



COVID-19 Operations Written Report for University Preparatory High School (UPHS)

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
University Preparatory High School (UPHS)	Eric Thiessen Principal	erict@tcoe.org 559-730-2529	June 10, 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.

Prior to the school closing due to the COVID-19, UPHS had already been utilizing a school and class websites on a daily basis. All students have access to and were provided, upon request, a laptop computer or similar electronic device. Upon the closing of school, the administration surveyed all students regarding their access to the internet in their homes. All but seven students stated they had internet access on a regular basis. These students who do not have internet access are being provided with hard copies of class assignments. It was determined through this survey that seven students did not have internet access at their homes. However, all seven had access through their cell phone. These identified students are provided work through packages that are mailed home, some are also hand-delivered. Teachers were already using class webpages to post lesson plans, assignments, class discussions, etc. Teachers also were utilizing features such as Google Classroom and Khan Academy, just to mention a few. Students who require or are in need of extra help have been assigned to our support staff who meet with the students either online or by phone to assist them in their school work. Currently, UPHS is in the process of locating and attempting to purchase mobile hotspots for those students who do not have internet access in their homes.

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

We have three staff members who are designated to help classroom teachers. These staff members, one is our counselor, one a credentialed teacher, and the other a classroom aide, each work with a group of students who are designated either low-income or English Learners. These two staff members have always worked closely with the classroom teacher to provide extra support and guidance for the students. These two staff members, in support of the classroom teacher, meet one-on-one and in small group settings using Zoom or Google Meet to assist students in their academics. These staff members also ensure that students receive hard copies of assignments so they can help them work through their assignments and prepare for any assessments. Currently UPHS has one foster youth who does not require any extra academic assistance.

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

UPHS had already established online learning through the use of google webpages. All teachers at UPHS were already utilizing Google webpages for their classes. These pages host each class and the assignments, lessons, videos, discussions, etc. Most of our teachers were also utilizing Google Classroom when the school closed. Many of the rest of the teachers also implemented the use of Google Classroom to ensure student access and the ability to submit assignments. Shortly after closing, each teacher reached out to the students of their Homeroom class to ensure that they were able to access all of their classes, complete, and submit their work. For those students who lack internet access, the teachers, with the help of the principal, produced and mailed, or hand-delivered, work packets to these students.

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

UPHS does not provide meals to students. Students were notified via emails of meal distribution provided by the local school districts in our area.

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

UPHS has not had to provide supervision for students during ordinary school hours.