



# COVID-19 Operations Written Report for Saddleback Valley Unified School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Saddleback Valley Unified School District	Liza Zielasko Assistant Superintendent	Liza.Zielasko@svusd.org (949) 580-3241	June 18, 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.

- SVUSD closed all school sites beginning on March 16, 2020. In a very short time, there was an immediate deployment of Chromebooks that were distributed to all students that needed one. Distribution was conducted at each school site and then consolidated in regional centers. Wifi hotspot access points were procured and added in the distribution process with a top priority for students that are socioeconomically disadvantaged.
- The Educational Services division of the district began immediate preparation for the transition to Distance Learning. Educational Services worked with Academic Coaches, Instructional Coaches, and Department Chairs to frame resources, expectations, and guidelines for remote learning. The district has conducted a number of trainings and meetings in order to prepare and support teachers in this rapid transition.
- Services for students with disabilities also quickly transitioned to remote learning models. Service providers developed Emergency Learning Plans (ELPs) for each student. This was in addition to the Distance Learning materials that reflect grade-level

standards. Each student's ELP specifically targets individual IEP goals and unique needs. These home-based activities were carefully considered for each student. Service providers continue to provide regular consultation and guidance to parents.

- On April 28, 2020, the Board of Trustees approved Resolution 29: 19-20. The Resolution on Grading contains the recommendation to alter the grading policy for all K-12 students during the school dismissal period due to the COVID-19 pandemic. As a result, elementary students receive no grades during the third trimester but instead receive feedback on their distance learning progress. For students in 7th - 12th grades, a hybrid model was adopted whereby students will receive no lower than the grades they had at the time of school dismissals, but also have the opportunity to improve those grades. Additionally, for the final grades of the 4th quarter, semester, or 3rd trimester, students will receive Credit or Incomplete but may opt for a letter grade of A, B, or C for any of their classes.
- Future district work in terms of both scope and alignment will center on the following goals and will guide the development of future LCAP reports:
  - Goal 1 - Each school site will develop and maintain positive parent, student, and community involvement and engagement to promote and support student success.
  - Goal 2 - All students will demonstrate mastery of grade-level content and graduate prepared to be successful in college, career, and beyond.
  - Goal 3 - All students will have appropriately assigned teachers with access to curriculum-aligned instructional materials where state academic standards are implemented in safe, clean, and functional school facilities.

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

- English Learners
  - The Department of Services for English Learners at Saddleback Valley Unified School District maintains its commitment to English Learners in providing equitable and meaningful access to content with appropriate support for language development.
  - Through the creation of the English Language Development (ELD) Resource Site, teachers can access lesson plans and resources to use for both integrated and designated ELD. Weekly ELD office hours are hosted by the ELD instructional team for drop-in support as well as focused topics on all language domains. These learning sessions serve as training for teachers in learning environments as well as intentional lesson design to address academic language and content development in online learning platforms. Specialized training and weekly office hours are also provided to English Language (EL) instructional staff so that they can provide assistance in facilitating small group instruction during integrated and designated ELD.
  - In the area of parent and community engagement, additional reach out efforts from Bilingual Parent Advocates and Community Liaisons were put in place to ensure that parents/families can access and navigate distance learning resources. These efforts include provision of Chromebook devices and wifi access at home as well as virtual English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC) meetings.
  - Other programs that serve ELs such as our K-12 Two-Way Immersion (TWI) program as well as our preschool TWI program and Learning Links/School Readiness) have also provided guidance to teachers as well as families to access meaningful

materials at home. Plans are underway to ensure that ELs have access to learning tasks as students continue to develop their language skills, with particular attention to newcomer students who will undoubtedly require intensified support as they acclimate to their new learning environment.

- Foster Youth

- SVUSD is meeting its needs of our Foster Youth by continuing to have direct, targeted support from staff members at all levels. At the high school level, we have Intervention Counselors whose caseload consists of at-risk or underserved students, with Foster Youth being one of these subgroups.
- The Intervention Counselors are working with our District Foster Youth Liaison to ensure students are on track to graduate, ensuring AB 206 meetings are conducted and are accessing free meals, Chromebooks, and hotspots. Intervention Counselors are also meeting virtually with their students.
- At the Intermediate level, our Guidance Counselors are working directly with our District Foster Youth Liaison to ensure students have access to distance learning (Chromebooks and hotspots), meals, and are collaborating with the teachers to ensure their needs are being met academically, socially, and emotionally. Guidance Counselors are also meeting virtually with their students.
- At the elementary level, our Title I Elementary Counselors along with our site principals are working directly with our District Foster Youth Liaison in the same ways described above. Along with academic supports, mental health referrals and teletherapy have been ongoing throughout school dismissal.
- SVUSD's relationship with Orange County Foster Youth services remains strong and communication is conducted on a near-weekly basis electronically and via telephone or videoconference regarding its students. Finally, the Student Services Department provides records in an expeditious manner to the Orange County Department of Education's Foster Youth Services throughout the year prior to any court appearances to show progress towards students' academic goals and to ensure students are on track for promotion to the next grade or are meeting the criteria for graduation from high school.

