

# 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 - Victorville	Bryan Gillespie, Principal	E: bgillespie@ofy.org P: 760-553-5467	June 19, 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- VV elected to pivot instruction by suspending all in-person appointments during the week of March 16, 2020 to properly prepare for 100% distance learning.

School leadership had to adjust school operations to ensure that:

- School Staff receives ongoing training on Distance Learning best practices and professional development through Zoom and Google.
- Distance Learning Plans were established for all OFY- VV's students, including Students with Disabilities, English Learners, Foster/Homeless and Low Income.
- Staff worked with families to ensure expectations and clear lines of communication were established. To provide up to date information to students and their families, School Messenger was implemented to send mass texts and emails. COVID -19 Announcement, resources and staff contact information was posted on the school's website. Remind Application text messages and phone calls from staff have continued on a daily basis.
- All in-person student appointments including direct instruction, independent study, SAI minutes, EL, tutoring, counseling and enrollments were transitioned to virtual platforms.
- Teachers/staff continue to meet virtually for meetings, participate in Professional Learning Communities (PLC's) and attend training sessions.
- School leadership meets weekly to conduct need assessments, communicate updates, and adjust distance learning plans, as needed.
- Technology needs were met with a Chromebook check-out program, free internet resources, and a technical support hotline.
- A "Grab and Go" schedule was developed following social distancing protocols and recommendations by the CDC, to allow students to pick up curriculum, textbooks, school lunches, and supplies, as needed.

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

OFY-VV is continuing to utilize all available resources and personnel to ensure that the academic and social-emotional needs of all students including EL, Homeless, Foster and Low Income students are addressed as it continues to deliver high-quality distance learning opportunities.

Our English Language Specialists ( EL) are working closely with the EL Coach and the school leadership team to ensure EL student academic success and language acquisition in the distant learning format. English Language Specialists meet with students via Google Meet, Zoom, or Google Voice. EL students meet with the EL Specialist a minimum of once a week and are provided services to aid in English language development and academic support. The EL Specialists provide one-on-one

assistance and have continued to utilize the same benchmark assessment tool (Ren STAR) it utilized before distance learning went into effect. The EL Specialists continue to hold and support each student's Academic Learning Plan (ALP) and communicate with ALP stakeholders through virtual platforms.

OFY-VV teaching and support staff have continued to provide additional academic support and resources to our Homeless, Foster and Low Income students. In addition to focused one-on-one appointments, drop-in office hours and instructional resources, Post-secondary Counselor, School Psychologist, Assistant Principal and Principal are communicating and supporting student engagement efforts in distance learning. Parent conferences are being set virtually to help parents with concerns, provide strategies, and to support students actively progressing towards graduation. Parents and/or students that are struggling to engage in distance learning have been referred to school personnel and school leadership teams to find ways to re-engage them in the school community and address their needs. Our Special Education team is working closely with our SELPA and following the CDE recommendations to ensure continuation of services for Students with Disabilities and Distance Learning Plans (DLPs) are in place for each student.

OFY-VV continues to stay up to date with the CDE charter school updates, charter authorizer Victor Valley Union High School District, CDC and local agencies' communication to ensure we are able to provide information and community resources to all families.

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

Prior to the Safer at Home order being put into effect, staff and school leadership met to identify a strategic instructional plan for successful distance learning, beginning by looking at the academic plans for each student. Based on these plans, coursework was assigned for each student so that they had access to a combination of Student Activity Workbooks, Small Group Instruction coursework, and Edmentum online coursework. OFY-VV then prioritized the need for equitable access to technology for all students, as this is important not only for students to learn and complete assignments, but for them to also maintain strong communication with teachers. Families were given multiple opportunities for curriculum and chromebook pickups, and make-up days were also scheduled to ensure all students requesting technology were provided with this. Support staff helped families without internet to connect service, and teachers immediately began reaching out to students to schedule virtual appointments through Google Meet. Teachers scaffolded students through tutorials in Edmentum if they were new to our online curriculum, and Small Group Instruction classes transitioned fully to a virtual format via Google Classroom in less than a week. Math and English Tutors developed schedules to support students through the virtual format. English Learners and students with disabilities received the same level of support as they did at school through Google Meet appointments, and were able to utilize the "share screen" feature to work effectively with their specialist. Communication with parents has been integral with the OFY-VV's ability to continue delivering high-quality distance learning opportunities for students. Teachers and staff have relied on multiple means of communication with parents, including Google Voice, email, text, School Messenger, and letters home to keep families informed about students' progress and school updates. Instructional staff and school leadership have continued to meet three times a week to address challenges as they arise, collaborate about student needs, and plan for the OFY-VV's next steps in improving our distance learning plan to better serve our students.

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

Our Charter recognizes the economic impact of COVID 19 and that many families have lost income or are working fewer hours. Some students who were helping support families with retail and entry level work have also lost jobs. Minding the required safeguards recommended by the CDC and the San Bernardino County Health Department, OFY-VV worked with our school lunch provider to serve prepackaged meals for our students to pick up. School sites are open for free disbursement of nutritionally dense fresh and shelf stable meals to students and families in need. We made lunches available to all children in the family regardless if they were our students. We have been providing approximately 150 meals per week to children in need. Students and families may request meal pick up at all school sites between the hours of 8am and 2pm. If a family has any requests outside of these hours, the LEA makes every effort to serve those family requests. Additionally, we have made available 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  
May 2020