

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Brittan Elementary	Staci Kaelin, Superintendent	stacik@brittan.k12.ca.us , (530) 822-5155	June 30, 2020

Descriptions provided should include sufficient detail yet be 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.

Brittan School closure began March 17, 2020. The process for communicating with teachers and families was through emails, telephone calls, and the Brittan website. The distance learning program went through several phases. Initially, teachers put computer activities and computer programs for students on their websites. Teachers then began creating a daily work schedule for students. Students who did not have access to technology could pick up packets in the office. The office had flexible hours to accommodate everyone, and each packet included work for two weeks. Many teachers transitioned to Google Classroom. Policies changed over the course of the school closure. A pass/fail grading system was implemented, and a drive-through graduation ceremony was provided. In addition, the school board conducted meetings with social distancing for board members and public access to the meetings through Zoom. The RSP teacher contacted students and families weekly to provide support. She also coordinated with teachers to better meet those students' needs.

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

Brittan school does not have any homeless students or foster youth. English learners had weekly support through the ELD teacher who provided work and communicated with families through email and phone calls. Social and emotional support was available to those who needed it, though nobody requested services. Low income students had access to work through packets if they did not have access to technology. Teachers communicated with families through telephone calls, emails, postcards, Zoom meetings, their classroom websites, and Google Classroom to help meet the needs of low-income students.

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

Many steps were taken to deliver high-quality distance learning opportunities. Surveys were given and phone calls were made to families to assess their needs. The front office had scheduled hours and opened upon request for parents to pick up packets, materials, and ask questions. Training and support were offered to teachers for Google Classroom and Zoom. Professional development opportunities were available for teachers through the county. Differentiated support was provided by the classroom teachers, the ELD teacher, and the RSP teacher to students who required it. Teachers communicated with students through technology and phone calls, and had regular office hours for

questions and support. Weekly assignments were posted on websites, through Google Classroom, and through packets for those who requested them. Zoom meeting were utilized by teachers for staff meetings and meetings with students. Brittan School engaged the community through two parades, parent surveys, video messages, and graduation activities.

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

Brittan students had access to meal distribution through neighboring districts. Times and locations for meal pick up were posted on the Brittan Website. Teachers also communicated this information to their students.

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

Brittan School District did not provide onsite supervision during ordinary school hours. Before school closures, an afterschool daycare was funded by the district, but due to the shelter in place order this service was not provided.

California Department of Education
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