



**CVUSD**

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT**

# **COVID-19 School Closure Update**



# **Graduation Ceremonies & End of Year Activities**

# Graduation Ceremony Update

- Sites moving forward with plans for a virtual graduation ceremony - Using site staff and leadership to re-create traditions and site specific traditions to create a virtual event to be live streamed to families.
- Diploma Distribution - Sites building a system for students to collect their diploma, bid farewell to staff and create a meaningful event for our graduates.
- May 15th Guidance - Plans being formulated to reserve a July and August date as a potential graduation ceremony based on guidance that comes in on 5/15.



# Gap and Gown - Class of 2020



**Westlake High School** - Friday, May 1, 2020 from 10:00am to 12:00pm



**Thousand Oaks High School and**



**Century Academy** - Tuesday,  
May 5, 2020 from 10:00am to 12:00pm



**Newbury Park High School** - Wednesday, May 6, 2020 from 9:00am to  
12:00pm



**Conejo Valley High School** - Individual appointments with students



# End of Year Senior Recognitions

**Senior Commitment Day** - High Schools will be celebrating their seniors committing to colleges via social media and through site traditions online during the month of May.



Century - Slide show for families that identifies student, college attending, and scholarships.



CVHS - Scholarships and other senior recognitions presented in the graduation ceremony video.



NPHS - Post graduate picture, college attending, and major on Twitter



TOHS - Air a video that highlights students and their plans for next year.



WHS - Senior Stars - Collage shared through Social Media





# Awards Night - Class of 2020

Each High School will work with Cornerstone Photography & Site Video Production staff to create a video to send to senior families. This keepsake video will include:

- Name and Picture of Graduate
- Name and Picture of each Valedictorian
- All Athletic Recognitions
- Each Scholarship winner

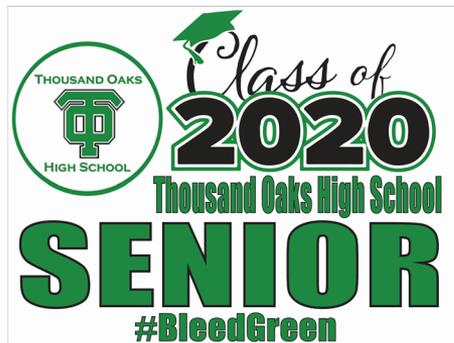
Awards will be distributed with the diploma.



# Senior Lawn Signs - Class of 2020

Distribution continues...

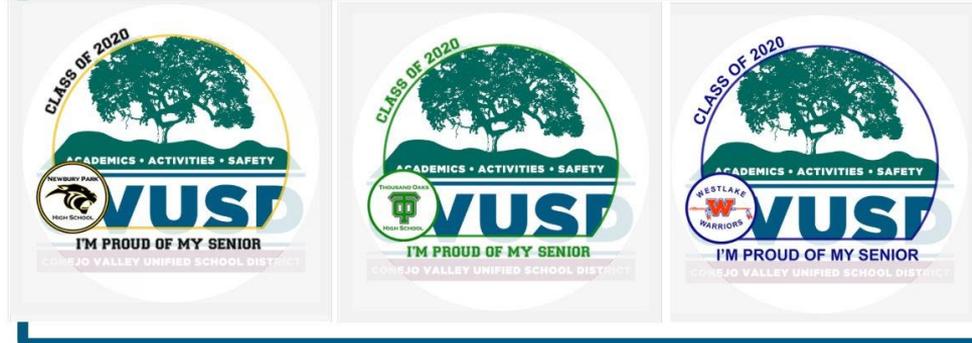
Most senior families have picked up their signs from their respective school site.



