

# COVID-19 Operations Written Report for Santa Clara Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Santa Clara Elementary School District	Kari Skidmore Superintendent	kskidmore@scesd.k12.ca.us 805-525-4573	6/17/20

**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 decision to close school for one week was made and communicated to parents on 3/12/20, due to COVID-19. Staff began making plans for Distance Learning in case of extended school closure. After consulting with Ventura County Office of Education and taking into advisement state and county public health recommendations, Santa Clara announced it would remain closed until 5/1/20. School staff communicated Distance Learning plans with all families. The first materials pick up was scheduled for 3/23/20 with resources including: chromebooks, books, and supplies, available to all students both in print and in digital format. All Ventura County School Districts collectively agreed to close school campuses through the end of the school year on 4/1/20 in support of the governor's stay at home orders to mitigate the spread of COVID-19.

The small, school staff and families of Santa Clara worked collaboratively to quickly transition to Distance Learning. The district's core curriculum in English Language Arts, mathematics, social studies and science, contains a digital component that students in all grades are familiar with. This was easily incorporated into our plans. Students in grades 2nd-6th use Google Classroom regularly, so teachers continued with this platform. Staff immediately trained on Zoom, and in turn, trained students and parents. Teachers began preparing and posting pre-recorded video lessons in core curriculum.

Teachers provided daily lesson plans, two weeks at a time, in both print and digital formats. Parents picked up textbooks, supplies, and devices as needed. Instructional aides and RTI tutors held Zoom Meetings one on one with students and with small groups for those who were struggling. Teachers posted daily video lessons, provided whole group, Zoom Meetings 1-4 times weekly and individual Zoom Meetings as needed or requested. Parents and students submitted completed work through Google Drive, Classroom Dojo Portfolio, email, sending pictures of completed work and turning in hard copies of print materials. Teachers, parents, and students communicated weekly, sometimes daily, by email, Classroom Dojo messages, and phone calls.

The Santa Clara Elementary School Board adopted Resolution # 19-20-08, Grading During Emergency School Closures on 5/20/20, changing letter grades to a credit/no credit based on amount of work completed, minimal, most or all.

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

Santa Clara Elementary is a small, one school district serving 58 students in grades K through 6. Currently, there are no identified English Learners or foster youth. Low-income students represent 11% of the student population. All staff work to ensure that student needs are met.

Teachers communicated with families weekly, sometimes daily, to address student needs. Lessons and assignments were offered in multiple ways to provide for inclusiveness. Teachers posted video lessons, delivered direct instruction vial Zoom Meetings, sent daily agendas in print and digitally, provided textbooks and workbooks both in print and digitally, provided chromebooks and school supplies and tools as needed. Classroom teachers prepared intervention support for struggling students and facilitated Zoom Meetings one on one and in small groups with the instructional aides and RTI tutors for low-income students. Teachers prepared parent/student surveys and collected and reviewed results to help inform plans and to ensure that all students were able to access the curriculum.

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

Daily lesson plans are provided two weeks at a time to families in print and digitally. Materials to support the curriculum, including; chromebooks, textbooks and workbooks both in print and digital format, work packets, and supplies are provided every two weeks. Core curriculum content is provided both in print and digitally. Teachers provide direct instruction in core curriculum via various platforms; Google Classroom, Think Central, video lessons, and Zoom Meetings. Music Instructor provides weekly music/band lessons both in print and digitally and meets with students via Zoom. Instructional aides and RTI tutors provide intervention/acceleration support to students via one on one and/or small group Zoom Meetings. Communication is open and consistent between staff, students, and parents through emails, phone calls, and Dojo messages. Student work is submitted through Google Drive, Classroom Dojo Portfolios, email, and hard copies. Santa Clara Staff is readily available to support students and parents and responds immediately to questions and concerns. Additional support was provided to students by contracted hours with Ventura County Office of Education for speech therapy and social-emotional support specialist services.

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

The Santa Clara Elementary Website has a link with information for families and community members about neighboring school districts providing Grab and Go meals for both breakfast and lunch. Information was provided to all families about the lunch locations via our student information system and email. Food Share Resources also were shared on the school website and by email to all families.

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

Community resources have been shared with families on the Santa Clara Elementary Website and by email. These resources have included information on school lunches, food share programs, low cost internet services, emergency child care, library resources and tutoring, and mental health access. District Administration and staff are readily available to parents and students by email, phone or messaging for questions and support in regards to Distance Learning, community resources, and COVID-19 information.