COVID-19 Operations Written Report for Lake Elementary School District

<table>
<thead>
<tr>
<th>Local Educational Agency (LEA) Name</th>
<th>Contact Name and Title</th>
<th>Email and Phone</th>
<th>Date of Adoption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake Elementary School District</td>
<td>Nikol Baker</td>
<td><a href="mailto:nbaker@lakeschool.org">nbaker@lakeschool.org</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Superintendent/Principal</td>
<td>530-865-1255</td>
<td></td>
</tr>
</tbody>
</table>

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.

Monday, March 16, 2020, was the last day of face-to-face instruction at Lake Elementary. On Thursday, March 19, the District distributed packets to students. On Friday, March 20, meals were provided to students in need. By Monday, March 23, District teaching staff was able to distribute three weeks of materials to families, either via paper packets and/or G-Suite applications. Additionally, food service was provided daily for pick up between 10:00 - 11:00 a.m. Additionally, staff members were providing resources for physical fitness and social emotional health through Facebook Live and YouTube videos. In an effort to support cafeteria staff with the stay-at-home order, food service changed to two days a week on Mondays and Thursdays. Also by March 23, teaching staff began scheduling online class meetings using Zoom. To date, every grade level meets online at least once a week, some classes meet twice a week.
Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Written materials have been transcribed to Spanish for our English-speaking parents. We have no foster youth. Low-income students, and any student in need, have been provided technology devices. It is the expectation of teaching staff to connect with every student in their class, regardless of demographic. This communication must be via Zoom, Google Meet, or phone call with parents and student. These communications are documented through the use of a Google Form the District created for informational purposes, yet mostly to ensure communication was constant between home and school.

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

In order to ensure every student had access to online class meetings, a survey was taken on Friday, March 20, of all families as they drove through the parking lot to pick up materials. This survey included questions regarding access to technology. This provided the District with information to quickly gather technology resources and distribute them as needed. Additionally, the GCOE IT Department made it possible for families to have access to free WiFi at the school and other locations around the community. Having been a G-Suite school site for several years, the transition to Google Classroom was as smooth as possible considering the circumstances.

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

School meals are provided to families with two cafeteria personnel who practice social distancing during meal production and delivery. Families drive through the school drop off and pick up location, stay in the vehicle, and receive their meals.

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

The District worked with local childcare providers to ensure families had access to childcare.