# Facebook Profile Picture Frames



**SHOW PRIDE FOR YOUR SENIOR ON FACEBOOK**



# Senior Family Survey Data

- As of April 29, 2020 - 570 responses to the survey were received.
- The most frequently submitted suggestion is to postpone graduation and hold some type of ceremony later in the summer (or even fall), where students are able to walk across stage and receive their diploma.
- Additional ideas/suggestions include:
  - Virtual Graduation (live stream)
  - Car Parade (students able to drive thru school site and pick up diploma)
  - Senior Week (designated week to celebrate graduates)
  - Lawn signs & Decals have already been distributed
  - Jostens in the process of delivering Caps/Gowns and Announcements



# Student DAC Discussion

**Student DAC met on Monday, April 6, 2020 via Zoom.**

- 25 members (both current and a new members were in attendance.)

## **Discuss Regarding Senior Activities/Graduation:**

- The majority of Senior SDAC members were not supportive of a virtual graduation, but understood that it would have to be an alternative if large groups were not permitted to gather.
- Most liked the idea of a graduation car parade around their respective high schools.
- There was support for pushing Prom and Graduation back to the summer months.
- The majority of members liked the idea of using social media to feature Seniors throughout April, May and into June (pictures, virtual talent show, etc.)



# Student DAC Discussion Cont'...

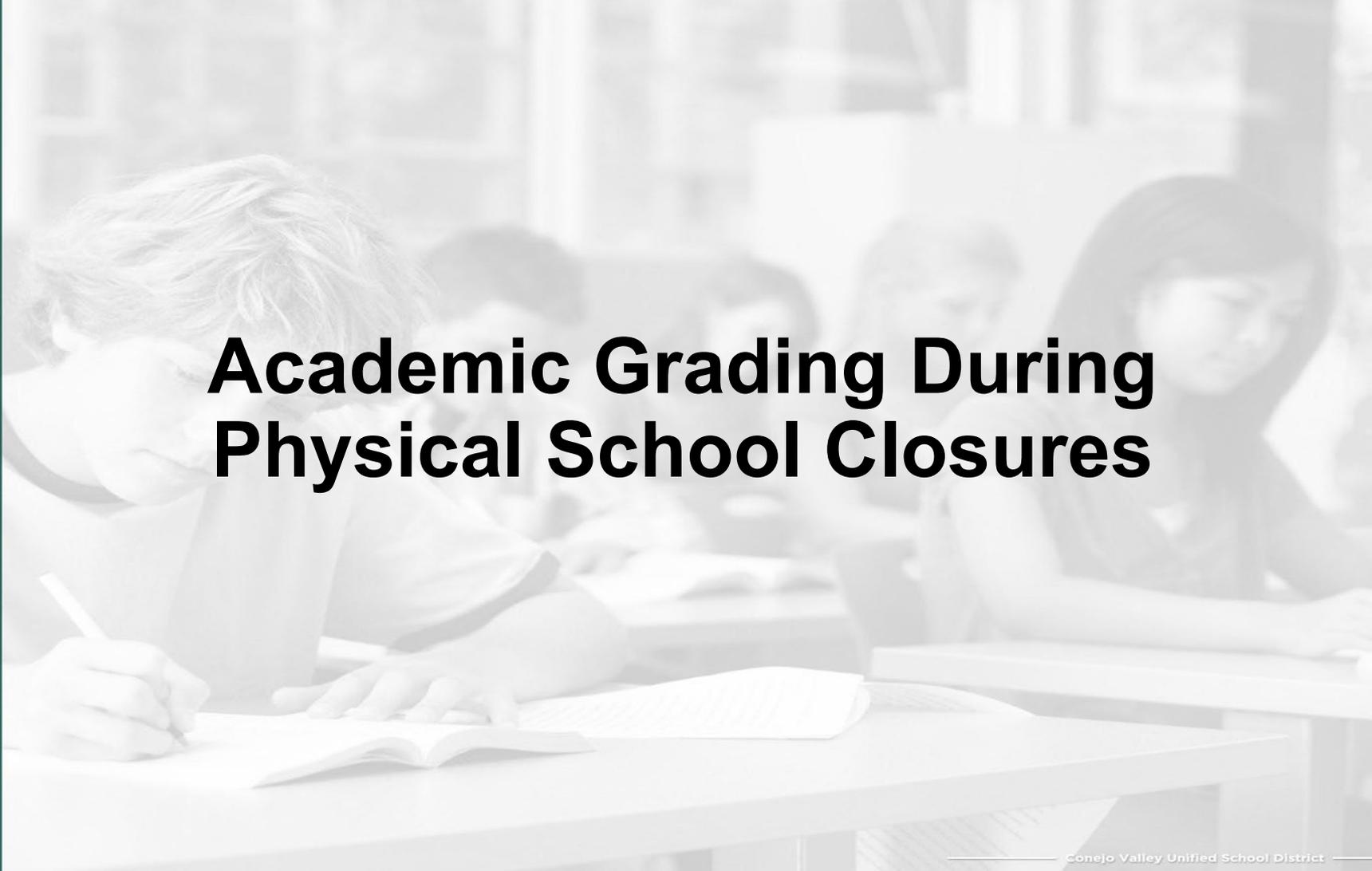
- Multiple mini-graduations. Follow Social Distancing guidelines and allow students to walk and receive diplomas.
- Use the theater at each HS. Students would be able to walk across the stage in cap and gown, get picture taken and receive diploma. Each student would be given a specific time for drop off in a designated spot by the theater (possibly 5 minutes apart). Theaters will be empty, but families can submit photos to add to a slide show. Live stream this walk for family members.
- “Senior week” in the summer to support and celebrate our graduates.
- If it must be a virtual graduation, it needs to be uplifting, inspiring and well planned.



