



**ELITE**<sup>TM</sup>  
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## COVID-19 Operations Written Report for Elite Academic Academy-Lucerne

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Elite Academic Academy-Lucerne	Brent Woodard CEO	bwoodard@eliteacademic.com (866) 354-8302 Ext. 707	

**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.

As a non-classroom-based school, we continued operation as normal with the exception of allowing our teachers and students to meet in person in public locations. We conducted a survey of every family in the organization to determine the level at which they have been affected by the pandemic. Counseling services and modified assignments were created for students who were struggling to access curriculum. Our IT

department gathered and created resources for families. They also guided families who needed internet services and supported them in taking advantage of the many discounted and/or free services offered by local providers. While we never closed our doors, attendance has been impacted for those students and families who have relied on in-person meetings with teachers and tutors to support in their academic journey. We have transitioned to virtual tutoring and meeting with families via Zoom, phone calls, and e-mail. Teachers continue to meet (virtually) with their students once, to multiple times, a week to support and ensure academic progress. We did conduct our internal Scantron assessment for all students who would have tested for CAASPP to ensure academic growth and progress for students.

Business was reduced and many employees worked from home to support in keeping staff safe. Cleaning supplies and PPE equipment were purchased to allow for sanitary and clean work environment.

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

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EL, Foster Youth, and our Low-Income students, services still continued despite the pandemic. Our EL and Low-Income students have laptops with built in internet to support them in accessing their curriculum. We implemented the Fast ForWord reading intervention program this year for all EL and targeted students who are struggling. This adaptive program works with the students to increase fluency, diction, and reading comprehension. Students who worked diligently in the program made academic progress. Teachers continued to monitor student attendance and offered tutoring services. Aleks Math was also readily available for students struggling with concepts. Title I dollars were targeted for in- person support for these students, however, after the pandemic, services were delivered via Zoom and attendance did struggle.

Our Counseling department and teachers worked with targeted families after our survey was completed. Our EL, Foster and Low-Income families were provided with local resources to help them during this time. Our counselor met with families individually to ensure that their needs were met and followed up with them, to ensure they continue to be supported.

Business office staff was reduced, and many employees worked from home to support the need for social distancing. Cleaning supplies and PPE equipment were purchased to allow for sanitary and clean work environment.

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

As a non-classroom-based school this is our area of expertise. We continued to provide high quality distance learning for our students, supported them emotionally, and worked with local communities to ensure basic needs were met despite the pandemic. Our doors never closed, and we shifted services swiftly to ensure the safety of students and staff.

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

As an independent study school, we do not qualify for meal programs. We were excited to see the switch for local school districts and hope that we can provide similar services for students in need the following year. We have already met with a few companies to explore possibilities as the geographic location and lack of facilities make this a hard task.

To ensure social distancing practices were followed we limited business staff in the office at one time, directed teacher and families to meet remotely, and held all professional development and administrative meetings on-line.

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

As an independent study non-classroom-based school this is not applicable.