

# COVID-19 Operations Written Report for Pacifica Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Pacifica Elementary School District	Will Lucey Executive Director, ESS	wlucey@pacificasd.org (650) 738-6617	June 3, 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.

Pacifica School District Schools campuses closed due to shelter in place orders on March 13, 2020 as a result of COVID-19 and transitioned to distance learning. School staff with the support of the both district office and school site support staff transitioned formal traditional on-site instructional program to virtual instructional program. This Distance Learning Program used a variety of asynchronous and synchronous methods to provide high quality educational opportunities for the students including a variety of live, virtual lessons and self-paced, accessible-when-ready activities. Teachers connected with both their students and their families regularly through various digital platforms (Google Classroom, Google Meet, Zoom, SeeSaw , etc...) to ensure that instruction continued during school campus closures. Special Education, physical and mental health services and programs were provided, to the extent practicable virtually, the services these students needed. Through an addendum process, students with IEPs had their delivery of services amended on a case by case basis. Nutritional meal service program was continued in a pick-up method as described in section four.

The major impacts of the closures on students and families begin with the loss of connection with their schools and staff. This has specifically had an impact on students and families who have experienced financial and emotional hardships. School staff have worked hard to ensure consistent engagement with students and families not only by monitoring closely to ensure all students are engaging in distance learning but also doing wellness checks through support staff and teachers and sending out family and staff surveys to get feedback.

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

Pacifica School District is meeting the needs of its English Learners, Foster Youth and low-income students by building direct home school connections. The school sites and student services have reach out to all of the foster youth families individually to ensure they are able to engage in distance learning and to support their educational, physical and social emotional needs. To support the needs of our low-income students, we continued school meals for pick-up and connected these families with resources and community programs and services such as Pacifica Resource Center. Schools have checked out Chromebooks and hotspots to those in need of them and provide educational supplies and materials. To support the needs of English Learners, teachers have adapted existing resources to build skills and expertise in evidence-based strategies. Teachers participated in free online professional development offered by our content specialists and professional

organizations to build key skills and strategies for working with English Learners during distance learning. Teachers have planned online learning to take advantage of different formats such as real-time virtual classes that benefit a focusing on oral language and interaction, but the pace of conversation can be too fast. Asynchronous classes which allow English learners more time to process, translate, and practice, with a focus on literacy skills. Teacher have continued to differentiate their instruction to best meet the needs of these students.

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

From the day Pacifica District School campuses first closed on March 15th the initial goal for distance learning was to ensure all students had access to the resources necessary to engage in distance learning which included that all students who did not already have a device (preferred: Chromebook, laptop, tablet w/ keyboard) at home or internet connection would be issued a Chromebook. Over 1,000 student Chromebooks have been issued to families. Some families were in need of hotspots to allow for them to have internet connection in their homes. Hotspots were provided to those who needed them. Staff at each site continue to reach out to families who have not connected with their teacher to support their distance learning needs. Most of our students have connected with their teachers virtually through Google Meet or Zoom. Through our school leaders, our teachers have collaborated with each other and provided distance learning in a number of different ways with the use of a number of different tools/platforms while still providing a standard/curriculum based program. Through the support of the San Mateo County Office Education resources, our district content specialists, principals and technology department, Pacifica School District continues to create distance learning opportunities that supports the emotional, educational and physical needs of all students, staff and families by structuring active student engagement with learning in accordance with age/grade appropriateness; selecting content that is aligned to standards, relevant and appropriate for each student; and practicing consistent communication with students, families, and staff to understand how distance learning is impacting them. To support both families and educators in the delivery and support for distance learning, two webpages have been developed as a central location for distance learning resources and ongoing communication.

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

Pacifica School District is serving meals to all who need them at Cabrillo School and Sunset Ridge School on Tuesday and Thursday between 11am and 1pm. We are providing five breakfasts and five lunches. On Tuesday we distribute two breakfasts and two lunches. On Thursday we distribute three breakfasts and three lunches. The meals are made in the kitchen by three cooks who wear gloves and masks and are more than 6 feet from each other while preparing. We have changed the majority of the menu to frozen individually wrapped items for safety. We provide heating and storage instructions for the items. The distribution takes place outside Cabrillo School and Sunset Ridge School. The cooks remain 6 feet apart with gloves and masks. When a car arrives, families open their trunk and a cook places the meals in

the trunk. If they would rather pick the meals up themselves, then the meals are placed on a table. The cook moves at least 6 feet back and the receiver can pick the meals up on their own.

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

Due to the closure of School campuses and all learning provided virtually, the physical supervision of students by Pacifica School District is not applicable. During ordinary school hours, students were/are at their homes, not on any Pacifica School District campuses.