



Long Beach School for Adults

Mid-Project Narrative Report: Long Beach School for Adults

Long Beach School for Adults (LBSA) has supported adult education for over 100 years. Our school operates from September through June, offering mostly free classes from 9 AM to 9 PM with open enrollment throughout the academic year. The school is closed in July and August. Beginning in August 2025, LBSA will be located at a new and larger site in Long Beach, where we will have the opportunity to grow and expand our program.

We serve 1200 students yearly. We offer the following programs:

- Adult Basic Education (ABE): Foundational reading and writing instruction for adults reading below the 9th-grade level. Prepares students for the High School Diploma (HSD) or HiSET.
- High School Diploma (HSD): Students earn 150 core subject credits through small-group classes and independent study via the APEX credit recovery platform.
- High School Equivalency Test (HiSET): This test offers an open, independent study lab with small group instruction in math.
- English as a Second Language (ESL): Levels 1–5 focus on English language skills, technology integration, and citizenship preparation.
- Career Technical Education (CTE):
 - Custodial Services and Building Maintenance
 - Animal Care and Veterinary Services
 - Campus Staff Assistant
 - (Returning Fall 2025) Certified Nursing Assistant (CNA): MOU with LA Skills Academy
 - (On the Horizon) Instructional Assistant SPED
 - (On the Horizon) Class A and Class B License
 - (On the Horizon) Culinary Arts

LBSA is committed to expanding CTE options for both long and short-term courses as we transition to our new school site in August 2025.

DLAC Team members

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| Nicole Lopez Principal | Sara Nickles ESL Lead Teacher |
| Lisa Busch HiSET Lead Teacher | Betzy Macchia Testing Administrator |

We provide ongoing professional development in digital literacy to all staff-both certificated and classified, during our flex meetings (12 total hours/year) to ensure everyone is equipped to support our DLAC goals. These training efforts are intentionally aligned with our WIOA Continuous Improvement Plan, WASC Action Plan, and CAEP 3-Year Plan, reinforcing our commitment to integrated, school-wide progress in digital skills and student success.

IDEAL 101 and the development of our site plan played a key role in helping us meet our program and DLAC goals by providing structured time to collaborate, reflect, and plan effectively. The process allowed our team to think through our digital literacy objectives in depth, while also offering valuable opportunities to network with other programs, share ideas, and gain new perspectives that strengthened our approach.

We celebrate the following accomplishments with digital literacy at LBSA:

In-Class Digital Literacy Workshops for ESL Students: To better support our ESL students, LBSA has integrated modified digital literacy lessons directly into all ESL classes and at our off-site locations. These sessions align with ESL curriculum goals while teaching essential digital skills. Instruction features: simplified language and visuals, culturally relevant examples, and bilingual support where available. By embedding these workshops into regular class time, we removed scheduling barriers and ensured all ESL students could build digital confidence without attending extra sessions.

LBSA has also launched a *4-Part Chromebook & Technology Workshop*. LBSA is introducing a 4-part workshop series to help students build essential digital skills. These sessions are ideal for those new to Chromebooks, those needing a refresher on basic technology, or tech-savvy ESL students who do not know English technology vocabulary. Topics include: Chromebook, keyboard, and Internet vocabulary, basic Chromebook use, keyboard function keys, trackpad use, and basic Internet navigation. Workshops will be offered regularly next school year as well, with dates added to the LBSA academic calendar. Staff will provide hands-on guidance to ensure students learn at a comfortable pace.

Our work in DLAC around digital literacy (among other accomplishments) was recognized by the school district for its significant impact on student learning and innovation. As a result of our efforts to integrate technology meaningfully into the classroom and empower students with essential digital skills, the district acknowledged our success by *awarding us a new, larger campus* for the upcoming school year. This move not only reflects their confidence in our program but also provides us with expanded opportunities to grow and serve even more students.

We have applied the skills learned in training sessions, such as team building, handling conflict, communication, and leveraging individual strengths, to strengthen our digital literacy efforts and enhance our program. By fostering open communication and collaboration, we've created a supportive environment where colleagues feel empowered to share ideas, address challenges, and build on each other's strengths. Idea sharing happens regularly in ESL Department meetings, weekly teacher meetings, and the weekly newsletter. This has allowed us to integrate digital tools more effectively, improve instructional practices, and build a strong sense of community and shared purpose within our team.

