

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Oak Park Unified School District (OPUSD)	Dr. Jay Greenlinger Director of Curriculum & Instruction	jgreenlinger@opusd.org (818) 735-3271	June 30, 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.

On March 16, 2020, OPUSD shifted all instructional programs to a Distance Learning model. To ensure equal access to instructional materials, all students in grades 3-12 are in possession of a District managed Chromebook. Students in grades K-2 were offered a district managed iPad. Previous surveys of students and parents indicated that internet access was not a barrier to student access.

OPUSD immediately established a central online location for tools and links that families could access in support of student learning. This site included a list of the digital tools used by teachers and parents, and how students log in to each tool. Further, OPUSD developed an online enrichment website to ensure that students and parents had access to quality online learning experiences beyond the Distance Learning environment provided by teachers.

OPUSD convened teacher leaders from every school to create a system of support wherein all teachers received regular updates and support. Technology trainings, easy to follow instructions, and general check ins allowed teachers to receive regular and targeted support as they established Distance Learning practices.

Counselors and all schools were in contact with students who had known difficulties connecting with school, in order to keep all students engaged with peers and teachers. OPUSD administrators sent out regular updates to families with news related to Distance Learning and other topics related to school closures. Staff received a weekly bulletin that provided updates on all matters within the district. This ongoing communication helped create community and common understanding

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

During school closures, support providers in the area of English Language Development, Special Education, and Intervention continued to provide similar support services to students. First and foremost, Tier 1 instruction supports the Integrated ELD approach. Support providers continued to work with teachers to identify specific learning needs of students, adapt intervention materials, and lead individual and small group instruction using virtual conferencing tools. Support staff received extensive training on the technology tools and worked under the direction of certificated staff. Counselors and administrators worked directly with families whose unique situations warranted further support to include counseling or connecting families with other resource providers in the community.

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

All students from DK-12th grade received a blended instructional model that included synchronous instruction, asynchronous instruction, and independent learning. Elementary students received small group instruction from teachers, as well as small group and individual support from instructional aides. OPUSD instituted a structure of support for teachers to ensure that our shift to online pedagogy continued to meet student needs. These supports include a small group 'Captain' for anywhere between 4 and 8 teachers who provided technical support and pedagogical coaching. The captains were supported by 4 'Coordinators' who gathered and communicated information to teachers to ensure that high quality instruction was delivered across all grade levels and disciplines. Weekly meetings of support providers ensure ongoing reflection and improvement of the digital instruction model.

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

OPUSD did not provide school meals during school closures, based on two circumstances: 1) OPUSD serves a low number of meals to students through the FRLP, and 2) OPUSD students live in a wide geographic area, so many of the FRLP participants would need to travel a great distance to receive meals on our campuses. Specifically, 30% of OPUSD students in FRLP live more than 10 miles outside of the district's boundaries. Therefore, in partnership with other local districts with greater meal serving capabilities, OPUSD provided all families with locations of sites offering free meals. This provided wider and easier access to school meals for OPUSD students.

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

OPUSD did not provide onsite supervision of students during ordinary school hours. In order to comply with the Governor's Executive Order as well as the Ventura County Health Orders, OPUSD did not bring staff or students to campuses once school campuses were closed. With all Ventura County schools closed as of March 16, OPUSD shifted to Distance Learning as a mode of supervising students during ordinary school hours.