# 5th & 8th Grade Celebrations

- **Parent Communication:** Letters to be provided to all K-8 families from principals communicating the importance of these celebrations. Principals asked for suggestions via email or survey.
- **Ongoing Collaboration:** Principals and District staff continue ongoing discussions to identify an appropriate and meaningful celebration. Principals are collaborating with parent organizations to support in the planning process.
- **Unified Approach:** By grade-span, schools will look to employ common celebrations.





**Academic Grading During  
Physical School Closures**

# CVUSD Grading Policy

## “Do No Harm” Grading Policy

“Do No Harm” means that a student will NOT get a lower grade or report at year-end than what they earned at the end of the prior grading period. **Also, “Do No Harm” means students' grades can only improve.** Specifically:

- **High School - Letter Grade.** “Do No Harm” means that the students' final grade will not be lower than the grade earned for Quarter 3 (CA, CVHS, TOHS, WHS), or Term 2 Semester 1 (NPHS).
- **Grades 3-8 -** Students will earn a final “Pass/No Pass” mark at the end of this trimester based on their Trimester 2 grade, and any completed work or assessments beginning April 27, 2020.
- **Grades TK-2 -** Students will not receive a pass/no pass nor a met/not met, but rather a standards-based progress update based on Distance Learning Essential Standards *and abbreviated assessments* that could be given live online or via online learning systems in use by teachers (SeeSaw or Google Classroom). No student shall be retained except as previously agreed to by school staff or in Kindergarten (where parents/guardians have the right to retain their student).



# CVUSD Grading Policy cont'...

## **Grade Improvement During Distance Learning**

Students may increase their grades with completed work and/or assessments during this period of school closures. It is expected that students remain engaged to the highest degree possible and complete all assigned work and assessments as determined by their teacher(s).

## **Grades for Students with an Individualized Education Plan (IEP) or a Section 504 Plan**

Students will earn and be assigned marks (letter grades, Pass/No Pass, or standards based) as described above by grade span, and shall reflect the student's performance inclusive of all accommodations and supports made available "to the extent feasible" during distance learning.

## **Progress Reports & Credit Recovery**

Teachers will complete progress reports for any student not earning passing grades. Progress reports will be available to view in "Q" by May 15, 2020. High School students earning a D or F as a final grade at the end of the year will be enrolled by their counselor in the credit recovery summer school program.



