

COVID-19 Operations Written Report for San Diego Cooperative Charter School

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
San Diego Cooperative Charter School	Sarah Saluta Executive Director	Sarah@sdccs.org (858) 496-1613	6-9-20

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.

San Diego Cooperative Charter School (SDCCS) moved to a distance-learning model on March 16, 2020. The school did not have interrupted learning as plans were in place to move online. Our distance learning plan engages all employees to support student learning from home through, calls, texts, video conferences, small group lessons and classroom lessons that are both synchronous and asynchronous.

Although our program has been comprehensive the impact on students and families has been great. We have ensured that all of our students have access to the technology needed to engage meaningfully in distance learning. This includes but is not limited to hotspots, computers, Ipads and headphones. Our goal has been to ensure equity in our program and access for all. We are aware of the needs that have arisen from this pandemic and to support families the Administration has created a daily newsletter to support families with information, resources as well as school news and updates. Our counseling team has been reaching out to students in need and meeting with them virtually as well as created a website with a variety of different resources for the whole family. Families have really had to step in as homeschool teachers although we are really trying to support the kids with our staff there is an increased need for parental guidance and accountability during this crisis. We have asked for feedback from parents and adjusted our program accordingly. Additionally, we have offered zoom calls for our community to ask questions and engage in our process for opening school next year. Our zoom call was recorded for those who could not join and shared along with an FAQ to keep our entire community in the know.

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

During Distance learning, SDCCS has continued to meet the needs of all students by operationalizing equity and ensuring that all students needs are being met including those who are English Language Learners, Low Socio-Economic, Special Educations and Foster and Homeless Youth. The first thing we did as we moved to distance learning was to ensure that all students had the proper electronic equipment needed as well as access to the internet and we worked to engage parents involvement in the distance learning program.

Teachers are monitoring the participation and engagement of all students. Grade level teams discuss weekly which students have missed learning opportunities and staff members reach out to both the parent and the student by email, phone, or google chat. For Spanish speaking families, our bilingual staff members reach out to check on the welfare of the family and ensure parents understand the systems of support and the educational program.

We have engaged all of our staff to continue to support our students with our level two interventions like Orton Gillingham small group meetings, Special Education Support, math small groups and all students have access to IA's and teachers. Relationships mean everything right now, especially when kids are working from home.

We continued to educate the whole child by offering dance, music, art and PE through our distance learning program. Our evening events to support students who have limited access to activities during COVID like Harry Potter Readers Theater, Family Dance Night and our Friday Open Mic Night. These activities allow for engagement in the evenings if students choose.

SDCCS has worked to make sure that our lessons are universally designed offering access points and choice. This is essential in making sure that all students feel comfortable and that all lessons are accessible, an essential element in distance learning.

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

San Diego Cooperative Charter School created a distance learning plan that reflected the beliefs, values and mission of our school. Our plan ensures that every student meets individually or in small groups with teaching staff at least twice a week. Relationship and community are core values and we are working to ensure that connections remain for all student. Additionally, we are supporting our parents and caregivers with a daily email filled with information to keep our community together and informed. Administration has also created a daily newsletter to share information and resources to teachers and staff. Weekly team meetings with collaborative problem solving and planning are in place as well as entire staff professional development.

Our program was initiated on day one of the shelter in place orders and teachers were able to establish age-appropriate learning platforms and communicate with parents. Our Case Managers and Instructional Assistants work collaboratively with Teachers to ensure that all students are given appropriate levels of support. We have continued to reach our most vulnerable populations through small group lessons.

Teachers provide lesson plans and learning objectives weekly for all students. They also provide additional opportunities for continued learning and enrichment activities for students and families who want to participate in more educational opportunities. Teachers and case managers work with individual students and families to ensure appropriate accommodations and supports are in place for every student to succeed.

We have prioritized the Social-Emotional needs of families and supported them emotionally, academically and even financially in some cases. Our beliefs are that you could build an amazing distance learning program but if a family is in crisis it will not serve them in any way. Our counselors are working to meet the needs of kids and families during this crisis and will continue to do so next year.

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

San Diego Cooperative Charter School (SDCCS) contracts our school lunch program through the San Diego Unified School District. The school has continued to use these services for our students during this pandemic. We have made sure to communicate with families where breakfast and lunch pick up sites are available throughout the entire county and the expected protocols associated with them. We have also been diligent about communicating other food banks and donation events around San Diego in our daily updates to parents. Our focus has been on food access. Food access means that individuals can obtain available food. Households may access food in many ways: growing, buying, and bartering; or through gifts, welfare programs, or food aid. We want to ensure that every family has access to food either by providing it to them, giving them the means to access it or providing them with opportunities for them to access resources throughout the county.

We have supported specific families in need through our SDCCS food bank at the beginning of the crisis, providing groceries to those in need.

Noticing the amount of need in the community SDCCS created a PayPal account to collect donations from families that could and wanted to donate to this collection. Our funds exceeded \$3,000 and we have been giving to those in our community who have reached out and are in need. Families are encouraged to let the administration know daily if they need support. A family's needs may also be brought to the attention of the administration by staff and other

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

It is a requirement for every district to consider the supervision of children during school hours, as per the Governor's order. San Diego Cooperative Charter School (SDCCS) created a day program for children of Essential Critical Infrastructure Workers and others in need. In total, our program only had up to three children attending. The Emergency Child Care Planning Tool from the San Diego County of Education assisted in exploring the various required components related to opening an emergency child care site for our families in need.

Health checks are a part of the daily routine for SDCCS as students arrive each day. Check-in procedures from the CDC have been adopted and the staff has been trained. it is recommended that face coverings are worn by staff, families, and children over the age of two during

drop-off and pick-up. The same adults and children are contained with one classroom and do not move to other parts of the school. Access technology to make virtual learning available in a manner to support all students.

Our cleaning and sanitizing guidelines follow OSHA, WHO and health department guidelines and materials for cleaning and disinfecting have been provided. We have ensured that staff are on campus to sanitize surfaces and bathrooms multiple times a day when students and staff are present.

In addition to our program for Essential Workers, our distance learning program is a comprehensive plan that ensures that students have regular contact with teachers and staff. This is by no means supervision however it is created to ensure that our students are doing well, someone is checking in regularly and that our staff is available to them at all time during the school day. Student health and safety has been a focus and priority for SDCCS.