- Low-income students

- During the Distance Learning period between March 16th and June 11th, SVUSD has worked to ensure that all students have access to the core curriculum and opportunities to move learning forward. Unique to our Title I sites were provisions for all students in grades K-8 to have access to their own Chromebook and a wifi hotspot in order to be able to access digital learning resources. For students with family or living situations that necessitated a non-digital learning experience, despite the provided tools and wifi access, a paper packet was provided weekly to maintain a comparable learning pace with the classroom. Title I schools in SVUSD also have instructional coaches assigned to them full time, and as a result, teachers at Title I sites had full time coaching in order to transition to distance learning. The two Mental Health Counselors allocated to the Title I elementary sites were able to provide real-time counseling and social-emotional learning opportunities to each classroom as needed. Parents of Title I students attended a virtual meeting on May 21, 2020, to give input into what a distance learning Parent-Child-Teacher-Principal Compact could be for the 2020-2021 school year.

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

- SVUSD provided several mini-professional development sessions and resources for teachers, including but not limited to:
  - Google Meet, Zoom, Emailing students and parents through AERIES, Using Google Meet to Call Parents, Creating YouTube Channels and uploading Videos, Using Google Calendar for Appointments, Using Zoom Break Out Rooms, Using Whiteboards in Zoom, ThinkCentral (Elementary Math), Holt McDougal Online (My HRW) 6th Grade Math, Freckle 101, Zearn 101, Benchmark Advance Online Support, NGSS Amplify (Elementary Science), ST Math, Brain Pop, Secondary Best Practices in Grading by subject area, Desmos, Making Work Stations, Google Forms, EdPuzzle, Screen Castify, Digital Writing Conferences, Graphic Design with Genial.ly, Using Zoom for Social-Emotional Learning, Digital Whiteboards, Frayer Models (Elementary and Secondary specific), 8pARTS (Elementary and Secondary specific), Emoji Power Paragraph, and Seesaw.
- Instructional Coaches (Elementary), Academic Coaches (Secondary), Technology Teachers on Special Assignment (Tech TOSA's) have assisted teachers in moving curriculum online, supporting best practices for distance learning, and instructional planning and pacing.
- District-wide, Professional Learning Communities and/or Grade Level Teams have met together to plan and design curriculum, resources, assessments, and to calibrate within those various team structures to provide high-quality distance learning opportunities.
- Educational Services has weekly meetings with Elementary, Intermediate, and Senior High School Principals to ensure common communication structures, planning, and calibration between schools at their respective levels.

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

Since school closures began on March 16, 2020, Food Services has provided lunch for all under the age of 18 at the five high schools. Food is distributed on Mondays and Thursdays. On Mondays, there are three meals and Thursdays there are two meals. Beginning, April 27, 2020, breakfast is also included in those distributions. All locations offer a drive-through service to minimize contact and maximize social distance spacing guidelines. Food services staff wear protective clothing and gloves to safely serve our families. To date, SVUSD has served over 90,000 meals since school closure began.

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

- All SVUSD teachers provided instruction in the form of synchronous or asynchronous learning opportunities to engage students daily. At the elementary level, there were also daily teacher-student interactions via Zoom or Google Hangout. At the secondary level, teachers scheduled virtual office hours on a weekly basis to provide opportunities for interaction and instructional support.
- Counselors were available at the secondary level with counselor office hours via technology interfaces. Elementary counselors followed up with students and families as needed during closure. Mental health counselors modified service times and delivery to meet the needs of students.
- Child Care Services initially closed as part of the school dismissals on March 16, 2020. However, under strict health guidelines, Child Care Services, The Learning Connection (TLC) was able to open services with priority for children of essential workers in accordance with Governor Newsom's roadmap to reopen the economy and public services in a phase-by-phase approach on May 13, 2020. Locations were strategically spread in Lake Forest, Mission Viejo, Laguna Hills, and Rancho Santa Margarita to ensure availability across the district.