

Baker Charter Schools
2725 7th St
Baker City, OR 97814



541-524-2300 main
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<http://www.bakercharters.org>

BAKER CHARTER SCHOOLS

August 18th, 2020

RE: BCS COVID-19 Plan 20/21

Update #2- Clarification on Attendance and Announcement of Late Start

Dear BCS Families and Staff,

Due to the ongoing impact of the novel coronavirus COVID-19, Baker Charter Schools has carefully evaluated our plans for the fall, considered the rapidly changing situation, and *selected to implement Comprehensive Distance Learning for the 20/21 school year as outlined by the [Oregon Department of Education](#)*. This means all of our regular in person services will move online- home visits, student centers, and college advising. Should the situation get better or the risk of spreading COVID-19 reduce, we will develop plans to transition back to face to face interaction between students and staff. Thank you for your patience during this ongoing pandemic.

Sincerely,

Baker Charter School Administration Team

8/18/20- Update # 2

Our updates or changes to the plan will be listed at the top of our plan so they are easy to find. Changed language in the plan below will be green to note the changes.

Late Start

Due to global supply chain issues with both curriculum and computers, we are delaying the school year to start for all students on September 8th, 2020 instead of August 31st, 2020. During that additional week, we are scheduled to receive additional computers and curriculum shipments delayed by COVID-19 impacts. Our teachers will also be preparing materials for our elementary students who have backordered curriculum due to increased demand related to COVID-19 school closures. Here is a detailed look at our plan:

- August 19th-21st- BWA Staff Kick-Off training, initial parent phone calls to assess computer need
- August 24th-28th- Initial computer delivery to new families who have no devices at home, collection of returning student computers that are not needed, and initial virtual visits
- August 31st-September 4th- Computer delivery to new families who need additional devices
- September 8th- All online classes open and one month of digital curriculum ready for elementary families with back ordered curriculum

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- Students will need to finish all of Semester 1 work by January 22nd the end of Semester 1. Contact your grading teacher if you have any COVID-19 related barriers, illness or other situations where you need some additional time for assignments.
- We will move October 9th, 2020 from a teacher work day to a student contact day giving you full access to grading teachers for support and feedback.
- Semester 1 students will be expected to work
 - 82 student days down from 86 in semester 1
 - K-8- 5.3 hours a day normally, with the delay start they should work 5.48 hours a day (10-15 minutes a day longer)
 - 9-11- 5.8 hours a day normally, with the delay start they should work 6.03 hours a day (15 minutes a day longer)
 - 12- 5.7 hours a day normally, with the delay start they should work 5.89 hours a day (10 minutes a day longer)

Attendance

After evaluating the attendance criteria in the comprehensive distance learning plan guidance, our team has decided we are going to track attendance this year in two very specific ways. Your advisory teacher will receive training and walk your family through how we will meet the daily attendance requirements from ODE.

- **2 two-way communications-** We will still require the 2 two-way contacts with your advisory teacher every week as our families and staff are used to that method. This puts us in a position to continue to build great relationships between our families and staff while ensuring we are supporting our students during these times. You can complete this through a virtual meeting, Canvas interaction, email, phone, or text. No in person meetings.
- **Course Progress-** Our Advisory Teachers will be tracking weekly progress as usual on our Progress Monitoring sheets. We are looking to see progress in each class each week in order to mark students present. Staff will evaluate progress in courses and mark students present if they are making progress on a weekly basis.
- **What does an absence mean or how do I get an absence?** If you do not complete your 2 two-way contacts or make progress in your courses in the week our Advisory Teachers will mark you absent. The combination of communication and progress will keep students engaged, successful, and moving toward their goals. Students who are absent or not engaged in their coursework will not be given additional time to complete their courses.

