

# COVID-19 Operations Written Report

| Local Educational Agency (LEA) Name    | Contact Name and Title | Email and Phone  | Date of Adoption |
|--|------------------------|--|------------------|
| Laverne Elementary Preparatory Academy | Debra Tarver, CEO      | <a href="mailto:Debbie.tarver@lepacademy.com">Debbie.tarver@lepacademy.com</a><br>760.948.4333 | June 18. 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.

Lepa closed on March 13, 2020 due to the Covid-19 emergency. Based on our closure the following accommodations were made to begin our distance learning program:

- Packets for two weeks were sent home with scholars on March 13, 2020 and teachers contacted parents on what/how assignments were to be completed during that time.
- The week of March 23-27 was spring break and many staff members continued working through the break to make sure the digital program would be up and running beginning March 30, 2020
- Administration and staff began working on a distance learning format of integrating the curriculum we already utilized during in class instruction and setting up google classrooms, setting up websites, as well as zoom.
- The school surveyed parents to make sure they had devices to accommodate a distance learning format and made accommodations for those who didn't have access.
- The school provided training for staff and instructional aides to utilize a remote learning format.
- We had staff complete weekly lesson plans with instruction they were providing with the scholars as well as a tracking system of scholars staying engaged with their lessons on a weekly basis.

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

- We had our EL instructor as well as our instructional aides work with the teachers to do break out lessons with our scholars during the distance learning lessons. Small group instruction was given during this time and they worked closely with teachers to make sure the needs were met.
- Teachers consistently monitored EL scholars.
- Parents/Guardians were given instruction and phone calls in Spanish when needed by staff to give clear direction of what was expected of their children and continue the instruction we were providing.

## Students with Disabilities (SWD)

- Our SPED department which consists of sped director, sped teacher, paraprofessionals, counselors, speech therapist, and psychologist met immediately to make sure we would be in compliance to meet the needs of our scholars.
- We immediately completed our Prior Written Notice to all scholars on an IEP.
- Speech service continued and there was no interruption in services.
- We purchased the highest level of zoom so that we could continue with our IEP's, Annuals and Triennials.
- During our IEP's, Annuals and Triennials all stakeholders were engaged with the meetings.
- The SPED team and administration engaged in weekly trainings and calls with the Desert Mountain SELPA as well as weekly meetings with the team.
- Counselors worked with scholars on a daily basis with phone calls and zoom meetings, even for those not identified as a sped scholar due to the impact of what had occurred and knowing the dynamics of our scholars.

## Low Income Scholars

- The same services were provided to our low income scholars as the majority of our population is low-socioeconomic in our program.

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

- The school immediately purchased additional curriculum subscriptions for increased online learning
- The school purchased zoom technology and chromes
- The school provided additional professional development for online learning
- The school provided additional instructional support to our paraprofessionals as well as our other staff working with working remotely from home.

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

- The school provided grab and go meals daily.

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

We sent out flyers as they became available

