

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
The Preuss School UC San Diego	Dr. Helen V. Griffith Executive Director	hgriffith@ucsd.edu 858- 822-2282	June 22, 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.

Our school converted to offering a Distance Learning and Remote Teaching model. At the schools expense, we distributed computers to those without and hotspots for those without in order to provide connectivity with unlimited data. We instituted a school wide Monday-Friday Instructional Schedule that included instructional time with Education Specialists for scholars receiving Special Education services, Tele-Counseling with our College Counselors, Mental Health appointments with our Wellness Counselors (MFT, LPPC’s, School Psychologist), and Office Hours with Faculty, and a time to visit the Free Lunch/Breakfast pick up locations throughout the city. IEP meetings are being held online and the Education Specialist and Special Education assistants are providing small group instruction for scholars on their caseload.

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

We have a certificated faculty member assigned to lead the instruction for our English Learners. She has developed a specific curriculum that is accessible online and instructional time using Zoom to continue the development toward English proficiency. Using our Family Resource Specialist, we regularly assess the needs of our low-income families (90% are low income) and provide resources and/or referrals to meet their specific needs around instructional supplies and materials, food security, housing, health care, workforce support, and mental health and wellness.

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

Our school has provided specific training on the tech tools and instructional strategies necessary to provide quality online instruction. Faculty meet regularly to share and discuss best practices, challenges, strategies, and tools to meet the needs of the scholars in the online environment. An extensive use of tutors is being used in the content areas to provide small group instruction in Zoom break out rooms, immediate feedback, and to bridge learning gaps. The site developed a Grading Policy that would do no harm while also motivating scholars to remain engaged to enhance their subject matter competence. More than 85% of our scholars take AP courses. The expectation to take the AP exam was in place for all scholars. Further, our IT and Counseling team led advanced troubleshooting with all scholars to ensure a smooth

online experience while taking the AP assessments. An extensive use of Mathematics tutors were used to provided 1:1 support, offer immediate feedback, answer questions, and directed instruction to build competency in the content being introduced. Faculty held weekly Office Hours for scholars to offer access to additional instruction from certificated staff.

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

We are not providing meals onsite, but have referred our scholars to the Breakfast and Lunch program sponsored by the San Diego Unified School District. They are adhering to the established guidelines for social distancing at each of their pick up/grab and go locations. In addition, we made available the local Food Distribution centers locations to all families.

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

N/A