

**Covid-19 Operations Written Report**

| <b>Local Education Agency Name (LEA)</b> | <b>Contact Name and Title</b>             | <b>Email and Phone</b>   | <b>Date of Adoption</b> |
|--|---|--|-------------------------|
| Libertas College Prep                    | Katie Norwood<br>Director of Partnerships | <a href="mailto:info@libertascollegeprep.org">info@libertascollegeprep.org</a><br>323-577-4646 | March 15, 2020          |

1. Provide an overview explaining the changes to program offerings that the charter school has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Immediately after the school closures announcement, Libertas teachers and staff provided work packets for each grade level. Libertas maintained communication with families through ParentSquare, a message system that sends emails and text message announcements. Teachers also began following up with students and families via phone calls and surveying families to assess who was in high need of a Chromebook and internet access. Teachers and staff ensured that 100% of students were equipped with the tools necessary to access online learning. Within two weeks, Libertas announced its “flipped” schedule, with online classes available via Zoom. Students can attend daily hour-long classes in English and Math, hour-long History and Science classes every other day, and daily 30 minute Physical Education classes, with the exception of Friday. Every Friday, teachers host targeted intervention blocks with a small group of students via Zoom. In addition, Libertas implemented a system of daily office hours Monday – Thursday for 2 hour blocks, allowing students to ask teachers individualized questions, and receive assistance on daily homework assignments. Understanding that due to various circumstances that not all students can attend classes every day, teachers also post their daily classwork on their Google classroom, along with a 10-15 minute instructional video. All classwork and homework is due by 4:00pm each day, with exceptions or time extensions for students/families in extenuating circumstances. In addition, Libertas logs attendance based on both Zoom attendance and assignment completion. Teachers follow up with students via phone who have not turned in assignments on consecutive days, as well as communicate this with parents. Lastly, students also have the opportunity to attend advisory every morning with a group of 15 students, and can also opt into counseling hours twice a week with our Social Worker. Libertas also continues to hold daily morning meetings with teachers via Zoom and 2 hour Friday PD sessions, which have included topics such as methods to support English Language Learners, Zoom management strategies, and physical/mental well being.

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

English learners continue to receive small group support differentiated by level and needs. In addition to guidance from the Special Education Coordinator, the ELD Coordinator and support staff lead daily small group support, and log into general classes with students. To continue to meet the needs of foster youth and low-income students, teachers host daily advisory meetings to provide a space for students to gather as a small community and focus on well-being. Grade level social hours also give students time to interact with their peers on a consistent basis. Additionally, both the school counselor and Dean of Students perform outreach to students and families identified as needed a higher level of socio-emotional support. The counselor and Dean also connect families to community resources, such as food banks, grab & go centers, and mental health organizations. Links

to such resources are also posted on the Libertas College Prep website. Lastly, all advisors implemented a system of grade monitoring on a weekly basis to ensure every student is completing classwork and understanding material.

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

Less than 1 week after school closures were announced, Libertas College Prep distributed over 150 Chromebooks to students who did not have access to their own computer. In addition, Libertas provided low-cost internet access or hot spots to families in need of such services. Office staff travel to campus when able and necessary to continue to provide families with technology support, high school enrollment documents, and be a resource for families who are concerned. Additionally, Libertas has held 2 town halls via Zoom (in English and Spanish) to assist families directly with any concerns or questions they had. The school-based team continues to monitor all communication outlets and be on hand for any questions regarding classwork or technology.

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

Due to the limitations of being located on a Prop 29 co-located campus, we cannot serve meals to the Libertas student body during closure. However, we strongly advertise local food bank and grab & go options for families through multiple communication outlets, as well as send out notifications for families in need to connect directly with the Parent Engagement Coordinator. We have a tracker monitored by both the Dean of Students and Parent Engagement Coordinator in order to ensure we are connecting Libertas students and families to the necessary resources.

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

We have not provided child care options.