Table of Contents

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BAKER CHARTER SCHOOLS

BCS COVID-19 20/21 Plan	2
Student Opportunity	2
Services for Students	2
Teaching and Learning	3
Instructional Time	3
Assessment, Grading, and Reporting Progress	3
Statewide Assessment System	4
Nutrition	4
Attendance	4
Equity and Access	4
Mental, Social, and Emotional Health	4
Partnering with Parents, Families, and Caregivers	5
BCS COVID-19 Plan Details as of 7/10/20	5

BCS COVID-19 20/21 Plan

Feedback

Please use [this form](#) to provide feedback on our plan. Thank you! Simple link: <https://bit.ly/BCSCCOVIDplan>

Student Opportunity

BCS students will have access to their full educational programming through remote learning opportunities. We are committed to providing quality, consistency, and support for our families during the ongoing impact of COVID-19. Since both schools are able to fully function without face to face contact, we will implement comprehensive distance learning and shift our regular in person services to online modalities. With less travel time for our teachers and counselors we will be increasing our contact with families and offering some new ways to connect with each other. No student will be held back or failed during the spring term of 2020 during the shut down. Students will have until the end of first semester 2020/21 to complete incomplete grades from spring 2020. Moving forward, families will have access to our regular grading and progress policies that do allow for flexibility as needed. Should a family need a

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schedule change please work with your assigned counselor to work out any modifications to your student's personal learning plan.

Services for Students

- **Virtual Home Visits-** All BWA students will have an Advisory Teacher that visits live online with them at least once every two weeks for roughly 45 min - 1 hour. These visits will be scheduled ahead of time and modified as needed. The virtual meetings will cover progress, school events, course selection/scheduling, assistance in courses, and fun virtual activities.
- **Virtual Grading Teacher Connections-** Since our Advisory Teachers are not traveling doing in person home visits, they will have additional time connecting with students they are grading online. We will be asking our teachers to connect with 30-40 students a week through their courses to provide additional instruction, support, tutoring and feedback.
- **Virtual Advising Sessions-** BWC/BEC students will have virtual advising sessions with their regional counselors. Students will go over their current term progress/success, schedule courses for the next term, go over college/career updates, and complete any necessary school processes such as state testing.
- **Virtual Study Hall-** With our student centers closed for live support we will be opening up virtual tutoring rooms in each region. Tutoring will be available with our regional lab teachers in every region at least 20 hours a week.
- **Student Wellness Counselors-** Both BWA/BEC will have Student Wellness Counselors who will be a great contact point and resource for students. They will offer direct crisis counseling to students virtually, crisis response/prevention, provide staff training, and work on family engagement during the year.
- **Regional Counselors-** All students in BEC/BWC/BEC have a regional counselor assigned to them that they can access anytime for education plan adjustments, college/career planning, or other needs as appropriate.
- **IEP/504 Services-** Students who have an IEP or 504 plan will continue to meet with our teams virtually and receive what services we can offer online through their provided computer.
- **ESL/ELS Services-** Students will have access to translation, modified curriculum, testing, and support from our ESL team virtually.

Teaching and Learning

- **Baker Web Academy Students-** will access their courses through Canvas or the appropriate text materials as usual per their Personalized Learning Plan.
- **Baker Web/Early College Students-** Since the Oregon community colleges have transitioned to online learning for fall, students will continue to complete those courses to the best of their ability. Please follow the college guidelines for course completion. BEC/BWC who need specific science classes or other classes not available at the college may enroll in BWA online classes they need.

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BAKER CHARTER SCHOOLS

Instructional Time

Baker Web Academy and Baker Early College students already comply with OAR Division 22 instructional time requirements. For the 20/21 school year BCS has 171 student contact days, 5 parent conference days, and 5 professional development days for a total of 181 school days. Students are expected to work roughly 5-6 hours per day on their coursework while making regular progress and keeping in touch with their teachers.

BWC/BEC students should sign up for 11-12 credits each term in order to be considered full time. If BWC/BEC students lower their college course schedule due to COVID-19 online learning, work with your counselor to fill your schedule with BWA online classes.

Assessment, Grading, and Reporting Progress

- **Grades-** Students in BWA/BWC/BEC will receive letter grades according to standard BCS grading policies published in our handbooks.
- **Progress-** Students are expected to finish all of their courses per standard BCS policies. Advisory teachers and counselors will regularly review progress with students in virtual meetings throughout the term. BWA students will receive a virtual live one hour visit every two weeks. BEC/BWC students will receive a virtual live one hour counseling session once per term.
- **Placement Testing-** BWC/BEC students will follow their local college placement testing guidelines to ensure they have the necessary documentation to sign up for classes.
- **SBAC Assessment-** Unless otherwise decided by the Oregon Department of Education, BCS will plan on conducting the SBAC state assessment. We will offer in person testing sessions around the state in compliance with current CDC and OHA guidelines.
- **Star360-** BWA 3rd-10th grade students will participate in the Star360 assessments remotely with their advisory teacher or lab teacher.
- **Dibels-** BWA K, 1, and 2 grade students will participate in the Dibels assessment.

