

## **Portola Valley School District**

### **COVID-19 Operations Report**

**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 Portola Valley School District COVID-19 Response Team was formed on March 9 to address the COVID-19 emergency and major impacts on school operations. The response team consists of district and site administrators and staff, the district nurse and Board President. The PVSD closed its schools at the end of the school day on Friday, March 13 following an order from the San Mateo County Health Director to shelter in place. Prior to the school closure site and district administrators met with teacher leaders to develop a distance learning template and to determine baseline recommendations for distance learning. Teachers oriented students to the online platforms that would be used as a means to push out assignments and lessons; Seesaw for grades TK-2, Google Classroom for grades 3-8. Teachers sent their students home with books and activities for a two week period along with guidance documents for parents. The focus of a previously scheduled Professional Development Day on March 16 was changed to accommodate the teachers' immediate need to plan and prepare for distance learning. Teachers were trained in the use of digital platforms to deliver content to students, attendance procedures were developed, and grade level teams planned curriculum to send home for two additional weeks. Distance learning commenced on March 18.

The major impact of the school closure for students and families has been the adjustment to distance learning from in person learning. Most of our parents have been working from home during this time so the majority of our students have had the support of their parents as they worked on school work from home. In the initial stages of distance learning, parents and students reported feeling isolated from the school, their teachers and their friends. As a result of this immediate feedback teachers made adjustments to their delivery model for distance learning and virtual class meetings began to happen more frequently.

**Description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.**

English Learners: Students designated as English Learners have continued to receive integrated and designated support from their English Learner teacher/support provider. EL support has varied based on the level of language competency. Some students have continued to receive daily virtual instruction and check-ins with their support provider to ensure that they are able to access the assignments from their teachers. Other students have been engaging in

less frequent meetings (2-3 times per week) with the EL support provider to review assignment schedules in Google classroom or Seesaw, check writing assignments, review reading assignments and to receive assistance with long term assignments. Support for English Learners builds on classroom instruction covering the four language domains of listening, speaking, reading and writing.

Foster Youth: There are currently no foster youth registered in the Portola Valley School District.

Low Income Students: Low income students who were receiving support services prior to school closure have been offered the same support during distance learning. Support teachers, specialist/elective teachers and paraprofessionals have been utilized to assist these students with accessing distance learning through virtual meetings and check-ins with both students and parents. Additionally, the district has provided students with electronic devices (Chromebooks; iPads) to complete assignments and to attend virtual class meetings. The district purchased wifi hotspots so families who were without wifi or had weak connections would be better able to access the internet so students could participate in virtual class sessions.

**Description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.**

In an effort to minimize impact on students and families, PVSD teachers have focused on calibrating teaching practices, interventions and resources by grade level and department. The focus of instruction during distance learning has been on core academics with PE and elective teachers offering supplemental activities. During the school closures the district has broken the distance learning schedule into nine day sessions with the tenth day being a planning day for teachers to prepare materials and develop lessons for the next nine days. Instruction continues to be standards based. A detailed description of the district's distance learning plan is outlined on the district website. Grade reporting for the period of distance learning has been suspended. Students in grades TK-5 who typically receive standards based progress reports will receive progress reports that are comment rich. Students in grades 6-8 will be evaluated based on participation. Assessments are formative and no summative assessments are administered. The administrators at both schools hold regular virtual meetings with their staff to ensure that they are being supported in this work. Any parent who requests a district issued laptop has been able to check one out so that their student can access class assignments and participate in virtual lessons. Many teachers are using a blended model of instruction supplying their students with an instructional video for their lessons and then meeting in small groups to review concepts and to support the students with completion of assignments. Some teachers offer "office hours" to meet with individual or small groups of students who need a review of concepts taught during virtual lessons. Parents and students in grades 3-8 have also been surveyed in order to gain perspective of how they feel about learning at home.

As a result of teacher surveys, observation by administrators and feedback from students and parents, it is apparent that there is a need to standardize and warehouse our plans for distance learning so they are easily accessed by parents and are consistent between grade levels should we need to return to at home learning during the 2020-21 school year. The district has contracted with Modern Teacher, an educational consulting group, to help our teachers to develop playlists of instructional activities and lessons that can be utilized both in person or virtually. A team of teacher leaders will be trained in this methodology and in turn will train their grade level colleagues in how to develop the playlists. These playlists can also be utilized for families who choose not to return to school immediately when we reopen.

**Description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.**

The district has adopted the following procedure for provision of school meals:  
All PVSD families have been informed of locations outside of the town of Portola Valley where students can have access to free lunches.

Parents of students who wish to pick-up school lunches from the Portola Valley School District contact our district office liaison. Lunches are available for pick-up on Mondays between 11:00 a.m. and 1:00 p.m. In order to ensure social distancing, parents drive up to the front of the district office and a member of the district staff puts the lunches in the trunk of the car.

Additionally, the Portola Valley PTO organized a fundraiser to help families in need purchase groceries during this time. They were able to raise over \$15,000 and purchased gift cards in the amount of \$250 for families who are in need. These gift cards have been distributed three times.

Finally, the local Farmers Market has been donating bags and boxes of fresh produce every Thursday. Families may come to the district office to pick the produce up on Fridays using the same method as they do to pick up school lunches. For families in East Palo Alto and East Menlo Park who participate in the Voluntary Transfer Program, a member of our staff brings the produce boxes to a central location in East Palo Alto and families pick their boxes up there.

**Description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.**

The Portola Valley School District does not operate a child care program on either of the campuses in the district. There is one private child care provider located on the elementary campus that serves students from both sites. During the school closure, this program has not been in operation. Looking ahead to the 2020-2021 school year, the district is working with the provider to identify other possible locations between the two campuses and within the town

where other satellite sites may be opened due to the restrictions of child to staff ratio and the need to provide stable cohorts. The provider is working with the licensing bureau to ascertain whether it is possible to get temporary licenses for satellite sites.

It should also be noted that the district has begun a thought partnership with the two local private pre-schools so that we can share protocols that we will be putting into practice with staff, students and parents when schools eventually reopen. The preschools have expressed interest in being able to provide consistency of message around safety protocols for those families who have children in the district and the preschool environments.