

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Civicorps Corpsmember Academy	Tessa Nicholas, Executive Director	Tessa.nicholas@cvcorps.org 510-282-7935	May 20, 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.

Civicorps shifted to distance learning on Monday, March 16 as teachers began offering live instruction over Zoom, and began outreach via emails, text messaging, and phone calls to engage students and communicate about the shift to distance learning. All efforts have been made to continue our program offerings albeit in modified formats; for example, our case counselors are continuing to offer constant counseling via phone and internet sessions; intake and enrollment continue via virtual conversations and online applications and assessments; classes remain structured around outcomes and objectives though students will receive pass or incomplete rather than a grade; and job training continues on a daily basis with significant safety protocols in place. Despite all the efforts we have adopted to provide continued access to education and counseling, our students’ attendance rate has declined during the Shelter in Place. While not all students are responsive to our concerted outreach efforts, student’s feedback suggests that family obligations and a general sense of feeling overwhelmed by the pandemic are barriers to a fuller academic experience. Finally, we are now making plans for a remote graduation on June 10th to celebrate the students who are on track to complete their academic portfolios. Families and friends will be invited to view an online ceremony.

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

English Learners are meeting one-on-one with the ELL Teacher on a daily basis via Zoom as they build skills to join and be supported in mainstream distance learning courses. While Civicorps serves 18-26 year old young adults, approximately 15% are former foster youth who are being supported by our Licensed Clinical Social Worker (LCSW) and Case Counselor, as well as by a dedicated teaching staff. Low-income students make up over 98% of the Civicorps demographic and are being served through ongoing outreach by staff. For example, students without computers or laptops are being provided with Chromebooks. Because most of our students can be reached through their cell phones, we instituted a new SMS messaging system to communicate with as many of them as possible as often as needed. We consistently update our SMS system as our students frequently change numbers. Civicorps is also continuing to provide a “living expense stipend” to all students engaged in the academic program.

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

The leadership team took quick action in doing a technology survey and ensuring student contact information was up-to-date, while the teaching staff immediately shifted to emailing/texting students and using the Zoom platform for instruction. After the calendared Spring Break, phase two was implemented and communicated broadly via the Civicorps website (<https://www.cvcorps.org/what-we-do/high-school-diploma/distance-learning-plan/>). As of May 15, 2020 we have distributed 29 Chromebooks and teachers are working diligently to shift coursework to Google classroom in order to better organize and support cross-curricular communication and improve the student experience. Courses are scheduled throughout the week and recorded for students to access on a schedule that works for them, and materials and assignments are shared within the distance learning plan through live links. Our new distance learning webpage also includes links to supplemental resources through free online platforms such as Khan Academy, NoRedInk and Typing Club.

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

Since school went into distance learning, Civicorps has distributed approximately 40 grab-go lunches per day each Monday-Friday, in addition to over 850 pounds of perishable and staple grab-go groceries every Thursday to students and their families. Our Food Program Intern and Lead Counselor supervise the daily and weekly food distribution with safety protocols firmly in place and plans to continue as long as the need is there.

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

Civicorps provides job training, education, and support services to 18-26 year olds. Classes are schedule throughout the week with teaching staff tracking participation based on both live classes and submitted coursework. Counseling and Support Services staff are also tracking engagement as they work with students to meet a variety of needs. Civicorps has developed and posted “online class guidelines” for all students to adhere to as we proceed on this distance learning path.

Civicorps is continuing to operate the job training portion of the program with required COVID-19 safety protocols in place. Participants are engaged in essential work at the Alameda County Community Food Bank and continue to provide recycling services to customers throughout the East Bay. Young people in Civicorps’ job training program are also providing important public safety work with partners such as East Bay Regional Parks District, East Bay MUD, Caltrans, and Alameda County Flood Control. Through our contracts with these partners, our participants are maintaining critical wildfire fuel breaks around reservoirs and homes in the East Bay hills, along with helping create safe roadways through median and landscape maintenance.