

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Opportunities For Learning Public Charter Schools - San Juan Capistrano	Nancy Tiscareno, Principal	E: ntiscareno@oflschools.org P: 562-714-9707	June 18, 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.

In response to the COVID-19 pandemic, OFL- Capistrano elected to pivot instruction by suspending all in-person appointments during the week of March 16, 2020 to properly prepare for 100% distance learning.

School leadership had to adjust school operations to ensure that:

- Distance Learning Plans were established for all OFL- Capistrano’s students, including Students with Disabilities, English Learners, Foster/Homeless and Low Income.
- Staff worked with families to ensure expectations and clear lines of communication were established. To provide up to date information to students and their families, School Messenger was implemented to send mass texts and emails. COVID -19 Announcement, resources and staff contact information was posted on the school’s website. Remind Application text messages and daily phone calls from staff have continued on a daily basis.
- All in-person student appointments including direct instruction, independent study, SAI minutes, EL, tutoring, counseling and enrollments were transitioned to virtual platforms.
- Teachers/staff continue to meet virtually for meetings, participate in PLCs and attend training sessions.
- School leadership meets weekly to conduct need assessments, communicate updates, and adjust distance learning plans, as needed.
- Technology needs were met with a Chromebook check-out program, free internet resources, and a technical support hotline.
- A “Grab and Go” schedule was developed following social distancing protocols and recommendations by the CDC to allow students to pick up curriculum, textbooks, and supplies, as needed.

Obtaining 100% student engagement in distance learning has been a challenge for OFL-Capistrano. Currently, 92% of students are actively working on lessons/activities that have been assigned to them by their teachers through their independent study work or through the Edmentum platform. 8% of students not yet actively engaged with the distant learning model have been reached out to on multiple occasions to gain insight on how OFL-Capistrano can support their engagement.

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

In the 2019/20 school year OFL Capo served an unduplicated pupil (English Learners (EL), Low Income (LI) and Foster Youth (FY)) percentage of 46.55%. Subgroups require more specialized services in order to be successful and it was vital that we provide access to academic support staff (i.e. tutor, Math Intervention Specialist, EL Specialist and Coaches, Intervention Specialists, and Counselor). Fully credentialed teachers and relevant PD opportunities are critical to keep abreast of effective teaching strategies in Math and English. Fully credentialed teachers are able to bridge subject matter content and students’ skill levels to close the opportunity gap, evident in our unduplicated students.

The charter will utilize interventions to create appropriate educational plans for student subgroups such as RenStar which will be utilized as an assessment to identify and set interventions for students struggling in Math and English. As an evidence based intervention, the iLit Program has been proven effective in accelerating growth in reading and will be utilized with all EL students.

Utilizing various platforms to convey academic progress to family's results in a more individualized approach directed towards the engagement of our LI and FY students and their families holding various stakeholder engagement events provide more options for parents to stay connected with the school. Stakeholder input allows voices to be heard, including for our LI, EL and FY families. Achievement chats create opportunities for students and parents to participate in the academic planning process.

Providing students with resources such as meals, transportation and school spirit gear will ensure basic needs are met. Meals offered through the NSLP will provide nutritionally balanced, low-cost or free lunches to students. Transportation will support attendance and optimize learning. Spirit gear will connect students to their school community. Our LI and FY students will greatly benefit by having these resources available to meet basic needs and remove some obstacles that impact their learning.

Experiential Learning Opportunities will expose students to options for life after high school. Incorporating frequent and varied opportunities through Dual Enrollment and Post-secondary planning, EL, LI, and FY, students learn how to create life-goals for themselves.

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

OFL- Capistrano is continuing to utilizing all available resources and personnel to ensure that the academic and social-emotional needs of all students including EL, Homeless, Foster and Low Income students are addressed as it continues to deliver high-quality distance learning opportunities.

Our English Language Specialist (EL) is working closely with an EL Coach and school leadership team to ensure EL student academic success and language acquisition in the distant learning format. English Language Specialists meet with students via Google Meet, Zoom, or Google Voice. EL students meet with the EL Specialist a minimum of twice a week and are provided services of at least 2 hours a week to aid in English language development and academic support. The EL Specialist provides one-on-one assistance and has continued to utilize the same reading software (Achieve 3000) and benchmark assessment tool (Ren STAR) it utilized before distance learning went into effect. The EL Specialist continues to hold and support each student's Academic Learning Plan (ALP) and communicates with ALP stakeholders through virtual platforms.

OFL-Capistrano's teaching and support staff have continued to provide additional academic support and resources to our Homeless, Foster and Low Income students. In addition to focused one-on-one appointments, drop-in office hours and instructional resources, Post-secondary Counselor, School Psychologist, Intervention Teachers, Assistant Principal and Principal are communicating and supporting student engagement efforts in distance learning. Parent conferences are being set virtually to help parents with concerns, provide strategies, and to support students actively progressing towards graduation. Parents and/or students that are struggling to engage in distance learning have been referred to school personnel and school leadership teams to find ways to re-engage them in the school community and address their needs. Our Special Education team is working closely with our Southwest SELPA and following the CDE recommendations to ensure continuation of services for Students with Disabilities and Distance Learning Plans (DLPs) are in place for each student.

OFL- Capistrano continues to stay up to date with CDE, charter school updates, charter authorizers Capistrano Unified School District, CDC and local agencies' communication to ensure we are able to provide information and community resources to all families.

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

To ensure that students have access to meals, OFL- Capistrano is utilizing the following community resources: Capistrano Unified School District's meal information and pick up location and Crisis Kitchen in San Juan Capistrano. These meal resources have been provided to all students and their families. In addition, this information is also located on our OFL-Capistrano's website <https://ofl-sjc.org/>.

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

As a non-classroom based Independent Charter School, students typically attend a regularly scheduled appointment of 2-3 times a week for one to two hours each day. OFL- Capistrano continued to maintain instruction and expectations for all students and only shifted to virtual scheduled appointments with teachers, tutors and counselors. Physical supervision was suspended, once we moved to distant learning to ensure that we met with all CDE guidelines meeting the necessary protective measures for the safety of our students and staff. Because the model of our school is founded on Independent student work prior to COVID, our operations for student supervision did not change. However, in an effort to provide child care resources to essential workers, OFL- Capistrano has added the state website for child care options <https://mychildcare.ca.gov/#/home> to our school's website.

California Department of Education
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