# COVID-19 Operations Written Report

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| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone | Date of Adoption |
| Scotia Union School District | Amy Gossien, Superintendent/Principal | agossien@scotiaschool.org(707)764-2212 | June 18, 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.

The Scotia Union School District immediately transitioned to a blended remote learning model, including digital instruction and resources, and paper packets for students who cannot access technology. Core instruction is imparted by classroom teachers through online asynchronous platforms (Google Classroom) and synchronous platforms (Google Meet, Zoom, FaceTime, and telephone). Instruction focuses on core standards in math, language arts, science, and social studies in each of the grade levels.

Beyond the lessons and meetings carried out by classroom teachers, specialists provide instruction on their regularly scheduled working days, ensuring that all children continue to receive a comprehensive learning experience. Classified employees work with classroom teachers to reach students and families needing additional support. The school counselor also continues to work with students on her caseload, as well as new referrals initiated due to the school closure.

The major impact to students and families is the lack of socialization for the students and the support that must be provided by parents. The District has focused on the social emotional well-being of students by providing support in addition to the certificated staff from the classified staff, including the school counselor and employees of the After School Program. A shared spreadsheet is used to track all students, and each family is assigned a staff member that keeps in contact with each family, and reports any needs of the family to the administrator. Academically, teachers, classroom paraprofessionals, and After School Program employees work with students one on one and in small groups, as necessary, to provide the additional support many students need.

Food insecurity is another impact of the school closure. The food service workers prepare breakfast and lunch for all children under eighteen, regardless of school of enrollment. Staff members also deliver food from the neighborhood food bank to those students who received food each Friday prior to the closure. Staff monitors the engagement of all students, and particularly our English Language learners, low income, and foster youth, through a shared spreadsheet and weekly staff meetings to discuss student social emotional well-being and academic achievement and needs.

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

The Scotia Union School District has continued to provide English Language learners, foster youth, and low-income students with targeted instruction and support services to ensure that these students are meeting and exceeding the State Standards. Teachers and classified staff work with students and their families using phone calls, emails, text messages, virtual meetings, and home visits, to make sure their needs are being met and they are receiving individualized support. This includes providing specialized materials, lending devices, providing training on distance learning, setting up internet access, supplying materials and supplies necessary to complete assignments and projects, providing food, providing translation services, setting up counseling services, providing information on available community resources and benefits information, and providing academic and social emotional support.

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

Scotia Union School District teachers immediately met and planned a schoolwide distance learning plan. This planning included peer training conducted by those who were familiar with virtual platforms such as Google Classroom, Screen Castify, Google Meet, and Zoom. Within the first week of the closure, this plan was rolled out, with a combination of online teaching and paper work packets for those families who did not have immediate internet access. An assessment of family needs was taken, and devices were provided and internet access was set up for those in need.

During the closure, the staff continuously assesses and provides feedback to each student. The staff maintains personal and individualized contact with each child through virtual meetings and phone calls. Parent contact is also maintained regularly to ensure parent concerns are met, and questions are answered. Work and required school materials (such as textbooks) are collected and disbursed weekly by teachers and support staff. This allows parents and students to keep personal contact with staff members and ask questions or receive support as needed. After surveying families, some parents and students choose not to use online resources, so paper packets are provided that contain the same information as is provided to students online. Work is delivered and picked up at the homes of those families who are unable to pick it up in front of the school.

Special education service providers provide modifications and accommodations to students’ weekly work. These service providers also host virtual meetings and sessions for students with special education needs, and continue to hold IEP meetings virtually.

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

The Scotia Union School District safely provides breakfast and lunch to any child eighteen and under. Food service staff is trained on food safety standards. Meals are disbursed in front of the school drive through style, with families remaining in cars and food service staff bringing meals to the vehicle. Food service staff wears masks and gloves, and follows social distancing guidelines. For those families that walk up to the food disbursement area, food service staff place the appropriate number of meals at the end of a table for pick up, keeping distance between themselves and the person picking up the meals. At the beginning of the closure, meals were served daily, but as the closure went on, disbursement was switched to multiple days of meals being handed out twice weekly. During Spring Break, a week’s worth of food and gallons of milk were handed out to families. For those families living in the outlying areas of the District, and for those families that request, meals are delivered to homes by the school’s bus drivers. The drivers wear masks and gloves, and follow social distancing guidelines as well.

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

After reaching out to the community, it was determined children under the age of twelve were being properly supervised by family members, and there was not a need to provide supervision of students during ordinary school hours. Therefore, the Scotia Union School District did not provide supervision of students during ordinary school hours.

California Department of Education

May 2020