

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
San Benito High School District	Elaine Klauer, Director Educational Services	eklauer@sbhsd.k12.ca.us	June 23, 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.

San Benito High School District in conjunction with the San Benito County Office of Education, announced a school closure on March 13, 2020 due to the COVID-19 emergency. Students, parents, staff, and community members were notified of the school closure via email, text message, and automated phone call through our Aeries Student Information System (SIS).

On March 17, 2020, San Benito County Health issued a Shelter in Place order. All certificated staff continued to have the option of working remotely, from home, through Friday, March 20. Superintendent Tennenbaum recommended to our Board of Trustees that SBHS officially extend the school closure for two more weeks, through our Spring Break. From March 16th through March 29th, no new learning was assigned to students. This meant no required assignments/assessments were assigned to students, nor graded. Teachers were advised to reach out to students and provide them with recommended resources for practice and skills that have already been taught while the district developed a distance-learning format.

On March 30, 2020, SBHS teachers and staff began our Distance Learning Program. This consisted of a primarily online platform for learning using Google Classroom as our Learning Management System (LMS) and a revised school schedule for Zoom conferencing meeting for delivery of new instruction. Access to technology was a struggle for many students and families. The district distributed chromebooks to every student who requested one and shared information regarding free internet services. SBHS also provided a paper packet to students who requested this option. The school set up a distribution cycle of packet pick up and drop off including specific drop-off zones on each campus.

On April 28, 2020, the SBHS Board of Trustees adopted a resolution to revise grading practices due to the COVID-19 school closure. Using the CDE guidelines for holding students “harmless” from all grading practices, the district adopted the Pass with Distinction, Pass, or Incomplete options. The information was communicated to all teachers, students, and families via Google Classroom, Aeries Communicator, written letter mailed home, and video explanation from the school principal.

San Benito High School staff provided several google sites to for all students, families, and staff. The site administrative team developed an online homeroom google classroom for each grade level to deliver important school announcements and information regarding distance learning and key contact information. The Multi-Tiered Systems of Support (MTSS) team provided a Wellness site for students and families to access that offered resources, emergency contacts, and wellness challenges. The San Benito High School Website also housed a COVID-19 information site with updated information in both English and Spanish.

Throughout the school closure, our Communications Officer began daily community updates through all social media platforms (Facebook, Twitter, Instagram, and SBHS weekly newsletter). The SBHS newsletter related to the Coronavirus had over 52 editions to date. These newsletters were sent out five times a week (Monday through Friday) from March 11 through April 3, before transitioning to the current Monday/Wednesday/Friday system. Over the past month, SBHS have also begun sharing a superintendent's newsletter every Thursday. All newsletters with over 10,500 email recipients, were shared on all SBHS social media platforms. Since the school closure, 553,368 emails have been sent regarding the COVID-19 emergency.

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

When the school closure was announced on March 13, 2020, the first group of students counselors were directed to make contact with were our Foster Youth and Homeless students. The team made contact via phone to check-in and ensure students had access to food, water, shelter, and were safe. Additionally, the counseling team determined whether the student needed a Chromebook or paper packet to complete Distance Learning. Finally, the team determined if there were any other ways SBHS personnel could support the families such as applying for unemployment, letters to their property owner, or medical needs. To date, counselors have spoken with every single Foster and Homeless Youth. Based on the initial contact, the counselor set up following up contacts depending on need. This was often as twice per week to once per month. Additional supports such as Social Workers, Community Solutions, and GUIAS were referred when appropriate.

English Learners at San Benito High School continued to receive EL services during distance learning in the form of designated and integrated ELD. Students enrolled in Google classroom, teachers provided assistance through Zoom video conferencing and packets were provided to those students who did not have a computer or high-speed internet.

In addition to these services, emerging level and newcomer students received weekly one-on-one tutoring by phone from an instructional aide. Instructional aides also served as liaisons between the families and the EL Program Specialist to address specific needs and concerns. Teachers in ELA, ELD, and Biology also offered small group Zoom sessions joined by instructional aides and the EL Program Specialist to assist the teacher with emerging level ELs'. Long Term English Learners received 2-3 hours a week of Zoom conferencing and text communication through the Remind app.

Parent and student outreach included phone calls, emails, and home visits by the EL Program Specialist to assist teachers in reaching students who were disengaged. DELAC parents were invited to attend special parent informational meetings organized by the Counseling Department.

In addition to the outreach listed above, the Student Support team completed 82 home visits during the school closure. The purpose of the visits were to check in on students' wellness and academic needs. Chromebooks were distributed and information regarding the meal program was given. During the wellness check, the site personnel were able to decipher if students were packet learners or distant learners.

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

Our Administrative and Instructional Leadership Team (ILT) worked diligently on researching different approaches in preparing for a distance learning system. Using CDE guidelines, SBHS developed distance learning opportunities to offset learning loss and help students focus on the essential knowledge and skills they will need to be successful when they are able to re-engage in a full educational program.

Prior to beginning a full distance learning platform, all SBHS teachers completed online professional developed through a district-developed google site. Teachers completed online training in Google Classroom, Zoom video conferencing, Aeries Communicator, and Screencastify. The SBHSD Distance Learning Google Site also included other instructional technology tools specific to English Learners, Special Education students, and content-specific programs. Additionally, the Educational Services Department provided weekly Professional Development opportunities for all teachers, which were recorded and posted on the online site for review.

