

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Twin Rivers Charter School	Karen Villalobos, Ed. D Superintendent/Principal	kvillalobos@twinriverscharterschool.org 530-755-2872	June 4, 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.

OVERVIEW:

TRCS went into school closure on Tuesday, March 17, 2020. Upon our last day of instruction (3/16/2020) the TRCS Community was optimistic that we’d return to the school campus April 13, 2020 after our regularly scheduled spring break (April 6 - 10, 2020). Originally, we anticipated and planned for 14 days of lost instructional time. Teachers sent home hard copy packet materials in preparation of the 14 days. As the days passed and California’s Shelter in Place executive order was placed by the Governor TRCS began preparing for an extended distance learning delivery model to ensure continuity of learning for our students. On April 20, 2020 TRCS made the decision to continue distance learning for the remainder of the 2020/2021 school year. On May 19, 2020 TRCS made the decision to postpone formal promotion for our 8th grade class until social distancing protocol would support a traditional ceremony.

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

WEEK 1: 3/16/2020 - 3/20/2020

- During the preliminary planning for school closure (3 week/14 days) distance learning packets of instruction were provided to every student (note: TRCS absence rate was about 25% on 3/16/2020).
- Staff Meeting: Training on Google Hangout (3/16/2020)
- TRCS admin team and office staff remained on campus in order to provide breakfast and lunch services and provide instructional materials for students who had not picked up their materials
- Materials available at school to be picked up; and/or
- Materials were delivered to students (by TRCS staff) on an as needed basis
- TRCS Teachers were also provided with self-addressed stamped postcards to write a note to every student
- TRCS selected to discontinue serving meals as TRCS is not a “neighborhood school”. YCUSD, MJUSD, and LOUSD all offered their student meal services for all students (3/18/2020)

- TRCS called every family (English & Spanish) who participated in FRMP (Free/Reduced Meal Program) and shared the closest school location and times nutritional programs were offered)
- TRCS also communicated this information through our TRCS App messaging platform and TRCS PTO Page
- SCSOS Superintendent Conference Calls (Monday - Friday/10:00AM)
- First TRCS Update and Information School Closure FAQ Page Sent Out (3/20/2020)

Week 1 Staff Expectations:

- Check Emails Daily (9:00AM) for updates/correspondence from admin & families
- Add resources for students to TRCS PTO Page (Facebook)
- Respond to parent requests (as needed) within 24 hours

GOAL:

- *Staff prepare family for Shelter in Place (SIP)*

WEEK 2: 3/23/2020 - 3/27/2020

- TRCS Staff began All Staff Google Hangout Meetings: 2 X/s week: Monday 9:00AM / Wednesday 1:00PM
- Chromebooks & iPad distribution begins
- Addition of Help Desk email help@twinriverscharterschool.org to support logging in, troubleshoot IT issues

Week 2 Staff Expectations:

- All Staff attend Google Hangout Meetings
- Check emails 2 Xs/day (morning + 3:00PM)
- Google Classroom Launch (teachers utilize their classroom browser)
 - Google Classroom document Sent Out to All Families
 - Via App 3/24/2020 and posted on TRCS Website
 - Expected Communication with Students: By 3/25/2020 communicate with each student

GOALS:

- *All students have access to the internet and a device by 3/27/2020.*
- *All teachers will have checked in with students (minimally one time) in the Google Classroom setting.*
- *Admin Team will have checked in with staff members*

WEEK 3: 3/30 - 4/4/2020

- Second edition TRCS FAQ Document Sent Out (3/30/2020)
- All Staff completes Google Certified Level I Educator Training: Take Certification test (15-20 hours of training)
- Chromebooks & iPad distribution continues

Week 3 Staff Expectations:

- TRCS rolled out "Tight and Loose" practices (first 2 areas: schedule and attendance were completed by each grade level team shared with Admin team by 4/4/2020)

GOALS:

- *All students are engaged in an online platform where students have access to a teacher on a regularly scheduled basis.*
- *Tiger Time is introduced. (Office Hours)*
- *Teachers are ready to move to a synchronous and asynchronous learning environment following spring break.*

- First day of Distance Learning - Google Classrooms

WEEK 4: 4/6/2020 - 4/10/2020 (SPRING BREAK)

WEEK 5: 4/13/2020- 4/17/2020

- Creation & Launch of YouTube Channel (4/15/2020)
 - Flag Salute
 - Award Presentations
 - Parent Help Tutorials
 - Links to other / recommended YouTube Channels

Week 5 Expectations:

