

COVID-19 Operations Written Report

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

Gilroy Unified School District closed on March 16, 2020 as part of the Santa Clara County Public Health Order to shelter in place. The proposed reopening date was April 13, 2020, following the spring break April 6-10. From March 16- April 3, 2020, the district provided supplemental learning opportunities for students. The resources provided during this time were intended to support a continuation of educational activities. These included online learning lessons and activities, as well as work packets for students at every grade level. The work packets were made available at seven food delivery school sites across the district.

During the transition period from March 16- April 3, the district introduced the distance learning model for students and families, developed student schedules at each level (elementary, middle, and high school), established common platforms and tools for learning, and coordinated instructional content.

The district also conducted professional development sessions for teachers to support them with distance learning.

Formal distance learning began on April 13, 2020. This became the primary model of instruction once the shelter in place order was extended and school closures were in place until the end of the academic year. Parents were surveyed regarding their ability to access online resources and needs for technology devices. During the period of March to May, over 3200 chromebooks were distributed to families. The district has continued to provide printed work packets to those students whose families were unable to access the internet. These packets were specifically tailored to students' educational needs and course schedules and were mailed directly to families.

The change to distance learning necessitated several Board policy changes. The community service graduation requirement was adjusted for both 11th and 12th grade students. Also, the grading policy was adjusted to allow for a credit/no credit system for the Spring semester of 2020.

As family needs were identified, the district responded by connecting families to resources, providing support for devices and other technology support, and continuing with distributions of food and school supplies. School site personnel have been calling families who did not respond to surveys or when students have not accessed either packets or online learning opportunities.

Throughout the period of school closure, families have received weekly updates from the Superintendent. Recently, the district sent surveys to students, staff and parents to gain feedback on their experiences with distance learning and to get input about the fall reopening. This information will allow the district to improve upon the distance learning instructional model and develop plans for the fall.

Following guidance from the US and California Departments of Education, the district began remote delivery of special education services. This included, but was not limited to, the delivery of specialized academic instruction, speech and language therapy, occupational therapy, and adapted physical education. Teachers were able to use the digital features embedded within the curriculum to implement distance learning. Related services providers created digital resources to be used while providing services to students remotely. For students without internet access, the district was able to provide physical copies of adapted and modified curriculum. The district continued to meet with parents for Individual Education Plan (IEP) meetings. These meetings were held by phone or video conference. Para Educators have been used to provide support by phone or video conferencing. Many students have received the packet work in addition to participating in synchronous learning in order to accommodate their needs.

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

The Gilroy Unified School District has made concerted efforts to proactively support its most vulnerable and under resourced students. The district has maintained critical services, and worked to remove barriers for accessing services. Outreach efforts to Foster Youth, McKinney Vento, Migrant Education Program and other identified families included a survey and personal contacts to inquire about food, social and emotional, technology, tutoring, and other possible needs. A plan was developed to provide access to remote instruction, connect families with virtual health and mental health services, and maintain services for students experiencing homelessness.

To facilitate distance learning, GUSD created an on-going system to provide chromebooks and IT support. In response to the need for internet access, the district implemented 5 Smart buses stationed at sites that were accessible to families. In addition, 340 personal hotspots will be provided to families in preparation for the 20-21 school year.

GUSD expanded its contract with REACH tutoring to offer virtual online tutoring sessions to Foster Youth, McKinney Vento, and Migrant Education students. Weekly tutoring sessions assist students with their distance learning assignments. District academic coaches provided support for English Learner students by providing strategies, videos, and materials to teachers. Rosetta Stone was also available for the district's newcomers. The district also assigned staff to make weekly contact with families whose students received printed work packets.

Health, safety, and access to food for families continues to be a GUSD priority. Through the needs assessment, families expressed a need for support with food access, hygiene and baby supplies. The district collaborated with the South County Task Force, the Public Defender's office and Santa Clara County Office of Education to supply hygiene kits to families. The district also collaborated with First 5 to link families with free diapers and formula. In addition to the district's food distribution program, families were linked with community based food services programs.

During this challenging time, strengthening our school communities is more vital than ever. Staff members have made efforts to connect with families, and the district made personal visits to families with whom there had been no contact. The district has provided links to resources on managing stress and anxiety for children and families. School Linked Services(SLS) Coordinators continue to refer students and families in need to programs through Rebekah Children's Services and Community Solutions. The district is collaborating with Santa Clara County Behavioral Health and Community Based Organizations to offer virtual "Town Hall" and virtual drop in support groups for students and families. SLS Coordinators continue to support families with accessing resources in the community that best support their needs.

The district continues to support families by having food service accessible throughout the summer, providing credit recovery options and a summer school program for migrant students.

