

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Holly Drive Leadership Academy	Alysia Smith, Principal	principal@hdla.org	06/27/2020

**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.

Holly Drive Leadership Academy transitioned to distance learning April 27, 2020. However, we started with a soft implementation on April 7, 2020 to work out any challenges that we did not anticipate before the full implementation date.

Due to various challenges that families faced during mandated school closures, HDLA teachers prioritized asynchronous learning experiences, and primarily used whole-group synchronous experiences to connect with students, provide wellness checks, support and academic instruction. HDLA staggered days and times for synchronous learning/connection experiences, so that families with multiple HDLA students who are sharing one device had equal access to opportunities and work time.

In general, times for synchronous learning at HDLA

- Kindergarten and First Grade: 9:00 - 10:00
- Second and Third Grade 9:30 – 10:30
- Fourth and Fifth Grade 10:00 – 11:30
- Middle Schools: 11:00 – 12:30

Teachers continued to assess student learning, but with flexible practices to be responsive to the unique challenges posed by distance learning. Teachers adjusted grading practices as needed. Attendance was taken to assist in wellness checks as well as to ensure that students are receiving educational support and participating in continuous educational experiences.

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

HDLA has an EL Coordinator that provided support to EL students. We also assign online work on i-ready that provides additional language arts support. Our EL Coordinator held zoom classes for thirty minutes each day Monday – Friday. Our foster and low-income students were

provided daily office hours with teachers, tutoring with aides, opportunity to borrow a chrome book, laptop, or desktop computer to complete assignments and participate in zoom sessions. As well as notified about free resources in the county.

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

HDLA collected data from all families via our website and phone calls in order to identify families in need of Internet access and/or a keyboard enabled device. Based on that data, HDLA distributed HDLA owned Chrome books/laptops/desktops to families without a keyboard-enabled device in the household. Families were asked to sign the HDLA Device Checkout Agreement upon collecting the device. Families without internet access were connected to local service providers, such as Cox Cable, offering low-cost or free service. The following platforms were used to provide distance learning instruction:

Primary Distance Learning Platforms

Kindergarten – Second Grade:

Teach Your Monster to Read, Math Whizz, I-Ready, EPIC, Let's Find Out, Happy Numbers and Zoom

Grades 3 – 8

Math Whizz, Achieve3000, I-Ready, Timestable.com, National Geographic, Game up, Elementary Institute of Science, and Zoom

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

Our families were provided a list of nearby SDUSD campuses offering free breakfast and free lunch for the entire week. That information was also posted on 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.

HDLA was not open during the stay-at-home order. We provided information on our website to families regarding childcare resources.