

WILLIAMS UNIFIED SCHOOL DISTRICT

P. O. Box 7 – 260 11th Street - Williams, California 95987

DR. EDGAR R. LAMPKIN, SUPERINTENDENT

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“Students in Williams Unified will graduate with 21st century skills giving them true choices; career and/or college”

March 23, 2020

Dear Williams Unified School District Community,

California Governor Gavin Newsom has been outlining important updates, including a statewide “Shelter- in-Place” order, and assured Californians that the State will continue to provide guidance and support. An important part of his statement included the estimation that the duration of school closures may last longer than initially intended. At this time, it is important to acknowledge that **we expect WUSD schools to remain closed until after Spring Break and possibly for an undetermined amount of time**. Along with other school districts across the state and the country, we will continue to monitor this situation and will make the best decisions possible for the health and safety of students, staff and our community as a whole.

This order limits activity, travel, and business functions to only the most essential needs and is intended to slow the spread of novel coronavirus (COVID-19), protect those most vulnerable to the disease, and preserve local healthcare capacity.

Sheltering in Place Means Staying Home

The order can be seen by clicking the following link: <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.19.20-EO-N-33-20-COVID-19-HEALTH-ORDER-03.19.2020-signed.pdf>

The order means that all individuals are ordered to shelter at their place of residence. The order does identify reasons such as accessing healthcare, going to the store to obtain food, and exercising outside as permitted and appropriate activities as long as social distancing guidelines are being followed.

While school closures provide far more unstructured time for children at home, routines of the day may become more normalized over the next few days and weeks. That being said, we understand the challenges families are facing. Please be assured that WUSD is fully focused on preparing learning resources for students and on continuing to provide **essential** school operations. They include:

- distributing food to families that need it
- preparing to deploy computer devices to families in need
- developing a plan to support internet access for families who do not have it
- continuing our preparations related for distance learning
- developing a plan on how to address SPED students IEP needs & equitable e-learning for all students
- continuing our communications with our families and staff

- ensuring that regular employees are paid
- providing **essential** support for families through our Family Resource Center **Hotline: : (530) 473-4311 (In-person support will be by appointment only)**

Under Governor Gavin Newsom's order, schools are considered to be one of the state's **critical infrastructure sectors**; meaning we are required to provide several essential services (as listed above) and have been asked to continue with plans for distance learning. We are currently providing:

1. **Grab and Go Meals Will Continue Even During the Shelter-in-Place Order**

WUSD is pleased to continue to provide breakfast and lunch to all school-age children age 18 and under. You do not need to be a WUSD student to receive a meal. This is an essential function for our community. We are serving Grab and Go meals from 11:00 a.m. to 11:30 a.m., Monday - Friday. **The child must be present in the pick-up vehicle to receive a meal bag.** The pick-up site location for all students is:

- ✓ Williams Elementary School, 1404 E Street in Williams

2. **Learning Resources for Students**

We are hard at work developing a multi-phased approach to providing learning resources to support students while schools are closed. Below is our **estimated outline** of the effort we are putting together.

PHASE I – Planning (March 23rd -25th) Voluntary Enrichment and Learning

Resources (resources will be available for parent access in our internet school site and district web pages after 4:00 PM on Wednesday, March 25th)

- TK-6th Grade: Providing voluntary enrichment and learning resources online and or through packets that you may pick up when picking up lunches
- 7th-12th Grade: Providing voluntary online enrichment and learning resources
- Provide resources to parents
- Update our website for resources
- Establish Zoom & Google Hang-out Grade Level Collaboration
- Open the Family Resource Center for Support & **Hotline: : (530) 473-4311 (In-person support will be by appointment only)**
- Begin planning for distance learning and special education support
- Distribute needed technology support

PHASE II (March 25-April 9th) Preparing for Distance Learning

- Develop distance learning platform/design
- Provide Staff Development
- Begin Zoom & Google Hang-out Grade Level Collaboration for Grade Level/Department Planning
- Develop Curriculum:
 - Creating Playlists
 - Accessing Digital Resources
 - Creating an Online Classroom Space
 - Training Parents & Students in eLearning
 - Practice Getting Face-to-Face, Virtually

- Utilize the Learning Plan Starter Kit
- Develop Special Education Program accommodations
- Continue to distribute needed technology support
- Develop plan for continued counseling services

NOTE: April 10th through April 17th is our spring break

PHASE III (April 20th thru???) Teachers Lead Distance Learning

- Teacher guided distance learning

3. Daycare

The WUSD did not provide daycare prior to this crisis and we have no plans or capacity to provide daycare now. We may make exceptions for essential staff when called to work on campus.

4. Pay for Staff

This is an evolving topic. All staff will be paid and will not lose salary or benefits during this time. As a small, rural school district, we are meeting with our bargaining units daily to address issues and problems associated with this ongoing crisis.

