

# COVID-19 Operations Written Report for Leroy Greene Academy

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Leroy Greene Academy	Scott Fitzgerald Principal	sfitzgerald@natomasunified.org (916) 567-5560	6/5/2020

**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.

On 3/13/20 the first day of physical school closures at Leroy Greene Academy, staff immediately began identifying online resources families could access during closure. When it became clear that distance learning would be required, staff began dismantling Chromebook carts, sorting and cleaning them for distribution to be used at home. With a focus on eliminating the digital divide, Leroy Greene Academy distributed approximately 375 Chromebooks to students who stated they needed them through an online survey and distributed 8 hotspots to those that did not have internet access at home. Teachers were given a 2-week pilot to test out resources and decide how they would continue teaching and learning during the closure and parents/students were able to get familiar with the tools for distance learning.

Knowing distance learning would be a learning curve for everyone, staff developed online orientations for teachers, families, and students and developed websites that included resources, tutorials, technology support, and frequently asked questions.

To check the social-emotional learning needs of Leroy Greene Academy students, staff created a list of “at-risk” students and made personal contact with them by phone to determine their needs. An email was sent to all 6-12th grade students letting them know of the resources available to them and staff created a social-emotional needs website so that students/families could have resources in a centralized location.

Free meal service was provided for all Leroy Greene Academy families with children 18 years and younger Monday -Friday in a mobile/pick-up style to practice social distancing. Staff served the packaged meals in personal protective equipment.

On 4/6/20, Leroy Greene Academy reopened with a virtual office so that parents and community members could reach staff and business could continue.

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

At the onset of school closure, staff made sure that all students, including EL, Foster, and Low-income were fed with free breakfast and lunch meals Monday - Friday and weekend meals and snacks beginning 5/4/20. Information was advertised in English and Spanish on a regular basis through voice recordings, email, school website and social media.

All parent communications are provided in English and Spanish, our primary languages. Parents can speak to someone in their preferred language through a translation service provided by the district or directly with a staff member through our virtual offices.

To ensure educators have the tools to meet the needs of all students, teachers/staff were provided with training focused on equity for EL, Foster, Low-Income, Homeless, and Students with disabilities. To support educators with distance learning lessons, staff created an ELD website to assist. The website has distance learning resources including ELD lessons to support English language acquisition during distance learning. It also has ELD resources for students/families. Staff was also identified to provide support for students and families with distance learning instruction, in Spanish if needed.

To meet the needs of our low-income students, we made Chromebooks and hotspots available to take home for distance learning. Students will keep them over the summer for learning and social emotional support access.

To stay connected with our foster and homeless youth, we identified “at-risk” students during the shelter in place and called each one to assess their needs in the area of technology, mental health, academic resources, and food/clothing. Staff also created a Foster Youth and Homeless tab section with resources for families to easily locate.

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

With a focus to eliminate the digital divide for distance learning, on 3/17/20, staff sent a technology survey to all parents to determine each family’s technology needs. Staff advertised the survey with phone calls, email, websites, text messaging, social media, and referrals from other families. Phone calls were made to the families we hadn’t heard from. Staff was able to reach all students and distributed 375 Chromebooks and 8 hotspots.

All Leroy Greene Academy teachers have MacBooks to support distance learning. Teachers were given two-weeks of piloting distance learning to give them an opportunity to experiment with the variety of tools available and to determine the best way they should move forward with teaching and learning. This period also gave students/parents time to get familiar with distance learning, access online orientations and presentations, and get into a routine of learning virtually.

On April 20th, teachers and parents were fully engaged with distance learning. Throughout this time, teachers continued to engage with each other to learn how best to use online instructional materials, educational technology tools, and engage students and families. A weekly newsletter was provided to teachers which highlighted resources and provided a schedule of online “office hours” for teacher support with distance learning needs.

To make it easy for students and parents to locate information, we created a centralized website in English and Spanish with updates, communications, and resources during distance learning. We also created school distance learning websites so that students could get to their teacher's web pages and virtual school offices quickly.

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

Leroy Greene Academy contracts Nutrition services with Natomas Unified School District. On 3/13/20, NUSD announced to its families that although NUSD schools would be closed for three weeks, free meal service would be available beginning 3/16/20 and throughout the closure to children 18 years and younger between 11:30 am. - 12:30 p.m. The meals included breakfast and lunch and on occasion additional items such as fruits and vegetables donated from local food suppliers and businesses. NUSD expanded meal services on 5/1/20 to include supper, snacks and weekend meals.

To ensure social distancing was practiced, families were encouraged to stay in their vehicles for mobile pickup and remain 6 feet apart for walk-up service. NUSD posted visible signs at each site for families to see and adhere to social distancing. Families were served by staff in personal protective equipment and prepackaged meals. NUSD regularly communicated with families via phone calls, emails, text messaging, social media, and district and school websites of the availability of meals.

When the closure was extended, NUSD notified families that free meal service would continue. NUSD continued providing meals through Spring Break, through the end of the school year, and throughout the summer as part of the summer feeding program

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

Leroy Greene Academy does not provide childcare during ordinary school hours. Beyond the ordinary school hours, our enrichment providers that normally provided Afterschool programs continued virtually with online activities to keep students connected and engaged with others while they were in "shelter in place."