# End of Year Testing (A.P. Exams)

The following website has been extremely helpful for our A.P. students, not only communicating the schedule, but also including FRQ sample questions, exam timing, and other important information.

<https://apcoronavirusupdates.collegeboard.org/educators/taking-the-exams/ap-exam-schedule>

## Summary:

- A.P. Exams will continue to be offered to students through College Board.
- College Board will communicate to students via their CVUSD learn accounts.
- Students will have the option of canceling their exam and getting refunded the exam fee if they so choose.
- A.P. Exams will be taken at the student's home on a specific date and time.
  - Exams will be reduced in time (45 minutes)
  - Exams will NOT include M/C questions - only narrative and FRQ style questions.



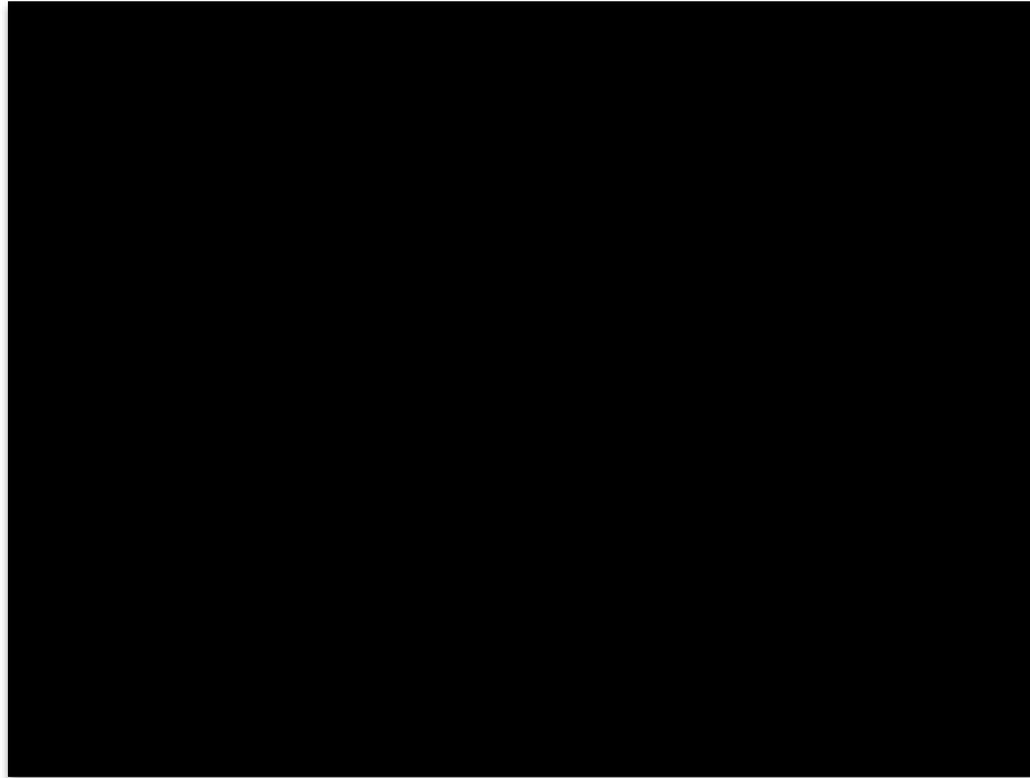
# CVUSD Online Tutoring Program

## Elementary School Tutoring Program with High School Students

- Set to Launch May 5, 2020.
- Over 50 HS student volunteers - tutors (14 bilingual/multilingual).
- Focus on EL population & other targeted groups.
- Webpage - with Tutor page for families to book online.
- Families can schedule appointments per student/week
- HS students receive Creativity Activity Service (CAS) or Service Learning hours.



