

# COVID-19 Operations Written Report for Kentfield Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Kentfield Elementary School District	Liz Schott Superintendent	lschott@kentfieldschools.org (415) 458-5130	6.23.20

**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.

The Kentfield School District began implementing distance learning on Monday, March 16, the first day students were not allowed to come to our facilities. Bacich students in grades TK-3 were provided two weeks worth of lessons and the necessary accompanying worksheets and other materials upon leaving school on Friday, March 13. The learning for our younger students - some of whom are not independent readers - is dependent on the assistance of an adult. Students in grades 4-8 were immediately connected with their teachers via Google classroom. Fourth and fifth graders received direction daily from their homeroom teachers in the form of assignments they were familiar with and that they could complete in a home environment. Sixth through eighth graders received assignments from their subject matter teachers and specialists, many of whom put videotaped lessons on their Google classrooms, or held zoom-facilitated classes in real time. Immediately upon closure, the district ensured that students had devices and internet connectivity, and distributed devices to students who needed one. The third week brought online lesson delivery to K-3 students, and the use of Seesaw to enable the exchange of work between teachers and students. In 4th grade and at Kent, teachers began delivering more real-time instruction via zoom, and a schedule was established for all students that ensured continuity of instruction and learning. Bacich teachers began delivering zoom lessons to their students in the fourth week, and we have now settled into a rhythm that appears to be working for most children and their families. It would be false to claim that nothing's changed. Everything has changed. Most importantly, the connection between students and students, students and teachers, teachers and teachers and all other imaginable permutations of human contact, are now separated by a screen. Counselors, teachers, administrators, the nurse, and many other district employees reach out regularly to students individually and in groups, but the nuances of physically being in a community of learners are elusive.

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

Basic needs became our initial English Learner (EL) and Reclassified English Language Proficient (RFEP) focus. Many families lost all forms of income and needed to know their housing was secure and that they would be able to provide food for their families. We provided families with community resources such as food banks, rental assistance, books, school supplies, and various other resources.

As families felt more secure our secondary focus became equity of resources. We connected with EL and RFEP families to ensure that every family had access to wifi, iPads or Chromebooks, and continued computer support.

Our third focus became English language development (ELD). At Bacich Elementary School, ELD instruction is delivered by Zoom lessons, per grade level, for 30 minutes 3 times a week (Monday, Tuesday, Thursday). Kent Middle school is providing ELD instruction twice a week. Both programs are also supplemented by various apps such as Lexia Core5, Lexia Power Up, and others.

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

Students at Kent start each day at 8:30 a.m. by checking their school email. They receive a daily message from the Principal with a link to the Squawk Talk podcast episode, as well as a linked form to check-in daily for attendance, and other miscellaneous links for the day. The rest of each day includes a balance between scheduled lesson time and activities for students to access at times of their choosing. The core academic classes meet at prescribed times with activities released via Google Classroom, with instruction and class meetings provided through scheduled Zoom sessions. Teachers are also available for Office Hours throughout the week via Zoom. On days when classes do not meet, academic teachers send brief activities/assignments for students to complete. PE teachers post daily workouts on Google Classroom, and are available for Office Hours following the student schedules. Enrichments are offered following a different format. In the morning email from the Principal each day, a link is provided to a daily enrichment activity for students to complete if they wish at a time of their choosing. These include art, design-thinking, cooking, service, digital projects, writing, creating, and much more. All Kent Falcons receive a variety of creative enrichment-type assignments. Students complete these enrichment activities each day outside of their scheduled classes. Check-ins are available with enrichment teachers through Office Hours posted on student daily schedules. Every student has a working device - chromebook or other computer - and internet connectivity.

At Bacich, TK-Grade 3 teachers send a message with the following week's lessons on Thursday. Students in these grades have iPads on which they interact with their teachers via Seesaw. Grade 4 teachers send a message with the following week's lessons on Sunday. Fourth graders receive their assignments on chromebooks or other computers, and interact with their teachers via Google Classroom. Another connection for Bacich families, in addition to the regular Friday district newsletter, is the Monday Message, which is sent out to families on Sunday evening. It shares any special reminders for the week, highlights the Specialists' links, and offers a few additional related activities. Additionally, the same TK-Grade 4 assignments are posted on the Grade Level Websites, which are linked on the district's Distance Learning Portal. Current and previous week assignments will be available.

Bacich students have access to at least three live Zoom sessions per week with a teacher or specialist.

All Zoom sessions at both schools are recorded and made available asynchronously.

A District and School Newsletter is distributed on Fridays.

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

The district has provided families who qualify for FRMP with grocery cards since March 17. They receive an amount equivalent to the cost of a lunch each day for each of their district children.

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

The district is not providing supervision of students during ordinary school hours. Several classrooms at one of our schools sites is being used by the county emergency services operation as a childcare center for essential workers.