# COVID-19 Operations Written Report

| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone | Date of Adoption |
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| Laurel Tree Charter School | Brenda Sutter – Lead Teacher | Laureltree\_lc@yahoo.com | June 23, 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.

Friday, March 13, 2020 was our last day of regular instruction. Over the weekend, Humboldt County Office of Education in conjunction with the Public Health Department recommended that local districts move to distance learning. On Monday, March 16th we had a table set up outside with packets, books, computer check-out, and lunch pick-up available. We maintained that system of Monday drop-off and pick up for assignments, food, and computers throughout the school year. We set up a system that made homeroom teachers in charge of direct contact with their students and families. Teachers began holding lessons online at least once a week, in high school it was daily. The homeroom teacher was in charge of coordinating curriculum from other teachers and being the point-of-contact for their families. We set up a communication system to share information about contact and support for students with IEPs and other students that we felt needed extra support. Those students had at least one person assigned to them for additional contact and online work time. We kept all our aides employed and used them to provide extra one-on-one or small group support to students. We logged all of those contacts on a spreadsheet so we could track who was getting help and who still needed it.

We found that even with these supports many of our students and families really struggled. We felt that online classes were not an effective tool for primary students or for older students with IEPs. Those students most need the physical presence of a teacher who can connect with them and provide support for learning. Many families found it difficult to help children with their school work while trying to work from home. We are working very hard to be able to open safely next year to better support our students and their families.

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

We provided computers for anyone who needed them. We had aides and resource teachers reach out to low-income students who might need one-on-one support in order to be successful. We set up individual schedules for them and tracked our contacts and supports of them. We made sure that food was accessible to anyone who wanted it. Our resource teacher was in weekly contact with our English learner and made sure the family was aware of what was happening and what supports they could access.

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

A couple of weeks into distance learning, we modified our system to include a one-page sheet that showed all the lessons and meetings for that student in one space. Primary teachers got better at getting all their families signed up for online learning opportunities such as Get Epic, Socrates, and Khan Academy. All teachers moved their classes to Google Classroom.

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

We provided a week’s worth of burritos or empanadas for any family that wanted to pick them up on Mondays. We also published a list provided by the Humboldt County Office of Education about other school’s food distribution for families that live further away. The distribution was done from a table outside.

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

We have not supervised students during ordinary school hours.

California Department of Education

May 2020