and calls were in both English and Spanish), social media, text and website notice.

MVWSD serves 30.6% Free and Reduced Lunch students. These families rely on MVWSD for meal service. Our Food and Nutrition Services have distributed 1,400-2,500 meals each weekday to families since closure. Additionally, many of our families did not have access to a device or internet to participate in online learning. Our technology department has distributed 947 chromebooks and 26 hotspots and is available to families online and in person once a week to troubleshoot issues, distribute devices and hotspots, and provide replacement parts. To date over 90% of students have logged on for virtual learning.

MVWSD offered families online Flexible Learning options as well as paper packets during the first weeks of school closure (March 18 - April 17) . When it was announced that school closure would be extended, the District hosted an online community discussion through ThoughtExchange from April 1-8. We asked what was working well and what challenges parents and staff members were facing in supporting their child(ren) in learning from home. More than 1400 people participated. The feedback helped the District design a Distance Learning Plan (DLP) which was implemented the week of April 20. After a few weeks of implementation, the District revised expectations to include more in-person video lessons by teachers as feedback from parents was that students missed their teachers. This revised plan was implemented between May 11 and June 5. The District has also created Summer Learning plans for grades TK-8 that students and families may opt to complete. The District will be offering some teacher support to students with summer learning as well.

During the first three weeks of closure, the District did not offer Special Education Services. When closure was extended, virtual services began. Case managers and all service providers completed a service analysis for each student on their caseload based on the students Individual Education Plan goals and determined what remote service levels would be for each student to ensure goal maintenance with some progress. Education specialists pushed into Google classrooms to hold break-out sessions with their students or worked in small group or

individual sessions to support their learning. Speech, Occupational, Vision, Physical and Clinical Therapy were offered virtually as well as Assistive Technology, and Augmentative Alternative Communication services. A plan for holding IEPs via Zoom was created and implemented with parent consent.

As closure extended, the District put in place processes for holding meetings, including meetings of the Board of Trustees, using Google Meet and Zoom.

At the April 2nd meeting of the Board of Trustees, staff asked for input on grading, attendance and assessment recommendations during distance learning. It was decided to 1.) not conduct online assessments during virtual instruction in order to preserve the validity and reliability of results and; 2.) the District would not officially grade students on assignments during school closure although feedback would be provided. While formal attendance was not taken, all sites had a process for monitoring student engagement and participation in online learning. All students will receive a report card without grades, but instead with comments that include participation in online learning.

End of year ceremonies including 5th and 8th grade promotion and our reclassification ceremony went virtual. MVWSD worked with an outside consultant to create videos for each celebration that include speeches by District staff and students as well as student pictures so families would have a way of celebrating these milestones.

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

MVWSD employs a McKinney Vento Liaison who focuses on supporting families who are considered homeless as well as any foster youth. Our liaison has been working to connect these families to support needed through community agencies and donations of money and supplies. In many cases she delivers items directly to families using social distancing practices. The District has continued to hold virtual DELAC and DAC meetings.

Since school closure, MVWSD has been providing free lunch and breakfast to the community. It is available every weekday between 11:30am and 1pm for pick-up at Mistral Elementary School. Starting May 11, 2020, breakfast, lunch and dinner have been available seven days a week.

Each school site keeps a spreadsheet which tracks student engagement in online learning, work completion, check-in meetings and other topics relevant to student and family needs. When students are not participating, the school sites' School and Community Engagement Facilitator and/or principal reaches out directly to the family to help solve any issues that may be keeping the student from participating and support families in connecting to community resources as needed.

The Community Awareness Health Council (CHAC) continued to provide counseling sessions to students and families using tele-connect services. These sessions are confidential. MVWSD added information on our Coronavirus update webpage and shared by email and social

media about how families can access Social-Emotional resources within our community. Our School and Community Engagement Facilitators and middle school counselors also support families directly.

As a part of our Distance Learning Plan, all teachers have to create ELD lessons each week. Lessons include instruction by the teacher as well as activities for students to complete. Teachers also conducted small group live lessons and supported students during office hours each week.

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

MVWSD launched [www.mvwsd.org/distancelearningplan](http://www.mvwsd.org/distancelearningplan) with the Distance Learning Plan program. This webpage served as a hub for resources and information for parents. Communications strategies were also built into the plan. Principals send greetings with the class schedule weekly, information in the school newsletters weekly, and the frequency of teachers' check-ins with students and emails to parents were spelled out in the plan. MVWSD used newsletters and social media for "Distance Learning Tip of the Day." The District also used social media, automated phone calls, parent emails and personal contact from school employees to communicate with parents

Worksheet packets were initially distributed at school sites at the same time as community meals. After 5 weeks, each school set a time for parents to pick up students' consumables. Chromebooks were distributed with community meals, and then by pick up outside the District Office as the list of students without became more targeted. To date, we've hosted seven technology distribution events where we distributed 947 Chromebooks and 26 hotspots to students.

The District compiled training materials and videos for teachers. Teachers could utilize the training videos and/or receive training from instructional coaches, principals and the District Technology Coach to implement the Distance Learning Plan. Additionally, while teachers provide lessons and activities for students on Fridays, they do not do live check-ins or hold office hours. Fridays are reserved for staff meetings and teacher professional development. Topics are site-specific based on teacher and staff needs.

