

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Lakeside Joint School District	Sean Joyce, PhD, Superintendent	sjoyce@lakesidelosgatos.org/408.354.2372	June 29, 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.

Lakeside School Closed on March 16, 2020 due to the Santa Clara County Public Health Departments Order to Shelter in Place. The Closure of Lakeside School was communicated to employees and families in our community through a Constant Contact Email to this effect. Initially, our academic program was delivered through teacher developed paper packets (covering two weeks’ worth of curriculum and instruction) that were delivered to our families on March 17th. By April 6th, teachers had developed a second set of paper packets (two weeks’ worth) and additional supporting curriculum and instruction using internet-based delivery method. Lakeside School also delivered internet accessible devices to families who needed such equipment at home. Lakeside School itself was setup (by April 6) as a hotspot for families who had little or no internet access in their homes. Teachers maintained student attendance by monitoring student access to distance learning events and return of work, activities teachers delivered through paper packets and online sharing. Final grading of students for the last trimester of the 2019-2020 school year was based upon students being exposed to CA Standard-based curriculum and the students’ products shared or returned to teachers by the end of the school year. Other than the curriculum and instruction Sp Ed students received from their general education teachers, almost exclusively students with special needs were supported and served through internet-based support and therapies.

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

Lakeside School continued to distribute meals to every student who participated in the FRLP during the school year, by delivering two (and sometimes three) meals per day to students in need. Lakeside also added a family to his distribution of meals when Admin learned that one of the Lakeside middle school students became in need (even though this student attended CT English Middle School in the Loma Prieta Joint Union School District). ELD students were served through their general education teachers and were provided additional support and instruction working in small groups with a trained paraprofessional through synchronous and asynchronous video sessions. The Lakeside Social and Emotional Learning Coordinator delivered weekly paper packets and online resources and events to families in support of their students’ SEL needs, as well as the same for adults who were sequestered working at home while also supporting their child’s learning. Lakeside Office Administrative Assistants made weekly phone calls to each family in the school community to check in, reach out, and remain connected with families to ensure needs were being met and services provided.

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

1. Providing our Instructional staff (teacher and paraprofessionals) with: internet accessible computer devices so they could develop and deliver appropriate curriculum and instruction via google classroom, zoom meetings, email, video, internet websites and content, synchronous and asynchronous instruction and other pertinent and appropriate software. There was no formal professional development provided to our instructional staff and most of the needed professional development, if any, was done individually by each teacher as needed, through their own means and needs. Specific software was purchased for teacher use through their distance learning program and each teacher was provided an internet accessible device (notebook computers and several desktop computers).

- a. Appropriate and necessary internet accessible devices to deliver curriculum, instruction, real-time meetings along with synchronous and asynchronous video instruction
- b. Software that supports the needs of all learners in LEA for instructional staff to access and deliver high-quality distance learning

2. Providing the families within our district with appropriate and necessary internet accessible devices to receive the LEA created distance learning curriculum and instruction through a day and time schedule for such pickup in the week of April 6th.
3. Families received email communication from the School/District once a week and phone contact from Office staff once every two weeks. Teachers and paraprofessionals working directly with students,

- a. Lakeside did not provide parent support for home learning (though it is something we perhaps should have) and are looking into providing if the School is to continue delivering teaching and learning via distance learning.

4. On June 9, Lakeside School delivered a parent survey to every family in our community, via email, concerning feedback and input regarding the delivery of instruction during the closure and about concerns for reopening school in August.

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

Lakeside School delivered school meals (breakfast and lunch) through a drive in/up delivery system from the School's Community Center where families received a week at a time, and eventually, two weeks at a time food for the students in school. Through several weekly email communiques to the Lakeside Community, families were directed to contact School Admin if they, or any other member of the Lakeside School community, was in need (and had not been previously identified through the FRLP), to contact the School (through phone or email) to be able to access such support. Once identified, those families in need were contacted directly by Admin and set up to receive school meals through a prearranged schedule of pickup times and dates.

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

Lakeside School communicated with its community through weekly email about the availability of childcare services for our community and employees. Though this information was made available to our community and staff, we did not have a single member of either utilize any of

these childcare services provided by the SCCOE or our previous childcare provider. We continued our communication with our established childcare provider (who provided before and after school supervision/childcare to our during the regular school year) and by June 1st, they were unable to provide any childcare to our community due to a lack of sufficient interest (only six families indicated a need/interest) within our community and funding to support such a program.

California Department of Education
May 2020