



# 2020/2021 COVID-19 OPERATIONS WRITTEN REPORT

EVERGREEN INSTITUTE OF  
EXCELLENCE

Board Adopted: *6/23/20*

# COVID-19 Operations Written Report for Evergreen Institute of Excellence

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Evergreen Institute of Excellence	Leila G. Dumore Director	ldumore@ evergreenusd.org 530-347-3411 ext 7550	June 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.

Evergreen Institute of Excellence (EIE) is a non-classroom based program and did not close for COVID-19 emergency. EIE was able to modify their program offerings and on campus procedures to continue and finish the year strong. A change made to adapt to social distancing while still being open was to limit access to group activities, classroom and enrichment opportunities.

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

EIE continued to support EL, foster youth and low-income students by staying open during the COVID-19 emergency. When we modified procedures, we personally reached out to all families impacted and made sure they had the technology needed to move forward successfully. The personal contact also included families' access to internet. EIE made space available, following guidelines, to access school internet; personal math tutoring in person or via virtual meetings. EIE also provided each family the opportunity to meet supervising teachers in a variety of options that best fulfilled individual needs.

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

EIE being a non-classroom based program prior to COVID-19 emergency allowed us to stay open and continue our quality education without huge modifications. Majority of our families already had things set up and in place without modifications. However, our supervising teachers made it a priority to check in with their families frequently to make sure learning continued.

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

EIE students and family took advantage of the Evergreen Union School Districts Grab and Go Meals. The Grab and Go Meals included breakfast/lunch and were offered 5-days a week in three locations. Additionally, we posted to our EIE Community via Parent Square communication the Shasta County locations and times for those families residing in the neighboring county.

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

Since EIE is a non-classroom based program, our parents have chosen to educate their students at home under their daily supervision. There was no modification or changes need in this area due to COVID-19. However, we did offer supervision and space to those students who needed a break from their parents and/or internet access, leaving to the families and students to pre-schedule with a staff member.