



Bayhill High School Distance Learning Plan
July 2020

Purpose

Bayhill High School Distance Learning Plan describes the actions and approach that the school will be taking in the coming school year, given directives from government entities (California Department of Education, California Department of Public Health, California Governor's office and Alameda County Department of Public Health) that we must close our campus and face-to-face learning cannot take place until further notice.

Distance Learning is not the manner of teaching we prefer. Additionally, we understand that the culture we have created at Bayhill is important to our students' social and emotional well being. However, it is imperative that our students, staff, and families are safe and healthy.

As we implement this plan, we are doing so through the lens that our students are in high school and have specific learning needs. Thus it is important that our classes are rigorous, follow common core standards, meet A-G standards, and meet the requirements for credit towards a high school diploma, while providing the instruction and accommodations necessary for student success.

Communication Plan

It is the responsibility of the Executive Director to communicate the plan and updates to the Bayhill Community. Our parents will be informed of plan updates via One-Call Now. Staff and our Board will be informed via One-Call Now, email or live meetings.

Parents will continue to have access to teachers and their child's case manager via email. Additionally, students may arrange for additional support from staff.

Ensuring Student Success

Bayhill High School works with a population of diverse students who all face learning challenges. Therefore, our distance learning approach must closely align with our in-class learning:

- Multi-modality presentation of materials
- Interactive lessons
- Scaffolding
- Check for understanding and mastery
- Teacher-student communication
- The opportunity to work in smaller groups or individually
- Accommodations and/or Modifications

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Methodology

- Students will log into their class zoom link (a list of logins will be provided prior to the first day of school).
- Classes are provided via Zoom in real time, there are no makeup classes.
- Any information needed for the class has been dropped into their Google drive or Google Classroom prior to the start of class.
- There is 15 minutes between each class for a break and for teachers to follow up with students who may need additional support.

Parameters

- Attendance is mandatory.
- Students who miss more than 9 classes in a quarter will not receive credit for the class.
- Students are earning credits towards their high school diploma.

Attendance

- Roll is taken and entered into Jupiter Grades.
- Teachers will notify the Administrative Assistant of absences and connectivity issues.
- AA will contact student and parent to problem solve issues and communicate outcome to teachers
- Absences must be verified by a parent. If a student will be absent, parent must notify the administrative assistant via email.

Technology Assistance

- If a child is having a connectivity issue, the parent or student should contact administrative assistant via text or email.
- Students must provide their own laptop. We have limited Chromebooks that can be checked out to our neediest students.
- Parents should contact an administrator if they do not have internet access in their home.
- Parents will have orientation on our distance instruction and platforms to assist their child.

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Bell Schedule

Monday, Tuesday, Thursday, Friday

8:30 - 9:15	Period 1	45 minutes
9:30 - 10:15	Period 2	45 minutes
10:30 - 11:15	Period 3	45 minutes
11:30-12:15	Period 4	45 minutes
12:15-12:45	Lunch	
12:45 - 1:30	Period 5	45 minutes
1:45-2:30	Period 6	45 minutes

Instructional minutes

270 minutes/day

1080 minutes/week

Wednesday Minimum days

Minimum days are every week

8:30 - 9:15	Period 1 or 4	45 minutes
9:30 - 10:15	Period 2 or 5	45 minutes
10:30- 11:15	Period 3 or 6	45 minutes
11:30 - 12:30	Enrichment	60 minutes

Instructional minutes

195 minutes/day

Formula: 1080 minutes +195 minutes =1,275 minutes per week
(required 1200 minutes per week)

Expectations for Students during Distance Learning

<input type="checkbox"/> Workspace create a workspace that is in a quiet place that you use just for school, with a desk, chair and adequate lighting (no learning from bed!)
<input type="checkbox"/> Show up for all assigned classes, be on time, dress appropriately, sit up, have the camera on your face
<input type="checkbox"/> Make certain you have all the materials you need to learn
<input type="checkbox"/> Ask for help , it is always available.
<input type="checkbox"/> Use the 15-minute breaks to get up, move around, get a healthy snack
<input type="checkbox"/> Participate respectfully in class
<input type="checkbox"/> Make certain your camera shows your face
<input type="checkbox"/> Use office hours of teachers case managers and administrators

Parent Recommendations

<input type="checkbox"/> Help your child create a quiet workspace
<input type="checkbox"/> Establish a routine, use the daily DL schedule as a guideline, help your child personalize a routine that includes class time, study time, meals/snacks, breaks and exercise
<input type="checkbox"/> Remain in contact with your child's case manager
<input type="checkbox"/> Encourage your child to exercise
<input type="checkbox"/> Use the resources we have offered you
<input type="checkbox"/> Check Jupiter Grades
<input type="checkbox"/> Encourage your child to self-advocate

Returning to campus instruction in small cohorts

According to the State of California, “Schools may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county monitoring list within the prior 14 days.” (*CDPH COVID-19 and Reopening In-Person Learning*). Additional concerns given the wide area we serve are the county monitoring status of surrounding counties, the child-care and educational status of our staff’s families, and the health of medically fragile staff and students.

When we return to campus, parents and districts will be given adequate notice to be sure all students may get to campus instruction. For those medically fragile students, arrangements will be made for continued distance learning. Additionally:

- Health checks will be performed on everyone prior to coming onto campus
- All persons on campus must wear a mask
- All person on campus will respect social distancing
- No volunteers, parents and outside personnel will be allowed on campus
- Cohort size will be determined by the state and county

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Bayhill Administrative Roles

Ms. Shelley Lobell, Executive Director lobell@bayhillhs.org	Program, Compliance,
Ms. Donna Austin Assistant Director austin@bayhillhs.org	IEPs, Case Manager, Program
Mr. Gregory Trevigne Dean of Students trevigne@bayhillhs.org	Student issues, case management
Ms. Aubrey Ferreira Admissions Coordinator aferreira@bayhillhs.org	New student inquiry, referrals to program
Ms. Kimberly Chao Administrative Assistant chao@bayhillhs.org	Attendance, absences, technical assistance
Ms. Vanessa Brown Transition Coordinator brown@bayhillhs.org	Post-secondary planning, case management
Ms. Laura O'Brien Case Manager obrien@bayhillhs.org	Case Manager of IEP students
Ms. Holly Storey Case Manager storey@bayhillhs.org	Case Manager of IEP students