



2025-26 Instructional Continuity Plan (ICP)

This template provides a framework for the Instructional Continuity Plan (ICP) and should be tailored to the unique needs and resources of the LEA and its school sites.

Guidance regarding completion and requirements of the Instructional Continuity Plan (ICP), including SB 153 requirement that this ICP be included in the Comprehensive School Safety Plan (CSSP) by July 1, 2025 can be found at <https://www.cde.ca.gov/re/di/or/icpguidance.asp>.

Local Educational Agency (LEA) Name	School Name	Contact Name and Title	Email and Phone
Bitney Preparatory High School	Bitney Preparatory High School		

Introduction and Purpose

Information about the Instructional Continuity Plan (ICP) requirements, revision and adoption dates.

This Instructional Continuity Plan (ICP) was last revised on 6/20/2025 and adopted by Bitney Preparatory High School on 6/25/2025 to ensure all students have access to instruction during a natural disaster or emergency, as mandated by Senate Bill 153, Chapter 38, Statutes of 2024 (SB 153), which adds a provision to California Education Code (EC) Section 32282.

This ICP will be included in the LEA's Comprehensive School Safety Plan (CSSP) by July 1, 2025. Inclusion of this ICP in the CSSP will be required to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27. This plan is intended to minimize disruptions to instruction and provide support for pupils' social-emotional, mental health, and academic needs.

Engagement with Pupils and Families

Protocol for Engagement

Protocol for engagement with pupils and their families.

As required, Bitney Preparatory High School will engage with pupils and their families as soon as practicable, but **no later than five calendar days** following an emergency.

Bitney Prep will use established two-way communication platforms to connect with families and re-establish instruction.

Methods of Two-Way Communication

Methods for two-way engagement.

The protocol for engagement with pupils and their families is designed to establish two-way communication. Current existing methods include:

- Short messaging service (SMS)
- Phone Calls
- Email
- School Portal
- Social Media

In the event of an emergency school closure, either temporary or of unclear length, the School Director will be responsible for directing lines of communication. Using established lines of communication (Parent Square, school website, and social media). The school administration will communicate with the community at large. Bitney Prep's Advisory teachers will communicate directly with the students and parents in their advisory groups. Bitney Prep will also put information out to the community through other public sources, including Yubanet, KVMR radio, and the Nevada County Superintendent of Schools Office.

Plans for Unforeseen Events

Plans to address unforeseen events such as power outages and damage to infrastructure and how they may impact methods for two-way communication.

The Nevada County Superintendent of Schools office provides internet connectivity to Bitney Prep High School. In the event of power outages or damage to infrastructure, internet communication can also be established off-site, without resort to the feed through NCSoS. In the event of a complete loss of two-way internet or phone communication, Bitney Prep will work with OES to identify other resources for communication.

Support for Unique Needs

Plans designed to identify and provide support for pupils' social-emotional, mental health, and academic needs.

Through Advisory classes and surveying of parents, Bitney Prep staff will work to identify students who need social-emotional or mental health support. In addition to Advisory teachers, Bitney Prep has a school psychologist/counselor who can provide remote mental health and/or social-emotional support using Zoom, Google Meet, or phone counseling sessions. The school counselor will reach out directly to all students who receive regular counseling services through IEP ERMS or regular education. Bitney Staff are also ready to provide contact information for outside agencies that can provide mental health support.

Access to Instruction

Timeline for Access to Instruction

Timeline for access to instruction no more than 10 instructional days following the emergency.

As required, Bitney Preparatory High School will provide access to in-person or remote instruction as soon as practicable, but **no more than 10 instructional days** following the emergency.

The decision to transition to remote instruction will be made after consultation with school staff, the Bitney Prep Charter Council, NCSoS, and Nevada County OES.

Conditions for Resuming Access to In-Person Instruction

Conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery.

Outlined below are conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery, including:

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

Bitney Prep does not have an identified alternative site to provide in-person instruction to students in an emergency or disaster situation. In a situation where Bitney Prep's physical site can not be used to resume in-person instructional services, the school's administration will work with OES, NCSoS, the other charter schools in the Nevada County Charter Services Authority, and local school districts to identify a site where in-person services can resume.

Remote Instruction

Plans for remote instruction.

As required, Bitney Preparatory High School remote instruction will align with EC sections 51747 and 51749.5, governing Independent Study instruction modalities. Remote instruction will be designed to meet instructional standards that are, at minimum, equivalent to those applicable in independent study programs.

Provided that there is adequate internet access, Bitney Prep is ready to switch to an independent study style program of instructional delivery for all students. All students enrolled at Bitney Prep are provided with a Chromebook, with which they can work remotely. Additional Chromebooks are available through the school office in case students experience a Chromebook loss or failure. All of Bitney Prep's classes are connected to a Google Classroom that is connected to our SIS. All students are enrolled in the Google Classrooms for the classes in which they are enrolled and can use their Google Classes to access instruction.

In the case of a short-term interruption of in-person instruction, classes will follow a traditional independent study model, where students access their instructional assignments primarily through their Google Classes with direction from their teachers. For a long-term remote learning situation, the staff will develop a schedule to provide remote instruction where students will log into Zoom classrooms or Google Meets to receive instruction and participate in class activities.