MVWSD purchased an additional 600 chromebooks and 250 hotspots to support families in having access to Distance Learning. In addition, the District paid for printing of some of the initial work packets that were distributed as school staff did not have the time for printing right before school closure.

MVWSD supported parents with resources for at-home learning. Principals and teachers regularly communicated office hours for when parents and students could contact them with questions. Our district website, specifically <https://www.mvwsd.org/distancelearningplan> has resources for parents, many of which are emailed out to parents on a regular basis. Some examples are help with technology, video conferencing, accessing Google classroom, accessing consumables, sample student schedules, grading, student work times guidelines and more. Much of this information was shared in newsletters and social media as "Distance Learning Tip of the Day." Additionally, our School and Community Engagement Facilitators work directly with families on a variety of issues related to at home learning and our technology department troubleshoots with families both virtually and in person each week.

MVWSD is a K-8 District. We have been using a variety of methods to deliver instruction during school closure. The Distance Learning Plan includes the following:

- \* Zoom Check-In meetings and Office hours (2 hours per day) for individualized and small group support.
- \* Each teacher prepares 2 lessons for every subject or course taught each week including English Language Development. Lessons have been delivered in a variety of ways including:
  - \*Pre-recorded (asynchronous)
  - \*Pulled from other sources (links to Khan Academy, Youtube videos, Learning A to Z, Grammar Gallery, i-Ready etc..) A list of District resources can be found here.
  - \*Developed and shared between grade level teams
  - \*Delivered live

After 3 weeks, the District revised the plan based on feedback from families that they wanted more of a connection to their classroom teachers. Elementary teachers are now required to video themselves teaching lessons including two lessons in English Language Arts and two in Social Studies each week. Middle school teachers are recording themselves teaching all lessons each week.

Before implementing the Distance Learning Plan, MVWSD hosted an online community discussion (i.e. ThoughtExchange) from April 1-8. We asked what is working well and what challenges parents and staff members face in supporting your child(ren) in learning from home. More than 1400 people participated. The feedback helped us understand how MVWSD could support parents in the Distance Learning plan. MVWSD also received email and verbal feedback from parents. Some aspects of the plan implemented due to feedback were an easy-to-understand dashboard for assignments, a regular and well-communicated school schedule and regular office hours offered by teachers.

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

MVWSD chose an National School Lunch Program (NSLP) approved school that has a high free and reduced meal plan student population, with easy access for walk-up families and drivers for meal distribution. Free lunch and breakfast for the next day will be available every weekday until school reopens. Starting May 11, 2020, breakfast, lunch and dinner are available seven days a week. Meals are distributed using grab-and-go, either drive through or walk up, from 11:30 am-1 pm at Gabriela Mistral Elementary, 505 Escuela Ave. Mountain View, CA. Mistral was chosen for its location design that allows for ease of traffic flow. Average meal distribution is 2200-2500 meals per day. As of May 11, 2020, 86,956, breakfast and lunches were served and 3,720 dinners have been served.

MVWSD used direct email to parents and automated phone calls (English and Spanish), text messages and [www.mvwsd.org](http://www.mvwsd.org) to communicate with families about meal distribution. Additionally, there was information in school newsletters and on social media. The local newspaper published a front-page story about the distribution. MVWSD distributed flyers. MVWSD was mentioned in the SCCOE's and City of San Jose's lists of sites offering free food.

MVWSD applied and was approved for Summer Meals Non-Congregate Feeding, Meal Time Waiver, and the Parent/Guardian Meal Pick Up Waiver. MVWSD operates with a Pandemic Standard of Operations Procedure Manual. Procedures include having a full time sanitation Janitor, all staff have regular temperature checks, and wear face masks. The team follows production procedures and serves meals following the Time/Temperature regulation. MVWSD has provided staff training, as an on-going necessity. Staffing for meal production is with a limited crew that has been trained in Pandemic PPE procedures and social distancing requirements.

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

Under the Santa Clara County Public Health Order to shelter in place on March 16, 2020, only essential workers in the county were allowed to perform work at essential businesses. This caused the potential need for these essential workers to find supervision for their children during ordinary school hours.

In partnership with the Santa Clara County Office of Education, arrangement for supervision of students during ordinary schools was made available to families through the SCCOE Childcare for Essential Workers Portal. The portal was made publicly available on April 10, 2020 and was announced through a press release to district public information officers and media on April 15, 2020. A second press release was released the week of May 4th describing enhancements to the portal and directions for districts on how to communicate the information to families.

The Childcare for Essential Workers Portal lists organizations offering child care in the county and identifies which ones offer free or subsidized care for those that qualify. An Interactive Child Care Map was made available on the site so families could find the closest provider. The site also provides information about who is considered an essential worker, how to find childcare, how to know if the facility is safe, and how to qualify for financial assistance.

MVWSD has advertised to parents and staff members the SCCOE Child Care Portal through Superintendent's and schools' newsletters as well as the District's website. School secretaries and the District Receptionist have the information about the SCCOE Child Care Portal to share with families as requested. Additionally, MVWSD's partner El Camino YMCA offers childcare for first responders and essential workers.