# CVUSD Online Tutoring Program



# COVID – 19 Response from Technology and Child Nutrition Services

The Conejo Valley Unified School District  
Technology Services Department, led by

Mr. David Hubbard, Director

The Conejo Valley Unified School District  
Child Nutrition Services Department, led by

Ms. Virginia Beck, Director

# Technology Services Device Distribution and Support



# Initial Action

The Technology Services department created a plan of three phases:

1. Inventory, collection, and preparation of technology devices
2. Deployment of technology devices
3. Ongoing support for students, staff and parents



# Phase 1 – Device Preparation

- Technology Services staff compiled reports and did a physical inventory of Chromebooks to verify availability for distribution.
- The plan was to have 4,200 Chromebooks ready on Monday, March 23<sup>rd</sup>. Technology Services was able to prepare 5,800 devices for the first week of distribution.
- Technology Services worked a combined total of 418 hours over two days (March 21<sup>st</sup> and 22<sup>nd</sup>) to prepare devices by sanitizing, with assistance from the Custodial team, and verify basic functionality for the take-home of Chromebooks.



# Device Preparation

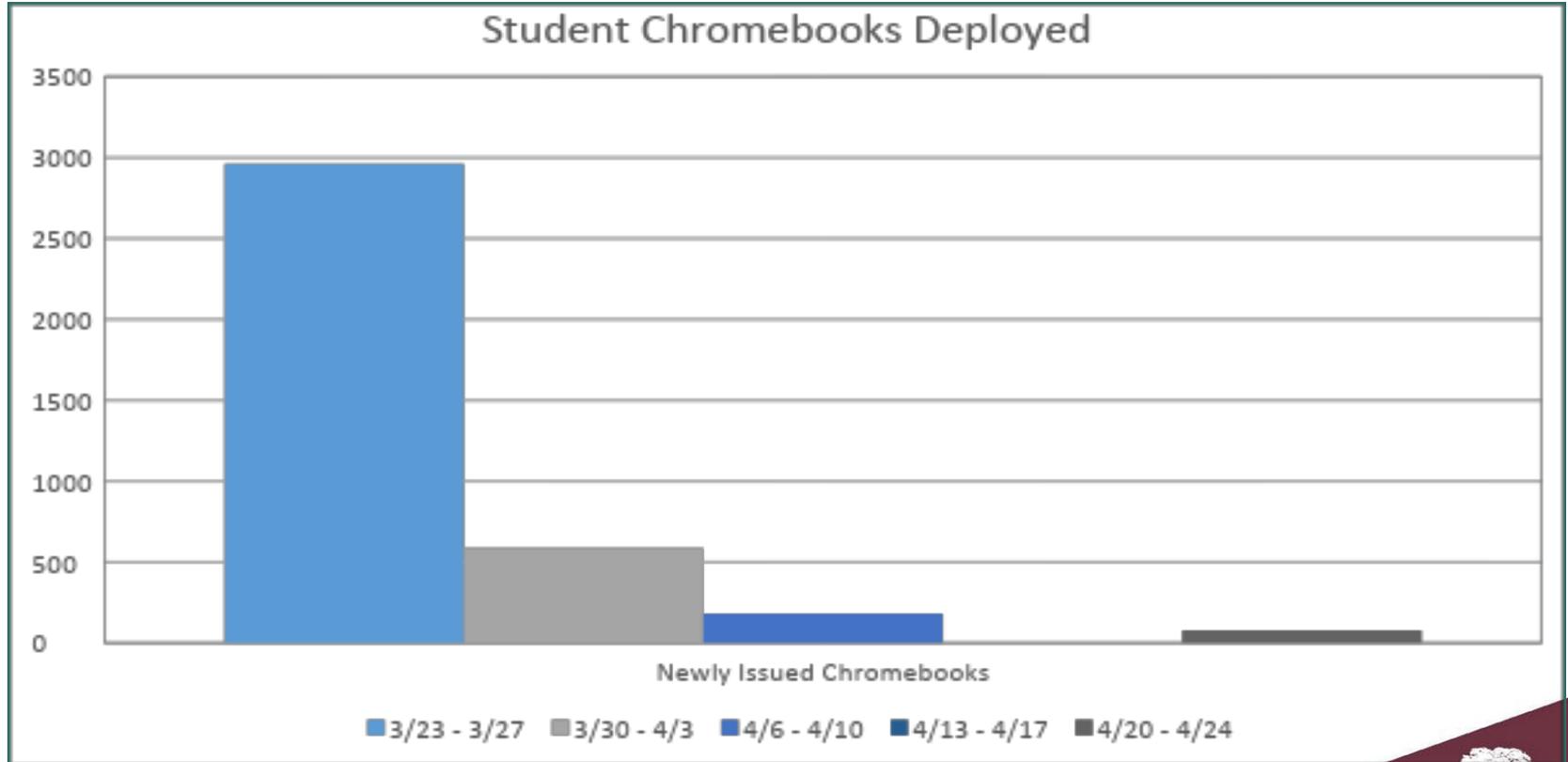


# Phase 2 – Device Deployment

- CVUSD distributed 2,961 Chromebooks across 25 sites in the first week of distribution. The distribution was a collaborated effort between the District and School Site Staff.
- With the assistance of IMTs and Librarians, led by Sarah Burns, we were able to check out and record which students received which devices across all sites.
- To date, 3,806 Chromebooks have been provided to students, with sign-ups continuing weekly.
- Technology Services has distributed 15 hotspots. Amber Bowman and Student Support Services are working with families to identify who is in need.



# Device Deployment



# Device Deployment



# Phase 3 – Ongoing Support

- A designated Help Desk team was formed on March 30<sup>th</sup> to respond to requests for technology support.
- Help Desk support transitioned to remote support starting March 30<sup>th</sup>, supporting CVUSD staff and teachers using Zoom and other online resources.
