

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Richmond College Preparatory Schools (RCP)	Peppina Liano, CEO	tagore3997@yahoo.com	[June 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.

RCP has moved to a Virtual Learning model, using Google Hangouts, Zoom, Google Classroom, Class Dojo and Seesaw to deliver our instructional program. While most elements of our program have continued, we have made changes to accommodate the Virtual Learning model. Applicable textbooks, reading books, manipulatives and supplies were sent home with students. Chromebooks were distributed to all students who needed them to participate in instruction. RCP worked with individual families who needed internet access. 100% of students have Chromebooks and internet access. Chromebooks have been replaced as needed. RCP purchased 49 Chromebooks to meet our needs.

The daily schedule was changed. The students receive direct instruction in Math, English Language Arts, Science, History and P.E. on Monday, Wednesday and Friday. English learners receive ELD on Monday, Wednesday and Friday as well. Teachers and Instructional Aides provide small group and one-on-one instruction and support and office hours on Tuesday and Thursday. Assignments are provided daily for TK-4 or weekly for 5-8. Parent feedback during the first weeks led to modifications in our program, including in the schedule. We have also changed our last day of school to June 5, the same as WCCUSD. The general feedback from teachers and parents throughout the closure has been positive.

Teachers and other staff have been in frequent contact with parents via robocalls and texts, direct phone calls, email, Class Dojo, Jupiter Grades, our Facebook page and our website. Parents also contact teachers during office hours. RCP partners with the Latina Center to provide a weekly parenting class series as a part of the parent coffee club which has continued after the school closure. RCP has also connected parents to a weekly African American Parent Support Group and the Healthy Richmond Building Parent Power workshop. Parent/teacher conferences have been held. Following the WCCUSD attendance procedures, attendance is now taken on a weekly basis. Every week the teachers and Directors contact the parents of students who have not participated that week.

Grading has also changed to mirror recommendations by the California Department of Education and WCCUSD procedures.. 6th - 8th students received a grade of either “pass” or “not pass” for the second semester, with a percentage grade in the comments section. TK - 5th teachers provided a Distance Learning Narrative. Teachers provided recommendations for continuing learning over the summer.

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

In the virtual learning model, teachers at RCP are providing ELD to English learners in small group instruction as well as continuing to address the language needs of English learners during other content instruction. Newcomer English learners are receiving additional tutoring with a bilingual Instructional Aide on Tuesdays and Thursdays via Google Hangouts.

Small group and individual instruction is provided on Tuesdays and Thursdays to address the needs of English learners, foster youth and low-income students. Intervention is provided in leveled small groups and individually, based on student need. Teachers provide packets in addition to the textbooks, materials and Chromebooks, to meet the needs of all students. The learning center continues to provide support for students online.

RCP's Mental Health Counselor has continued the meetings with the social worker for the foster youth attending RCP.

RCP's summer program begins on June 15. The TK-3rd grade program focuses on reading. The 4th-7th grade program focuses on math and reading. On Fridays students will participate in "Fun Friday" activities. Pre/post assessment and attendance data will be collected and analyzed. Priority will be given to students identified as needing intervention and support.

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

RCP has taken many steps to ensure that we continue to provide high-quality learning opportunities. The administrative team has engaged Board members, parents and community, teachers, instructional aides, and support staff. Directors meet regularly with teachers in one-on-one meetings. Board meetings continue to be public via Zoom.

Parents and students were already familiar with several of the platforms we are using, including Class DoJo, Jupiter Grades and Google Classrooms. RCP has built on that as we added additional programs and platforms. RCP has provided families support and training in using the technology in a variety of ways, including grade level "how to" videos, individually by staff members and home visits by staff members.

In addition to sending home books and materials as well as Chromebooks, TK - 4 teachers are providing packets of student work for families to pick up. The materials are picked up in the lobby. Different grade levels are scheduled at different times to maintain social distance. RCP staff keeps track of who picks up packets. Anyone who does not pick up the packet is contacted and another time is scheduled or the materials are delivered to their home. 100% of students are receiving the packets. These materials provide additional learning opportunities for students.

While attendance procedures have changed, RCP continues to monitor student participation rate and rates of completion of schoolwork. The home contacts by teachers and Directors were useful. To continue to improve the rates, RCP added incentives, such as 'student of the week.'" RCP has been tracking the completion of work by students and contacting students and parents if the student is not meeting targets. Both participation and completion rates have improved since we added incentives.

The Special Education program with the RSP teacher and two instructional aides has continued to serve our special education students as well as provide intervention in alignment with WCCUSD's COVID-19 special education and learning center plan. Our Student Success Teams continue to meet virtually to monitor and support students. IEP meetings have continued. The Directors meet weekly with the Special

Education teacher, who is continuing to provide services on the same schedule as before the school closure as are the two Instructional Aides who work in the learning center.

To address the social-emotional well-being and growth of our students, we have continued the Mindful Life program. Our mental health counselor has continued to provide services to students in a virtual setting. The Coordination of Services Team continues to meet to address the emotional and mental health of students.

All of our enrichment electives continue to be provided as follows: TK - 4th grades music; TK - 2nd grades gardening videos; 3rd - 4th grades a live gardening class; 5th grade gardening; 6th grade coding, art and theater; 7th grade has Capoeira, art and theater; and 8th grade mural design, art and theater.

Professional development has continued for our staff. Our ELA consultant continues to work with teachers on both content and engagement during online learning. The teachers continue to collaborate in their weekly grade level meetings. Instructional Aides participate in the grade level meetings as do the Directors. Teachers provide coaching and support for their Instructional Aides. The Directors continue their one-on-one meetings with teachers, providing coaching and support for instruction and professional growth. The Directors also share professional development webinars with teachers, targeting their needs.

The Family Engagement Coordinator, working with other staff, provides families with information on local resources, such as child care, food banks, mental health supports, housing, and support for the undocumented. RCP partners with a number of community organizations including: the Family Justice Center, Catholic Charities, and the Youth Service Bureau to provide the resources mentioned above.

Weekly updates on our COVID 19 response and local resources are posted on our web page and Facebook page as well as sent as robo texts and robo calls. Teachers also post these on Class Dojo. All communication is provided in Spanish as well as English.

The in-depth planning for the 2020-2021 school year began June 1. In addition to input from our staff and our parents throughout the spring, the LCAP Advisory Committee has met to provide feedback and input on plans for next year. Surveys about this spring and planning for next year were sent to teachers, classified staff, 5th-8th grade students and parents. The parent surveys were sent in English and Spanish.

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

RCP has a Seamless Summer Option Waiver and is working with Better 4 You Meals to provide a 5-day meal pick-up one time per week consisting of breakfast, lunch, fresh fruit and vegetables, milk, and snacks. By having the pick-up once a week, RCP is reducing the potential for contact. Social distance is maintained by having a drive-up grab and go. Masks and gloves are worn by staff.

RCP has communicated with parents about school meal pick up by sending out robo-calls and texts as well as updating the RCP Website.

Some RCP families are picking up lunches at WCCUSD schools when the WCCUSD school is closer to their homes. Nystrom Elementary, next door to RCP, is one of the distribution locations for WCCUSD. RCP makes sure families know about all of the WCCUSD food distribution sites via robo-calls and texts, Facebook, and our website.

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

RCP has created a Daily Virtual Learning Routine to help manage student schedules throughout the day. We continue to offer our after school programs through an online playlist. The after school program includes video game design, makerspace and fine arts.

We have referred families to the Contra Costa County Child Care Program and encouraged them to sign up for child care if needed. Teachers as well as other staff, provide parents with information on community organizations and resources available in our community.

California Department of Education  
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