Access to Instructional Materials

Methods for distributing digital and non-digital materials.

As required, remote instruction offered will align with expectations of access and equity.

Prior to any emergency disruption of in-person learning at Bitney Prep, all students will have access to Chromebooks and internet access. If there is a switch to remote learning, the School Administration will establish a location where students and/or parents can come to get technical support or replacement equipment. Bitney Prep has a small number of internet hot spots available to distribute to students who do not have adequate internet connectivity to log in to their remote instruction from home. In instances where students can not come to a remote site to receive technical support, the administration will work to have the devices delivered directly to students.

Where needed, the school will work to provide textbooks as well as pencil and paper assignments to students who can not work solely through a Chromebook. A location(s) will be identified where these materials can be picked up, and completed assignments turned in. In instances where students and parents can not come to the access site for hard copies of assignments, the administration will work to have the materials mailed out regularly or hand-delivered.

In alignment with IEP requirements, all special education students at Bitney Prep have provisions within their IEPs to switch to remote learning in case of an emergency school closure. IEP support providers will make arrangements with the families of these students to remotely provide one-on-one or small group SAI and other IEP services.

Access to Schoolwork

Platforms and processes for accessing and submitting schoolwork.

As required, remote instruction offered will align with expectations of access and equity.

All students will have access to remote instruction. Where necessary, student needs will be handled on a one student at a time basis. and provisions made to facilitate their return to learning. Student assignments can be turned in remotely through Google Classrooms. Students who complete pencil and paper forms of assignments can do so by uploading digital photographs of their assignments to Google Classrooms. Students can also physically turn in paper assignments to the temporary site.

Temporary Reassignment

Procedures and agreements for temporary reassignment with neighboring LEAs.

Bitney Preparatory High School provides support to pupils and families to enroll in or be temporarily reassigned to another site, school district, county office of education, or charter school if an emergency or natural disaster disrupts in-person learning:

Because Bitney Prep enrolls students from throughout Western Nevada County, Bitney Prep staff will work with the NCSOS, the Nevada Joint Union High School District, and the other charter schools in Nevada County to identify the most appropriate school where individual students can be temporarily reassigned.

Instructional Continuity

Communication Protocols

Communication protocols for families, students, staff and faculty, including how information will be made available and with what frequency including methods and timelines.

Bitney Prep faculty has two-way communication established with students and families through the Parent Square Platform. This platform allows both parents and students to access communication through either the internet or cellular phones.

The frequency of communication will be determined by need. At the beginning of an emergency school closure, generalized information and updates will be sent out to the community on a daily basis. Advisory teachers will communicate directly with the students in their advisory groups using Parent Square. Once the school has switched to an independent study mode of instruction, teachers will communicate with students on a daily basis.

Technological Readiness

Technology readiness for educators and students to support a pivot from in-person to remote learning through independent study including early access to independent study program written agreements, online access to assignments and academic resources, assignment of devices, online instructional platform and access to internet and devices.

Starting with the 2024-2025 school year, all families will be asked to sign the agreement for Short Term Independent Study as a part of the school's enrollment process. This will help facilitate the transition to remote learning in case of an emergency school closure.

All Bitney Prep courses are connected to a Google Classroom that includes class syllabi, assignments, policies, calendars, grade reports, methods for turning in assignments, and email communication with teachers. All students are assigned a school Chromebook and a Google email associated with our school domain. Students can access instruction, assignments, and teacher communication using this platform.

Instruction and Assessment

Prioritization of essential learning, making standards-aligned learning objectives, methods for monitoring progress and additional support whenever possible, including tutoring, check-ins, virtual office hours or other methods.

In a short-term emergency school closure, all students will continue to access their learning through the Chromebook platform. Teachers will set up remote office hours and make appointments with students for individual help.

In a long-term emergency school closure, the school will establish a schedule for remote instruction using Zoom and/or Google Meet.

Depending upon the length of the emergency distance learning period, teachers will adjust their curriculum, both for whole classes and individual students, to focus on core standards-based content and assignments.

Depending on the specific circumstances of the emergency change to distance learning, the Bitney Prep will work to establish locations where students can schedule in-person tutoring sessions.

Access (Equity, Accessibility, and Inclusion)

Equity, Accessibility, and Inclusion

How all students, including those with disabilities, those experiencing homelessness, foster youth, or English learner (EL) students will continue to have equal access to instructional resources.

All Bitney Prep students have access to the technology necessary to participate in remote learning. Additional resources, for example, internet hotspots, are available on an individual's needs basis. Bitney Prep works closely with NCSoS to identify and support the needs of homeless and foster youth. Bitney Prep serves a very limited number of EL students. In the case of need, we have access to translation resources through our communication platform, Parent Square.

Individualized Education Plans (IEP)

How will IEPs continue to be provided and maintained.

All students with IEPs at Bitney Prep have provisions built into their IEPs to adjust services in case of emergency school closures. All service providers are able to provide services remotely using Chromebooks, Zoom, Google Meet, and cellular phones to provide adjusted services to meet the learning, emotional, and mental health needs of students with IEPs.