- To date, we have received around 200 support requests sent in via the Student Help Desk System through various means, such as chat, tickets, or phone calls.
- With the help of Elan Menkin and Kim Gold, we refreshed and rebranded the existing Help Desk webpage on April 27<sup>th</sup> with a new design. Additionally, we established a live chat feature for immediate support and connection to a technician.



# Ongoing Support



[Signature Programs](#)

[Departments](#)

[Schools](#)

[Board of Education](#)

[Parents](#)

[Staff](#)

[Community](#)



## Help Desk Hotline



Our current Help Desk hours are Monday through Friday from 9:00am - 1:00pm

For urgent technology support, please call our Help Desk Hotline at:

**(805) 498-0527**

El horario de nuestro centro de asistencia es de Lunes a Viernes de 9:00 a.m. a 1:00 p.m.

Para asistencia tecnológica urgente, llame a nuestra Línea de Ayuda al:

**(805) 498-0527**

## Video Tutorials & Resources

## Distance Learning Online Support Form & Technology Access

Please complete the below form to receive distance learning assistance. This form may also be completed to request a technician from CVUSD for student's distance learning. **A CVUSD staff member will follow-up with you within 24 hours.**



**Submit a Student Distance Learning Support Request Here**



**Envíe Aquí la Solicitud de Soporte Técnico del Estudiante para la Educación a Distancia**



**Staff/Teachers - Submit A Support Request Here**

CVUSD LiveChat

Welcome to our LiveChat! Please fill in the form below before starting the chat.

Name: \*

E-mail: \*

Student ID: \*

Best Call Back Number:

**Start the chat**

Powered by LiveChat



# Ongoing Support



Google Classroom



- We enabled logins and student rostering into instructional software such as SeeSaw, Microsoft Teams, and Lexia.
- Technicians were assigned to Instructional support roles to support requests coming in for software related help.
- These requests prompted for a redesign of the Student Help Desk System, and kick-started plans for Instructional and Technology staff to collaborate on incoming tickets and support routing.



