

COVID-19 Operations Written Report

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

Learning Works Charter School began to plan its response to the COVID-19 emergency two weeks prior to the school's scheduled spring break (March 30 to April 3rd) in order to return to school prepared to continue to serve students in our independent study program. Our program is not designed to be delivered on-line so there were many adjustments made in order to continue to deliver the curriculum.

In response to the school closure resulting from the COVID-19 emergency, Learning Works (LW) implemented several changes. Most employees worked from home after spring break (teachers and Chasers) while a core group of administrative and support staff kept the facility open for essential services that our students needed and to disseminate technology, learning assignments and emergency support.

While closed to regular student and staff interactions, the Pasadena campus remained open to serve student needs throughout this period. The resource center in Boyle Heights was closed after spring break in order to focus resources in one area and to make the necessary health and sanitation adjustments to reduce exposure to coronavirus. artWORKS and Community Works were closed after spring break, while Hope Works and GroWORKS remained in operation.

Adaptations to the COVID-19 emergency included:
 Professional Development and Curricular Adjustments
 -Staff trained on Microsoft Teams, Google Classroom, and given access to Zoom

- Held professional development training to make curricular adjustments and to select the most appropriate tech platforms for our student demographic
- Teacher led curriculum teams created to develop virtual experiences to replace standing labs and field trips in the module-based curriculum that had previously taken place in our classrooms or in the community.
- All curriculum & course materials were made accessible online
- Virtual tutoring via phone, Zoom, Teams and Google Hangouts

Contacting Students and Maintaining Engagement in School

- Phone calls made to each family and connectivity survey administered
- Tech team secured Chromebooks, iPads and Hotspots
- Distributed technology to help minimize the digital divide
- Resources provided for free internet access to students without connectivity
- Pasadena site kept open from 10-2 Monday – Friday for all students to pick up or drop off assignments
- Chasers continued to make drop offs to students' homes with school & household supplies
- Textbook room kept open from 10-2 Monday – Friday

Addressing Student and Family Needs

- Aveson delivered meal packs designed to provide food for the week (breakfast and lunch) that were made available to any student or family requesting it
- Lunch donated for staff and anyone on site from generous partnership with All Saints
- Secured community donations and grant to fund a food pantry put in place – gift cards, foods, diapers, baby supplies, toiletries in our science center
- Continued and increased access to mental health made available to staff and students
- Resource Guide created for families in our community

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

To support our ELs, foster youth and low-income students, LW has ensured that each pupil has access to a Chromebook to promote student success during this period of distance learning. Staff provided assistance to families on how to begin free or low-cost internet service for families without connectivity. Students can access all curriculum materials electronically in addition to receiving physical copies of any assignment by picking them up at the Pasadena site or they will be delivered by their assigned Chaser. Communications to families was in English and Spanish.

Students, parents and caregivers are contacted regularly via text, email and phone. Our Counselor reached out to students that had no or minimal engagement before and during this emergency period. Staff, parents and students could also make mental health referrals for students to connect with LW's therapist. We have noted an increase in anxiety during this time and are addressing that through increased services and contact so that student and family needs can be addressed. Home visits have been conducted throughout the week, with household supplies, gift cards and emergency food also being given to our families, in addition to school assignments. To support our graduates, LW is re-opening for graduating students for the last two weeks of school (May 30th through June 10th.) Students will be seen on site by appointment only. Using the most current guidelines and health recommendations, LW has implemented a mandatory screening process, including taking temperature readings and a screening questionnaire for all staff, students and visitors to enter onto either campus.

The new facility admission policy is as follows:

We must practice social distancing. All staff, students and visitors must remain at least six feet apart at all times. Inside and outside space will be marked with tape and other signage for at least 6 feet distances.

All staff, students and visitors will be required to review and sign the COVID-19 Policies & Procedures before entering our facilities once.

All staff, students and visitors will have their temperature taken prior to entering facilities every day (temperature must be less than 100.4 degrees).