English Learners (EL)

How will EL students continue to be supported in alignment with the California English Learner Roadmap Policy.

In the case where Bitney Prep has English Learner students, staff will work with the staff from NCSoS to provide support in alignment with the California English Learner Policy.

Professional Learning

Professional learning opportunities and resources utilized if the need to pivot to remote instruction and assessment arises.

All Bitney Prep teachers are trained in the classroom use of student Chromebooks, Google Classrooms, Google Meets, and Zoom meetings. As a part of annual Professional Development, the Bitney Prep teaching staff will discuss procedures for transitioning to remote learning in case of an emergency school closure. If an emergency school closure takes place, staff will meet on a weekly basis to discuss the effectiveness of our instructional delivery, student learning and support needs, and staff needs for support. Teachers will work in teams of two or three to provide support as teachers work to adjust to remote instruction.

Well-Being and Support Services

How the LEA will provide access to physical and mental health professionals, including those who speak languages other than English.

Bitney Prep is prepared to continue to provide students with physical and mental health support in the case of an emergency school closure. Bitney Prep's school psychologist/counselor will be available to provide both emergency and scheduled mental health counseling remotely. In case of increased need, Bitney can help students to access additional counseling resources through the Nevada County Charter Services Authority, as well as through the CYBHI Counseling services that we have through NCSoS. If needed, Bitney Prep staff can work with our named partners, as well as through Nevada County Behavioral Health and through Victor services, to identify counseling resources for those who speak languages other than English.

During an Emergency School Closure, Bitney Prep's school nurse will work directly with families of students who have Health Support Plans and Safety Plans at school to ensure that students continue to receive the medical supports that they need.

Plans to provide access back-up, water and medicines in the event of an emergency.

Bitney has first-aid resources and OTC medications available at the school site. We also have limited emergency supplies, including water stored at the school site. In case of a prolonged emergency event, Bitney Prep staff will coordinate with OES to identify more longer-term access to water and medication.

Plans to ensure continuity of other support services, including special education, counseling, after-school programs, and access to kitchens and food services, adapting these services to the online or hybrid environment when necessary.

Bitney Prep partners with Community Roots to provide breakfast and lunch to students at school. In case of an emergency school closure, Bitney Prep staff will work with Community Roots to provide access to food resources if students transition to distance or hybrid learning.

Site-Based Collaboration

How administrators, faculty, information technology staff, students, and parents will collaborate in the development and implementation of this ICP.

Staff input was sought in the development of this plan. Many of the action steps incorporated into the plan reflect Bitney Prep's experiences with the previous emergency school closure and the feedback that was provided by students, staff, and parents. The technology resources and practices that are incorporated into the plan are based on the changes in instructional practices that have resulted from the four years of work subsequent to the COVID Pandemic. The transition to using our Google Domain as a structural support for our instructional program has created an infrastructure that will facilitate the continuity plans and practices that will take place if this Instructional Continuity Plan needs to be implemented. Our staff continues to work to provide for the social-emotional and mental health needs that our students are experiencing in the post-COVID era. These practices will provide a strong foundation for both the implementation of this ICP and our ability to adjust our plans to meet the needs of our students and community as we move through the next emergency situation that occurs.

Return to Site-Based Learning

Conditions that must be met prior to returning from disruption including reopening sites.

Conditions for return to site-based instruction will depend on the following factors:

- Directives and instructions received from the CDE and the Nevada County Department of Public Health regarding conditions required for site-based learning to resume.
- A readiness and safety assessment of the school facility that certifies that the campus is ready for student return.
- The availability of sufficient staff to provide instruction and support for students.
- The approval of the Bitney Prep Charter Council and NCSoS.
- Feedback from students and parents regarding concerns and support needs that students will have in transitioning to in-person learning.
- The availability of school food resources to meet the needs of students.
- The availability of transportation resources for students to get to and from school.
- Any additional factors identified during the process of planning for return to site-based learning.

Integration with Comprehensive School Safety Plan (CSSP)

Integration of this Instructional Continuity Plan (ICP) into Bitney Preparatory High School's Comprehensive School Safety Plan (CSSP).

This Instructional Continuity Plan (ICP) will be included as an integral component of Bitney Preparatory High School's Comprehensive School Safety Plan (CSSP) by July 1, 2025, as required by SB 153. The information in this ICP will be considered in relation to other aspects of the existing safety plan. A locally-adopted CSSP must include this ICP to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27.

Review and Updates of this Instructional Continuity Plan (ICP)

Frequency of review and update of this ICP.

This Instructional Continuity Plan will be reviewed and updated in collaboration with Educational Partners, considering feedback and lessons learned on the following basis:

The Bitney Prep ICP will be reviewed annually as part annual review of the school's Comprehensive School Safety Plan. The plan will also be reviewed after any emergency that requires the implementation of the ICP. The plan will be reviewed annually by staff prior to the start of school. Student feedback for the annual CHKS regarding school safety will be considered in the development of this and all other safety plans and policies.