# Child Nutrition Services Mobile Meal Delivery



# Initial Action

The Child Nutrition Services department developed an action plan to ensure community children have meals:

1. Assessment of community needs, site locations, equipment and staff requirements
2. Schedule staff, prepare menus, order product
3. Preparation and distribution of meals, safely, throughout the District

# Phase 1 - Assessment

- 3/12/20 Announcement: Schools will be closed March 16<sup>th</sup> through March 20<sup>th</sup>.
- Determined sites with the greatest need and ease of access for parents and children.
- Application to CDE submitted for approval to provide grab and go lunches at eight mobile sites. Approved within the hour.



# Phase 2 - Scheduling

- Notified all Child Nutrition Staff of the plan to prepare and distribute meals throughout the school closure.
- Prepared a rotating schedule of staff, allowing for a fair essential work process.
- Reviewed inventory and ordered product necessary for new menus.



# Phase 3 - Distribution

- Staff assembles meals at the Park Oaks Central Kitchen.
- Child Nutrition refrigerated vans with two-person teams distribute meals to children 2 – 18 years of age at eight sites.
- Cones or taped lines remind parents and children to maintain social distancing at sites.



# Child Nutrition Staff Rises to the Occasion!



Sample meals include sandwich, milk, fruit and/or vegetable and chips in compliance with National School Lunch regulations.

# Safety First!



# Drive Through Pick-Up



# A Few of Our Awesome Staff



# Response to Public Emergency Guidelines & Changing Community Needs

- 3/18/20 Announcement: Schools will be closed through May 4<sup>th</sup>.
- Application submitted and approved by CDE permitting service of grab and go breakfast in addition to lunch to all students ages 2 - 18 years.
- 3/23/20: Child Nutrition begins serving breakfast and lunch to all sites as well as an additional four sites.

