

COVID-19 Operations Written Report for Chico Unified School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Chico Unified School District	Kelly Staley Superintendent	kstaley@chicousd.org 530-891-3000	

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 closures caused by the COVID-19 emergency forced overnight changes to school programs. As a result,

- many parents were thrust into a new role of facilitating student learning
- students and parents lost school-based services, including after-school and enrichment programs, meals, and counseling
- potential educational equity gaps increased for families with limited or no access to technology

To mitigate these impacts, CUSD leadership established three priorities: 1) keep school community safe and healthy, 2) support students and staff in acclimating to working from home, 3) maintain connections with staff and students to support social-emotional health and well-being. Guided by these priorities, we implemented distance learning (DL) in three phases.

Phase 1 - March 23-27

Educational Services:

- Developed a multi-phase implementation plan for DL
- Contacted families regarding device access, wifi access, and support needs
- Prepared teachers for DL implementation

Information Technology:

- Provided student Chromebooks and wi-fi access as needed

Nutrition Services:

- Provided five weekly meals at four central distribution sites

Maintenance and Operations:

- Accelerated Summer Cleaning

- Closed Building and Grounds Maintenance and Equipment and Vehicle Maintenance, and reallocated staff to support COVID-19 response

Phase 2 - March 30-April 17

Educational Services:

- Began DL by re-establishing connections with students and practicing access to Google Classroom and Zoom. Content: primarily review.
- Planned and implemented DL support for English learners, students with Individualized Education Plans (IEPs), and preschool students
- Implemented daily teacher office hours
- Worked with teacher leaders to establish grading policy

Information Technology (IT):

- Explored options for families without internet access: Hot Spots, Internet Buses, Local Access Points
- Implemented parent technology assistance phone line
- Provided ongoing staff technology support

Nutrition Services:

- Provided meals three times a week at four distribution sites

Maintenance and Operations:

- Planned for spring and summer cleaning and sanitization of sites

Phase 3 – April 20-June 4

Educational Services:

- Continued standards-based DL with the addition of new content
- Implemented [grading expectations](#) at all levels
- Continued Zoom IEP meetings and online special education instruction

Information Technology (IT):

- Continued supporting families with technology and access needs
- Continued technology training and support for staff

Nutrition Services:

- Provided six meals per week: Monday (2), Wednesday (2) and Friday (2)

- Support for families newly eligible for Free or Reduced Lunches

Maintenance and Operations:

- Continued accelerated summer cleaning (cafeterias, gym floors, outdoor play areas)

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

All students and families, including English learners, foster youth, and low-income, were contacted to assess what they needed to successfully continue school through distance learning. With a very few exceptions for students with the most significant cognitive disabilities, all distance learning was provided using technology.

For English learners, English Language Development (ELD) coaches created a scope and sequence of Designated ELD lessons for ELD teachers to deliver via Zoom. These standards-based lessons were adapted from our ELD methods to meet the Zoom platform. Supported by Targeted Case Managers, staff contacted and supported families in navigating the world of online student instruction. Staff members continue to communicate with families to encourage attendance and work out accessibility issues. On April 6, we began providing three 30-minute live, interactive Zoom lessons per week to Designated ELD classes. Weekly professional development meetings support ELD teachers, provide lesson plans and examples, receive feedback, and troubleshoot issues that arise.

Site and district staff are in close contact with foster families. We have provided clear communication to all involved to support our foster youth who have moved placements during the COVID-19 pandemic. In this way, we have been able to ensure that our foster students continue to receive instruction through CUSD distance learning to better support them through these uncertain times. CUSD has also worked with the foster families to provide Chromebooks for student learning.

To ensure that low-income youth have access to technology, our technology department facilitated distribution of Chromebooks to all students through school sites. They also communicated specially discounted wifi offerings, such as free internet access through Comcast and the Lifeline Assistance program (unofficially known as “Obama phones”) to any family who needed access, regardless of income level. For families living in areas without broadband access, T-Mobile provided 146 “Mi-Fi” hotspots.

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

Because the pivot from in-person to online instruction was so sudden, we recognized the need to provide support for teachers, students, and families to ensure that the quality of our instruction remained high. Thus we have put into place the following steps:
Ongoing Professional Development (PD) for Teachers: After surveying teachers to learn their distance learning instructional needs, our District Leadership Council (DLC) created and consolidated all of the district PD opportunities into one document, updated weekly. This list of

PD opportunities includes webinars, Zoom sessions, and invitations to observe teachers delivering online instruction, pulled from a variety of presenters, including the California Teachers Association, iReady staff, and our own district teachers. These opportunities, available at no cost to all staff, are repeated at various times and days to best meet our teachers' needs. Additionally, there are grade level Padlets for teachers to collaborate and share distance learning resources with each other.

Ongoing Support for Families: Many parents have also experienced challenges in the shift to distance learning. To support their needs, we have provided parent/family resources on the CUSD website, including a Technology Resources page as well as instructions for logging into various programs with different devices. In addition, a phone support line has been established to support students and families with technology questions and needs.

Ongoing Standards-Based Instruction and Grading: As described in #1, online instruction moved from review and enrichment (Phase 2) to introducing new material (Phase 3). In addition, with input from stakeholders, we developed and vetted an equitable grading program which holds students harmless, as per the California Department of Education (CDE) recommendation.

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

To provide meals while still maintaining social distancing, the CUSD Nutrition Services Team has taken the following steps:

- Meal pick-up was reduced from five days a week to three days a week. This had the dual benefit of minimizing social contact while also providing more meals, as students now receive two meals each on Monday, Wednesday and Friday. Students may pick up meals at any of four central locations: Citrus Elementary, Chapman Elementary, Bidwell Junior High, or Chico Junior High. On each of these days, students are provided with four meals: two breakfasts and two lunches.
- The Nutrition Services staff pre-packages all entrée items remotely to limit the time needed to serve meals and the exposure of our staff and the community at the serving sites. All meal preparation and service is completed outside to allow for appropriate social distancing at all times.
- Social distancing is also ensured through using a drive-through service for pick-up, eliminating close interaction between school staff and the public. The families stay in their vehicle and a Nutrition Services staff member asks how many meals they need. The staff member then collects the required meals and sets them on a table six feet away. When the staff member is away from the table, a member of the family can get out of the vehicle and take their meals.

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

Chico Unified has a strong working relationship with Chico Area Recreation District (CARD), which has long provided after-school program care to our Chico Unified students at school sites. When the pandemic closed school sites, CARD arranged to provide for child care for the children of essential workers in our community Monday through Friday from 6:30 a.m. - 7 p.m. As it turned out, the program was cancelled due to lack of enrollment: at most, seven students expressed interest, not all of whom ultimately enrolled. A neighboring community tried to do the same thing and they, too, ended up canceling the service due to lack of enrollment. This may be a result of the relatively low number of COVID-19 cases in our county, or the large number of county residents who are either working from home or have lost jobs due to the economic shut-down. As the economy reopens, we will continue to work with CARD and re-establish the program as necessary.

