

# COVID-19 Operations Written Report for Panoche Elementary School

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Panoche Elementary School	Amanda McCraw Principal/Superintendent	amccraw@sbcoe.org 8316283438	6/8/2020

**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.

After Covid-19 building closure, all instruction shifted to a distance learning model. Citing limitations in streaming internet connectivity, families and students expressed a preference for pre-recorded lessons instead of live content, and this request was honored as much as possible. Core lessons were pre-recorded by the instructor and posted to Google Classroom at the appropriate times to coincide with pre-existing curriculum maps. All supplementary material was also posted on Google Classroom. Each student's educational materials were recorded/designed specifically for each individual student. The instructor met with all students "live" via Google Meets 2 times a week and advertised additional availability every weekday for individual support and assistance via text message and Google Meets. Panoche's small size contributed to the ease of the transition to distance learning. All supplementary items (Chromebooks, textbooks, supplies) were picked up, dropped off, and distributed using proper social distancing techniques.

Students and Families were impacted in a variety of ways. Approximately 66% of parents communicated to the administration that they were out of work due to Covid-19 for some or all of the school closure period, leading to economic and income uncertainty and high levels of stress for families. At various times, 25%-50% of students completed little to no distance learning assignments. Staff discussions with parents revealed that as parents returned to work, they struggled to find childcare options and/or be present in the home to properly motivate and monitor students' distance learning activities. Students were given individual assignment calendars and encouraged to check in with their teacher as often as possible to receive support in their studies, organization, focus, and general well being.

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

English Learners:

Panoche Elementary is unique in that currently there is only one student enrolled per grade level. As such, each student's distance learning curriculum and the teaching/execution of this curriculum during the 2019-2020 Covid-19 closure was specifically designed for each student's unique educational requirements and abilities. As such, the instructor at Panoche continued to provide appropriate supports and accommodations to EL students during the Covid-19 closure consistent with supports and accommodations that were already in place pre-

closure. Modifications to these supports and accommodations were made to adapt to distance learning. Examples of these modifications included (but were not limited to) video recordings of all ELA reading selections, video recordings of the instructor teaching and demonstrating math concepts, using online tools to allow students to share ideas and submit work visually/orally, and specific vocabulary instruction and practice using online resources.

Low Income:

Panoche Elementary provided Chromebooks to each student for their own personal use during distance learning. In addition, the LEA provided learning materials to any students/families that expressed a need. These materials included paper, pencils, math tools (protractor, compass, calculator, ruler), and multi-grade/ability level reading material. Due to the LEA's rural location and small enrollment, Panoche Elementary did not provide a meal program before or during the closure. Such a program was not requested by any students/families. However, the LEA collaborated with several other districts/schools in the county to be sure that Panoche students and families would have access to meal programs in the event that such services were needed. All information regarding meal program availability through other San Benito County districts/individual schools was provided to families as it became available.

Homeless/Foster Youth:

Panoche Elementary did not have any Homeless or Foster Youth students enrolled during the Covid-19 closure.

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

Approximately one week after Covid-19 related closure, Panoche Elementary implemented a robust distance learning program accessible to all students. Administration immediately contacted all parents to understand each individual family's technology access and needs.

Chromebooks were assigned to each individual student for distance learning usage.

A communication log was implemented to ensure that every student and parent received communication attempts from the school on a regular basis. Students were invited to a whole class meeting 2 times weekly using Google Meets. Additionally, daily availability was advertised for students to contact their teacher using a variety of methods: phone, text, Google Hangouts.

Use of the Google Suite, including Google Classroom, was already in place at Panoche School prior to closure, which facilitated ease of transition to distance learning. Google Classroom continued to be utilized in a variety of ways, including posting/sharing of announcements, lessons, online resources for additional support, and enrichment activities. Additionally, paper assignment calendars for each student were created and distributed. These assignment calendars included a daily "To-Do" list with information specific to each student's learning goals and coursework, with associated assignments and information connected directly to Google Classroom.

A variety of digital resources were employed to provide distance learning curriculum for student access. The Loom and Zoom programs were utilized to record and publish instructional videos for math, ELA, and computer learning tutorials. Access to many online programs/resources were also utilized, including Khan Academy, NewsELA, Prodigy, Legends of Learning, BrainPop, Learning A-Z, XtraMath, STMath, Seterra, and Prodigy.

To improve quality of distance learning opportunities offered to students, staff participated in weekly Distance Learning Collaborative meetings through San Benito County Office of Education via Zoom. This professional development opportunity provided support and collaboration with other administrators and instructors focusing on delivering instruction digitally and utilizing long distance learning platforms.

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

Due to the LEA's rural location and small enrollment, Panoche Elementary did not provide a meal program before or during the closure. Such a program was not requested by any students/families. However, the LEA collaborated with several other districts/schools in the county to be sure that Panoche students and families would have access to meal programs in the event that such services were needed. All information regarding meal program availability through other San Benito County districts/individual schools was provided to families as it became available.

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

Panoche Elementary did not provide supervision of any students during the Covid-19 closure. These services were not required/requested by the community, nor was LEA supervision of students possible with the LEA's current personnel resources.