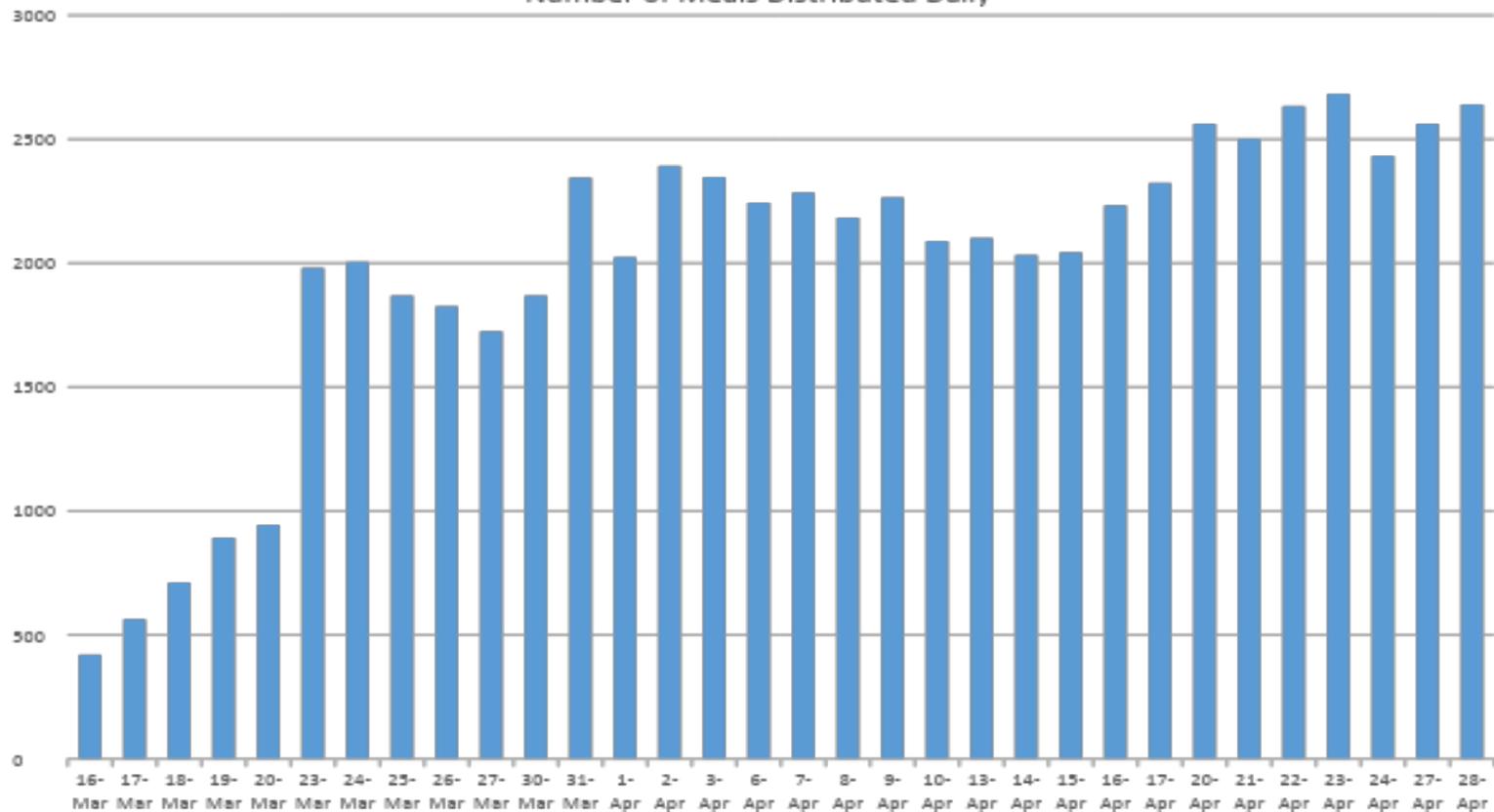


# Response to Public Emergency Guidelines and Changing Community Needs

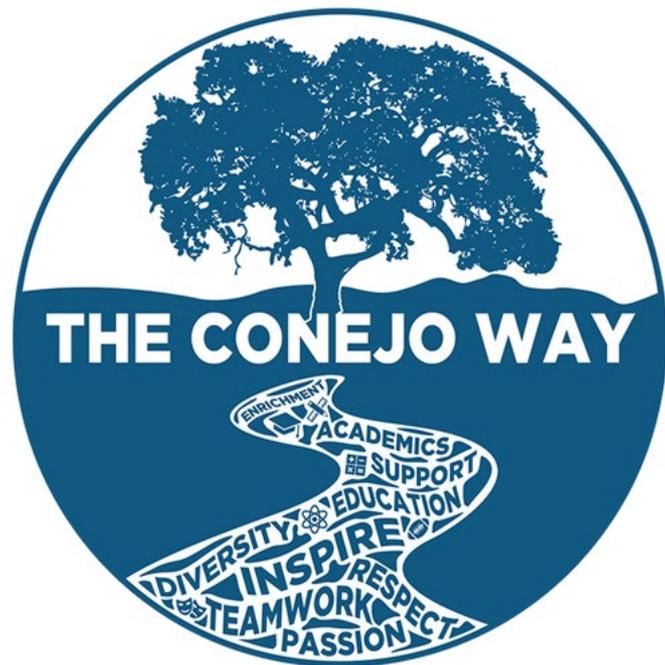
- 4/1/20 Announcement: Schools will be closed through the end of the school year.
- Work schedules are created asking each Child Nutrition employee to work two days/week preparing and distributing breakfast and lunch.
- CDE approves plan to continue serving current meal sites plus four additional neighborhood sites through June 30<sup>th</sup>.
- If need continues, Child Nutrition will operate through August 14<sup>th</sup>.



### Number of Meals Distributed Daily



**Our goal is to continue to move forward  
with our students' best interests in mind.**



*Questions?  
Recommendations?*