We have faced challenges such as a lack of additional funding and limited time, which have made it difficult to expand our initiatives and fully implement our digital literacy goals. We do the best of what we can with what we have: we are creative and leverage every resource (LBUSD VIPS, aka our husbands, and National Board Teachers) available to support our goal of digital literacy for our students.

Our site plan is evolving to include exciting new additions that support our digital literacy goals. On our new campus, we will be incorporating a dedicated NorthStar lab to provide students with targeted digital skills instruction and certification opportunities. To ensure its success, a retired volunteer teacher with valuable experience will help oversee the lab, offering guidance and support to both students and staff. This change reflects our commitment to expanding access to digital learning and strengthening the overall impact of our program.

Our planned next steps include the following:

1. Northstar Digital Literacy Program Rollout

LBSA is launching the *Northstar Digital Literacy platform* to help students assess and build key digital skills in areas like basic computer use, internet, email, and Microsoft Office.

Students will:

- Be introduced to Northstar during class orientations
- Work through self-paced modules with instructor support
- Set personal learning goals and track progress

A dedicated Northstar Lab will open on campus, providing a quiet space for students to complete modules and assessments. Staff will be available during posted lab hours to offer guidance and

tech support. All lab sessions and orientations will be added to the LBSA academic calendar for easy access and planning.

2. Launching a Digital Support Hub on the LBSA Website

LBSA will add a Student Support section to its website featuring a Digital Support Hub. This hub will provide easy access to essential tools like email login, Google Classroom, Northstar, and more through user-friendly drop-down menus.

It will also include: step-by-step tutorials, troubleshooting guides, and quick links to commonly used platforms designed for clarity and ease of use. The hub will serve as a central resource for students seeking digital help outside the classroom.

3. Student-Facing Videos and Cheat Sheets for Northstar

To complement in-person and website support, LBSA will develop student-friendly videos and cheat sheets to help learners navigate the Northstar Digital Literacy platform.

We will:

- Curate existing Northstar and third-party videos that best meet our students' needs
- Create customized, easy-to-follow videos and guides to cover:
- Logging in, navigating modules, completing assessments, and interpreting results.

These resources will be distributed widely at registration, in ESL classes, and during program orientations to ensure consistent support for all students.

4. Multilingual Registration & Orientation Videos

To promote equitable access, LBSA will produce registration and orientation videos in English, Spanish, and Khmer. These videos will guide students through:

- The enrollment process
- Accessing tools like Chromebooks and Northstar
- Available digital literacy support services

Videos will be shared via the LBSA website, social media, and shown during in-person and virtual orientations. This multilingual approach ensures language is not a barrier to student participation or success.

To successfully implement and expand our Digital Literacy Site Plan, we need continued support in several key areas. Clear communication about potential grants and opportunities for pilot programs would allow us to access much-needed resources and the ability to innovate more effectively. Establishing connections and collaborative opportunities with high-performing schools that excel in digital literacy would provide valuable insights and best practices to strengthen our efforts. Ongoing access to free professional development through OTAN is essential to keep our staff updated on the latest tools, strategies, and trends in digital education.

Traveling to Sacramento as a team was a valuable experience that helped build a stronger sense of community within our school. It gave us the rare opportunity to engage in high-quality, free professional development—something especially important given our limited funding for conferences and training. Being able to learn together, share insights, and connect in person deepened our collaboration and renewed our shared commitment to improving digital literacy and supporting our students.

The Long Beach School for Adults Digital Literacy Action Plan is a comprehensive, student-focused initiative designed to close the digital divide and provide adult learners with the skills they need to thrive. By combining hands-on workshops, integrated ESL instruction, the Northstar Digital Literacy platform, dedicated lab access, online support resources, and multilingual materials, we are creating a supportive and inclusive digital learning ecosystem.

This plan reflects our LBSA core belief: every student deserves the digital tools and confidence to succeed academically, professionally, and personally. Whether navigating an online classroom, applying for a job, or simply staying connected, our learners will be better equipped for success in today's technology-driven world. With this action plan, LBSA is making a bold, forward-thinking commitment to digital equity, ensuring that no student is left behind.