



## COVID-19 Operations Written Report for Greenfield Union School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Greenfield Union School District	Zandra Jo Galván Superintendent	zjgalvan@greenfield.k12.ca.us (831) 674-2840	May 14, 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.

Greenfield Union School District is dedicated to serving its community and ensuring the best education possible as well as the health and safety of its families. During this unprecedented time, GUSD and its entire staff have worked tirelessly to make sure that students have

curriculum packets at home to ensure quality distant learning is taking place. Our teachers have also adapted to online lessons as our district is a Google Apps for Education Suite district and has passed out Chrome books for all of our students. In addition, our educators continue to incorporate digital platforms as needed to differentiate instruction for students and maintain a high level of engagement. We have worked to secure WiFi connectivity for families in their homes, in the city of Greenfield locations, in neighborhoods, and equipped on our own school buses to park in neighborhoods for nearby access. Teachers and Counselors continue to check in daily with students and our administrative team has led their staffs in great fashion during this time with staff meetings, professional development, and other virtual experiences to ensure a smooth transition to online, distance learning.

In addition to the academic challenges that we are trying to overcome, we have also focused on the nutritional, health, and safety needs of our community. We have been providing health services and many other resources through our Family Resource Center and school sites to provide support for our families. We continue to pass out thousands of meals to students and families to ensure that no one goes hungry as many of our families have had to sacrifice time at work to stay home with their children. GUSD cares about the health, safety, and education for ALL of its students and continues to do everything in our power to support our community.

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

English language development continues to be a strong foundation in the work conducted by our instructional staff. Teachers scaffold their instruction during phone calls, virtual meetings, and distance learning packets in order to support language comprehension and production. Teachers provide models and visuals for comprehension of language and sentence frames and graphic organizers for language production. Designated ELD support focus on expanding English vocabulary and syntax. Distance learning packets have an emphasis on content and academic vocabulary as well as grammar. Online platforms to support designated ELD include Zoom for live meetings and FlipGrid or SeeSaw for student recordings. More specifically, our students new to the country are receiving additional language development support twice a week that includes speaking and comprehension activities as well as building understanding of foundational reading skills. Teachers throughout our district have created videos that demonstrate appropriate speaking intonations and visual representations of essential English language.

During this time GUSD is supporting our homeless, foster youth and low-income students through the various resources provided by our Family Resource Center (FRC). Our FRC is open and available to our Greenfield community on Mondays from 9:00 AM- 5:00 PM. During this time staff will be able to assist with filling out forms, registration packets, and questions that parents might have. From 11:00 AM- 2:00 PM, we will have our Family Resource Center closet open to support our families with school supplies, clothing, food, and hygiene kits. In addition to those services we also maintain strong communication with multiple agencies to support our families and students if the need arises.

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

Amidst the COVID-19 pandemic, Greenfield Union School District is trying to provide the best distance learning experience for all of our students. Our distance learning curriculum consists of curriculum packets and online learning lessons. The first set of curriculum packets were mailed on March 24th and contained two weeks worth of work. Packets will continue to be mailed until the end of the year or until we can transition to online learning lessons by staff. Our school staff will continue to check with students and families to ensure they have received the packets, are able to access online lessons, and are social-emotionally served by teachers and counselors.

GUSD implemented our steps in 4 Phases:

Phase 1 (March 16 - March 31)

This phase involved teachers reaching out to students, to provide social emotional support, and to continue building relationships. We checked with students and families to see who received their curriculum packets and to make sure all families could communicate via Parent Square as well as to see who had and who needed internet access, computers, etc.

Phase 2 (April 1 - April 9)

In this phase, teachers and students were getting comfortable with online/distance learning by exploring online resources, tools, and possibilities. Teachers were determining which students needed access to WiFi. Teachers implemented policies and procedures for online instruction, to develop norms, expectations, protocols, rules for meetings, lessons, and sharing with colleagues and students. The teaching of new instructional content was not happening during this time. Students were receiving computers at this time.

Phase 3 (April 20 - until school resumes)

In this phase, systems are in place to support distance learning. Teachers are engaging students with new content. Best practices of online and offline instruction are being shared around the district.

Phase 4 (Ongoing)

In Phase 4, the evaluation of student work and grading practices will be developed. Greenfield Union School district has adopted a "hold harmless" grading policy for students. Students will receive a grade of credit or no credit to reflect their engagement with distance learning.

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

Our Food Service Department serves nutritious meals using California Department of Education school nutrition guidelines to our children ages 1-18 on Mondays and Wednesdays with the equivalent of 5 breakfast and lunch meals distributed on those two days. The meal distribution times at all of our sites is from 8:30-10:30 a.m., or until the sites have depleted all of the meals. Food is distributed in a drive-thru manner to observe social-distancing guidelines. Walk-up community members are welcomed at all sites and will be asked to line up and observe social distance guidelines. All personnel will be wearing protective equipment to protect our community, students, and each other.

Further, we are working with the local Food Bank of Monterey County to provide additional meals. Our staff retrieves non-perishable food items on Mondays to be distributed from Arroyo Seco Academy, Cesar Chavez Elementary School, and Oak Avenue Elementary School

from 9:00-10:30 a.m., or until all packages of food have been disbursed. On Wednesdays, non-perishable food items are disbursed to our community members from Mary Chapa Academy and Vista Verde Middle School from 9:00-10:30 a.m., or until all food items have been disbursed. Food is distributed in a drive-thru fashion to observe social-distancing guidelines.

In addition to practicing social distancing and the cleansing of our hands with soap and water or hand sanitizer, all employees are required to wear a protective face mask, or scarf, when entering any of our schools or district locations to ensure their safety and the safety of others.

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

Governor Newsom's executive order allows essential workers to access state-subsidized child care and preschool programs, regardless of their income, while schools are closed because of the coronavirus. Child care for essential workers is now being offered in different ways in different cities and counties. Our district recognizes that essential workers, especially those directly involved in the COVID-19 pandemic, need a safe place to send their children and as employees come forward requesting childcare options, we will respond and provide such child care. At this time our employees have declined our offer and other community members have not indicated a need for this option as they would rather find other means to keep their children away from others while they report to their essential duties. We will continue to explore and expand this option as needed to open and offer childcare during the day in our facilities during COVID-19.