COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Jefferson Elementary School District	James Bridges, Superintendent	superintendent@jsdtracy.com and 209.836.3388	June 16, 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.

Starting in late January, the District took measures to increase the daily clean process to include spraying down all hard surfaces multiple days per week. In addition, staff members were provided guidelines on screening, identifying, isolating, and sending potential COVID-19 cases home. On March 13, 2020, the San Joaquin County Superintendents met with the San Joaquin County Public Health officer and made the decision to close all schools and enter distance learning. The Jefferson School District provided voluntary educational resources to students and parents in the first two weeks of the school closure. During this time instructional staff and administrators met regularly through Zoom to develop a distance learning model to provide students instruction to master the essential standards. Starting April 6, all students received daily distance learning. All staff members worked from home throughout the school closure as much as possible. Beginning in June staff phased into working a few days per week in the building following social distancing guidelines, wearing appropriate PPE, and additional daily cleaning practices.

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

During the school closure, the District reassigned most classified staff members to support English learners, foster youth and low income students. Instructional aides, librarians, campus aides, intervention specialist, El aides, and parent liaisons were assigned students to check-in regularly through the use of Zoom or phone calls. Students would receive their direct instruction from their classroom teacher and then additional one on one support would be provided by classified staff members. Staff members provided reteaching, scaffolding, and other supports to help students master the essential standards.

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

Following the school closure, students were provided distance learning five days per week by their classroom teacher. The District loaned out over 500 Chromebooks to students that needed access to a device. Teachers were expected to provide students with weekly lesson plans through Google Classroom and daily instruction through either live and/or recorded video. These sessions were intended to provide the direct instruction and then students worked independently to complete the assignments. Each day teachers held office hours for both students and

parents to answer questions and allow students and opportunity to check in. Students were provided one week to complete each assignment to ensure that they would be able to access the lessons and when possible receive support from their parents. The District also temporarily suspended A-F grading in favor of Pass/No Pass grading to ensure that students weren't negatively impacted because of limited access to technology or academic support at home. Finally, the District made learning packets available to all families for language arts and math for students to work on over the summer to help mitigate the learning losses from the pandemic.

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

The first two weeks of school closures, Jefferson School District (JSD) advertised lunch distribution provided by our neighboring district Tracy Unified School District. This was in line with what the District normally does for summertime meal service. Based upon the need being met by Tracy Unified, JSD decided to begin its own grab and go meal service at the beginning of April. The District advertised the change and let all parents/students know that breakfast and lunch would be served at two of the four schools. Cafeteria workers were scheduled to come in each morning and prepare a hot lunch for that day and a breakfast for the following morning. Meals were prepared in bags and then families drove through the drop off loop practicing social distancing and then workers in PPE provided them with the meals. The first few days saw a hundred meals distributed, but as the program continued to run the meal service averaged 368 per day or 10% of the students. Meals were provided to families for the remainder of the school year.

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

The Jefferson Elementary School District allowed private daycare providers operating on our school campuses to stay in operation during the pandemic. One provider chose to close until June 8, 2020 when they were able to ensure that they could meet the state guidelines for reopening child care facilities. Another provider remained open throughout the pandemic and followed all of the state guidelines. In addition, the district provided parents with resources to contact state and local daycares in the area to help with supervision during ordinary school hours.