The distance learning opportunities for all SBHS students included virtual lessons, resources for self-directed study, and work assignments for skills development. The District required that the primary focus of the first week of distance learning (starting March30th) include the following: establishing norms for a distance learning community, providing opportunities for student engagement, forming routines, working out technology access/skills, preventing skill regression, the introduction of new concepts, and the explanation of the revised grading practices.

<i>Regarding...</i>	<i>The expectations are...</i>	<i>Reminders</i>
Communication	<ul style="list-style-type: none"> ● Google Classroom ● Email ● Communication shall be a <i>minimum of two times a week</i> ● Follow up as necessary 	Communication is reciprocal. Please reach out to your teachers using Google Classroom or email if you need help or have questions.
Course Content	<ul style="list-style-type: none"> ● Shared in Google Classroom every Monday at a minimum ● More information <i>may</i> be posted throughout the week 	This is for consistency across all courses, so that you know when and where content is posted.
Work Completion and Feedback	<ul style="list-style-type: none"> ● Timelines regarding work completion shall be provided by individual teachers ● Feedback shall be provided on continued learning 	Submissions shall be flexible, as many of you share devices and additional responsibilities within your families.
Engagement	Distance learning may take many forms: <ul style="list-style-type: none"> ● Conversations via Google Classroom or email ● Interactive Zoom meetups (recorded and posted in Google Classroom) ● Short videos, tutorials, or presentations posted 	The goal is to keep you engaged with each of your courses' most important content. Stay in consistent contact with your new online learning community.

The SBHS Special Education Department provided instructions to support and guide staff, in collaboration and consultation with parent or guardian, to create a Distance Learning Plan (DLP) for students who receive special education services. There has been close family contact

regarding the school closure and the impact on Special Education students. A school closure letter was mailed to special education families on March 16, 2020, goals were updated to document current achievement and monitoring for regression, distance learning model letter sent out March 23, 2020, and distance learning plans were sent out by case managers to families.

Co-taught Courses (General Ed.)	Resource Courses (Academy, AFS, Pre-algebra)	SDC Courses (including co-taught STEPS)	ERMHS (Educationally Related Counseling)	Speech/Language Services	Life Skills/ Transition Program	STEPS Program (ED program)
Services provided:	Services provided:	Services provided:	Services provided:	Services provided:	Services provided:	Services provided:
Distance learning via Google Classroom and/or paper packets Teachers are available for support using Zoom Meetings, email, Google classroom, or AERIES communicator Accommodations and modifications provided by teacher	Distance learning via Google Classroom and/or paper packets Teachers are available for support using Zoom Meetings, email, Google classroom, or AERIES communicator Accommodations and modifications provided by teacher	Distance learning via Google Classroom and/or paper packets Teachers are available for support using Zoom Meetings, email, Google classroom, or AERIES communicator Accommodations and modifications provided by teacher	Zoom meetings & phone calls Service is provided on an individual basis	Via Google classroom and Zoom Meetings Service is provided in a group setting as well as on an individual basis Consultation to teachers and parents to meet students' needs Video tutorial for strategies as appropriate	Distance learning via Google Classroom and/or paper packets through modified curriculum Teachers are holding Zoom meetings and using AERIES communicator	Distance learning via Google Classroom and/or paper packets Teachers are available for support using Zoom Meetings, email, Google classroom, or AERIES communicator Group counseling via zoom

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

To ensure the safety of our customers and the community as a whole, the food items used for the sack meals were packaged in individual portions at the manufacturer. Cafeteria personnel were placed at workstations that were spaced a minimum of 6 feet apart. Those needing to enter the walk-in cooler or freezer waited for those units to be free of co-workers before entering to uphold the proper distancing.

One site was used as a distribution point for the public to drive up and be handed meals. For this system, there were three cafeteria workers stationed. The responsibilities for each of those three workers were as follows: 1) Statistician (Count Keeper), Distributor, and Runner (Loading meal trays from storage tables onto carts for distribution). San Benito High School provided breakfast and lunch throughout the school closure. The district also utilized the food truck to help provide meals to students and families who had no means of transportation. The food truck maintained 3 different sites of distribution for the convenience of the community.

The public was kept informed of food distribution dates and times through a daily e-newsletter put out by the district. Signage was also posted at the distribution site to alert anyone of any pertinent information or changes. Those distributing the meals also gave this information verbally.

The district filed and was granted the use of the Seamless Summer Option waiver and an extension of the waiver so meal distribution could be possible throughout the entirety of the school closure. There was no scratch cooking done to supply these meals due to size restrictions. All food handed out came 'Ready To Eat' from the purveyor. Facemasks and gloves were supplied by the maintenance department, as were appropriate food grade cleaners and sanitizers. Safety regulations directly related to Covid-19 were posted in a prominent place in the kitchen so that all employees working were well informed of proper food handling, sanitation practices, and their rights as workers.

Meals were distributed Monday and Wednesday between the hours of 11:00 AM and 1:00 PM. On Monday, three day's worth of breakfast and lunch meals were given following USDA protocol for proper components necessary to provide a reimbursable meal(s). On Wednesday, three meals were dispersed to help sustain through the weekend.

SBHS averaged about 950 meals per day and thus far, the food service team, led by Jim Lewis, has distributed 123,376 meals.

California Department of Education
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