



COVID-19 Operations Written Report for Poway Unified School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Poway Unified School District	Dr. Marian Kim Phelps Superintendent	mkimphelps@powayusd.com 858-521-2700	June 25, 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.

Poway Unified School District (PUSD) closed schools March 16, 2020. Parent surveys were developed to assess Student Technology Needs to determine student access to devices and the Internet at home. To assist families unable to access the online survey, landlines were established for support in both English and Spanish. Furthermore, a Technology Checkout Form was developed for students/families to check out a district-issued Chromebook/iPad. Over 7,000 devices were prepared, sanitized, bagged, and distributed to students throughout 39 schools. For students/families without Internet access, mobile hotspots were distributed.

The [Distance Learning Plan](#) was launched March 30th for staff to review and develop plans for remote learning. A teacher survey assessed student participation, ability to access platforms, and teacher needs for continued professional learning. Professional learning (PL) included: weekly virtual sessions around learning management system (Canvas), video conferencing tools, educational technology sessions, Google Apps for Education, Flipgrid, etc. Teachers had the opportunity to attend live PL sessions and/or watch recorded sessions. Over 80 virtual PL sessions were offered to certificated and classified staff. Additionally, a Digital Teaching Resources website was created to provide access to educational technology resources, PL, and digital citizenship. For individual support, teachers could attend office hours or email the Educational Technology team directly.

Beginning Monday, March 16, 2020, our Food and Nutrition Department implemented an emergency meal distribution system at 38 school sites which was consolidated to 12 school sites the following week. Families could pick up both lunch and the following day's breakfast at these locations.

On April 23, 2020, PUSD provided stakeholders with the recommendation that credit/no credit be utilized for grades during distance learning. Communication of the plan and rationale was posted on our website and included in a weekly Superintendent communication ([4/23/20 Credit/No Credit Plan](#)).

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

For our English Learners (ELs), Poway Unified created and provided a menu of learning activities, games, and access to computer programs designed for distance learning to supplement daily Designated and Integrated ELD lessons implemented by teachers. Our EL Instructional Assistants regularly checked in with students online to support language development and assist with teacher provided distance learning lessons. Weekly email updates and Zoom meetings for EL Coordinators supported online learning strategies and provided professional support.

Our Youth in Transition (YIT) program hosted "Grab and Go" events for families experiencing homelessness. Here, families are able to pick up a bag of necessities including toiletries, facemasks, and gift cards for food. Further, our technology department ensured access to computer devices and the internet for distance learning. Throughout this time, information on emergency food distributions, applying for CalFresh, mental health resources, and other forms of aid to our families were regularly communicated via email and flyers (see [English](#) and [Spanish](#) flyer samples). In addition to working with individual families to meet their specific needs, surveys were sent to all YIT families as we continue to determine next steps to support.

Throughout our system, we have strived to ensure the academic and social-emotional needs of our unduplicated students (English Learner, foster, low income) are met. Intervention Teachers on Special Assignment and site Intervention Counselors worked with sites in supporting our students in need of academic interventions. Our site counselors reached out to students to check-in and provided times for individual appointments. Our bilingual Caring Connections counselor contacted families who are Spanish speaking, have students in foster care, and who are homeless to assess needs and offered individual family counseling sessions via phone or Zoom. Resources for supporting our families during this time have been provided to school counselors both individually and via this [link](#).

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

Beginning March 16, 2020, teachers, counselors, and site administrators reached out and connected with students by any means possible (email, call, home visits) to ascertain the social-emotional well-being of our students as we embarked on Distance Learning (DL). On May 8,

2020, data was collected from each school regarding the number of students not yet engaging in DL. We found that less than 1% of students at elementary, middle, and high school had not yet connected or participated in distance learning.

Our students engaged in learning using a variety of programs to support core and supplemental instruction. All PUSD teachers created assignments and each week every teacher pushed out learning plans via Canvas (LMS). These learning plans provided students and parents instructional learning links, instructional tasks, and platforms for work submission for feedback. Teachers monitored student engagement via Zoom, Google Classroom, and Canvas, where we assessed participation, turned-in assignments, provided feedback, and support for students. Programs such as Benchmark Universe, Lexia, and Seesaw supported both core and supplemental instruction.

Schools monitored the learning of all students, with a careful eye on our students identified as English Learner, foster, homeless, high needs, low income, and/or underperforming. Site staff reinforced concepts in core content areas via small student group Zoom meetings. Students with Disabilities, who have Individual Education Plans, received agreed upon services virtually in general education and/or collaborative classrooms. Related Service providers, including Speech/Language Pathologists, Occupational/Physical Therapists, Adapted PE, Visually Impaired, and Deaf/Hard of Hearing Teachers, worked with case managers and families to provide support, as possible. Many of our counselors SURYLGHU supportive Zoom sessions with parents and students. Support staff such as Impact Teachers and Instructional Assistants served as “coaches” for students who may have benefited from an additional adult to support their distance learning.

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

Beginning Monday, March 16, 2020, the Poway Unified Food and Nutrition Department implemented a “Grab and Go” emergency meal distribution system at 38 school sites. We consolidated the meal distribution locations to 12 school sites on March 23rd, where families could pick up both lunch and breakfast for the following day. Families are invited to drive up/walk in and pick up meals at distribution sites located in front of schools. Free breakfast and lunch meals are provided to anyone 18 years or younger and any PUSD Transition students up to age 22. Each serving location utilizes a “Daily Meal Count Form” and Point of Sale computer system to identify the number of meals provided.

The information regarding the availability of school meals was communicated via emails home to families in English, Spanish, and Mandarin. Our community was also informed through news releases, fliers, and several social media platforms. Meals are provided Monday through Friday from 11:00 a.m. to 1:00 p.m.

The safety of our families and staff is of the utmost importance. At each meal distribution entrance, signage communicates the safety parameters to all individuals. This includes not entering the facility if they have a cough or fever, maintaining a minimum of six-foot distance from each other, and not engaging in any unnecessary physical contact. The number of families approaching the station is limited to allow the minimum distancing.

