

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
New Millennium Secondary School	Samantha Navarro Principal	<a href="mailto:snavarro@newmillenniumschool.org">snavarro@newmillenniumschool.org</a> 714-309-8826	June 15, 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.

March 13<sup>th</sup> was the last day before the school closure. The school over that weekend put learning packets together for the students that had 3 weeks of work. Communication paperwork was also included. On Monday March 16<sup>th</sup> students/parents picked up the packets. This allowed the school time to switch over to Google Classroom. Through our social media platforms and our all call communication system we transitioned to Google Classroom. Bi-Weekly Zoom Meetings were held with teachers and support staff for daily updates and changing news information. We wanted to make sure our staff feel supported mentally also since this has been unlike anything we have been through as a country.

Individual Staff Member Meetings based on individual needs with the principal: Google Classroom Support, Mental Wellness, or “Just to Say Hi” meetings. We did support meetings for the students too in the form of Instagram Live sessions called “Soul Sessions”. It was an opportunity to connect with students and parents. The closure has impacted our parents and students, but we have tried our best to keep communication open to provide support for the Warrior Family.

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

Services and/or accommodations for students with EL, Foster/Low-Income/Disabilities: Our Resource teacher is co-teacher on all of the teachers’ Google Classrooms. This gives him access to all the assignments teachers are posting and all of the Zoom meetings and tutoring sessions. The RSP teacher has reached out to the students and the parents and let them know he will do phone calls, texts, Skype, or Zoom to make sure the students are getting the minutes they need and the support for the assignments. Small group tutoring sessions via Zoom based on student need are given as options also. Packets were also distributed to students middle of March when schools were closing. For our foster youth we worked with their social workers to make sure they had a laptop to do the necessary work.

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

- Monday March 16<sup>th</sup> was packet distribution day. Parents and students came that morning to pick up their packet of work. It had 3 weeks of

- work with all student classes. The packet also included emails of all teachers, principal, and counselor. Also updates from the LAUSD superintendent were included in the packet. Packets were mailed that day for the students and parents who were unable to pick them up.
- Google Classroom is the main form of distance learning carried NMSS through the end of the school year. Each teacher had their own Google Classroom. Each teacher had office hours and tutoring times. There were also one-on-one appointment times students can sign up for if extended support is needed. We worked to make sure each student has access to it. We kept equity in mind at all times. We had spoken to students and parents and had taken surveys to see what technology abilities they have access to at home. Communication for distance learning has been through our social media sites, website, and our all school phone and email blasts. Our social media handle is nmss\_warriors for all information and reminders. The percentage of the student population that has not been able to access this learning is 2%.

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

NMSS has communicated with our families the various locations for food services for students throughout LAUSD and local district south.

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

Since we are a high school there was no student supervision during the ordinary office hours during school from March-June.