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

During the transition period of March 16- April 3, 2020, the district began providing training to teachers. Approximately 50 virtual professional development sessions have been provided to date. Sessions included a variety of educational technology tools for both synchronous and asynchronous learning. The majority of teachers were trained to use video conferencing applications (Webex and Google Meet), a learning management application (Google Classroom), and tools for student productions (G Suite). Teachers also received training and support on district curriculum online sites, student information systems and devices (Chromebooks).

A district website was created, with archived professional development sessions, tools and resources for teachers. Teachers had the opportunity to use the help documentation and videos as well as access live support through virtual office hours. To support students, families and teachers, the district expanded software programs and technology resources. Resources and information were provided to all parents through the district website as well as each school's website. Additional information on how to use video conferencing and Google Classroom was provided.

The district also facilitated cross-school collaboration for the development of common lesson plans for students in grades 6-12.

During March and April, the district sent out a survey to families regarding the need for technology devices. Over the course of several weeks, the district engaged in outreach to families regarding their need for devices, as well other needs to support their students.

The District has held Chromebook distribution days weekly since March 30, 2020. These were staffed by our IT department who were able to assist parents with the use of the device. We also have established an IT support phone line and email address for both students and staff who need assistance with the technology.

The Power School Extended Learning Program, funded by the After School Education and Safety (ASES) and 21st Century Learning Grants, provided valuable support in the weekly distribution of chromebooks.

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

Gilroy Unified School District (GUSD) offers breakfast and/or lunch 7 days a week to all children age 18 or under during this period. Since March 16, 2020, through June 1, 2020, GUSD has served a total of **310,702 meals!** Child(ren) need not be present to receive meal(s). All children may receive meals, whether they attend GUSD schools or not. In order to limit exposure, bagged meals are offered to community members by walk-up at 7 sites. Community can receive meals at Antonio Del Buono Elementary, Eliot Elementary, Glen View Elementary, Rod Kelley Elementary, Rucker Elementary, South Valley Middle and Solarsano Middle between 10:00 and 1:00 Monday, Wednesday and Friday. The selected school sites have a higher percentage of socioeconomically disadvantaged students and are in convenient locations in the community.

Additionally, GUSD buses are delivering meals to remote areas in Gilroy, serving our most disadvantaged families lacking transportation. The district was fortunate to have the Extended Learning Program Power School staff to assist with the distribution of meals at the remote sites in the community.

Food services will continue at designated sites throughout the summer. Additionally, the District is also partnering with the City of San Jose, and the City of Gilroy to serve Adult Meals on the weekend, through a grant providing food produced by Revolution Foods on the weekends. Although the program has not started yet, it is in the approval process and will offer additional resources to the community.

Information to families about food distribution was provided via the district website, all call messages, the Gilroy Dispatch, and the Superintendent's weekly newsletter.

Social Distancing/Sanitation/Safety: Measures are implemented at sites to ensure social distancing and safety which include the following:

- Cones and/or tape markings designate spots to wait in line to ensure 6 feet of distancing.
- Face coverings are worn by all Foodservice Staff during meal distribution as well as meal prep.
- Working stations and hard surfaces are disinfected in between tasks.
- Foodservice staff abides by Public Health guidelines for handwashing. Signs are posted at sinks with proper hand washing techniques.
- Temperatures are checked every morning by district nurses

Meal Preparation: Meals are assembled by staff members who are current on all Food Safety training. Bagged meals are stored at proper temperature until dispensed. Temperature logs are completed. Any meals that are to be reheated at home have written instructions and food safety information.

Meal Application Outreach: GUSD promotes Meal Applications during this time through word of mouth, on-site signage and electronic messaging. Food Service Staff have information regarding the online application process for all members of the community.


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

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 for their children during ordinary school hours.

In partnership with the Santa Clara County Office of Education, arrangement for supervision of students during ordinary schools was made available to families through the SCCOE Childcare for Essential Workers Portal. The portal was made publically 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. In addition to the press releases being sent to media partners, the portal information was shared with SCCOE Special Education channels, Department of Family and Children's Services, SCCOE foster youth and homeless partners, and Santa Clara County City managers.

The Childcare for Essential Workers Portal lists organizations offering child care in the county and identifies which ones offer free or subsidized care for those that qualify. An Interactive Child Care Map was made available on the site so families could find the closest provider. The site also provides information about who is considered an essential worker, how to find childcare, how to know if the facility is safe, and how to qualify for financial assistance.

SCCOE currently maintains the website with daily updates, and is providing email resources and support at: EssentialChildcare@sccoe.org for Families and cresource@sccoe.org for providers.



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