



Los Gatos-Saratoga

UNION HIGH SCHOOL DISTRICT

COVID-19 Operations Written Report for Los Gatos-Saratoga Union High School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Los Gatos-Saratoga Union High School District	Carrie Bosco Associate Superintendent	cbosco@lgsuhd.org (408) 402-6303	05/12/2020

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.

The Los Gatos-Saratoga Union High School District closed our campuses on March 16, 2020 in response to the Santa Clara County Office of Education order issued on March 13, 2020. We notified our community via email and our website of the closure and our next steps.

On March 23, 2020 LGSUHSD started distance learning for all students. During Phase 1, students attended their courses asynchronously. Teachers posted course assignments and remote class meeting links using Canvas, our Learning Management System. All coursework due dates and remote meeting times adhered to our traditional school schedule. In Phase 2 of our district's distance learning plan, which began on April 20, 2020, students attended their courses synchronously. Our daily schedule was modified to include remote meetings each time the class met. We also included time for teacher office hours and professional development in our Phase 2 schedule. Students with special services continue to receive these services and our Special Education department has created a plan so our students with special needs receive synchronous support services. All students can request extra academic or emotional support by contacting, their teachers, guidance counselors or school administrators.

On April 24, 2020, our district announced a change in our grading policy for the Spring 2020 semester due to COVID-19. Students will be allowed to choose letter grade in all courses or Credit/No Credit in all courses. Families will be given time at the end of the semester to evaluate the best choice for their student.

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

Our district is providing Chromebooks and MiFi hotspots to any student who needs a device for remote learning. Our district has also partnered with other area districts to provide daily lunch for any student who needs it. Additionally, we offered to have meals and educational materials delivered to our homeless and foster youth students. Our teachers, guidance counselors and administrators are ensuring that our English Learners, foster youth and low incomes students are engaged in Distance Learning and offer individualized outreach by monitoring

their participation in live sessions and their gradebook/work completion. Guidance counselors are reaching out to those students who are not engaged and are offering other intervention services such as CASSY. We are also continuing to provide school-based counseling and home-based counseling via tele-therapy to help with the social-emotional needs of our students. Finally, We have continued to provide ELD support to our students with adjustments made due to remote learning.

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

Our District has utilized a phased approach to providing high quality distance learning opportunities to students which include synchronous and asynchronous instruction. The District Admin team continues to offer timely, clear communications to all district stakeholders. The district has an extensive website dedicated to COVID-19 and distance learning information, policies and procedures. We have sent regular emails explaining the district's phases of distance learning, changes to bell schedules and grading policies. The district has sent out surveys to staff, students and parents asking for feedback about our phases of distance learning. Additionally, there have been public board meetings on the topic of Distance Learning where the board and other stakeholders could make public comment.

Our district's teachers, students and staff have been using the Canvas Learning Management System since 2014. Teachers regularly posted daily agendas, assignments, discussions and other multimedia to their Canvas courses and 100% of our teachers used the Canvas grade book. On March 16, 2020, Our TOSAs (Teachers on Special Assignment) and technology staff provided staff with a full day of Professional Development around remote teaching as we transitioned to the distance learning environment. Additionally, our district created an online repository of remote learning videos, tutorials and other resources to help our teachers transition their course content to the new model. Our district admin team sends out a weekly Remote Learning Newsletter compiling announcements from departments such as HR and business as well as instructional tips and tech tools.

District teachers are delivering high quality distance learning opportunities in the form of daily class meetings and interactive discussions, assignments and projects. Teachers are also giving online formative and summative assessments as well as other summative projects. Our district is offering a blend of both synchronous and asynchronous learning. Students attend a synchronous online meeting for part of every period and are then given assignments in our LMS. We have modified our bell schedule to provide students and staff time to check-in as well as time to prep and do assignments. One of our goals with the new schedule was to give students the SEL connections they need while being mindful of the increased screen-time remote learning necessarily breeds.

Our Technology Department offers curbside Chromebook pick-up to any student in need of a device for remote learning. Wireless hotspots were also offered to families. To date, we have handed out approximately 80 Chromebooks to families. Students and teachers are also receiving remote technology support via RemoteAssist. Any devices which cannot be repaired remotely can be replaced via curbside pick-up or in some cases, personal delivery by our district admin team.

On May 6, 2020 our district offered a remote learning webinar: Navigating Remote Learning, hosted by Challenge Success. This webinar gave an overview of remote learning, its impact on their child's academic journey and what role parents should play along the way. Parents were able to explore practical tips and guidelines for what families can do to best support student well-being and engagement with learning right now. There was time for Q&A at the end.

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

Our district is working in conjunction with other area districts to provide breakfast and lunch daily via drive-up distribution for any student in need. Students do not need to be in the car with their parents when the meals are picked up. School staff practice all proper protective measures as issued by the county health department. These measures include gloves, masks and contact-less drop off (food is put into the trunk of the vehicle or handed into the car from a safe distance).

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

Our district is requiring students to attend their regularly scheduled classes during the week. Attendance is taken and recorded in our student information system. Parents are notified with concerns about student attendance. Additionally, school staff are contacting students who are not attending remote meetings regularly.

Under the Santa Clara County Public Health Order to shelter in place on March 16, 2020, only essential workers in the county were allowed to perform work at essential businesses. This caused the potential need for these essential workers to find supervision of their children during ordinary school hours. Our district did not have any classifications of workers return to physical work locations during the shelter in place and therefore did not need to arrange childcare for our employees. If we do need to call workers back, we will refer them to the SCCOE Childcare for Essential Workers Portal. The portal was made publicly available on April 10, 2020 and was announced through a press release to district public information officers and media on April 15, 2020. A second press release was released the week of May 4th describing enhancements to the portal and directions for districts on how to communicate the information to families.