What This Means for Our School District

Each day, we have been doing our best to address a very fluid crisis and try keeping families and staff up to date. Once we closed schools, we have had essential staff working to feed and prepare for the services mentioned above. Limited staff has been on our premises. Now with Shelter-in-Place Order statewide, I will continue to ask essential staff to complete essential tasks for limited hours on campus in order to accomplish the phases mentioned above, while maintaining our offices closed to the public. Starting Monday, March 23rd our office staff will be at times for a designated time in their offices continuing to address essential tasks; the rest of staff will be doing work from home, in keeping with “Shelter-In-Place” guidelines. The only on-campus hours that will be kept for now, until further notice are:

- **Food Service:** A rotating skeleton crew will perform the essential task of preparing meals from 6:00 AM to 10:30 AM then provide meals from 11:00 AM to 11:30 AM.
- **WUSD Family Resource Center:** A rotating group of staff members will be at the Family Resource Center (WES Room 101) & Parent Center (WES Room 102) from the hours of 10:00 AM to 2:00 PM following “Shelter-In-Place” guidelines. The **Hotline is: : (530) 473-4311**
(NOTE: The Family Resource Center will be open to the public by appointment only.)
- **District Office:** One office staff minimum will be performing essential tasks during the hours of 12:00 PM to 2:00 PM. (Closed to Public)
- **Mid-Valley:** Learning meetings will operate following “Shelter-In-Place” guidelines from 10:00 AM to 2:00 PM (*only for parent or student appointments that are made with the teacher*)
- **Custodial Staff:** One Custodial Staff will be cleaning, sanitizing and addressing any issues with essential staff, as needed during functioning hours: 12:00 PM to 5:00 PM.

If you need to reach a school site or District Office staff (**for essential needs only**), please use the phone number for that site or department and/or email the person you are looking to contact directly. Email communication is the preferred communication method and staff will respond when possible.

The **WUSD Family Resource Center** will be available through the **Hotline: : (530) 473-4311** to assist parents or staff in their communication needs, guidance on how to access instructional resources, assist with translation and communication that supports the needs of our students. There may be appointments made to meet in person on a limited basis following “Shelter-In-Place” guidelines.

ADDITIONAL REMINDERS:

Testing Update:

As a reminder, standardized testing including CAASPP, Science and Physical Education and English Learner Proficiency Assessments for California (ELPAC) will be suspended in WUSD. The U.S. Department of Education announced today students impacted by school closures due to the coronavirus (COVID-19) pandemic can bypass standardized testing for the 2019-2020 school year.

For students taking AP exams this year, please visit the College Board website for information on recent changes to AP classes and exams. The College Board is emphasizing flexibility in testing schedules, possibility of at-home testing, and communication with colleges to “ensure that students can still receive the college credit they have been striving to earn all year long.” Look for any updates in the Williams Jr./Sr. High College & Career Center web page for any updates at the following link: http://whs.williamsusd.net/Counseling/testing_services

Learning Support Specialists:

Our Learning Support Specialists will be available support vulnerable students, including those who may be at risk for self-harm and those families who may need support for essential needs such as food, housing, daycare, etc. They will also be developing a “Social-Emotional Learning” resource links webpage that includes resources, lessons, and activities that students, families, and staff can access during this time of school closure. Also, look for resources you may want to use to support the social and emotional learning of your children in our district or school site websites, under **School Resources** then going down to **Socio-Emotional Learning Resources**. In the district website, it will be under **DISTRICT INFO**. You can also call to make an appointment or talk with a Learning Support Specialist by calling the Williams USD Family Resource Center Hotline: **(530) 473-4311**

Recent Federal Guidance on Serving Children With Disabilities:

The U.S. Department of Education has issued guidance ([here](#)) on serving children with disabilities during the COVID-19 crisis. The guidance is perhaps the clearest we have received so far. For example, it states:

“Some educators ... have been reluctant to provide any distance instruction because they believe that federal disability law presents insurmountable barriers to remote education. This is simply not true. We remind schools that they should not opt to close or decline to provide distance instruction, at the expense of students, to address matters pertaining to services for students with disabilities.”

The guidance notes that students with disabilities still **must** be provided a free and appropriate public education (FAPE), and suggests this may require educators to look at an individual student’s IEP to determine what services might be provided. But the tone of the **guidance is clear – this is an unprecedented situation, and some flexibility** (including with special education law timelines) will be

needed as educators, parents and stakeholders collaborate to find creative ways to continue to serve students with special needs.

THANK YOU FOR YOUR PATIENCE AS WE PROGRESS THROUGH THIS UNPRECEDENTED EXPERIENCE

With schools and facilities closed, WUSD asks that you please be vigilant and report any unusual activity you may see on campuses to the Williams Police Department at (530)-473-2661. We need the support of our whole community to protect our sites.

It is extremely important for each of us to do our part to slow the spread of the COVID-19 virus. As we work through these evolving times, please remember to heed the public health recommendations and refrain from social gatherings of any size, as difficult as it is for all of us and for our children. These recommendations are essential to slow the rate of transmission of COVID-19 in our community and state. However, Social Distancing does not mean we can't stay connected to our friends, schools, community, and family.

As this period continues and evolves, it will be even more important to find ways to strengthen connections with each other. Our District will continue to keep you informed by sharing news through periodic messages and other channels of communications. Let us continue to stay connected and support each other in the best interest of our students and our community as we adapt and navigate the coming weeks and months ahead. We encourage you to support efforts happening throughout our community and to support one another.

Please monitor Our Website and Social Media for Updates at:

WUSD Website: <http://www.williamsusd.net/>

Facebook: <https://www.facebook.com/Williams-Unified-School-District-671919953198613/>

Sincerely,



Edgar Lampkin Ed. D.

Williams USD Superintendent