

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name:	Contact Name and Title:	Email and Phone	Date of Adoption
Century Community Charter School	Dana Means, Principal	Dmeans@centurycharter.org 310-508-2247	May 13, 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 order to meet our student and family's needs in response to COVID-19 emergency we have made the following program offerings:

Distance learning offered through Zoom and Google Classroom:

- All student’s offered ability to check-out Chromebooks for online home use.
- All subjects offer online access to classwork. We also provide packets to be picked up at school for students who don’t have access to printers at home.
- To support distance learning we also continue to use educational software programs such as: Aleks, Flocabulary, Imagine Math, Mobi Max, NewsELA, etc.
- Student’s at risk or below grade level are provided private one-on-one tutoring.
- TA’s utilized in zoom breakout rooms for individualized assistance
- We monitor student connection weekly and continue to distribute devices as necessary so we can support 100% connectivity; have also provided hotspots for families that needed it.

Grade level Coordination:

- Teachers provide office hours
- Within grade levels teachers have partnered to create a schedule for online Zoom class sessions that don’t overlap.
- Teachers provided list of students who have not been in attendance and divided names to reach out to families.

Parent Communication:

- Parents are updated as we receive updates from the CDC and CDE.
- Communication and updates are sent via Schoolmint (email and text) and ParentSquare (email) to keeps families informed.
- Parent’s surveyed on feedback during COVID-19.

Student and Parent Support:

- School office open M-F (8-10am)
- We have created a tech support team for families.
- Mental health outreach via teleconference.
- Mental wellness Zoom meeting to provide resources and answer any questions/concerns.
- Babies2Babies donations to families with infants/toddlers.

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

Communication:

- Parents are provided general information weekly from administration in their native language via ParentSquare and Schoolmint. These 2 platforms communicate via text message and/or email.
- Students are communicated to daily by way of their school issued email, teacher created weebly, google classroom, and in some instances direct phone calls.
- Many teachers do an "office hours" approach on Fridays
- The school has maintained office hours allowing parents/families to stop by and receive information and direct assistance.

Provision of Resources:

- Our school therapist has provided Zoom counseling to many of our high risk students and their families, as well as One-on-one check-ins with specific students struggling with the distance learning transition.
- Zoom parent Mental Health meetings have been offered weekly
- The school website has a tab specifically for COVID-19 related information (food bank locations, supervision locations, mental health resources, academic supports)
- A partnership with baby2baby to have free baby goods distributed
- Chrome books and internet connectivity provided to all students in need.

Differentiation of Instruction and Student Supports:

- Small groups with support aides during zoom class time (zoom breakout rooms)
- Audible accounts are provided for students.
- Teachers utilize a variety of online platforms to scaffold and differentiate instruction.
- Students work in with a partner for support
- Students are provided some level of choice by which to complete an assignment and demonstrate their knowledge acquisition.

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

- Teachers provide schedule updates and reminders via their personal weebly pages and/or google classroom. Parents are provided these same updates to their personal cell phone number or by personal email.
- Attendance and assignment are tracked, and the information is provided to school administration to follow up where necessary with direct phone calls to provide support and clarity.
- Schedules are organized by period to avoid overlapping of student instruction to support families with limited tech resources. If necessary multiple devices checked out to family
- We have a tech-support manager for parents to get tech support by simply emailing their needs. They can also make an appointment to come to the main office to receive tech support, or swap out a device that may not be working.
- Parent support offered by a behavioral specialist
- Pizza gift cards are sent home to families as an incentive for those participating regularly in our distance learning program. The determination is made by raffle.
 - There are social media engagement/activities offered by our TAs
- We have a partnership with LMU -ideal program for blended learning and they provided a distance learning workshop for our teachers
 - A “we miss you” video sent to students
- CCCS teachers do meet by grade level weekly
- Teachers utilize “learning boards” to post all assignments of the week with imbedded links. This allows for the students to have a “snapshot” of all assigned work for the week.
- Google Classroom online portals utilized to collect and differentiate assignments
- Our admin team of 3 assigned to each of the 3 grade levels to provide support and information weekly.

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

We have partnered with our Authorizer, the Lennox School District to provide school meals to all our families.

- Lennox District is only 1-mile distance from Century Community Charter School.
- Families may also pick up from any of the Lennox District schools:
 - Jefferson Elementary (1-mile dist.)
 - Huerta Elementary (1.1 mile dist.)
 - Moffett Elementary (1.2 mile dist.)
 - Buford Elementary (1.2 mile dist.)
- Meals are available daily for breakfast and lunch from 10:00 – 12:00 pm
- Curbside pick-up allows for social distance and 6ft distance measures.
- Students must be present.
- **Provided gift cards and cash to families with additional needs.**
- Communication via ParentSquare and Schoolmint to inform families about school meal distribution.

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

- Parent Coordinator provides resources to parents for supervision
- supervision opportunities are listed on our website
- List specific resources, if names of programs available
- Emphasize communication (frequency, method) and continue seeking input Referrals to community agencies

California Department of Education
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