



# COVID-19 Operations Written Report for Career Advancement Charter, Adult Re-entry High School for Santa Cruz County Office of Education

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Career Advancement Charter, Adult Re-entry High School for Santa Cruz County Office of Education	Jenny Russell Lead Teacher	jrussell@santacruzcoe.org (831) 588-6500	6/18/20

**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.

Prior to the Santa Cruz Countywide school closures that commenced on March 16, 2020, the Career Advancement Charter (CAC) teachers prepared a minimum of four weeks of coursework for all students in anticipation of a potential closure. We greatly appreciate the countywide leadership of all district Superintendents and the Santa Cruz COE (SCCOE) Superintendent Dr. Sabbah who decided early in this crisis to work collectively and make decisions as a county. Families in our Career Advancement Charter Adult Re-entry high schools, along with families across the county receive the same weekly communication from the team of Superintendents. Additionally, teachers and site staff communicated directly with all students and families. Prior to the March 16th school closures all instructors completed a Distance Learning Plan spreadsheet which aligns with the SCCOE and includes distance learning plans, student information, and if the student needed any technology to complete distance learning. As the situation evolved and it became clear that this would not be a temporary situation we planned and implemented a three phased distance learning plan that involved supporting technology needs of students, supporting teachers through the transition to distance learning, focusing on student and family engagement, nutrition support, social-emotional support, continuing support for students with special needs, and continuing academic progress. The SCCOE Board has been continuously updated by the Superintendent. The CAC works closely with our local SELPA leadership and our SPED teacher closely monitors the progress of special education students. We have planned and implemented grading and credit guidelines that hold students harmless and we have planned unique graduation celebrations approved by the Health Department. Weekly, Administrators meet with all staff during weekly meetings to discuss student and program progress.

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

The Career Advancement Charter staff are bilingual in Spanish and English. We work in close partnership with our authorizing agency, the SCCOE, to ensure communication is made available to students and families in the home language of our adult student. All communication from the Superintendent is made available in English and Spanish. The bilingual teachers and staff communicate regularly with English Learner students and their families. Students who are English learners continue to be provided with integrated ELD curriculum. The CAC works with our Foster Youth Liaisons who support qualifying students. Administrators meet weekly with teachers and discuss the progress and supports for all students. Across the county, our adult learners and their families who are socioeconomically disadvantaged have access to school lunches Monday-Friday and our local food bank has been offering expanded locations for food pick up throughout the county. All students have access to social-emotional support through virtual check-ins with teachers. The SCCOE has created an interactive food distribution map that the public, along with our colleagues, can reference.

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

In response to school closures, the CAC teachers and staff quickly expanded on available online and remote learning resources for students. CAC staff attended California Adult Education Program webinars, county professional development and weekly staff training via Zoom. The CAC teachers collaborated to streamline instruction in order to cohesively meet the needs of all students, regardless of tech resources or internet access. CAC staff distributed Chromebooks and Hotpots to all students who needed them. Our local internet service providers have offered temporary free internet service to families who qualify. Teachers and staff are in daily contact with each student via text, email, phone call, Zoom, google classroom comments, and the all-group Remind application to disseminate ongoing news and updates relating to school events and resources that are available throughout the community. Students have virtual tutoring sessions with teachers and instructional support staff. Additionally, teachers, have virtual meetings that focus on supporting the social-emotional and personal growth of students. Teachers also assist students to enroll in courses at our local community college. Our SPED teacher connects with each student on their caseload and support them through their work and connect with teachers and administration on their progress. Student IEP meetings continue virtually to ensure student supports are being continued to the extent possible. Our probation department meets regularly to discuss the progress of students on probation and students in the locked facility experience receive continued support from their teacher and instructional support staff.

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

Our authorizing agency, the SCCOE, has provided school lunches Monday-Friday throughout the school closures, using protective gear and following all safety food serving protocols. Meals are distributed through curbside pick-up and grab and go. When the schools initially closed we had signs posted at all campuses and families were notified of food service locations through email and phone calls. We continuously update the list of food service locations through the SCCOE interactive food map which locates free meal services throughout the county. Teachers and support staff are in constant communication with families to ensure families are aware and have access to the food resources available county-wide. Any and all parents, guardians, and students are able to pick up school lunches and there is no requirement that the student

must be with the parent. We promote the food offerings from our local food banks which occur frequently throughout the county. We have distributed flyers with the food bank information, including locations and times families can pick up food. Our entire community has come together to support families and their nutritional needs.

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

The Career Advancement Charter teachers, staff and principal have been checking in with all of our adult re-entry students on a daily basis. We have developed a comprehensive shared, internal data tracking system so that we streamline referrals and support services in partnership with the SCCOE. Our CAC Probation Services teacher stays connected with our probation department to coordinate services and support students on probation. We share ongoing information from the Child Development Resources Center on all childcare offerings that are available for essential workers. Our authorizing agency, the SCCOE has provided a network of support for childcare providers during this time and has created an extensive campaign to ensure all districts are aware and push out information regarding childcare availability. The SCCOE works closely with the Santa Cruz County Health Service Agency and provides the most current information to all employees. The SCCOE has a COVID-19 web page on our COE website that is continuously updated with resources. Our county Superintendent has a weekly meeting with all COE staff, including the CAC, to discuss updates and promote resources available, especially those that support the supervision of students and support of families.