

COVID-19 Operations Written Report for Bitney Prep High School

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Bitney Prep High School	Jonathan Molnar Director	jmolnar@bitneyprep.net (530) 477-1235	June 9, 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.

In response to the Coronavirus/COVID 19 Pandemic, Bitney Prep High School transitioned to a Distance Learning Model starting on Monday, March 16, 2020. BPHS remained on Distance Learning through the end of the 2019-2020 school year, ending on May 29, 2020.

In preparation for the closure of BPHS to in-person student attendance, our instructional staff and administration worked to develop a Distance Learning Plan to meet the needs of all of our students. The purpose of the plan was to create a structure whereby our students could continue learning in the courses in which they are enrolled and earn the credits that will allow them to advance toward graduation. This plan was developed upon the assumption that both instruction and learning would encounter significant limitations. Our goal was to work carefully to limit the negative impact of this change upon our students and to provide them with every possible opportunity to move forward in their classes and earn course credits. There was also an understanding that it would be necessary to be flexible and to make appropriate accommodations to support individual students.

Working closely with our Special Education partners from the Nevada County Charter Services Authority, we also transitioned our special education services to a distance model. Our Resource Specialist Teacher arranged to meet individually, by distance, with students, and sometimes their parents, on a weekly basis. The frequency of these weekly meetings depended upon the individual needs of the students being served.

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

Bitney Prep High School does not currently have any students who are designated as English Language Learners.

During Distance Learning we worked to support the needs of both foster youth and homeless students. Because of our small student population, students who fall into these categories are well known by Bitney teachers and staff and we have consistent communication with their parents and guardians. We worked with these families on an a case by case bias. Home deliveries of work packets, school lunches,

and supplemental food resources were made for a number of families. Bitney Prep also continued to make shelf-stable breakfasts to all families through at school pick up.

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

During this period of Distance Learning, our teachers provided lessons and assignments to their students on a weekly or bi-weekly basis. There are two ways that students were able to access their distance learning lessons and assignments. Most of our students accessed their classes through the Google Classrooms using the Chromebooks that all students were assigned at the beginning of the 2019-2020 school year. Some students do not have access to WiFi at their homes and were not able to access lessons digitally. Students who could not work online, were able to pick up weekly work packets at school. Our recommendation to students and parents was that, if it is possible, students accessed their assignments using their Chromebooks, this is because Google Classroom can be a more interactive and an easier platform through which students can get assistance from their teachers. Some students requested a blended approach to Distance Learning where completed some of their work through Google Classrooms and some of their work through hard copy packets.

Advisory Class

During Distance Learning our Advisory teachers created structures to continue this important part of the Big Picture Learning at Bitney Prep. At the beginning of the social distancing period all students stepped out of their internships. Each advisory class had weekly assignments that were intended to help students stay organized and process the changes in their lives and education. All students completed an end of the year Exhibition. Students were given a range of options for the form that their exhibition would take.

Office Hours and Student Assistance

During the period of Distance Learning all Bitney Prep teachers worked hard to provide instructional input, assistance, encouragement and feedback to all of their students. Teachers were available to meet remotely with students between 9:00 am and 12:00 pm on Mondays, Tuesdays, Thursdays and Fridays by email, phone, text, or computer using Google Meets. Teachers are also available to assist students at other times by appointment. Our teachers and office staff worked proactively reaching out to students and their parents to support them if they have been struggling or failing to turn in work. Teachers also been scheduled Google Meets for groups of students to provide group interaction.

Grading

In keeping with the goal of making every effort to minimize the negative impact of distance learning on our students, we have developed and implemented a Hold Harmless Grading Policy. We understand that many of our students have struggled to consistently engage in learning activities while quarantined at home. It is also true that the lack of in-person direct instruction and interaction with teachers has had an impact upon student's ability to understand and master new concepts.

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

Bitney Prep High School did not participate in the National School Lunch Program during the 2019-2020 school year. Instead, we provided students who qualified for free and lunches with daily breakfasts. We continued to provide shelf stable breakfasts to families who wanted them on a weekly basis. Breakfasts were picked up at school on an "as requested" basis.

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

Bitney Prep High School did not provide on-campus access to enrolled students during Distance Learning.