

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 - San Gabriel	Jodi Moreno- Principal	E: jmoreno@ofy.org P: 626.622.0640	June 26, 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 pandemic, OFY - SG elected to close our learning centers starting on March 16th. Although our centers were closed, we notified our students and families via email, correspondence, and school messenger that we were still going to serve our students in a distance learning platform in order to provide them an opportunity to continue their learning. Due to being an independent study charter school, we had the ability to pivot quickly and provide students with either work packets, or online curriculum to continue their courses and learning. Students and families were immediately surveyed, and continue to be surveyed as they enroll, to assess technology needs. By the end of the week, March 20th, all students that needed a Chromebook were able to stop by the school and get one to take home. Students were also informed of free internet opportunities that were being offered by internet providers in our county. In addition, we offered students that needed packet work the opportunity to pick up work packets, textbooks and any other materials they may need to complete their work at home. All the work and courses assigned to students were a continuation of their current courses, and/or in alignment of their overall graduation roadmap. Students that were participating in direct instruction courses, were transferred into Google classrooms and were able to continue their work and progress in that platform with continued weekly and bi-weekly teacher support. In addition, one on one teacher support was also provided to students in direct Instruction courses via teacher office hours. SWD (students with disabilities) continue to meet with their Special Education teacher to fulfill their SAI minutes and work on their IEP goals. Additionally, we re-evaluated our grading policy to operate from a “hold harmless” standpoint to ensure that graduating seniors were not penalized and students were not held back. We have communicated regularly with our families through our website, social media accounts, and our school-wide notification system.

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

In the 2019 - 2020 school year OFY San Gabriel had an unduplicated pupil (English Learners, Low Income and Foster Youth) percentage of 71.86%. We have worked hard to establish an infrastructure that is geared towards serving the needs of these students. Through this time our EL Specialists have individual academic language plans for all our EL students and families. These academic language plans help all stakeholders support our students to work towards reclassification to English proficient learners, as well as, help our EL students with meeting their overall academic goals as they progress towards graduation. OFY San Gabriel continues to provide housing questionnaires to our students upon enrollment to help identify our homeless youth and foster youth. During this time, we have continued to identify homeless and foster youth within 30 days of school enrollment. Once identified we provide a learning plan meeting with our post-secondary counselors every semester. These meetings allow additional resource needs and how to best support student learning experience based on students current status. With the change to a distance learning platform, we prioritized that our EL, Foster and Low-Income students

had all the tools needed to continue with their academics, such as providing technology needed to support these needs, especially important for our FI, LI and EL students, as many of them do not have access to such technologies and resources outside of school.

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

To address the needs of our students and families, OFY San Gabriel has transitioned to a distance learning program that offers bi-weekly teacher appointments, weekly emails, communication through Google Hangouts, Google Meet (live lessons), Gmail and Google Classrooms, and a transition to our online learning program, Edmentum. All teachers, including homeroom and direct-instruction teachers, reach out to students and families individually to provide support and guarantee that students have all of the resources necessary to continue their learning through our distance learning platform. To our students without the essential technology to access our learning platforms, we have provided Chromebooks to continue their learning from home. Homeroom teachers conduct bi-weekly meetings with students through video conferences and assign tests, provide individualized support, and touch base on progress. Our Direct Instruction teachers continue to teach through video calls, and have transitioned to Google Classrooms to allow students access to a database of resources and assignments. The LEA has continued to offer the same services to all students, maintaining full support from our Special Education Department, English Language Specialists, Post-Secondary Counselors, and School Psychologists. Math tutoring has continued with our Math Intervention Specialists through online communication. Students are able to make appointments with tutors and intervention teachers to receive support services during the week as needed. To continue quality education, our Instructional Coaches have provided professional development opportunities, equipping teachers with resources on how to provide additional support to our students while learning from a distance, as well as training and support on our online program Edmentum. Edmentum, our online learning platform, has also diversified the courses we offer, increasing the variety of high-quality and rigorous core courses and electives. OFY San Gabriel has identified issues with tracking down students and how to continue to keep students motivated to do the work and engage via google hangouts. We have offered opportunities for students to connect with staff through “game night” types of hangouts to encourage participation and support our ability to reach all students. Even students that are struggling are continuing to receive the support and concern of all their teachers. The LEA has worked cohesively as a unit to address the physical, mental, academic, and emotional support of our students to ensure optimal learning from a distance.

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

The LEA recognizes the economic impact that COVID 19 has had on our students, families, and communities. We understand that many families have lost consistent income or are unable to work the amount of hours they were accustomed to prior to the Covid 19 crisis. Many students who were helping support families with retail and entry level work have also experienced a loss of employment. The LEA continues to be mindful of the required safeguards recommended by the CDC, school sites are open for free disbursement of nutritionally dense fresh and shelf stable meals to students and families in need. We are also offering nutritionally dense snacks and non perishable breakfast items. Students and families may request meal pick up at all school sites between the hours of 8am and 12pm. If a family has any requests outside of these hours, the LEA makes every effort to serve those family requests. Additionally, our post secondary counsellors have constructed and distributed a resource guide for our families to find the resources available in the community.

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
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