COVID-19 Operations Written Report

<table>
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<tr>
<th>Local Educational Agency (LEA) Name</th>
<th>Contact Name and Title</th>
<th>Email and Phone</th>
<th>Date of Adoption</th>
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<tbody>
<tr>
<td>Voices College-Bound Language</td>
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<td>June 11, 2020</td>
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<td>Academy West Contra Costa</td>
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<td>408-791-1609</td>
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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.

As Voices faced the many challenges in addressing the COVID-19 implications, Voices wanted to continue ensuring that we implemented our schools’ mission during the times of school closure. We wanted to provide opportunities for our students to continue receiving a high quality education through remote learning. We wanted to accomplish this while respecting the flexibility and grace that some individuals (parents, students, teachers and staff) may need during this time. Voices created a teacher-facing resource page with school closure resources. Voices continues to plan ahead for summer student learning and the new academic school year.

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

During the month of March, a technology/internet parent phone survey was conducted with each of our families. Those families who were in need of technology and/or internet services were provided with a Chromebook and hotspot to use at home during the school closure. A curbside pickup was scheduled for families to pick up technology. For their safety and the safety of our staff, families were asked to remain in the car. We continued to distribute technology to families as we became aware. On-line resources were shared with families during remote learning so families continue to practice and follow Voices’ safety technology policies.

Our Parent Liaison (PL) proactively contacted all families to connect those in need of resources (unemployment, funding bills).

An Emergency Fund (philanthropically funded) was established to support low-income families with financial support up to $500 where they were unable to meet community resource requirements.

Voices created a Parent Portal on our Website in order for families to have access to information of available community-based resources in Contra Costa County.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.
Voices began planning for remote learning by creating a 3-phase plan that includes short-term and long-term support in the case the remote learning took us through June. We considered the logistics and communication our school sites need to be successful. Voices kept students at the forefront in instructional decisions for remote learning. Ensured we had opportunities for daily instruction for all students. Additionally, we ensured we practiced our value of In Lak’ech with ourselves, our staff and families. Finding ways to connect with all families and students to check on their well-being. The first phase of remote learning starting the week of March 30, 2020. This included:

- All teachers have host office hours in the morning and in the afternoon to support students with questions on work packets.

- Our schools shared sample e-learning schedules with parents via online so they had samples to structure their child’s day. Our schools will also share parent-friendly resources to help you and your child log-in to free websites, including those used at Voices Academies.

- Additionally, homework packets were created and distributed to our families via regular mail and digitally.

Our Parent Liaison (PL) worked closely with teachers to contact parents/caregivers of those students who did not attend virtual classes regularly to check-in with them to see if students were ok and/or if in need of any support. We continue to survey families to garner their feedback regarding potential re-entry preferences. Created a Parent Portal on the Website in order for parents/caregivers to have access to information on academic resources in Contra Costa County.

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

Information was posted and communicated to Voices WCC families regarding meal distribution locations in Pinole and Richmond, where they can pick up free breakfast and lunch meals for their families.

On April 24, 2020, USDA approved California’s application to operate a Pandemic Electronic Benefits Transfer (P-EBT) program during COVID-19. All families were provided information to apply for these benefits. Additionally, our Deans and Parent Liaisons provided support to those families who may need help filling out the application.

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

Under the Contra Costa County Public Health Order to shelter in place on March 16, 2020, only essential workers in the county were allowed to perform work at essential businesses. This caused the potential need for these essential workers to find supervision for their children during ordinary school hours.

In partnership with the Contra Costa County Office of Education, arrangements for supervision of students during ordinary schools were made available to families through the Contra Costa County Emergency Child Care Program. The announcement was made publicly on April 23, 2020.
Emergency Child Care supports healthcare workers and first responders living or working in Contra Costa County.

California Department of Education
May 2020