

COVID-19 Operations Written Report

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

Upon receipt of information regarding the potential shut-down of the physical campus for regular instruction on March 13, 2020, the leadership team convened and established the following priorities:

1. Ensure the health and safety of students, staff, and the Learning by Design community
2. Continue the progression of learning for all students
3. Maintain the financial stability of Learning by Design
4. Properly clean and disinfect the school to reduce the risk of exposure to COVID-19 using Spartan Non-Acid Disinfectant (NABC) and Maintex Sani-Cide 94. Each has been recommended as approved cleaners, according Environmental Protection Agency (EPA) guidelines.

As we prepared to transition from traditional classroom instruction/learning to home-based distance learning, our immediate concerns were:

- Devices ready for deployment to students, teachers and support staff
- Providing ample instructional materials and resources (consumables) to be sent home with students
- Full implementation of the existing online platforms already in place, but ramping up of the range of capabilities these platforms provided
- Maintain focus on mathematics and English/Language Arts

- Continue to provide enrichment opportunities to all students (art and innovation)

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

To support the student groups designated under LCFF, we used “access tracking” to monitor which students have accessed our pre-recorded and live lessons using Edmodo, Class Dojo, and email. Upon release of the stay-at-home order, we ensured all families in need have chromebooks/tablets and Wi-Fi access. We provide a list of companies that grant free internet access. For those families who did not have equitable access to the internet, we provide paper packets with instructional activities that are equivalent to on-line resources. If needed resources are mailed to families or we deliver to their locations if they do not have transportation.

To provide continuity of instruction for English learners, the core academic teachers conduct additional small-group instructional meetings with our English Learners. Specific skills that support English language development and academic achievement are targeted. Building upon the model of support above, Learning by Design teachers also monitor the academic progress of its low-income students in much the same way. Since this student population has very distinct instructional needs to close gaps in achievement, Learning by Design teachers not only provide small group instructional support, but also conduct targeted interventions to assist students who may need it. At this time, Learning by Design does not have any foster youth enrolled.

Through the use of online platforms and paper packets, teachers are continuously monitoring student progress and determining what parent outreach is needed in order to set up additional supports.

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

Given the uncertainties around the pandemic, the leadership developed short-term and long-term transition plans:

Short Term Transition Planning:

- Live daily class lessons via ZOOM online meeting platform that are standards-based
- Whole group/small group instruction
- Paper packets (standards-based)
- Maintain consistent instructional schedule
- Ensure staff availability during the regular instructional day
- Conduct regular staff meetings via ZOOM to maintain engagement of faculty and staff Support regular teacher collaboration
- Provide technology support to staff and students
- Flexible teaching and learning by making adjustments to ensure all students needs are met

Long Term Planning:

- Live class lessons that are standards-based
- Whole group/small group instruction
- Paper packets (standards-based)
- Schedules for students and teachers to maintain consistency
- Staff availability during the typical school day
- Wednesday professional development meetings
- Weekly recorded lessons in art and innovation
- Weekly live classes in art and innovation
- Teacher professional learning community
- Technology support for staff and students

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

To ensure students and families maintained access to food service, we provide meals from Better 4 You Meals. We serve prepackaged breakfast and lunch on Tuesdays and Thursdays. Meals are served given in two day increments. Social distancing practices are observed by creating line markers that maintain 6 feet distances. Staff serving meals wear gloves and face masks.

Hand sanitizer is available. All items used in serving the prepackaged meals, like tables and crates, are thoroughly washed and sanitized before and after usage.

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

As discussed previously, our transition to distance learning was fully implemented in a day. We have created structures for communication with our families and students to keep them informed and engaged in the instructional delivery while the Governor's "stay-at-home" order is in effect. Expectations for accessing online instruction, paper packets, and support have been shared with families, and almost 100% of our students have regularly accessed/participated with teachers online as part of the current instructional program. There has only been one student we have not been able to contact. School staff regularly reach out to families to promote regular attendance through the distance learning platform, and we have administered regular check-ins to support families who have experienced hardship due to COVID (i.e. job loss, displacement, housing, etc.).

California Department of Education
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