

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Westside Innovative School House	Shawna Draxton, Executive Director	sdraxton@wishcharter.org ; 714-756-0591	3/12/20; 6/25/20

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.

Students in grades TK-High School received the following:

- Approximately 3 hours of synchronous learning per day (differs based on the developmental level of kids)
- 2 hours per day: office hours, 1:1 service provision, small group extensions and intervention, counseling services, clubs, culture activities
- 1:1 Chromebooks for all students
- All electives and enrichment courses continued
- Friday pick-up for instructional materials and supplemental supports
- Access to protected online conferencing tools for instruction with teachers
- Virtual socialization evenings

For Parents:

- Weekly Zoom calls with the principal
- Zoom Back to School Night
- Virtual Awards assemblies
- Virtual socialization meetings with grade levels
- Access to the technical support team through online portal and in real time
- Training on educational software as needed
- Assurance that daily instruction would be led by educators and occur at the same time each day
- Virtual project-based learning assemblies
- Virtual informational tours and meet and greets
- Virtual promotion and culmination ceremonies
- Continued committee meetings through Zoom (WCA, D & I)

Attendance:

ES/MS- 98% ADA (Average Daily Attendance)

HS- 96% ADA

All students have been able to access learning- confirmed by the office managers who called the families of any students not in attendance for two or more periods

Technology Provided:

1:1 Chromebooks were provided to each student to take home

A portal for questions and support was set up and if a Chromebook broke down a new one was offered for pick up; our facilities manager brought them to folks who could not pick up their Chromebooks

Access to protected online conferencing tools for instruction with teachers

Virtual socialization evenings

Weekly Meetings/Family Supports and Updates

-All grade levels conducted Back to School Night Zoom sessions for families

-Parent/Teacher Conferences through Zoom

ES- All students

MS/HS- opt-in model and required for parents of students receiving Ds/Fs

- All room parents/grade level liaisons are leading weekly grade level Zoom Meetings
- Principals conducted weekly Zoom Meetings for parents, faculty, and professional development

See website for schedule:

[Distance Learning ES, MS, HS WISH Website](#)

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

-English Learners received direct instruction in English Language Development through the use of explicit teaching strategies used during synchronous instruction, including vocabulary development, Total Physical Response, SDAIE strategies, and 1:1 writing support and techniques provided in conference breakout rooms

-Foster youth and low-income students were provided Chromebooks, 1:1 support to access the internet, and hotspots to increase bandwidth as needed. Materials were made available on the pickup line and dropped off at student homes directly as needed and per request. Daily check-ins from teachers during synchronous instruction and follow up from the office manager was provided to ensure daily attendance and access to resources, instructional materials, and food.

-All Students with Disabilities (SWDs) received instruction from special education teachers, OT, LAS, DHH services through the co-teaching model during synchronous instruction daily

-All SWDs received specially designed instructional services from special education teachers and DIS service providers 1:1 and through small group conferencing sessions, as agreed to by families, using online conferencing tools

-All SWDs received private mental health services from our school psychologist and mental health counselors through online conferencing as agreed to by parents

-IEPs occurred digitally through our conferencing tools

-Accommodations and modifications are provided in real-time and within supplementary packets provided by teachers

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

Distance Learning Model:

All teachers providing daily instruction from 8:30-3:30; two 30 minute breaks were provided at the same time each day

Elementary School Grades TK-5- 8:30-12:30 (Synchronous whole class instruction; 1:00-3:00 (Synchronous office hours, 1:1 instruction, small group instruction, clubs, enrichment, culture-building activities, and designated instructional services)

MS- 8:30-1:00 (Synchronous whole class instruction; 1:30-3:30 (Synchronous office hours, 1:1 instruction, small group instruction, clubs, culture-building activities, and designated instructional services- OT, PT, LAS, mental health, academic counseling, enrichment)

HS- 8:45-1:00 (Synchronous whole class instruction; 1:30-3:30 (Synchronous office hours, 1:1 instruction, small group instruction, clubs, culture-building activities, and designated instructional services- OT, PT, LAS, mental health, academic counseling, enrichment)

Friday pick-up for instructional materials and supplemental supports; families who needed items dropped off were given that option

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

Choice Lunch, our food service provider, closed their kitchens beginning the week of March 16th.

They reopened with limited service in mid-May, only serving the San Francisco and San Diego areas and were not providing lunch in our area. WISH immediately sought a new vendor. The WISH board reviewed the bids and WISH anticipates serving lunch again on the first day of the fall semester.

During distance learning students relied on:

-Grab and Go centers and local neighborhood food service centers

Additional Information:

-WISH offered to help LAUSD serve food from the sites we co-locate at WESM and Wright but was told that these sites are not serving food and our staff could assist at the adjacent locations; we were told families should use MDR or adjacent sites

-ChoiceLunch our lunch provider closed their kitchens down

-CDE contact recommended ceasing service

5/1/20 Notification of EBT card for nutrition for families who qualify for FRLP sent to families weekly, OM called families to ensure access is taking place

5/13/20 conversation with Barbara Zendejas as the CDE Nutrition Program Analyst for our area, we are under no obligation to continue providing meals at this time, to set up a lunch program with a new and approved food vendor, and WISH families should use Grab and Go centers on sites that are approved for distribution.

5/14/20-New lunch contracts for 20/21 school year being reviewed at board mtg.

-A new vendor has been identified and approved and WISH will begin serving meals daily on August 17th - our first day of the 2020-2021 academic year. (we cannot serve during summer as we have not established operations with our new vendor - we are working on this now and will be ready for August 17 (even if it is only sacked lunches).

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

Office managers called home to ensure students were attending and had the supplies necessary for synchronous instruction. All families had students participate in schooling from home using the distance learning synchronous instructional model which occurred daily. Additional supervision during ordinary school hours was not needed because students were receiving real-time instruction from their teachers throughout each school day.

WestLA Extended Day, our onsite 3rd party afterschool provided, closed down due to COVID.