

COVID-19 Operations Written Report for Jefferson Union High School District

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

JUHSD had gone through three phases of At-Home Learning in response to COVID-19. The first phase was for two weeks where students and staff picked up mobile devices and hotspots to take home. Course-alike teachers from each site worked collaboratively on assignments designed for review only. This work could have only improved grades previously earned. During this period, teachers curated ed tech tools and participated in webinars on how to use Google Classroom and Zoom.

The second phase is when course alike teachers chose one essential skill for students to learn. Each course was also to come up with one formative and one summative assessment. A distance learning weekly schedule was developed where students were expected no more than two hours of work from each course every week. Meetings held virtually could be done synchronously or asynchronously. Wednesdays are professional days for teachers and students are not expected to meet with their teachers during this day.

The third phase was about refining the grading policy to address the challenges presented by COVID-19. The Board of Trustees adopted a grading system of A,B,C,Pass, or No Mark. Lastly, the Board of Trustees revised the graduation requirement policy where during a state emergency, students may be exempted from the district’s graduation requirement and follow California’s minimum state requirements.

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

Curriculum and Instruction Support:

- Teachers have collaborated in course-alike teams to determine modified final units of instruction.
- Increased district PLC time for ELD teachers to discuss best practices and modifications for no-tech, low-tech, and high-tech modes of instruction.
- Teachers are utilizing IXL for remote practice of basic skills

- Nearpod for EL is being used to embed engagement and formative assessment into lessons.

Access to Technology:

- District is providing access to chromebooks and hotspots.
- District office staff and parent liaison are making contact with families to ensure they know technology tools are available and where they can pick them up.

Engaging Families:

- The district has hosted a Virtual Parent Drop-in Meeting, at two different times in the day. The topics covered were the end of the school year logistics, summer school, and accessing resources. It was also a place to answer questions. Parents could call in as well as join the Zoom session. Interpretation was available for all of our major languages spoken by families in the district.
- Teachers compiled lists of English learners in their courses that have not made contact with any teachers or participated in any at home learning activities. Phone calls were made by district office staff and site parent liaisons to check in with these families.
- Teachers are using Google Classroom and the Remind app to find alternative ways of getting messages to students.

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

To continue delivering high-quality distance learning opportunities, teachers and staff have been attending webinars offered by CDE and other organizations our districts have partnered with. In addition, our teachers on special assignment, teacher leaders, and Instructional Coaches have provided targeted support for our teachers in staff. This includes drop-in meetings, screencasts, and webinars.

The county office is also planning a series of professional development in conjunction with the local community college to focus on topics such as: Effective differentiated instruction, Formative/summative assessment and how it pertains to grading, Key tools for engagement, and Grade-level platforms for communication and organization. This PD will be offered to our teachers and staff.

Lastly, the district will be utilizing the Little SIS application to monitor the usage and quality of assignments posted in Google Classroom.

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

Starting on Wednesday, March 18, Jefferson Union High School District Nutrition Services offered food to-go at three district campuses. Families pick up meals between 11 a.m. and 1 p.m. For the first two weeks, meals were available on all weekdays, however, to reduce the number of times people need to visit campus, we consolidated meals and changed pick ups to twice a week. One day the meal packet includes two breakfasts and two lunches and on the other day of the week the meal packet includes three breakfasts and three lunches.

So that families to only need to visit one school site, food is distributed for any child under the age of 18. Pick up is not limited to a specific school based on the child's attendance.

Designate food distribution areas have been designated at each distribution site so that no one needs to leave their car:

JEFFERSON HIGH SCHOOL - circle drive at the front of campus

TERRA NOVA HIGH SCHOOL - front of campus, near the flagpole

WESTMOOR HIGH SCHOOL - loading zone (white lane) on Edgemont, near the pool

The following safety notice was posted and publicized in multiple ways:

Amid the COVID-19 outbreak, there are some rules designed to keep our staff and our families safe when coming on campus to receive the meals:

- Congregating in groups is not allowed, please practice social distancing
- People arriving by car do not need to leave the vehicle and may drive up to a designated place on each campus
- Anyone walking on to campus should go to the designated lunch distribution area only
- Staff will be on hand to give a meal package for each child in a household
- Distributed food will need to be consumed or refrigerated by 2 p.m.
- This program will be solely for the pick-up of meals and meals will not be consumed on site.
- We encourage families to continue to be proactive in reducing the risk of COVID-19 by immediately leaving the school site and returning home once meals have been distributed.

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

Not applicable as Jefferson Union High School District strictly serves high school students.