

# COVID-19 Operations Written Report for Alpha Cindy Avitia High School

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Alpha Cindy Avitia High School	Jorge Arellano Principal	jarellano@alphapublicschools.org 408-406-5907	6/24/2020

**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.

School closed on Friday, March 13 and distance learning instruction began on Monday, March 16. In the two weeks prior to the closure, our staff prepared both distance learning work packets and planned for the shift to a virtual distance learning environment. Once the closure happened, all students left with work packets and families were informed that virtual learning would be happening in the weeks to come.

Cindy Avitia moved quickly to get every student up and running with a Chromebook and Internet access, and very shortly after closure, all students had the tools to fully engage in virtual learning. Academic programming has gotten stronger over time as teachers and students/families have become more accustomed to using Zoom and Google Classroom. Alpha also adjusted policies as a result of the closure. Grading policies were adjusted to reflect state guidance, and adjustments were made using a trauma-informed lens. Attendance and engagement in virtual learning was tracked carefully to ensure staff were reaching out to families who were not engaged and to inform planning for the fall. Board meetings and other site level meetings were shifted to a virtual format and several end of the year events and celebrations were canceled due to the shelter in place order or moved online. To the greatest extent possible, Alpha: Cindy Avitia is continuing to provide required services such as English Language Development and Special Education Support.

In addition to the changes described above, Cindy Avitia set up a weekly call system for our families to check in and understand family needs. We also created a family resources website (<https://sites.google.com/alphapublicschools.org/alpha-family-resources/home>) for our families, and our Parent Learning Center created a community guide to services and resources. In addition, our Parent Learning Center Lead has been following up with individual families to counsel them through any resources they need. In some cases we have distributed emergency funds, raised through a formal fundraiser, for the families most impacted by the pandemic. These funds were distributed in accordance with audit guidance and were given for rent, food assistance, and utilities.

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

Alpha: Cindy Avitia is providing a high level of service to English Learners, homeless and foster youth, and low income students. Due to a high number of our families qualifying as low income, we immediately distributed technology and hotspots after the closure so that students would be able to engage in virtual learning. Meal service also occurs daily to ensure any family that needed food was able to obtain it. Meal service will continue twice a week through the summer.

Our mental health counselor continues to provide support services virtually for students who needed it. School staff kept our Homeless Liaison and Foster Youth Coordinator abreast of emerging needs and we were able to provide additional support to several students with the college application process. In addition, our Parent Learning Center Manager has been following up with individual families to counsel them through any resources they need. In some cases we have distributed emergency funds, raised through a formal fundraiser, for the families most impacted by the pandemic. These funds were distributed in accordance with audit guidance and were given for rent, food assistance, and utilities.

Alpha: Cindy Avitia also serves a significant percentage of English Learners and continued to provide regular ELD classes through an online schedule. We also prioritized holding two ELAC meetings during this time to discuss how we might better support our English Learners in engaging with distance learning and continuing to attend classes.

Alpha: Cindy Avitia is tracking attendance and engagement carefully to ensure outreach and follow up for any student who is struggling to engage in distance learning. Over 85% of our students are engaging regularly in distance learning this spring despite having to overcome considerable challenges.

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

In order to ensure that all of our families are connected to high quality distance learning opportunities, we were able to quickly understand how many of our families needed technology (laptops, internet/hotspots) and/or other materials through surveys and phone banks between advisory/homeroom teachers and their families. We then held an initial chromebook and mobile hotspot distribution check out date, and in the subsequent weeks have continued to distribute these items. In all, we have distributed more than 200 chromebooks, and 100% of families who needed internet have received a hotspot. As part of our regular program, students have accounts to various software programs that has been continued through this time. In addition, families have access to our technology repair ticket system, for any issues they have with their technology or internet.

Instruction has been mostly synchronous across grades 9-12 and our students have responded well to the structure and clarity of the schedule. Teachers also host office hours to support students with completing assignments and understanding material

We sent out two family surveys in May to receive input/feedback. The first was a general family survey to gauge how families and students evaluated the school's response to the pandemic, as well as suggestions for the future. The second was to gauge preferences for our return to school in the fall. We are and will use the results of these surveys to inform our plan for schooling going forward.

Results from the general survey show the following:

- 96% of families strongly agree or agree that they feel supported by their school during this time
- 97%+ families strongly agree or agree that they feel supported by their child's teacher, leader, or Alpha in implementing remote learning
- 98%+ of families say they are a proud Alpha parent

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

Starting on Tuesday, 3/17, we resumed food service. Since that time, we have provided a grab-and-go bagged breakfast and lunch at our school site at 1601 Cunningham Avenue, for all students and families from 11 am to 1 pm.

In addition, we provided open food distribution sites within Santa Clara county for all of our families. We have shared this information in various ways. We have included this communication on our website, through social media pages, through consistent messages via our text/phone messaging services and communication apps (if applicable), and have included the information on our COVID-19 "Family Resources" website (<https://sites.google.com/alphapublicschools.org/alpha-family-resources/home>).

Prior to closure, we applied for the Seamless Summer Option, and we granted the waiver on 3/14/2020. All of our food service team members, which are those that have been on the team since the beginning of at least 2019-20, have been trained in safety and food handling, and have incorporated procedures around daily disinfection of materials and the use of PPE. They practice all social distancing measures as outlined by the Santa Clara County Public Health Department.

We have consistently distributed between 150 - 200 meals daily.

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

In partnership with the Santa Clara County Office of Education (SCCOE), arrangement for supervision of students was made available to families through the SCCOE Childcare for Essential Workers Portal. The Childcare for Essential Workers Portal lists organizations offering child care in the county and identifies which ones offer free or subsidized care for those that qualify. An Interactive Child Care Map was made available on the site so families could find the closest provider. The site also provides information about who is considered an essential worker, how to find childcare, how to know if the facility is safe, and how to qualify for financial assistance.

Our school publicized this information on our family resources website and social media after it was made official in mid-April.

Beyond this portal, if a family or student calls requesting childcare, they can first reach out to their principal, and then they will be referred to the Alpha Parent Learning Center (PLC). The PLC Lead will then reach out to them to discuss resources and support individually.

