

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
IvyTech Charter School	Jacqueline Gardner, Principal	<a href="mailto:msgardner@ivytechcs.org">msgardner@ivytechcs.org</a> (805)222-5188	5/6/20

**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.

In response to COVID-19, the school has transitioned all students to be distance learners utilizing the Independent Study framework that is well-established at ITCS. To support learning and fulfill the school’s obligations to regularly meet with students, ITCS transferred the onsite schedule and independent study advisory meetings to virtual learning spaces, built upon our existing Learning Management System (LMS) and Zoom virtual meetings. The school utilizes Google Calendar, email, and phone calls to organize, personalize, and monitor the learning experiences and progress for all students.

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

IvyTech has made technology resources available for home use for any and all students of IvyTech. Families are able to come to the school to pick up computers and/or modified packet work for students needing additional accommodations. Additionally, teachers have recorded lessons that are available to learners through the online LMS. The teachers hold regularly scheduled classes in which students can log-on for small group instruction and personalized attention. The staff at IvyTech is responsive to both emails and phone calls coming from students and their families.

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

Fortunately, the school’s curriculum was already designed to be utilized for Independent Study learning. The main obstacle was developing methodology to service the unique learning experiences students gained from attending the school’s hybrid-program. As a solution, IvyTech adopted new technologies to allow for the facilitation of online instruction and to support high-quality distance learning. The school was then set to restart the regular schedule of classes, but now delivered remotely through virtual meetings and web-based learning and content-creation applications.

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

The school does not provide its own food services as there is no cafeteria on-site. Instead, the school contracts with local vendors to provide food services. Any student from IvyTech can visit one of these local vendors and receive food services that have been prepaid for by the school.

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

IvyTech has maintained constant contact with our families through email, phone calls, the school's website, and social media presence. The school is available and responsive to any requests for supervision arrangements from our families.

California Department of Education

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