

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
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**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.

We have two types of programs, academy and home study. Our home study program continued as it normally would except that our Educational Facilitators who meet monthly with students and parents moved their meetings to a Zoom call. Our academy programs which are a hybrid of site-based classes and learn at home moved immediately to distance-based learning. Our teachers are providing weekly assignments and offering classes via Zoom.

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

Our students have access to CENGAGE, an EL curriculum, along with Brain Pop ELL for supplemental practice. All academy students including English Learners meet with teachers in class and during office hours to receive support and practice in reading, writing and speaking English. All students and their families are contacted on a regular basis via email, text message, and phone to check-in on needs and to provide support. Our foster and homeless youth liaison has been in contact with families and their teachers regarding the need for resources, but they have not expressed a need for anything currently.

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

All students have access to school Chromebooks and the internet. Teachers provide instruction via Zoom, send weekly emails on upcoming assignments and tips, hold office hours for tutoring and support, and opportunities for socialization during Community Zoom meetings. Special Education and Intervention teachers meet with students virtually throughout the week to provide services.

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

As a school, we provide free breakfasts using shelf-stable food items in a grab and go format. Advanced notice is preferred so breakfasts can be placed in a cart ready to be picked up. Whether or not advanced notice is given, staff wear gloves and face masks.

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

We surveyed all of our parents twice. We have had no families request it or indicate that they are in need of childcare.

California Department of Education  
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