

COVID-19 Operations Written Report for Alta Loma Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Alta Loma Elementary School District	James Moore Superintendent	jmoore@alsd.k12.ca.us (909) 484-5151	June 10, 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.

Beginning March 16, all students in the Alta Loma School District were provided distance learning opportunities. Assignments and lessons were provided through Google Classroom, through email, through teacher websites and packets that were prepared and distributed to families.

Beginning on April 1, the Alta Loma School District added to their website, Opportunities for Learning, which was created by District administrators. These resources were organized by grade level, and included links for Special Education students and English Learners. Resources and suggestion for physical education and virtual field trips were included, and well as general suggestions for parents who were navigating distance learning for the first time.

Students were provided a chrome book for use at home either through a district-wide distribution process or delivered by administrators. Teachers on Special Assignment, with expertise in instructional technology, provided support to teachers as they navigated their first experiences in distance learning and responded to calls from families who requested technology support.

Administrators, counselors and teachers made personal contact with families who did not respond to the early opportunities in distance learning, for the purpose of providing support and encouraging participation. Contact was made when a decline in participation was noted. The Mental Health Support Team continued their contact with students, and provided on-going responses for student safety when triggered by Gaggle.

Regular administrative meetings were held to address concerns and challenges, including how to address grades and report cards. Details were clearly explained in a grading document provided to staff and parents.

The greatest impact felt by families was the loss of school site celebrations including honor roll assemblies and promotion ceremonies. School administrators and staff did provide fanfare that was safe through yard signs and creating videos for families. The closing of Child Care has had a significant impact on many families.

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

The Alta Loma School District has supported our most vulnerable students in meeting their needs in the following ways:

- Students were provided with Chromebooks for use at home.
- School lunches have been available to all students through the National School Lunch Program. Two school sites have been designated for pick up of the lunches.
- Principals and Assistant Principals have reached out personally to families to ensure students have the necessary tools and technology to work from home.
- The ALSD District Parent and Family Engagement Liaison has made phone calls to our Foster Youth and Homeless families to check in and provide support as needed.
- Regular contact, check-ins have been made by teachers via Google Forms, email, comments on their work or phone check-in for students to tell how they are doing since the closure.
- There is a District expectation that teachers are differentiating instruction as they are delivering instruction to students through distance learning.
- Paper copies have been made available for students to pick up at their respective school sites.
- The use of STAR Reading and Math has been open to our students to access from home. Star Assessments are highly reliable and valid for both screening and progress monitoring. Plus, their detailed learning progressions provide extensive information to support instructional planning, whether students are performing at, above, or below grade level.
- As much as possible, teachers have been understanding of specific needs of the students, have graded accordingly and have offered several options for completing an assignment.

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

The Alta Loma School District provided two major avenues for distance learning opportunities for families during COVID-19. The first was through distance learning at the direction of the teacher through Google Classroom, websites and email. The second was the Learning Opportunities page created by administrators and posted on the district and school websites. They were both supported by:

- Approximately 350 chrome books were provide for student use at home.
- Teachers on Special Assignment were available to support technology, language arts and math needs.
- Digital access to the adopted textbooks was available, and students could access materials through CLEVER.
- Students continued to have access to Language Arts websites such as Freckle, LexiaCore and Imagine Learning
- myON was provided to all students, allowing for a personalized literacy environment for students to access from home.

- Access to Accelerated Reader was expanded for home use.
- Student access to math support websites was continued at home, such as Freckle and Zearn.
- Some teachers were able to teach lessons, either recorded or prepared, through NearPod.
- Teachers on Assignment, with expertise in Google Classroom, provided training to teachers requesting more in-depth training in Google Classroom.
- Administrators co-taught with teachers who requested support with Google Classroom and Google Meets.
- Intervention teachers continued to provide support to struggling readers through Google Meets.
- Administrative staff reached out personally to students whose participation was lacking, including low-income, foster youth and homeless students.
- Principals held check-in meetings with teachers weekly to ascertain what platform was being used to provide learning opportunities, the extent of student and parent contact that was occurring and the types of learning opportunities provided.

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

Alta Loma School District began serving emergency meals to children ages 0-18 through the Seamless Summer Feeding Option on March 16. Sack lunches are served Monday through Friday, and a shelf-stable breakfast is served on Fridays only. Meal count averages 650 per day. Meal availability is posted on the district and school websites.

Meal preparation and service are planned in a manner conducive to social distancing and safety. Staff are instructed to work only if they are not exhibiting symptoms of any illness. All staff maintain either a ServSafe Food Manager certification or a food handler card, are trained on hand washing procedures, and have reviewed and signed Standard Operating Procedures for sack lunch meal service. Kitchens are stocked with ware washing and sanitizing materials including soap, chlorine bleach, hot water, and single use towels. Staff are provided single use gloves and face masks. Face masking is mandatory during all contact between staff and with the public. Preparation stations are located so that staff maintain a six foot distance from each other.

Meals are distributed curbside. Cars drive up to an employee with a clipboard and roll down their window. The employee stays on the sidewalk and takes the meal count from the driver. Students must be present for meal pick up, or the driver must state the child's first and last name, and school of attendance, which are documented. The meal count is called out to the meal count table, which is staffed by an employee or volunteer. Volunteers and employees are masked and gloved before handling lunch sacks. The appropriate number of lunch sacks is placed on a table near the curb. The employee or volunteer backs away six feet, and someone from the vehicle must exit the car and pick up the meals.

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

The Alta Loma Child Care Department has been closed since March 13, 2020.