

## COVID-19 Operations Written Report for KIPP Comienza Community Prep

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
KIPP Comienza Community Prep	Krystal Vega-Washington & Melissa Helguera Co-School Leaders	kvega-washington@kippsocal.org, mhelguera@kippla.org (323) 589-1450	June 17, 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.

KIPP Comienza Community Prep made the difficult decision to physically close on March 13th. Our school will remain physically closed for the remainder of the academic year, and it will reopen when state and local authorities determine it is safe to do so. During this unanticipated physical closure, KIPP SoCal team members have adapted quickly to create high quality distance learning opportunities, provide meal services, and modify operations to support team member and student needs.

Prior to the initial physical closure of school, team members worked diligently to provide take home packets so students would not experience a lapse in learning. In the following two weeks, as physical closures were expected to lengthen, our team began surveying families to estimate students' need for devices and internet hotspots to access online instruction from home. Within a few weeks, we were able to begin lending devices and internet hotspots to students in need. To date, KIPP Comienza Community Prep has distributed 616 devices and 85 hotspots, and all students who requested a device have received one. While our Technology team worked to ensure all students could participate in distance learning, our Academics team evaluated our current curriculum, our instructional software programs, and research on how learning best occurs to create a remote learning structure for students to have access to all core content. Students receive check-ins twice per week from their teachers as well as additional services as needed, such as virtual outreach from counselors. By our second month of distance learning, we had reached 99% of our KIPPsters and recorded nearly 15,000 contacts.

We have also developed a streamlined meal distribution system to address family needs and to ensure public health and safety. We launched this system the Wednesday following physical closure, distributing over 3,700 meals during the first week and nearly 90,000 meals to date.

At present, all team members are working remotely with a select few members on-site to handle essential tasks. KIPP SoCal's governing board meetings continue to be held virtually with opportunities for public participation and engagement. Audio and video conference links are available on publicly posted agendas. Members of the public are invited to join KIPP SoCal board meetings, and they have the opportunity to address board members on both agenda and non-agenda items.

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

KIPP Comienza Community Prep enrolls predominantly low-income students, and every aspect of our instructional and non-instructional programming is designed to meet the needs of this and other underserved student groups, including English Learners and foster youth. EL students receive supports embedded in our chosen distance learning curricula. These programs are adaptive, meaning they adjust to keep each student in his or her Zone of Proximal Development and advancing toward mastery. As a result, English learner students receive an accommodated and individualized learning experience. In addition, we have provided English learners engaging books that align with their respective interests, English Language Acquisition Status, and reading level. Finally, our teachers have an intimate understanding of their EL students' abilities and progress, allowing teachers to adapt learning materials to their EL students' progress.

KIPP Comienza Community Prep does not currently have any foster youth students enrolled. However, we do have supports in place if foster youth students were to enroll. During our technology distribution, foster youth would receive devices and hotspots as needed to accommodate their access to distance learning. In order to support the socio-emotional needs of our foster youth, these students would have continued access to their counselors. Counselors would perform weekly check-ins for approximately 30 minutes with a majority of the students on their caseload. These resources would enable our foster youth students to receive high-quality distance learning opportunities.

As low-income students represent 93.3% of our student population, KIPP Comienza carefully tailors its programs to meet the needs of these students. Students have access to the technology necessary for distance learning, with 616 devices and 85 hotspots distributed thus far. It is of utmost importance that students remain engaged in virtual classrooms, so teachers provide consistent weekly messages and check in with each student at least twice per week to provide instructional feedback and emotional support. To ensure our low-income students have access to healthy meals, KIPP SoCal Public Schools has opened 15 Grab-&-Go Meal distribution sites, including KIPP Comienza, across our campuses as of March 18th.

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

KIPP Raíces Academy has moved rapidly to ensure that every student receives high-quality distance learning opportunities. On March 13th, when we announced the physical closure of the school, students received three weeks of work in paper packets for ELA, Math, Social Studies, and Science. As school physical closures were expected to lengthen, our team began surveying families to estimate students' need for devices and hotspots to access online instruction from home. Within a few weeks, we were able to begin lending technology to students in

need. To date, KIPP Raíces Academy has distributed 232 devices and 58 hotspots, and all students who requested a device have received one. In addition, the KIPP SoCal Technology team provides ongoing support to students experiencing technology-related problems.

Our primary means of delivery of content is standards-based instruction. KIPP SoCal implemented adaptive instructional software to ensure students get comprehensible inputs, frequent opportunities to process content, and regular feedback.

Teachers engage learners by providing consistent weekly messages to students and having at least two check-ins per week with every student to provide learning and emotional support. These check-ins take place by phone or over Google Hangouts for about five minutes and are recorded in KIPP SoCal's student information system.

We have also made a virtual after-school program available to all students accessible through Google Classroom, where students can find video tutorials on a range of topics as well as homework support.

Students with disabilities have equal access to these educational opportunities as well as additional accommodations. Our RSP teachers host Google Classrooms to provide targeted lessons. With parental consent, we provide speech therapy, occupational therapy, counseling, and other related services. Our counselors check in with the majority of students on their caseload for approximately 30 minutes per week. Our students continue to have access to NPA and NPS services during physical closure.

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

To ensure our students have access to healthy breakfast and lunch, KIPP SoCal Public Schools has opened 15 Grab-&-Go Meal distribution sites across our campuses as of March 18th. Families may visit any of the 15 Grab-&-Go school sites to receive their meals via drive-thru/walk-up distribution. At KIPP Comienza, breakfasts and lunches are distributed two times per week between 9 a.m. and 11 a.m. Meals are composed of pre-packaged and shelf-stable foods.

In order to maintain the health and safety of all team members and visitors during meal distribution, we are following guidelines from public health experts and government partners who have called for increased social distancing measures. In addition, we require families to do the following:

- Do not arrive before 9:00 a.m. at any of the Grab-&-Go sites
- Wear protective face covering
- Use drive-thru if available. The family will open their trunk for our team members to place meals in.
- Stand at least 6 feet apart from other people at all times and follow team members' instructions in regards to forming a line and distancing from others.
- No high-fiving, hugging, fist bumping, etc.
- Meals may not be consumed onsite.

- Do not visit a school site if you or anyone in your household has a) traveled out of the country in the last 14 days, b) had contact with anyone who has tested positive for (or is being monitored for) COVID-19 in the last 14 days, or c) had any symptoms of respiratory illness (fever greater than 100 degrees F, difficulty breathing, cough), even if mild symptoms, in the last 14 days.

As of May 20, 2020, KIPP SoCal has distributed a combined total of 500,172 breakfasts and lunches, and KIPP Comienza has distributed a total of 90,244 breakfasts and lunches.

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

KIPP Comienza Community Prep informs families of the childcare and student supervision resources available through our online COVID-19 Update Center (<https://www.kippsocal.org/updates>), easily accessible from the KIPP SoCal homepage. Under "Family Resources," families will find a list of up to date child care facilities and resources provided by California Child Care Resource & Referral. In addition, KIPP SoCal team members are providing live support to families via our COVID-19 Family Hotline (888-407-2019). Families are welcome to call the hotline for additional information and support related to childcare.