Statewide Assessment System

BCS will be implementing the SBAC assessment to grades 3-8 and 11 as per standard practice. As we move closer to testing beginning we will develop a plan to offer in person testing sessions following OHA and CDC

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BAKER CHARTER SCHOOLS

Nutrition

BCS does not regularly provide nutrition services to students and will not be offering that during this time. BEC/BWC qualify for Free and Reduced Meal plans can use extra funds to sign up for cafeteria services at their local community college.

Attendance

- **BWA Daily Attendance-** *(Please note- this is an Oregon Department of Education REQUIREMENT, not a BWA requirement. We are doing our best to comply with this new rule- please share your concerns and we will find a way to make this work for our families and staff).*
 - Attendance will be required for all BWA students for the duration of the 20/21 school year. Oregon Department of Education is requiring DAILY attendance. Although this may seem like a big change, we are going to make it very simple by asking what we have for years. Here are the details:
 - All students K-12 will contact their advisory teacher twice each week and maintain progress in their courses on a weekly basis. If a student is not in communication with BWA staff or making progress in their courses they will be marked absent. Students who are not in communication or engaged in their coursework will not be given additional time to complete their courses.
- BWC/BEC students will enroll in 11-12 credits at their local college and make regular progress in those courses. Attendance is not tracked by the state for college going students, but it is important to participate in the course in order to pass your classes.

Equity and Access

- **Computer Access-** BCS will facilitate a fall contactless computer drop off for new students the week of August 24-29, 2020. Returning students will have their computer from 19/20.
- **Internet Access-** BWA will provide internet access to families who qualify for Free and Reduced meal plans as either a monthly reimbursement or wireless hotspot.
- **Translation-** We offer translation services for Spanish and Russian speaking students and their families. Contact your advisory teacher to inquire about our translation services.
- **Learning materials-** All students will have access to a chromebook, internet, and textbooks as needed to complete their Personalized Learning Plan.

Mental, Social, and Emotional Health

- **Student Wellness Coordinators-** BWA and BEC will have Student Wellness Coordinators available to support students throughout the 20/21 school year. BWA will have at least a 1.0 FTE Student Wellness

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BAKER CHARTER SCHOOLS

Coordinator to offer virtual social emotional support to students. BEC is a smaller school but will have at least a 0.25 FTE or greater Student Wellness Coordinator.

- **Regional Counselors-** Both BWA/BEC students will have access to their regional counselors for immediate concerns.
- **Advisory Teacher Support-** students will also continue to receive comprehensive support from their advisory teacher who will be meeting with the students for roughly 1 hour every two weeks live on Zoom/Google Meets.
- **Grading Teacher Support-** with less travel projected during the 20/21 school year, our teachers will have more time to reach out and offer live services to students in their content area. Teachers will provide support for roughly 30 students in their courses per week through synchronous connections via Zoom, phone or Google Meets.

Partnering with Parents, Families, and Caregivers

- We will start the 20/21 school year with individual contact to every BCS family through your Advisory Teacher or Early College Counselor.
- Throughout the year we will have abundant contact with our families through our various levels of support. We will continue to offer as many opportunities to connect as possible. Early College students will receive a once a term live meeting and BWA students will meet every two weeks with their Advisory Teacher.
- In addition to live communication with families we will have survey and feedback opportunities on our plans including our initial feedback, annual parent survey, and any plan changes feedback.
- Regional administrators will host “Coffee with your Administrator” meetings for parents to gather feedback from our families.

