



**PALM LANE**

CHARTER SCHOOL

1646 W. Palm Lane  
Anaheim, CA 92802

## COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Palm Lane Elementary Charter School	Dr. Angela L. Miller, Principal	<a href="mailto:amiller@palmlanecharterschool.org">amiller@palmlanecharterschool.org</a> (657) 223-0123	June 8, 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.

Palm Lane began planning measures it would take in response to impending threats of COVID-19 on the health, safety and welfare of Palm Lane students beginning in March 2020. Palm Lane administration drafted an Independent Study plan that was Board-approved on Monday, March 8, 2020. On Friday, March 13, 2020, Palm Lane held an emergency Board meeting at which the Board approved that Palm Lane officially close by end-of-day. Palm Lane immediately informed parents via letter, phone calls, by posting on our website, and through our parent communication system, Parent Square, that Palm Lane would close in response to COVID-19 and all students would be placed on an independent study contract.

Closing has greatly impacted student achievement. Many of our families did not have access to technology or internet access to allow Palm Lane to move instruction primarily online. Additionally, some families have yet to pick up work assigned from the school site and multiple attempts to reach these families have been unsuccessful. As a result, these students have not been learning which is very concerning and impactful to their academic future. Palm Lane's technology department works on a part-time basis, and was not able to immediately handle the support of a distance learning program. Because of the increased amount of copies due to having a primarily paper-pencil based program, our copiers and copy supplies have been strained.

So that we can offer some form of a blended program, on April 20, laptops were distributed to the families who needed or requested them. Teachers began to schedule instruction twice a week via Zoom. Instruction delivered in this manner is different in that the student and teacher are in remote and separate locations. More students have been participating in these sessions, however there are still students who have not completed work, nor have attended the Zoom classes. Additionally, some laptops failed to work, some parents reported that they could not connect the device to their home networks, and many students forgot their passwords and log-in information. These technical difficulties added an extra week of opportunities of missed instruction, further widening the learning gaps some students were already experiencing.



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Our Special Education students continue to receive speech services via teletherapy provided by our contract special education service provider company. Students who require RSP support receive it directly from our RSP teacher weekly as needed via Zoom or Google Meets. The teacher also joins classroom Zooms by request. Although the bulk of our special education students are continuing to receive remote services, two (2) families have opted out of telesupport, noting the difficulties they are having attempting to instruct their students with already pressing needs, while also working from home.

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

Palm Lane is meeting the needs of its English Learners by utilizing the support of instructional aides to provide times where one-to-one or small group support is offered on certain skills taught by the teacher. This is being done through Google Meets and Zoom and scheduled throughout each week. Each week, teachers also provide additional individualized resources with work packets that are created for each student by the classroom teacher and picked up by families on Mondays. The resource pack may have additional visual aids, disposable manipulatives, and a list of links to resources that families can access from home.

Palm Lane supports its low-income students by continuing to serve nutritious meals each day. Palm Lane administration communicates frequently with Palm Lane families regarding services we can offer during this time via Parent Square, the Palm Lane website, and on Palm Lane's Facebook page. School administration has created a COVID-19 telephone number that parents can access 24 hours a day, 7 days a week that they may call in case of an emergency to their family, to ask questions, and to get information regarding Palm Lane operations during the COVID-19 closure. One area that we are working on is finding ways to provide internet access to families at home. One of the major barriers to providing this service is there is only one provider in the Palm Lane area. This provider's terms (hotspot device minimums and 12-month contract commitments) have been financially unfeasible by Palm Lane. Students who do not have internet access have been encouraged to continue the use of the paper-pencil packet.

Palm Lane does not have any Foster Youth students.

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

Palm Lane has a blended program, offering both paper-pencil and digital learning tasks at all grade levels, TK – 6. The primary delivery of student academic learning comes from the paper-pencil tasks, while the digital component is typically an extension activity related to the paper-pencil task where students can access sites for research, watch videos, use apps (Learn Zillion, Kid's YouTube, Prodigy, etc.) for additional practice, or submit work online (Google Classroom, Think Central, Spelling City, etc.). Teachers continue to deliver high-quality distance learning as an extension to the assigned paper-pencil tasks by meeting with students at minimal, two days of the week to teach new content,



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administer quizzes/tests, give additional task directions, or meet with parents. Students in the upper grades collaborate on tasks during class Zoom sessions. Instructional support staff are assigned at each grade level and attend the teacher's Zoom meetings to provide more support and translation as needed. At the primary level, teachers read stories, practice oral language skills through class discussions about stories, and orally practice math facts via Zoom.

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

On a daily and weekly basis, Palm Lane serves a bag lunch provided by our food services provider, School Foods Solution. Blue Marks have been placed on the ground outside of the grab-and-go location, that identifies the 6-feet of distance families should maintain. Palm Lane staff wear gloves and masks during meal service. Contactless delivery of meals is provided when staff places bags on tables for parents to grab as they walk by. Each hour, meal service staff wipes down the table to further ensure safety. The meal is served between 7:30 a.m. and 10:30 a.m. and includes breakfast and lunch items. Palm Lane serves between 300 – 400 of each meal per week. All meals are reimbursable to Palm Lane through the school's participation in the National School Lunch Program. Palm Lane will continue to serve meals until June 5, 2020, the last day of school. Each Sunday evening, parents receive weekly reminders to pick up meals and student work for the upcoming week.

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

Prior to the closure, Palm Lane provided after school care through its after school program. Since the school closure, Palm Lane staff have not provided day or afternoon care for students. Palm Lane will inform families that are in need of child care to the statewide consumer education hotline at 1-800-KIDS-793 or to their website at <https://rrnetwork.org>. Palm Lane will also maintain a list of local child care programs.