

COVID-19 Operations Written Report for Cypress Charter High School

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Cypress Charter High School	Megan Tresham Principal	mtresham@santacruzcoe.org 831-477-0302	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 County-wide school closures that commenced on March 16, 2020, Cypress Charter High School teachers made a plan to transition all coursework to google classroom in anticipation of a potential closure. Coursework was made available to all students via this online platform. All students had training and experience working with the google suite of applications which aided in the ease and smoothness of the transition. We are thankful for the countywide leadership of all district Superintendents and the Santa Cruz COE Superintendent Dr. Sabbah who decided early in this crisis to work collectively and make decisions as a county. Cypress worked closely with the COE to provide regular communication with students and families. Additionally, teachers communicated daily with students and the counselor and principal reached out regularly to families and students to provide support, encouragement and to troubleshoot any issues the students were experiencing. We surveyed families about their technology and were able to provide a chromebook to any student without a reliable device at home. As the situation evolved and it became clear that this would not be a temporary situation Cypress teachers adjusted their teaching plans to include more synchronous learning time via zoom and googlemet. Teachers focused on delivering instruction in the most effective way possible, with a focus on continued academic growth. Admin and Counseling focused on ensuring student access by supporting technology needs, student engagement, providing social-emotional support, sharing resources for food insecure families, and supporting teachers in the change from classroom based instruction to distance learning. We implemented a new “hold harmless” grading policy through staff collaboration and administration worked closely with our Special Education teacher to ensure all students were able to access their coursework by meeting one on one with each student at least once a week. We held IEPs and counselling sessions over zoom. Staff met twice weekly to discuss student progress in classes and developed support plans for students who were struggling. Finally, we adapted our graduation ceremony to be inline with the Santa Cruz Co. Health Dept. guidelines.

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

Cypress Charter High School ensured communication was made available in the home language of the family. All communication from the Superintendent is made available in English and Spanish. Teachers utilize a myriad of translation services to communicate with families and

our multilingual colleagues reach out to our English Learner families. Cypress worked closely with our Foster Youth Liaison who supports our foster youth students. Administrators meet weekly with teachers and discuss the progress and supports for all students, especially our foster youth students, SpEd and English Learners. Admin communicated with the Foster Youth Liaison regarding the progress of our foster youth. Across Santa Cruz County socioeconomically disadvantaged students and their families 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 our counselor. The Santa Cruz COE created an interactive food distribution map that the public, along with our colleagues, can reference. Cypress shared this map extensively in the weekly newsletter that went home to families and students.

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

All Cypress teachers and staff worked together to ensure a smooth and consistent transition to online learning. As our teachers were already utilizing online classroom management tools through Google, we were quickly able to shift our curriculum entirely to this platform. Staff met regularly to discuss curriculum delivery and to troubleshoot any issues that arose. We coordinated when and how often students were assigned work by their teachers as well as how work was graded. We aimed for as much consistency as possible to ease the transition for our students. We provided chromebooks to any student that needed one. Additionally we personalized instruction and content as much as possible to support individual student's learning needs. Teachers held virtual classes every week and supplemented with online videos and assignments. They also met virtually with individual students to reteach content, to support writing and math skills development and sometimes just to offer support and encouragement. Our counselor held regular virtual meetings with at-risk students to ensure continuity of support. Staff and administration kept in regular communications with parents and students via a weekly newsletter, phone calls, email and virtual meetings. Our resource teacher connected with each student on their caseload 1-2 times weekly to support them with their work and connect with teachers and administration on their progress. Student IEP meetings continued virtually to ensure student supports were being delivered to the extent possible.

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

Cypress Charter High School coordinates with the Live Oak School District to provide school lunches to our students. Live Oak SD continues to provide meals to students throughout the closure, streamlining services according to demand. As our students live throughout the county and not just in the boundaries of LOSD, we continuously send information and an interactive map to families that shows all locations in the county where meal service is available. Teachers and support staff maintain constant communication with families to ensure they were aware of, and have access to, the food resources available county-wide. Any and all parents, guardians, and students are able to pick up school lunches. We also promoted 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.

Cypress teachers, the counselor, admin and support staff have been checking in with all of our students on a weekly basis. The principal and counselor kept a log of student contact and reported important information and needs to the whole staff during weekly meetings. We made referrals to county agencies as appropriate to support our students and families. We provided clear, timely and consistent information and ensured that the class schedule- time assignments were posted, time visual classes met, etc. was consistent and communicated regularly so students and families knew when things were happening and what the expectations were of students. We shared child care and resource information made available by the Santa Cruz COE both with families and staff. We referred our families to the COVID-19 web page on our COE website that is continuously updated with resources. It was directly linked in every newsletter sent to families. Our county Superintendent has a weekly meeting with all COE staff to discuss updates and promote resources available, especially those that support the supervision of students and support of families.

The Santa Cruz COE works closely with the Santa Cruz County Health Service Agency and provides the most current information to all employees.