BCS COVID-19 Plan Details as of 8/7/20

Cleaning Guidelines and Procedures for Necessary BCS Spaces

- For BCS spaces that need to remain open with limited in-person operations, please follow these cleaning guidelines. If additional janitorial costs are needed to ensure this or supplies- local staff are authorized to make those purchases.
- All staff in contact with others must wear a mask. Staff working alone in an office are not required to have a mask but it is required in common areas such as hallways, labs, or open spaces. Upon entering a private office staff are asked to wear a mask or maintain six feet of spacing.
- Social distancing of six feet or more should be adhered to at all times.
- Daily clean all hard surfaces with a multipurpose cleaner containing bleach. Alcohol-based cleaners should have 70% or higher concentration.

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- Launder clothing, towels, and other materials according to manufacturer guidelines on the hottest setting allowed
- Have tissue paper and waste cans readily available
- Have hand washing and sanitizing stations available
- Limit group size to 5 or less ideally with 10 being the most allowed in a space

Please continue to follow the guidance coming from the Centers for Disease Control (CDC), the Oregon Health Authority (OHA), your local health professionals, and similar agencies in regions you may be traveling to. [Click here for more information about COVID-19 from the CDC.](#) The Oregon Department of Education has also created a [help webpage](#) that is useful. Baker Charter Schools will continue to receive updates and follow the guidance from these organizations.

The current recommendations of the CDC and OHA are as follows:

- Elderly people above 60 and those with underlying health conditions are most at risk
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Public gatherings are under county guidance based on what phase they are in.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 70% alcohol.
- Do not touch your face, eyes, or nose
- Take care of your health overall. Staying current on your vaccinations, including flu vaccine, eating well and exercising all help your body stay resilient.
- **Guidance on face masks has changed- they are required to be worn by staff members and students where social distancing cannot be maintained.**

BCS Current Response Level is 3. We are in full virtual operations and all student centers are closed until further notice.

BCS Stage One - This stage would be initiated if/when the Coronavirus mutates to person-to-person transmission and arrives on the West Coast of the US.

- If students, parents, or siblings are ill stay home and switch to online meetings
- If local school districts, community colleges, or other places for scheduled meetings are closed due to coronavirus the event will meet online if possible, or be canceled.
- Janitorial changes to cleaning duties to emphasize classroom disinfecting
- Surfaces or objects (such as desktops, computers, mats, etc) commonly touched by students or other surfaces should be cleaned at least daily. Surfaces or objects soiled with blood or other body

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BAKER CHARTER SCHOOLS

fluids should be cleaned and disinfected using gloves and any other precautions needed to avoid coming into contact with the fluid. Remove the spill, then clean and disinfect the surface.

BCS Stage Two - This stage would be initiated when a case appears in an area served by BCS staff

- Continue with employees/families staying home if ill and conduct online visits
- Cancel all large gatherings
- Cancel travel to impacted areas- if a school district, community college, or other meeting area is closed we will close our student centers, and meet online.
- An impacted area is when a school that is in close proximity to a student center is closed for COVID-19 contamination and cleaning. Oregon Health Authority is using counties to notify the public where confirmed cases are. We will use counties to make our determinations of impacted areas. Any county with two or more confirmed cases will be considered an impacted area.
- We will only reopen a center after a thorough cleaning following OHA and CDC guidelines.
- School operations will go fully virtual in impacted areas.

BCS Stage Three- This stage would be initiated when either a State Agency instructs the schools to close or an event occurs involving a student, staff member or a relative of close proximal distance.

- All school business in impacted areas is conducted virtually
- Student centers closed in impacted areas
- Staff are required to say-'no comment' for media responses
- If a student has a confirmed case of COVID-19, will not use personally identifiable information to inform the school community of potential exposure to ensure we do not breach confidentiality or create stigma or discrimination.
- BCS will work with the local public health department to respond appropriately.
- Employees who appear to have acute respiratory illness symptoms upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure and contact their local public health department.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 infection should refer to CDC guidance for how to conduct a risk assessment and contact their local public health department.

Recovery Stage - This stage begins when the Oregon Health Authority or other agency issues an all clear order for impacted areas

- Follow guidance from the Oregon Health Authority and Centers for Disease Control guidance on returning to normal activity

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- Student centers are opened up in areas that are cleared
- Regular hand washing, cleaning, and general conditions return
- Visits that were canceled are resumed
- Travel approved to areas that are cleared

Thank you for your cooperation during this time! We are wishing safety and health to our families and staff during this time.

Sincerely, Daniel Huld, Ed. D.- Superintendent