

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Harbor Springs Charter School	Amy Podratz Asst Superintendent, Administrative Operations	<a href="mailto:Amy.Podratz@SpringsCS.org">Amy.Podratz@SpringsCS.org</a> 951.252.8800	June 11, 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.

The school closed all facilities on March 16, 2020. All of the charter’s programs moved to “optional educational services” through a virtual environment. Student attendance has not been collected, and educational services have been optional but completely available and encouraged. All teachers and staff are working from home to engage students and provide instruction. Available services have included: live online classrooms, one-on-one tutorials, printable lessons, online lessons, teacher review and feedback, etc. The school has received great feedback, and most students are continuing with their learning goals. (For students in our home-study programs, little has changed.)

The school has sent regular communication to families throughout the pandemic changes, and has collected stakeholder feedback through mass online surveys and anecdotal communication. In order to provide increased support to parents, the school website landing page was changed to highlight COVID-19 notifications and changes (see [www.springscs.org](http://www.springscs.org)). Additionally, our Parent Support team increased support by extending phone service and online live-chat hours to span from 7:00a.m. to 7:00p.m.

The school surveyed parents and students, receiving the following feedback:

- 94% believe the school is doing well or very well at addressing the needs of students during the stay-at-home order.
- 97% report to have participated in distance learning.
- 91% feel supported by teachers.
- 92% believe changes to the educational program were made in a timely fashion.
- 90% of grab and go meal participants gave highly positive feedback.
- 76% of EL families reported to receive “mostly” or “completely” sufficient ELD support and instruction.
- 78% found IEP services to be beneficial or highly beneficial.

The school also collected feedback about families' concerns, preferred schedule, and safety measures for 2020-21. Survey results reports were disseminated to leadership for use in future planning.

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

English Learners who opt to participate in distance learning have continued to receive designated ELD instruction. Teachers assign specific designated ELD lessons for students and continue to include integrated ELD in their live online classroom teaching. The school provides access to a variety of online tools and curriculum to support students while they are learning at home. Online programs include Rosetta Stone, Reading Plus, Lexia, and RAZ kids, based on the student's learning plan and needs.

Chromebooks were available for all students to check out and take home. The charter developed a survey to ensure all students had the technology needed to complete their schoolwork; this included checking out Chromebooks and MiFi devices for any students who needed them. At this time, we know of no students who have not had the means to complete their assignments.

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

As mentioned above, the educational program has been moved to a distance learning model with online classrooms and regular interaction with the teacher.

To increase support and training for teachers, a LIVE training schedule was created. Professional development included best practices for the flipped classroom, creating online lessons, and using tech tools and platforms such as Canvas (learning management system), ZOOM (live video conferencing), and Flipgrid (posted video platform). The training calendar included live training, webinars, and on demand videos (see [Expectations for Teaching Home Study](#)). We also compiled a list of virtual field trips so that our students could continue to use the community as a classroom during this time [Virtual Field Trips](#).

The school also took this opportunity to serve the public by releasing Springs OPEN (Online Public Education Now) Classroom. As an independent study charter school, the school was positioned to comply with the State's distance learning recommendations fairly quickly and wanted to share our curated lesson plans and some educational resources with the community as many waited on their local school district to respond to the Governor's orders. OPEN Classroom was released to the public March 26th and remains available through the school website: <https://springscs.org/open-classroom>. The site has been accessed by over 6,000 people.

For students with IEPs, Prior Written Notices and/or Amendments were provided identifying special education and related services during the virtual/distance learning. We have made every reasonable effort to provide special education and related services in accordance with each IEP. Services were initiated as of March 18, 2020, for all parents that responded and scheduled. Ongoing contact is made at least weekly with those who have not or do not respond. We continue to hold IEP meetings within applicable timelines if parents agree to do so virtually.

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

Though school facilities were closed on March 16th, weekday meal service continued on Tuesday, March 17th and will continue uninterrupted through the end of the school year. (There was only 1 day without meal service and that was Monday, March 16th.) Grab and go meal service is available from 11:00am-12:00pm for **all** families in the community (including over Spring Break). Meals include lunch for that day and breakfast for the following day. The charter has served families from all over the community, and districts who did not provide meal service during their spring break were grateful for our service. As always, we will continue meal service at most of our CDE approved sites throughout the summer months as well.

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

While the LEA has not arranged for supervision of students during ordinary school hours, we do have school counselors, teachers, and aides working with students each week (some daily) and are still reporting to CPS and other local agencies if children are in danger from self or others.

California Department of Education  
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