

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

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Jefferson Elementary School District	Elizabeth Volmer Teacher Principal	evolmer@sbcoe.k12.ca.us (831) 389-4593	

**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.

Jefferson Elementary's date of school closure was March 13, 2020 and lasted to the end of the school year on June 3, 2020. Jefferson Elementary serves five families and has two staff members. The process for communicating closure with staff was direct, verbal communication. Families were contacted through text and phone calls from the Principal to the parents. During the first week of school closure, Jefferson offered online learning programs on a voluntary basis to enable the staff to prepare for continued closure. Two of the six students attended during the initial week. During the second week of closure, the staff offered a full, long-distance plan via Google Meet, Google Classroom, and online platforms such as Reading A to Z, ST Math, and other internet sources currently used within the classroom. The students checked in with the staff at 8:00 every morning and had scheduled times for reading, math, Social Studies, and science instruction. Assignments were posted daily through Google Classroom and daily feedback and grading opportunities were provided to students. The goal was to mirror the regular school day as closely as possible through online contact. This quality, long distance program was offered to the students throughout the entirety of the school closure. It evolved by staff increasing their effectiveness in converting materials to an online platform, building online resources, and gradually introducing new online programs, such as Khan Academy and Footsteps 2 Brilliance as student and staff readiness permitted. Due to high attendance of all students in the online program, performance grades were offered to all students, with the exception of dropping grades in P.E., Art, and Music. SPED services provided by the county were temporarily suspended, but introduced in the form of packets, then online meetings through Google Meet. The Special Education student was offered daily instruction from the regular staff in both individual and group meetings. Official attendance was recorded through February 29, 2020, and informal records were kept after that date to document student participation. These records indicate that 100% of students attended online school at least once a week, and 86% had fewer than five absences between March and June.

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

Services for English learners were offered via online instruction during COVID closure. The two English Learners maintained high levels of attendance during the school day, with additional time reserved to give one-on-one support through the teacher or Instructional Aid to provide quality instruction and individual help to complete assignments. 100% of families had internet access from home. 100% of students had individual Chromebooks, and once school closed, all students, regardless of grade level, were permitted to take the devices home.

Chromebook repairs were needed for two students, and a new Chromebook was provided immediately while the repairs took place. Jefferson does not offer school meals to students, but information was given to families on how families could receive free meals from other schools with San Benito County through their drive-by programs. Information was provided on receiving food cards through the P-EBT program. One student who had been receiving Social-Emotional counseling prior to closure, continued therapy sessions during school closure. A resource guide to parents with contact information for health organization and services was provided to all families. Social-emotional health was monitored for all students by the staff during daily Google Meetings.

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

Communication to community and families took place through phone calls, Google and Zoom meetings, and text messages. A time was arranged for each family to come to the school to pick up needed books and Chromebooks during the first week of closure, and additional supplies were offered as needed between March and June such as reading books and art supplies. The staff attended online collaboration training offered through the San Benito County Office of Education with topics such as "Social and Emotional Learning," "Using Google Classroom," and "Science Resources." The Teacher Principal provided training on technology and preparing online materials to the Instructional Aid. The LEA purchased a second document camera for the Instructional Aid, but no additional technology purchases were needed for students. The Teacher Principal met with 100% of all families between March and June for Spring Parent Teacher conferences. The Teacher Principal met with 85% of families to provide parents with training on how to access their child's Google Classroomwork students' grades. Two Chromebooks were replaced for students when the microphone stopped working. Instruction was offered through a combination of synchronous and asynchronous methods for all elementary and middle school students. The Teacher Principal sought feedback from the community through phone calls, Parent Teacher Conferences, and monthly reports to the local School Board.

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

Jefferson Elementary does not offer meals to the students. Each family was offered information through flyers and phone calls on how they could receive free meals through other schools.

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

Due to the small number of families and the locate remote location, no child care services was needed by any of the families attending Jefferson. This information was determined through the phone calls and other communication between families and the Teacher Principal.