



# COVID-19 Operations Written Report for Shaffer Union Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Shaffer Union Elementary School District	Jeff Baker Superintendent/Principal	jbaker@shafferschool.com 530-254-6577	06/23/2020

**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.

From the onset of the Covid-19 emergency, Shaffer Elementary moved to a distance learning model to meet the needs of all our TK-8 students, including all our unduplicated students. We utilized a blended distant learning model utilizing both paper packets and chromebook technology. All teachers utilized Google Classroom as a platform for communication on assignments with students and parents. Teachers used the platform to make videos to increase student engagement. Our K-4 students utilized hands on paper packets and grades 5-8 utilized online curriculum resources, paper packets, as well as curriculum textbooks. After conducting a parent survey, to assess our students needs for technology, the district was able to distribute chromebooks to students in need. Teachers conducted zoom meetings with groups of students, who had access to technology, to provide engaging instructional support. Teachers conducted weekly calls to students/parents to

check in and answer questions addressing the needs and concerns. Throughout the course of distant learning, our IT department provided technology support to students, parents, teachers and administration. Student work was distributed and received weekly to provide ongoing feedback and assessment of student progress. The district continued to utilize our District webpage, social media, and Schoolwise communication devices to relay pertinent information for keep parents informed and coordination of meal delivery and educational services.

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

To address the special needs of our English Learners, foster youth, low-income students, and special education students we provided weekly check-in and each teacher kept a contact log. On a case by case need, while maintaining social distancing, administration, teachers, paraprofessionals and IT conducted home visits or phone calls and zoom meetings to provide additional support. Parents were provided information regarding community resources and support utilizing Google Classroom platform and other online resources available. The district continued to meet IEP goals and necessary assessments to complete ongoing IEP's, utilizing technology.

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

Shaffer Elementary provided the high-quality distance learning opportunities, to the best of our abilities, in light of how quickly the school moved to this new model of instructional delivery. Several teachers were prepared to deliver instruction utilizing online programs and the Google Classroom platform. For others, it was a time of significant adjustment. Through the support of our district IT we were able to quickly provide professional development equipping all our K-8 instructional staff in set up and utilizing lesson planning and ongoing implementation. As we extended the timeline of distance learning, instructional staff continued to become more proficient in lesson delivery through ongoing assessment of student needs through ongoing contact logging and communication of student participation. Our district reviewed contact logs to assess the needs of students to provide resources to overcome obstacles.

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

At the onset of the Covid-19 emergency Shaffer Elementary provided nutritious grab and go breakfast/lunch meals to free and reduced students. Quickly, we moved to feeding all children ages 1-18 throughout the community with the support of Lassen High School District. We were able to coordinate meal preparation and delivery through our partnership and we are very proud of the collective efforts of all school districts involved in making this available to children throughout our community.

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

Shaffer Elementary provided ongoing support for parents regarding distant learning and worked cooperatively with Lassen County Department of Education needs for supervision of children of essential workers utilizing community resources as available.