



Memo

Date: March 12, 2020
To: St. Helena Unified School District Staff
From: The St. Helena Unified School District Administrative Team
Re: COVID-19 Academic Preparation

The World Health Organization has declared the virus outbreak of COVID-19 to be a pandemic. With this announcement and continued reduction of public interactions in the state of California, the district continues to collect information to minimize school disruption and support daily instruction.

To further our preparation plans for a potential school and/or districtwide closure, teachers are directed to utilize their collaboration time to develop instructional activities for students to do outside of the school setting. If additional time is needed outside of this provided collaboration time, teachers may be approved three (3) additional hours at the SHTA rate for further preparation outside of the workday.

Students who do not have access to a wireless internet connection should be issued proper instructional materials to take home this week and/or stored offline ahead of time for them to work on at home. Teachers are asked to develop activities that support their current content or provide lessons that review course content previously covered. As many of our instructional materials have online components, students in grades 3-12 should take their Chromebooks and laptops home nightly, with a charger, in the case of an immediate closure to allow for access to PowerSchool, GoogleDocs and all of the intervention programs we utilize within the various schools.

As with any unexpected crisis, teachers should work together in departments or grade level teams to develop a reasonable amount of work that students are required to complete while at home, knowing that families will be balancing many demands during this time. As professional staff, student accountability will vary depending on department and grade level with low impact on overall grade expectations. Finally, we encourage sites to have students check out Kindle ebooks or hard copy library books to be reading while at home.

The following Teacher Collaboration Schedule provides planning time and possible implementation as needed. Teachers are asked to develop activities for a five (5) day period each week.

March 16-20, 2020 for implementation the **week of March 23-27, 2020**
March 23-27, 2020 for implementation the **week of March 30-April 3, 2020**
March 30-April 3, 2020 for implementation the **week of April 14-17, 2020**

Telecommuting Requirement: Effective immediately, all teachers and Vintage Hall staff are required to bring their district-issued laptops home with them every day until further notice. In the event of a school closure, staff will be required to perform professional duties from home as needed. To ensure student and staff data security, practice safe browsing by closing browser tabs when finished. Don't leave devices unattended when logged in.

Employees who **do not** have personal internet connectivity at home can take the following steps:

Employees with a district-issued cell phone: E-mail Brad Efishoff, Senior Accounting Technician at befishoff@sthelenaunified.org, or e-mail/call Andi Stubbs, Chief Business Official at astubbs@sthelenaunified.org, (707)326-8770 to activate the "personal hot spot" on the phone which will allow wireless access. Brad or Andi can assist remotely with set-up/use if needed.

Employees without a district-issued cell phone: e-mail/call Andi Stubbs, Chief Business Official at astubbs@sthelenaunified.org or (707)326-8770 for assistance with accessing the internet at home.

As we continue to collect information and data related to the COVID-19 pandemic, we will provide more direction as needed. As concerning as the situation is, our ability to develop contingency plans will help minimize the disruption to students and families. We are grateful for your professionalism and willingness to help serve our students.