

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Options for Youth Public Charter Schools - Acton	Wendy Gillespie, Principal	E: wgillespie@ofy.org P: (760)285-7571	June 10, 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.

In response to the COVID-19 emergency, Options for Youth Acton has shifted to distance learning. In preparation for the shift, surveys were administered to students and staff to determine technology needs and technology was administered accordingly. Students have the opportunity to schedule appointments to pick up Chromebooks and any school supplies that they might need at home. Learning centers remain open during limited hours and limited volunteer staff at each center. Technology with specific embedded tools to meet the needs of Students with certain disabilities, accordingly. Teachers and staff reached out to students and parents/guardians to ensure that the school had the most up to date contact information. The LEA informed parents/guardians and students about the transition to distance learning through letters, e-mail, and text messages and the school continues to consistently update. Teachers were provided with professional development opportunities and training so that they were equipped with tools for navigating the digital platform and delivering instruction virtually. The LEA has continued to provide academic instruction for students through a digital platform and the learning centers have remained open during limited hours for students to pick up school supplies (including technology and textbooks) and lunches. School psychologists have continued to complete assessments, 504 plans, IEP meetings, and Student Study Team meetings, as requested, virtually. The school has used SignNow to ensure that necessary forms can be signed digitally from home and recommended social distancing guidelines would be followed. Many of our students have gained additional responsibilities while at home due to the COVID-19 emergency - some have become caretakers for younger siblings and others have had to enter the job force to support their family financially. Teachers have allowed flexible appointments with students due to the added responsibilities many students have gained.

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

In the 2019/20 school year OFY Acton served an unduplicated pupil (English Learners, Low Income and Foster Youth students) percentage of 74.26%. These students require specialized services and attention to be successful. Our charter provides academic support staff (i.e. tutors, Math Intervention Specialist, EL Specialists and Coaches, Student Advisors, etc.) to support individualized needs. Access to qualified credentialed educators is crucial for EL, FY and LI students of all skill levels. Educators receive PD specific to serving each subgroup. Unduplicated students require exposure to relevant, standards-aligned curriculum and instruction.

A broad course of study that is aligned with Common Core and college & career readiness standards ensures unduplicated students will be prepared for post-secondary plans. Offering our subgroup of students a broad course of study allows them to bridge gaps from previous educational barriers. Workforce

curriculum, dual enrollment, and exposure to various career/educational pathways and resources are important for access to these pathways. Experiential learning trips, curriculum, sports, and student council enables students to build relationship, management and self awareness skills. Home visits allow the school to ensure that students are not falling through the cracks and receive additional support and/or resources. Stakeholder engagement events will create opportunities for students and their families to become connected with the school. Surveys are administered to parents and students through a digital platform that can be accessed on a cellphone or chromebook/laptop in English or Spanish to encourage feedback.

Safety Training ensures that the school team is equipped with the tools to manage a safety situation and allows students to focus on academics. Meals offered through the National School Lunch Program provide low-cost or free lunches to all students, especially LI and FY students. When basic needs, such as nutritionally dense food, for Low-Income and Foster Youth are not met, they are unable to perform well in school. To combat absenteeism, we will provide public transportation.

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

Direct Instruction teachers have continued to offer instruction through Google Classroom and Google Hangouts, while Independent Study Teachers have continued to have regular instructional appointments with students via phone call, e-mail, and Google Hangouts to ensure students are receiving academic support. Students are able to access their independent study courses and continue to turn in school work through the Edmentum digital platform. Special Education Specialists (SES) continue to provide necessary support to SWD as outlined in Individualized Education Programs and paraeducators support in contacting/scheduling students under the supervision of an SES. EL Specialists have continued to support EL students in their language development and academic progression through academic support during weekly scheduled appointments. Math tutors, math intervention specialists, and English tutors have been available to and offer individual appointments for students working on Math & English independently. Career Pathways Coordinators planned virtual career fairs and also set regular appointments with students to provide work permits and support in job searches and food handlers certification. Furthermore, post-secondary counselors develop and send out bi-weekly newsletters to parents, students, and staff. The newsletters have important information about access to mental health resources, updates for seniors (including graduation information, SAT changes, and dual enrollment opportunities).

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

Learning centers have remained open with limited hours of operation so that students have the opportunity to come in and pick up school materials (textbooks, technology, etc.) and school lunches. Students are able to pick up meals at the learning centers and take them home, they are not eating the meals at the school. Social distancing guidelines are maintained while meals are distributed. Parents/Guardians and students have also been provided information for local food banks and schools that are providing meals so that they are able to access food at various places. Furthermore, the LEA has provided families with information about P-EBT.

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

As a non-classroom based Independent Charter School, students typically attend a regularly scheduled appointment of 2-3 times a week for one to two hours each day. The LEA continued to maintain instruction and expectations for all students and only shifted to virtual scheduled appointments with teachers, tutors and counselors. Physical supervision was suspended, once we moved to distant learning to ensure that we met with all CDE guidelines

meeting the necessary protective measures for the safety of our students and staff. Because the model of our school is founded on Independent student work prior to COVID, our operations for student supervision did not change.

California Department of Education
May 2020