

COVID-19 Operations Written Report for Pittsburg Unified School District

| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone | Date of Adoption |
|-------------------------------------|-------------------------------------|--|------------------|
| Pittsburg Unified School District | Dr. Janet Schulze Superintendent | jschulze@pittsburg.k12.ca.us 925-473-2351 | June 24,2020 |

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.

Pittsburg Unified School District immediately notified families about the Shelter in Place due to COVID-19. Messaging to families began on February 28, 2020 and families were updated regularly via phone, text, email, social media, and the district website regarding the dismissal of school, dismissal extensions, important updates, meal distribution, and planning for Distance Learning. The school dismissal on March 16, 2020 began as a 2 week event and was updated with extensions, including the decision to continue Distance Learning through the end of the school year. All of the messages to families are archived on the District’s website. Through Distance Learning planning, teacher webpages were created, online resources were made available to families, devices were loaned to families, and meals were distributed twice a week to families via four drive-thru locations (Marina Vista Elementary, Willow Cove Elementary, Foothill Elementary, and Martin Luther King Jr. JHS). Several Distance Learning professional development sessions were offered to teachers and staff to train them on updating their webpages, using google classroom, and operating CLEVER. A staff resources webpage was also updated regularly to assist teachers with technology and instruction questions. A Family Resources webpage was created and continuously updated for parents and families, offering a variety of virtual workshops to address distance learning concerns, communication help, community resources, and tools to navigate stress and uncertainty.

Web links embedded:

Facebook: <https://www.facebook.com/PittsburgUSD>

District website: <https://www.pittsburg.k12.ca.us/>

Distance Learning: <https://www.pittsburg.k12.ca.us/Page/8229>

Latest News and Superintendent Messages:

<https://www.pittsburg.k12.ca.us/site/default.aspx?PageType=14&DomainID=2529&PageID=8229&ModuleInstanceID=1092&ViewID=c83d46ac-74fe-4857-8c9a-5922a80225e2&IsMoreExpandedView=True>

Teacher webpages: <https://www.pittsburg.k12.ca.us/Page/8229>

Teacher resources: <https://www.pittsburg.k12.ca.us/Page/8696>

Family resources: <https://www.pittsburg.k12.ca.us/domain/2690>

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

PUSD's Distance Learning plan outlined meeting the needs of English Learners, foster youth, and low-income students in variety of ways. All of the District's communications were translated via a District Translator and were sent to Spanish speaking families in their preferred language. Our Online Learning communication on March 20, 2020 offered online resources in English and Spanish to our families. The Distance Learning plan on April 7, 2020 addressed expectations for families and teachers, the grading policies, distribution of technical devices, and meal distribution. This plan was also communicated in Spanish. PUSD's Student Services Department regularly checked in with foster youth and homeless youth to ensure they had technical devices, meals, support for learning, clothing, and basic needs the school district could provide. PUSD's Special Education Department provided families with individual lesson plans to fit their child's needs. These plans were communicated via email and in some cases delivered in person. Regular virtual meetings were established. Low income families were provided devices based on availability and need and meals (twice a week). Additionally, all of our families were offered virtual family workshops (in English and Spanish) on topics such as Father Talk (addressing needs of male role models), Community Building Circles (addressing restorative justice practices in parenting), Air Quality (addressing respiratory illnesses in Pittsburg and free resources for families). Mindfulness Training was also offered to the school district's staff and families via several virtual sessions. The sessions focused on breathing, relaxation methods, and positive ways to deal with stress and anxiety. As a way to monitor the District's Distance Learning Plan, we sent out surveys in English and Spanish. The results were used to improve our efforts and better meet the needs of our families.

Web links embedded:

Latest News and Messages from the Superintendent:

<https://www.pittsburg.k12.ca.us/site/default.aspx?PageType=14&DomainID=4&PageID=1&ModuleInstanceID=1092&ViewID=c83d46ac-74fe-4857-8c9a-5922a80225e2&IsMoreExpandedView=True>

Communication sent on March 20, 2020:

<https://www.pittsburg.k12.ca.us/site/handlers/filedownload.ashx?moduleinstanceid=18814&dataid=19910&FileName=Mar20OnlineLearningLtr.pdf>

Distance Learning Plan sent on April 7, 2020:

English version:

<https://www.pittsburg.k12.ca.us/site/handlers/filedownload.ashx?moduleinstanceid=18814&dataid=19911&FileName=Phase%203%20Letter%20to%20Parents.pdf>

Spanish version:

<https://www.pittsburg.k12.ca.us/site/handlers/filedownload.ashx?moduleinstanceid=18814&dataid=19912&FileName=Phase%203%20Letter%20to%20Parents.SPAN.pdf>

Student Services Department webpage: <https://www.pittsburg.k12.ca.us/Domain/58>

Meals: <https://www.pittsburg.k12.ca.us/domain/2684>

Virtual Family Workshops: <https://www.pittsburg.k12.ca.us/domain/2690>

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

PUSD worked extremely hard at delivering high quality Distance Learning opportunities to families. We took a three (3) phase approach with Distance Learning and communicated to families via phone messages, text, email, social media, and our website. All communications were sent out in English and Spanish and were posted on our website. Below is a breakdown of each of the 3 phases of Distance Learning.