All staff, students and visitors will be required to complete the Daily Health Questionnaire every day. This will be signed by the employee who is screening that day.

All staff, students and visitors must wear a protective mask at all times when in the facilities (masks will be available for those who do not have one).

There is no child care for students. Staff are not providing rides for students.

No small offices or spaces will be used.

No sharing food or beverages. No hugs, fist bumps, or elbow bumps.

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

LW has implemented multiple ways for students to access curriculum during this period. Students continue to complete classes from their Individual Learning Plans (ILPs). Teachers also update a monitoring spreadsheet at the end of each week, giving the school staff and administration an accurate depiction of student progress. Teachers have been very flexible and creative with how they deliver their lessons and course assignments. Work is being assigned through our student information system's Student Portal. Teachers are using platforms such as Microsoft Teams, Google Classroom, Zoom, Facebook and Instagram live to give their students as much guided practice and tutorials as possible.

LW teachers and administrative staff participate in trainings covering best practices regarding distance learning. These have included guidance from our SIS vendor, SchoolPathways as well as teacher-led presentations.

Through purchase and donations of Chromebooks, our students have now engaged with technology in new ways, which has supplemented the way our curriculum had been delivered previously. While it is not a substitute for the many in-person supports they had received previously on site, it has provided resources and an incentive to students who are isolated at home to be able to complete work and connect regularly with staff.

Our youth come from families who are especially hard hit by the COVID-19 pandemic with high levels of poverty and usually already in the midst of experiencing trauma or crises on multiple fronts—learning disabilities, poor literacy skills, pregnant or teen parents, in the foster care or juvenile delinquency systems, experiencing housing insecurity or living in crowded, multi-generational home environments and more. We also serve a large number of students who enroll as adults age 18 or up, working towards a high school diploma while balancing personal and family responsibilities and educational hardships that make staying engaged in school difficult at the best of times.

With a group of 300 active students in grades 6 to 12, we have worked hard to maintain contact with students and their families, educating them about the risk of the coronavirus to their families and others they come in contact with, and understanding how their needs are evolving during this time so that our organization can respond. We have established ourselves as a trusted institution both from the perspective of donors and funders and the families and students we come in (socially distanced) contact with on a regular basis. We are also using this time to prepare the facilities for re-opening in the fall depending on the health and other precautions that will continue to need to be put in place so that in-person learning can be done safely or we can return to distance learning as needed.

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

Since the beginning of planning how to continue to operate and best support our students and their families, we have been overcome by gratitude with our community partners including two churches (All Saints and First United Methodist) and many other individuals and organizations. Supplies, food, donations of prepared lunches, masks and other supplies have been generously provided to our pantry. In addition, we partner with Youth Moving On and have also coordinated with LA Pantry and Friends in Deed in order to best manage donations and respond to student needs. We are committed to getting support and services to those who need it most without red tape and delay.

Our school has remained open throughout the evolving COVID-19 situation, though not to students in the "normal way" we used to be able to welcome and tailor our educational programming to individual needs, which was largely in person through individual trusting relationships. Our Chasers have continued to deliver bags of groceries and emergency supplies while bringing curriculum, technology, and educational supplies as we ramped up our services under new distance learning strategies. Distributing gift cards, needed supplies such as diapers and wipes, hard to find items like paper towels and cleaning supplies allow us to stay in contact and understand what other needs there may be within the household.

The following is available on site to students and families who come to the facility:

- Grab and go boxes from our meal provider Aveson are available to any and everyone, and we donate any extra to a nearby homeless shelter
- All Saints Church volunteers bring lunch every day around noon, which is also available to any and everyone including staff who are at the facility at the time.
- Social distancing guidelines are followed, and only grab and go for students. There are no students eating on campus.

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

Our site was not asked to provide supervision for families of essential workers during the shelter in place. However, we have adjusted our operations in order to best serve our enrolled students and their families and to maintain contact throughout this period. On site childcare has been provided for a small number of young children of staff while they are at work in a separate room with social distancing and other safety protocols in place.