



Washington
Middle College
High School

COVID-19 Operations Written Report for Washington Middle College High School

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
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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.

Washington Middle College High School (WMCHS) began offering virtual distance learning opportunities for all students at the start of school closure on March 16, 2020, and continued the format through the remainder of the 2019-20 school year for 9th-12th grades. WMCHS had already been using a blended model, so the transition was less jarring than it could have been. Teachers provided virtual lessons using Canvas, Zoom and other digital resources. Teachers were provided instructional technology professional development and resources to help with this transition. Teachers assisted families and students with training in how to access lessons. This included videos that assisted families with this transition. Staff reached out to students regularly with emails and phone calls, tracking weekly interactions on a master spreadsheet.

Teachers connected with students using Zoom or more traditional communication such as phone calls. Lessons were delivered in Canvas. Lessons were standards focused with an emphasis on English Language Arts, Math, Science and History/Social Studies. Physical Education was provided by Sacramento City College via Canvas as well. Enrichment opportunities were also provided.

WMCHS delivered a live Parent Information Night online, communicating changes and updates for families and instituted a Friday Phone Call (which included text versions via email, translated according to parent settings) from the Principal to keep them updated on weekly progress and changes at the site level. Additionally, WMCHS hosted an online Orientation Night for incoming and transfer students enrolling for the

2020-21 school year. In conjunction with this event, all incoming students were enrolled in an online Canvas course as a virtual bridge program to WMCHS.

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

WMCHS is a dependent charter of the Washington Unified School District (WUSD). WUSD provided support to English Learners, foster youth and low-income students throughout distance learning. To meet the needs of English Learners, virtual daily ELD lessons were taught by classroom teachers. Embedded language supports were provided. Many teachers created videos with embedded scaffolding, Google classroom assignments were offered to be completed in the student's home language and students were often given the option to complete assignments in a product of their choosing.

To support families with the transition to distance learning and the technology, primary language support was provided by home school liaisons. Translation of technology documents and home/school communication assisted in communicating with families.

EL summer school is virtual with 19 days of instruction. Summer school is tailored to EL levels. Lessons are designed to be highly engaging and with high language support. The day includes engaging read alouds, daily zoom meeting with teachers, daily office hours in which students will be invited for targeted small groups and Pre and Post assessments.

The outreach specialist assigned to oversee foster youth made contact with all foster youth families. They assisted with supporting social emotional needs, material needs as well as referrals to community organizations. These check ins occur weekly throughout the time distance learning was occurring. Foster Youth who did not have internet access were provided a hot spot.

Home school liaisons contacted families, those who were not logging in or completing assignments. Practice Zoom meetings were held with students, to ensure students had the necessary support. Schools continued to reach out to students and families. Some home visits were conducted following all social distancing guidelines.

Chromebook distribution occurred at all sites to ensure the students had the necessary technology to access digital learning. The district provided information for free and low cost internet access as well as hot spots for some families.

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

WUSD established a Joint Emergency Task (JET) Force consisting of teachers, instructional technology leads (ITLs), instructional coaches and administrators representing a variety of departments and grade levels district wide. JET met a minimum of weekly to discuss and plan for distance learning for students. JET also provided a forum for teachers to share best practices and determine future needs.

Virtual Professional Development (PD) sessions were offered in Zoom, WeVideo, Pear Deck and Google Apps. PD was differentiated to meet the needs of staff and offered at beginning, intermediate and advanced levels. Training and PD were posted on the district website so teachers could access these resources on an as needed basis.

On Friday, June 5, 2020 WUSD conducted a virtual meeting inviting the Local Control Accountability Plan (LCAP) Parent Advisory Committee (PAC). The district sought input from this established committee regarding high-quality distance learning opportunities for students. Translation was provided to families in attendance at the meeting. School sites continue to hold parent forums to seek additional input from parents regarding their experience with distance learning as well as input for school resuming in the fall.

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

Washington Unified School District made school meals available during the COVID closure to children under the age of 18. WUSD provided "Grab and Go" meals at initially 9 locations across the district and eventually reduced to 8 sites. At the beginning of the closure, 2 meals (1-breakfast and 1-lunch) per day were distributed daily. On April 13, 2020 meals were distributed Mondays, Wednesdays, and Fridays to assist in limiting contact. These days students were provided with 2 meals per day although they were not picked up daily.

WUSD staff stood behind tables to distribute lunches. Staff was assigned roles including tracking of who received the meals. To keep social distance if families walked-up to pick up meals the table was loaded and the student or adult took the meal from the table. If they drove up, staff asked to put the meals in an empty seat or in the trunk. To ensure social distancing and limit contact, staff was provided with hand sanitizer, masks, protective eyewear, disposable gloves to change regularly, sanitizer to wipe tables, and disposable aprons.

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

Upon school closure, a survey was sent to all WUSD families inquiring about supervision of students. There were 420 replies to the survey. Of those who replied, 30 met the criteria for Essential Workers. These families were referred to the City of West Sacramento.

Information regarding supervision of students was posted on the district website. Families were referred to the City of West Sacramento who offered referrals to child care facilities during shelter in place that met the following guidelines:

- Child care providers can only provide care for 12 children at a time.
- Care is only available for essential workers.
- Children must be in a stable group on an ongoing basis during the entire duration of care.
- Groups of children cannot be mixed, switched or combined.
- Nannies and babysitters are not permitted, unless they live with the family and/or are providing medical care for the child.
- Child care providers can take on new children of essential workers- but must follow the safety protocol outlined by the county and state.

The district is working with both YMCA and Champions to provide supervision beginning in the summer.