



COVID-19 Operations Written Report for Indian Diggings Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Indian Diggings Elementary School District	Grant Coffin Superintendent/Principal/Teacher	gcoffin@edcoe.org 530-620-6546	June 10, 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.

In response to COVID-19, we transitioned from traditional in-person school and instruction to remote learning on March 23th, 2020. The following are changes in the program offerings in response to this closure:

SCHOOL MATERIALS: All students were provided with any school supplies needed if they were not available at home.

DIGITAL EQUIPMENT: Students that did not have access to a dedicated laptop were provided with a chromebook.

HOT SPOTS: Indian Diggings was able to provided Hot Spots for students who did not have internet access at their homes to ensure connectivity was possible for students. One family was not able to use any hot spot as local geographic features precluded any signal.

INSTRUCTION: Instruction moved to synchronous and asynchronous sessions weekly through telephone, Zoom, and Google Meet platforms.

MENTAL HEALTH SUPPORT: Students were provided weekly virtual advisory meetings with mental health supports. Our counselor made contact with families to support students who were in need of counseling and mental health support.

ADDITIONAL SUPPORT: Administration checked in with families on a regular basis to make sure that they had support in any way needed.

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

As Indian Diggings School District is a one room school with an ADA of less than 20 we were able to move to distance learning quickly. We had a one week period where we distributed equipment and began to offer online courses as of March 23, 2020 and advisory sessions for all students as needed with the teacher began. For our students of special populations, the teacher has online meetings with support staff to ensure the needs of the students are met, and we also have virtual tutoring sessions for students who need specific academic support. Our students on Individualized Educational Plans receive support outlined in their plan in a distance-based format. Administration also checked in with all itinerant and Special Education support staff every two weeks to monitor progress.

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

Since moving to remote learning on March 23rd, our students participate in various high-quality distance learning opportunities such as:
SYNCHRONOUS Learning Session: Three times a week each student has a 60 minute or more synchronous instructional learning time where the students and teacher log in at the same time and experience a more traditional learning experience. During this session students are asked questions and participate in a live one-on-one online class.
ASYNCHRONOUS Learning: The teacher with the support of the classified instructional staff maintains regular instruction and a traditional calendar of expectations through Google Classroom.
Virtual OFFICE HOURS: The teacher holds "office hour" sessions as needed for all students on request. During this time, students can log into the office hour session and get any questions they have answered about the course expectations or work for the given week. In addition to the as needed hours the teacher holds one two hour session weekly to answer questions and provide clarity on assignments.
Digital Student Portfolio: Students contribute to their "Digital Portfolio" pieces of work for all subjects. These portfolios are housed in Google Classroom and are available for staff and families to access.

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

As Indian Diggings School District is a one room school with an ADA of less than 20 we are deeply involved with all nine of our families not just students with any needs to include meals if necessary. All students and staff performed their duties off campus with minimal visits to the school site when needed. The campus was set up in accordance with CDC Social Distancing Guidelines in the situations when more than one staff member was on site.

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

Students, during this remote period, are at home during regular school hours and thus are supervised by family members. During this time, the students are actively in online instructional sessions and our staff makes weekly contact with all families to see if support is needed.