Phase one (1) announced the dismissal of school from March 16, 2020 – April 3, 2020. Please note we extended this time period from two weeks to three weeks. The communication provided resources for online learning at home for each grade level. Printed packets were also distributed at meal distribution sites for families without technology at home.

Phase two (2) was announced on March 18, 2020 and addressed Distance Learning through April 17, 2020 (Spring Break took place April 10th – 17th). Phase two was a result of the Governor's update and required us to adjust our timeline. The communication addressed graduation concerns, state testing, remote learning, and meal distribution.

Phase three (3) was announced on April 7, 2020. The District communicated the Distance Learning Plan that would begin on April 20, 2020 (right after Spring Break). The communication addressed what families could expect regarding attendance, grading, expectations for Distance Learning at home, teacher lesson plans, and where lessons could be found. All teachers were required to create a teacher webpage and provide a lesson plan for each week. Lessons were conducted via zoom, google classroom, seasaw, the district website, and other technology. Teachers established virtual office hours and communication methods with families. All forms of technology being used by teachers were communicated through CLEVER, an online portal where parents could access everything in ONE place. All teacher contact information was required to be listed on the teacher's webpage. On April 17, we sent out a reminder about Distance Learning resuming on April 20th and provided updates including, an FAQ for families, tech distribution info, meal distribution reminder, teacher webpage info, and offered families Mindfulness virtual workshops.

Announcement of dismissal of school:

<https://www.pittsburg.k12.ca.us/cms/lib/CA01902661/Centricity/ModuleInstance/1092/COVID19%20Update%203-13-20%20ENG%20and%20SPN.pdf>

Extended Time Period:

<https://www.pittsburg.k12.ca.us/cms/lib/CA01902661/Centricity/ModuleInstance/1092/Message%20from%20Superintendent%20ENG%20and%20SPN%203-15-20.pdf>

Phase 2: <https://www.pittsburg.k12.ca.us/cms/lib/CA01902661/Centricity/ModuleInstance/1092/Message%20from%20Superintendent%203-18-20.%20ENG%20and%20SPAN.pdf>

Phase 3: April 7, 2020 Distance Learning Plan:

<https://www.pittsburg.k12.ca.us/cms/lib/CA01902661/Centricity/ModuleInstance/1092/Phase%203%20Letter%20to%20Parents%20ENG%20and%20SPN.pdf>

April 17, 2020 Reminder:

<https://www.pittsburg.k12.ca.us/cms/lib/CA01902661/Centricity/ModuleInstance/1092/Message%20from%20Superintendent%2004-17-20%20ENG%20and%20SPN%20with%20Mindful.pdf>

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

Pittsburg Unified School District distributes meals twice a week at four (4) school site locations: Foothill Elementary, Marina Vista Elementary, Willow Cove Elementary and Martin Luther King Jr., Jr. High School. Families can pick up three (3) days' worth of meals on Monday and two (2) days' worth of meals on Friday. This ensures students have the opportunity to have meals five (5) days a week. Each day includes two (2) meals, breakfast and lunch. As of April 27, 2020, we added a snack and supper as well. Hence, a student can receive breakfast, lunch, a snack, and dinner for each day of the school week. PUSD has a collaborative partnership with the Contra Costa Solano County food bank to provide more access to food for the Pittsburg USD community. PUSD uses a "drive-thru" process to distribute meals. Staff members wear gloves and a mask when distributing food and abide by all social distancing requirements. Supervisors also make spot checks to ensure proper protocols are being followed. Messages via autodialer, email, text, and social media have been sent to all PUSD families in the District to remind them of our meal distribution. Additionally, we send out information to families about food pantries and meal services in our area as we know many of our families have lost wages due to the Shelter in Place in Contra Costa County.

Weblinks:

Meals - <https://www.pittsburg.k12.ca.us/domain/2684>

Messages to Families (many messages include reminders about meal distribution):

<https://www.pittsburg.k12.ca.us/site/default.aspx?PageType=14&DomainID=4&PageID=1&ModuleInstanceID=1092&ViewID=c83d46ac-74fe-4857-8c9a-5922a80225e2&IsMoreExpandedView=True>

Social Media: <https://www.facebook.com/PittsburgUSD>

Additional Food Resources: <https://sites.google.com/view/pusdresources/home>

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

All school locations are closed during COVID-19. Supervision at this time is provided by the County. The Contra Costa County Office of Education Superintendent in collaboration with the Office of Emergency Services, the Community Services Bureau, First 5, CocoKids, Contra Costa Health Services and the Local Planning & Advisory Council for Early Childhood Education, developed and implemented a plan to arrange for emergency childcare for essential workers.

The following considerations are addressed in this plan:

- * the use of school sites for childcare programs for essential workers
- * communication to parents of available childcare sites and the enrollment process
- * procurement of supplies and personal protective equipment to safely open sites
- * establishment of procedures to comply with the current directives from the Contra Costa County Health Services department
- * opportunities for distance learning while attending childcare

The plan is a working document and the agencies involved continue to adjust in response to the changing needs and directives. For more information, contact Susan Jeong at sjeong@cccoe.k12.ca.us