

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Vincent Academy	Rosette Costello, Executive Director	<a href="mailto:rcostello@vincentacademy.org">rcostello@vincentacademy.org</a> 510-452-2100	Pending Board Review

**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 school closures to address the COVID-19 emergency, Vincent Academy (VA) made the programmatic changes to offer distance learning. Starting on March 13, VA notified parents and students of school closure, and all students were sent home with four weeks of standards-aligned packets to complete. Any remaining packets were placed in a rainproof bin outside the school gate, and this information was communicated to parents via phone and texts. Meanwhile, the teachers and administrators collaborated to develop a distance learning plan to extend beyond the initial two weeks including providing Chromebooks to all students. On March 30, VA began distance learning which utilized Classkick as a foundational hub for students to access a variety of online platforms including Zoom, Zeam, Reflex Math, Epic, and Lexia Reading, among others. The teachers post all scheduled assignments and due dates on Zeam. The teachers provide a 20-30 minute live lesson each day for each content area: English, Mathematics, Science, Social Science and English Language Development (ELD) utilizing Zoom meetings. The teachers also host Office Hours and communicate with students and families via email and telephone. The teachers and office staff have been monitoring participation and attendance of students, communicating with families, and helping them to overcome the challenges and obstacles that COVID-19 has caused. VA posts information and resources for families on the Charter School’s website. VA has continued to provide high-quality special education services to students with disabilities. The special education department completed amendments to the IEPs if necessary, sent Prior Written notices to parents, and held IEPs for parents who requested in person (with social distancing), telephone, or Zoom meetings. The students with disabilities receive services through a HIPPA compliant, Zoom by VA staff or contracted service providers. For push in services, the Specialized Academic Instructors attend the Zoom meetings with the students to understand what the classroom teachers’ expectations and to provide immediate support. For pull-out services, the Specialized Academic Instructors provide services to support the classroom expectations and to progress toward each student’s IEP goals.

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

VA remains committed to meeting the needs of the English Learners (EL), foster youth and low-income students. Currently, VA serves 0.4% Foster Youth, 81% students who are socioeconomically disadvantaged, and 22.3% EL students. VA continues to provide ELD to all students

who are identified as EL through integrated ELD in the live lessons with instructional aides present in the live lesson to provide immediate support and designated ELD as a class provided by a fully credentialed teacher.

In addition to providing meals and Chromebooks to students, VA provides school supplies and clothing. VA has hand delivered materials to families as well. The teachers and instructional aides provide additional support through small groups or individual online Zoom meetings. Teachers have encouraged students and families to increase reading fluency and comprehension through the use of Lexia Reading, and to increase mathematical reasoning and numeracy through the use of Reflex Math. Teachers provide feedback to students and families about student growth and suggestions for improvement to include attending intervention meetings.

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

The steps that VA has taken to continue delivering high-quality distance learning opportunities started with securing the equipment and software for distance learning which included Classkick, HIPPA Compliant, Zoom to provide services with disabilities, and Chromebooks for students. The next step was to increase the skillset of teachers to change their instructional delivery from site-based classroom to distance learning. Since the first day of distance learning was March 30, the teachers had a chance to lesson plan, develop an online pacing guide, and learn how to set up and utilize Classkick and Zoom meetings. Teachers have weekly one-on-one meetings with the Principal, weekly professional development on best practices of distance learning, communication with parents, and managing online academic student accounts. The administrators are monitoring teachers by attending live lessons, verifying student participation and attendance, teacher feedback, and grading. VA has also provided support to families on technology. Accountability has been the key in this process of increasing teacher and student comfort level.

VA remains committed to supporting students' social emotional needs through daily Zoom meetings, resources for families, and the psychologist supports students with one-on-one calls as needed and recommended by parents, staff, teachers, and administrators.

Determining attendance and participation has been an important step. Teachers count attendance has participating in a live lesson, submitting assignments, or taking a quiz or test. If a student attends one live lesson is counts as attendance for the day. The expectation for work completion is 50%. The student's grade as of March 13 is their grade. Students can increase their grade by participating and submitting assignments. Students may decrease their grade by failing to participate or submit work. No student will receive a failing grade as per the Executive Order. Students are also able to increase their grade by making up assignment, quizzes and tests from January 6 to March 23. The most important step is to continue the culture and routine of the school. These steps have included creating art kits for home, developing activities for art, mindfulness, and creating journals to reflect on the process.

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

VA has been working with the Oakland Unified School District to provide FREE grab-and-go meals for children aged 1-18 five days per week. Staff using appropriate safety precautions (gloves and masks) hand each child under 18 years old one bag with two meals. The healthy meals can be picked up for all children by a family member at twelve different locations throughout Oakland. More information can be found at <https://www.ousd.org/covid-19studentmeals>. In addition, students whose families receive food stamps also have the opportunity to receive up to \$365 per child as part of COVID-19 response. In addition, there are a variety of food banks throughout Alameda County, and more information can be found at <https://www.accfb.org/get-food/>.

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

VA has arranged for supervision of students during ordinary school hours by working with community organizations that provide supervision of students during ordinary school hours. VA has informed families of the consumer education hotline at 1-800-KIDS-793 and referred them to the website at <https://rrnetwork.org/> and <https://rrnetwork.org/family-services/find-child-care>. VA has abided by Governor Newsom's Shelter-in-Place order by facilitating distance learning and providing essential functions. VA honors social distancing and proper sanitization to ensure the health and well-being of students and staff. VA has ensured that deep cleaning and disinfecting of the learning centers is occurring weekly during the shutdown and daily when school resumes in person.

California Department of Education  
May 2020