

COVID-19 Operations Written Report

| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone | Date of Adoption |
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| [Excelsior Charter Schools Corona-Norco] | [Dale Lee; Director Assessment & Accountability] | [dalel@excelsior.com; 760-220-8842] | [06/18/2020] |

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.

Excelsior Charter Schools Corona-Norco has modified its program offerings by adapting to a 100% distance learning model through technology and practices that it already had in place. Excelsior’s blended learning model is designed around common digital curriculum aligned by CA State Standards and UC a-g approval. Our digital platform allowed Excelsior to immediately move all instruction to digital conferencing including daily and weekly class instruction, one on one check ins with families and students, all Special Education meetings, as well as weekly staff professional development. Not only is this due to our platforms being digital, but also due to our program offering every student a device. All students had access to instruction within one week of distance learning. Excelsior accommodated all family requests for resources including, textbooks, devices, or other specific materials. Items were shipped promptly via overnight delivery service with delivery confirmation. An immediate change to our program that was added was the addition of digital signature capabilities through DocuSign. This was added to allow for contactless enrolment, Special Education team meeting signatures, as well as any other legal signatures needed while operating remotely. Specific accommodations were made to continue to support our students with disabilities, families without internet connectivity and McKinney-Vento students. Social emotional support was provided through contracted services and partnerships with local departments of public health.

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

Excelsior Charter Schools Corona-Norco provides supports with online tutoring and zoom workshops to support the students and keep them on track with their studies. The support that is given is based on each student need. Reading development and math intervention supports are available as well. The teachers are equipped to support the student through the Zoom online platform and the ability to share each other’s screen to view the content together. Student academic progress is reviewed weekly to adjust the supports as needed. Community resources are shared through the school website, social media platforms, parent/student email, and Aeries communication. For our low income, McKinney Vento or Foster Youth we offer resources for free such as our lunch program, school supplies, Chromebook/iPad devices. Meetings to include the parent, student, facilitator and the school Principal are arranged to address any concerns and to provide the supports needed by the student.

Specifically, for our English Learners, teachers provide scaffolding, visuals and charts to allow for comprehensible input in all content areas. In addition, teachers who are bilingual provide students with primary language support through online chats and digital facilitation web conferences.

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

Excelsior Charter Schools Corona-Norco has strengthened its high-quality distance learning opportunities in multiple ways. Excelsior provides all students an iPad or Chromebook upon enrollment. All curriculum has been uploaded onto our Learning Management System, Canvas. Canvas allows our teachers to provide robust feedback to students in real time and is updated daily to include resources which assists in connecting students to their content standards and provides students with access to the material using multiple learning modalities. Teachers are also providing daily and weekly live tutoring sessions for core subjects via Zoom. In addition, teachers are also meeting via Zoom with students and families at minimum every 2 weeks. Students who need additional support, meet more frequently with their teacher to support their academic success.

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

Ensuring students have continued access to school lunches throughout the recent closure of schools has been a priority for Excelsior Charter Schools. All sites currently receive deliveries of shelf-stable lunches every Tuesday. Excelsior provides each student with enough lunches to last through the end of the school week.

All lunches are delivered through a no-contact method either by drive-up where the families can open a car trunk or a rear window for school staff to distribute lunches, or a no-contact table is set up for families to pick up lunches at the front of the school. Pick up times are every Tuesday from 10-12. All meals are free of charge to anyone under the age of 18 whether they are an Excelsior student or not.

All staff are required to wear masks, gloves, and hair nets, and all surfaces are regularly wiped down with cleansing wipes to prevent any contamination upon service and delivery. Any lunches that are not used or picked up by families are donated on Friday of the same week as delivery to local shelters or food banks to serve the community.

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

Excelsior Charter Schools Corona-Norco is continuing to monitor students' electronic communications and interactions completed through school issued devices and accounts. Excelsior regularly utilizes and continues the use of Gaggle (accounts monitoring service provider) as well as direct monitoring of devices and communication through the IT department. During regular school hours (8:00 through 16:00) LEA representatives can reply to alerts in real time and with little delay. In addition, staff communication frequently aimed at increasing awareness of the social-emotional needs of students during the campus closure. Staff is encouraged to report any matters of concern to the LEA. All concerns are investigated and resolved. Parent and student communication (directly and via online posts) repeatedly advises families regarding available resources. Students' academic progress is closely monitored by Excelsior's facilitators (teachers of record) and facilitator assistances on a regular basis. As curriculum is facilitated through Canvas (online learning platform), Excelsior has implemented the use of Grade Guardian (additional progress monitoring and reporting tool) to alert staff to any inconsistencies that may arise as it relates to student progress. These

frequent updates allow for a timely reply to the students' needs and levels of performance. Finally, all incoming phone calls are rerouted to cellphones allowing concerned parents and students to reach Excelsior staff during regular school hours.

In the instance that a parent or guardian was deemed an "essential worker" and needed physical childcare during the Covid-19 Emergency, Excelsior Charter Schools Corona-Norco was prepared to provide families local resources offered through their nearest city, town, county, or local office of education.

California Department of Education
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