



COVID-19 Operations Written Report for Corcoran Joint Unified School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Corcoran Joint Unified School District	Rich Merlo Superintendent	rmerlo@corcoranunified.com (559) 992-8888 ext.1224	6/09/2020

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.

Fortunately, Corcoran Unified has been a 1 to 1 district for the past 10 years. Our 6th-12th grade students have been taking their devices home since then. With the school's closure all students were given their devices to take home. In addition, all families are provided with a wifi router, free of charge, if they do not have access at home. Our buildings are closed but fortunately our classes are still going strong. In fact, most of our students/teachers were online doing work the Monday after the closure was announced. The others followed within a few days, once the devices were distributed from their classrooms. Fortunately, our students and staff had a solid foundation in digital instruction which made the transition to a fully digital learning environment a smoother transition.

All teachers are expected to provide instruction, resources, and support to their students during regular work hours. With that being said, we acknowledge the pandemic is disrupting normal family life and that family circumstances may be different for many of our students and their families. We recognize the need to be flexible in our expectations, while at the same time, having high expectations that students will engage fully in distance learning. We also realize that support is critical not just academically but emotionally, as well. Our counselors, mental health providers and health personnel are all reaching out and providing services to those with specific needs.

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

Classroom teachers are providing support to English Learners through:

- * Lessons that include instructional strategies that help students understand the content (Integrated ELD)
- * Continuing Designated ELD services
- * Setting up office hours specific to English Learners for additional supports
- * Calling students when work is not being completed
- * Referring students to support staff to support their needs: navigating apps, logging into their devices, referrals to counselors, referrals to outside services, referring to intervention teachers for support

ELD Teachers in middle school and high school are supporting English Learners with:

- * Content Classes
- * Continuing English Language Development

EL Coordinator/Coach is essential in coordinating resources and support to English Learners by:

- * Attending weekly meetings with school site teachers
- * Providing assistance and working with individual teachers to create lessons that are distributed to students on a weekly basis
- * Monitoring assessment and lesson data to ensure students are receiving adequate services

Paraprofessionals, community contacts, and other support staff are an essential component to support our EL, foster youth, and low-income students. They have helped with:

- * Connecting students to their teachers
- * Logging into their devices/virtual classrooms
- * Navigating Clever
- * Helping with family needs that become apparent by connecting them to the appropriate services
- * Making referrals to counselors

Intervention teachers are supporting EL, foster youth, and low-income students by:

- * Continuing students' intervention programs
- * Reviewing data with teachers
- * Contacting students who continue to need assistance via distance learning
- * Using scaffolds to support students in core classes
- * Helping students' complete assignments in core classes- (tutoring)

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

All students have been provided with a device on which all learning platforms and curriculum can be accessed. Students have also been provided a router to access wifi at home. Students know their logins and procedures to access the digital curriculum because they were using them in their classrooms prior to the schools physical closure.

Each site has an academic technology coach that is assisting teachers with implementing distance learning, for those that need assistance. Each site is open daily from 9:00-3:00pm, so questions can be asked and answered in a timely manner. Technology staff are also available daily to address any tech issues with devices and/or internet access via the routers. Staff are also supported by academic literacy coaches at each of the sites. ELL instruction and support is also continuing with support from the district EL coordinator. Our Special Education Department is continuing with all aspects of special education from instruction, support, IEP's, 504's etc.

With regards to instruction, teachers are working with students on assignments, providing assistance/instruction, grading work, providing student feedback, contacting students/parents and attending any 504 or IEP meeting, virtually, if needed. They attend staff meetings and participate in weekly collaboration meetings on a weekly basis.

All teachers were required to adopt the following grading guidelines in assessing students in April.

Grading Plan for Spring 2020 (COVID-19 Distance Learning) Grades TK-5		
3rd Trimester -Partial Grading Period	3rd Trimester Final Grade	Actual Grade Final Grade
(Gradebook from 3/2/20 - 3/13/20)	(Gradebook from 3/16/20 - 6/2/20)	Better of the two grades
4	2	4
3	1	3
2	4	3
1	1	1*

Grading Plan for Spring 2020 (COVID-19 Distance Learning) Grades 6-12		
1st Partial Grading Period Grade	End of 2nd Semester Grading Period	Actual Grade Final Grade
Gradebook from 1/13/20 - 3/13/20	Gradebook from 3/16/20 - 6/2/20	Better of the two grades
B	A	A
B	B	B
A	D	A
F	F	F*

Students are able to improve their final grades. As a staff, however, we've also had extensive discussions about balancing the need to maintain high standards with considerations of the many hardships families may be going through at this time.

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

Corcoran Joint Unified School District organized weekly meal services immediately starting on March 17, 2020. School meals were served daily from 11:00-1:00 pm at the Technology Learning Center (TLC) which is located in the center of our town. Any person ages 2-18 were eligible to receive meals at our distribution center. Each student received 2 meals, a lunch for that day and a breakfast for the following morning.

Food Service Staff work on a limited rotational basis. There were 3-4 cafeteria workers at various sites within the district that prepared both breakfast and lunch packs for students. Each site cafeteria was assigned the preparation of about 200 meals a day, for a total of about 1,000 meals districtwide daily. They were then transported to the TLC for distribution to students.

In order to maintain social distancing:

- * Employees were assigned shifts
- * Preparation of meals were done at different sites in order to keep the staff to 5 and under
- * At the distributing center (TLC), staff was assigned to a specific marked location with a distance of six feet or greater
- * A supervisor was present at all times to remind staff of social distancing requirements
- * Families who drove remained in their vehicles while staff handed them their meals
- * Families/students who walked up were handed meals from an assigned area and picked up their meals
- * All staff used face masks and gloves daily to help protect both themselves and the families we served

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

Corcoran Joint Unified School District is committed to supporting our greater community. We understand that the recent California school closures have affected many families. Our offices were available and open daily from 9:00-3:00pm as we began to proactively reach out to families and students to support and track participation and engagement in distance learning.

Staff communicated with parents and students via email, social media, phone, online meeting platforms, and texting. Our counselors and mental health clinicians were available daily to provide services to students and to ensure their socioemotional well being is being addressed. Students who are not participating in classes are called by teachers, paraprofessionals, counselors, and community contacts to check on their wellbeing and to determine if they are in need of additional services. Some of our neediest students include students with exceptional needs, English Learners, those needing access to Health Centers and social emotional supports. Our staff provided information about community shelter programs, medical centers, unemployment, community food banks, legal services, child protective services, and the City of Corcoran's COVID-19 shelter in place programs and resources.

Corcoran Joint Unified School District also continues to follow the direction and recommendations outlined by the State of California when it comes to school closures and child-care support. Recently, the California Department of Education and the California Department of Social Services jointly developed guidance on childcare supports. Both agencies have developed a network of childcare providers to better support families. Families can access this network by visiting the website [MyChildCare.ca.gov](https://mychildcare.ca.gov). On the website, families will find an interactive map of qualified licensed childcare providers. This resource is also available in both English and Spanish to meet the needs of our diverse community. Families are also being directed to call the statewide consumer education hotline at 1-800-KIDS-793 or go to the website at <https://rrnetwork.org/> and <https://rrnetwork.org/family-services/findchild-care> for additional information on local programs that remain open for services.