- Work on “Tight and Loose” practices Video Recording teaching (Synchronous vs. Asynchronous)
- Check email 9:00 a.m. and 3:00 p.m. (minimally)
- Be available to work during regularly scheduled work hours (Discuss with Admin any conflicts)
 - All Staff Google Hangout Meetings:
 - Monday 9:00 a.m.
 - Wednesday 2:00 p.m.
 - Create 2 office hours’ time slots for students/families to check in

GOALS:

- *Instruction is delivered face-to-face as well as just-in-time based on student/family schedules.*
- *Work on Tight and Loose Practices - due May 1*
- *Recognize Staff for completion of Google Level I Educator Training - Notecards Home*

WEEK 6: 4/20/2020 - 4/24/2020

- Third edition TRCS FAQ Document Sent Out (4/20/2020)
- Internal Technology FAQ document created for teaching staff
- TRCS called families (April 23) to confirm families were accessing meals and services needed and provided updates of meal service locations and hours (utilizing YCUSD, MJUSD and LOUSD)

GOALS:

- *Grade level teams work together on students not engaged in Google Classroom. Students and families are contacted via email and/or phone call by TRCS Staff Member*
- *Tight & Loose practices document due May 1st to Admin Team*
- *Begin Coffee Talks with Teams (to mirror staff room talks) - TRCS sent coffee tokens to staff*

WEEK 7: 4/27/2020 - 5/1/2020

- Weekly TRCS Tiger Tracks Sent out Wednesday: 4/29, 5/6, 5/13, 5/20

GOALS:

- All students are engaged in an online platform where students have access to a teacher on a regularly scheduled basis.
- Engage students in non-academic activity (e.g., movie night, games, project)

WEEK 8: 5/4/2020 - 5/8/2020

- Staff reached out to families who utilize Tiger Care to ensure that SIP lift in Yuba-Sutter counties did not affect childcare
- Reviewed All Staff norms for groups

GOALS:

- Development of All Staff Meeting Norms / Grade Level Team Meeting Norms (during Distance Learning Platform)
- Middle School subject areas are working across content areas to develop assigned projects
- All students are engaged in an online platform where students have access to a teacher on a regularly scheduled basis; Students not engaged in Google Meet are communicated with individually
- Sunshine Committee treated staff with dessert (stressed spelled backwards) bags.

WEEK 9: 5/11/2020 - 5/15/2020

- Plan for 2020/21:
 - a. MS: S2C Courses/ Elementary
 - b. Class Lists:
 - i. printable pdfs for each grade level TK-5
 - ii. pre-populated with Winter 2019 MAP and 2019-2019 CAASPP
 - c. Middle School

- i. [Middle School Instructions are Ready for Trimester 3](#)
- ii. Schedule shared
- iii. S2C Descriptions updated

WEEK 10: 5/18/2020 - 5/22/2020**GOALS:**

- Determine Report Card Template for 3rd Trimester
- Home Visits for Students not engaging in distance learning

WEEK 11: 5/26/2020 - 5/29/2020

- Fourth edition TRCS FAQ Document Sent Out (5/26/2020)
- Collection of Ipads & Chromebooks
- Promotion Parade

WEEK 12: 6/1/2020 - 6/5/2020

- Parent Survey on Return to School: August, 2020 (perhaps later in month)
- Promotion Drive Thru (6/3/2020)

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

Services to English learners, foster youth, and low income:

TRCS utilized our ELD instructor to create a cohort of support for our ELD students.

ELD Teacher conducted phone calls and made home visits as needed to reach out to engage these families.

TRCS participated in home visits for students who did not participate in Distance Learning (in the Google Classroom)

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

- TRCS admin team and office staff remained on campus in order to provide breakfast and lunch services and provide instructional materials for students who had not picked up their materials (4/17 – 4/19/2020)
- TRCS selected to discontinue serving meals as TRCS is not a “neighborhood school”. YCUSD, MJUSD, and LOUSD all offered their student meal services for all students (3/18/2020)
 - TRCS called every family (English & Spanish) who participated in FRMP (Free/Reduced Meal Program) and shared the closest school location and times nutritional programs were offered)
 - TRCS also communicated this information through our TRCS App messaging platform and TRCS PTO Page
- TRCS called families (4/23/2020) to confirm families were accessing meals and services needed and provided updates of meal service locations and hours (utilizing YCUSD, MJUSD and LOUSD)

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

- Supervision of Students During the Day:

The Yuba-Sutter region was ordered into SIP on March 20, 2020. This order remained until the lift from the Executive Order May 15, 2020. With this order lifted (and expecting that many families would need alternative child care). TRCS reached out to every family that had utilized Tiger Care (after school services) to share with them family resources including: the Children’s Home Society where they were able to access child care referrals and financial support. These calls were made in English and Spanish depending on our families’ home language preference.