COVID-19 Operations Written Report for TEACH Tech Charter High School

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
TEACH Tech Charter High School	Dr. Monique Woodley Principal	mwoodley@teachps.org 323-872-0707	June 17, 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.

EACH Tech is still offering high quality instruction as a result of the COVID-19 closure. Many of our 9th and 10th grade students did not have computer access and wifi to access our distance learning platform. However, we distributed 138 loaner computers to families in need. We have also maintained communication with 97% of our families.

Our professional development has continued during the school closures once per week via Zoom. We have 100% teacher attendance and participation, and our instructional coach leads these meetings. The topics address pedagogy that is relevant to distance learning and technology that supports it. We have also addressed social and emotional learning needs, which we included as a priority during this time. A complete list of the professional development topics are shown below.

Professional Development Topics
3/16
Project Guidelines and Planning Time for the School Closure
Data Driven Instruction
Differentiation

3/28
Distance Learning Format
Distance Learning Lesson Plans
Online Protocols

4/1
Call Logs for Reaching Students
Shared Teacher Best Practices

4/15

Distance Learning Lesson Plan Glows and Grows
Distance Learning Resources

4/22
Grading for Distance Learning
Zoom Resources
Student Engagement

4/29
Social Emotional Training and Plan

5/6
Distance Learning Practices and Tools
Grading Policy

5/13
Google Classroom Tools

5/20
Team Building Activities
Final Exam Guidelines

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

Our largest areas of concern for EL's, foster and low-income students has been their access to laptops and wifi. We quickly spring into action by providing students with laptops to access their online curriculum. We also referred parents to the free Wifi services that were available to them.

Our EL teacher held multiple Zoom classes per week to check in with students and continue to sharpen their language skills. Our EL teacher will also hold summer school classes for EL beginning EL students to continue their learning.

Our counselor also holds weekly Zoom meetings with students to work with foster and low-income students that are experiencing trauma or depression during this time.

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

TEACH Tech has distributed the following distance learning flyer on our school website, on Facebook and Instagram, teacher Google Classrooms and Parent Square. The general questions number at the bottom of the flyer is Dr. Woodley's direct cell phone number and Mr. Ramirez our Parent Liason's cell phone number.

We have distributed 138 laptops to families in need. We will continue to distribute laptops per family need.

We are currently using the following Digital Platforms: Google Classroom, Zoom, TEACH Website and PowerSchool to instruct students.

We are communicating with parents on a regular basis via, Parent Square and personal phone calls, social media and our school website. Our school website is our newest addition to our mode of communication https://tech.teachpublicschools.org/ In an effort of transparency, teachers have added their weekly digital agendas and assignments for public review. Here is a sample teacher digital plan. Our Instructional Coach is reviewing all teacher lesson plans and digital agendas as well as providing professional development for distance learning. Our assistant principal is joining Zoom meetings and supporting student behavior and learning.

We are also tracking students' participation (in assignments and Zoom) on a school-wide spreadsheet weekly. The first week we had the following student participation: 9th Grade: 52%, 10th Grade: 59%, 11th Grade: 19%, 12th Grade 22%. All of our teachers and office staff continue to actively seek contact with any students who have not yet checked in with them.

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

TEACH provided Grab-and-Go food service for our 3 schools centralized at its 10045 S. Western Ave. site starting March 18, 2020, including during TEACH's spring break through June 12, 2020. TEACH offered 750 meals a day for our community and it has been very successful through different forms of communication (ParentSquare, Facebook/Instagram, phone blasts, etc.).

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

TEACH Public Schools contacted the Department of Social Services EL Segundo Regional Office for guidance on the Emergency Childcare Waiver Option 1 & 2. Option 1 involves using school sites as pop up child care programs. Option 2 allows for LEA's to partner with local resources and referral agencies to connect families with care, and provide families with a list of programs that remain open. Ultimately, TEACH was unable to get sufficient guidance and support to develop on site pop up childcare. The Department of Social Services did provide weblinks for connecting families with childcare. We posted these weblinks on the TEACH website and provided directions to TEACH families on how to access.

https://www.ccrcca.org/parents/finding-child-care

Students have been assigned varying instructional sessions through Google Classroom and accomplished virtually through Zoom, Hangouts and other platforms at the classroom teacher's discretion, with the emphasis on what works best for their students. The classroom sessions and teacher office hours are closely regulated by teachers and administration. Students are required to wear their uniforms when on Zoom, etc. for class and appropriate behavior is required at all times, as it would be in a traditional classroom setting.

Go Guardian
TEACH uses Go Guardian as an essential tool in monitoring student focus and behavior while online. Any inappropriate activity conducted by a student using a TEACH issued laptop is flagged by the Go Guardian software and generates an email that goes to directly to school administration. Parents are contacted immediately, and any further inappropriate activity receives progressive disciplinary steps as outlined in our school-
wide discipline policies.

Teachers report misbehavior
Any inappropriate behavior that occurs during any aspect of distance learning; emails, zoom, posted assignments, chat threads, is reported to administration directly by the classroom teacher, and is logged as a behavior incident in our school information system (PowerSchool). If the unwanted behavior isn't corrected, or continues, the progressive steps of our school wide discipline policies are engaged.

Monitor Zoom classrooms
The academic effectiveness and appropriateness of all Zoom classrooms at TEACH are closely monitored by administration, classroom teachers, instructional aides and other support staff.