

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



541-524-2300 main
541-524-2339 fax
<http://www.bakercharters.org>

BAKER CHARTER SCHOOLS

April 22nd, 2020

RE: COVID-19 Letter #11- K-8th grade guidance

Dear BCS Families and Staff,

Please bear with us during these trying and unprecedented times. Currently, the Oregon Department of Education has authority to issue guidance and rules for public schools in Oregon under Executive Order 20-08 and revised State Board of Education rules last week. Both Baker Web Academy and Baker Early College are public schools and under the temporary authority of guidance coming from ODE. As such, we are required to follow the guidance sent. We apologize that some of these decisions may not feel great or in alignment with BCS philosophies/abilities during the shutdown. Our leadership team is working hard to advocate for our families on issues but will follow the guidance ODE has issued. [K-8 guidance from ODE.](#)

New Updates- 4/22/20

- **All face to face graduations are canceled-** Our remaining vendors have canceled our face to face options. We were holding out until the vendors canceled. At this point we will have no face to face graduations. We realize this is incredibly sad for our seniors. Our team is working on creative and thoughtful solutions that would be the most we could possibly offer during the pandemic. We offer our apologies and will do our best to celebrate the class of 2020. We are meeting this week with key BCS groups to develop a detailed plan for the celebrations.
- **K-11 Students will have P/Incomplete grades for second semester.** All students will either get a P or incomplete for their spring grades. We are still wanting all students to complete the entire course but will need to earn a final grade of 60% or greater in order to earn credit. Please check in with your Advisory Teacher and stay connected to your learning. We do not want our students to have a COVID-19 learning gap like many of the students in Oregon. ***K-8 guidance is new as of 4/22/20.***

BCS COVID-19 Plan Details-

- 1) **Class of 2020 Plan- *The State of Oregon is requiring all schools to issue P/NP grades to all seniors for second semester courses.*** Seniors who were passing courses as of March 13th, 2020, when schools were ordered to be closed, will be issued a 0.5 credit for every semester class they are currently registered for.
 - a) BCS will consider any student wanting to graduate eligible for these options, that means a 10th or 11th grade early grade or seniors from past years still working to complete their coursework.
 - b) Students who completed 50% of second semester coursework by March 13th will be considered passing if they had at least a 60% grade.
 - c) Students who failed fall courses or were failing second semester classes on March 13th have until the end of the school year to complete those courses in order to earn credits for graduation through

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our standard programs. Students will need to finish 50% of the curriculum at 60% grade in order to earn credit for the second semester.

- d) Seniors will need to finish their online coursework by May 29th in order to participate in graduation ceremonies.
 - e) Seniors still need 24 credits to graduate but do not need to pass essential skills.
 - f) BEC/BWC students will continue to attend college classes necessary for graduation spring term online.
 - g) Counselors and Advisory Teachers will begin evaluating seniors for graduation status this week and communicate directly with seniors.
- 2) **Baker Web/Early College Students-** Since the Oregon community colleges have transitioned to online learning for spring students will continue to complete those courses to the best of their ability. Please follow the college guidelines for course completion. Seniors who need specific science classes or other classes not available at the college may enroll in BWA online classes they need. P/NP option is not available for Baker Early College/Web College Students as they are attending colleges. They will not be required to complete essential skills.
- 3) **K-11 options- *Our team is moving all courses to P/Incomplete for 2nd semester to be in alignment with guidance for seniors and to honor the unprecedented interruptions caused by COVID-19.***
- a) **NEW- Students may not receive a letter grade in grades K-11th per ODE (previous 9-11 guidance has been extended to K-8).**
 - b) **Essential Skills and Personalized Learning (Capstone) requirements are canceled for the class of 2021.**
 - c) Otherwise all students will need to earn a final grade of 60% or higher in each course in order to receive a P grade.
 - d) Students should finish all of their assigned curriculum for the year (elementary students should complete the 80% normally expected). On March 30th, 2020, the Oregon Department of Education issued the Distance Learning for All initiative that would give students access to content to finish their courses through the 19/20 school year. Since we have not closed our education services at all, our students should finish their assigned coursework. We are allowing the P/Incomplete to provide some grace and allowance for interruptions.
 - e) Courses with discussion based assessments are now optional. With the limited schedule staff is working and interruptions from COVID-19 we are unable to sustain DBAs in all courses.
- 4) **Summer School-** Is open for enrollment for any students who need to make up high school credits. Check out the website for more information- <https://bakercharters.org/summer-school>.
- 5) **Graduation- *We want all families to prepare for the reality of Virtual Graduations. The three regions that have officially canceled our venues are Portland, Eugene and Bend.*** Many of our graduation venues are public schools, universities or community colleges. As those institutions close their locations we will also need to cancel our face to face celebrations. Our vision for a virtual graduation is to have a slideshow, speak about each student, mail diplomas ahead of time, host student speakers, keynote

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speakers, and students wearing a cap/gown. There will be complexities with getting families into large Zoom rooms but we will work that out ahead of time. Our Zoom rooms hold 500 which is more than any venue we had available. Only graduates will be allowed to have their webcam on with their family in the background. Inappropriate behavior will result in being ejected from the meeting. *These are unprecedented times but we will not let our senior class of 2020 go into the world without a proper celebration!*

Past Updates

- 1) **BWA is Open-** We are technically “closed” due to the Governor’s Executive Order 20-08, however we remain “open” offering educational services in compliance with guidance from the Oregon Department of Education. What this really means is that our enrollment is closed/frozen. We cannot accept new students or drop students after 3/27/20. If we can comply with equal access during this time we are able to continue offering educational services. Our admin team met today and reviewed all levels of service to ensure our compliance. Elements requiring face to face contact are suspended during the Oregon school closure when/if possible they will be conducted online. There are some services we are unable to perform online, such as special education diagnostics, or other specialized functions. All other service elements of BCS will be shifted to virtual modalities.
- 2) **Open- What does open mean for BWA?**
 - a) **Virtual Visits-** Advisory teachers, counselors, lab teachers, and will conduct meetings online with their students. Math and reading tutors will do their best to continue offering services given limited work schedules. Families need to understand this is a dynamic situation with a lot of variables. Many of our staff have young children at home due to the extended school closure, while they will do their best to keep children out of meetings there may be interruptions. Our recommendation is to shorten 30 minute virtual visits for Advisory Teachers and Early College Counselors.
 - b) **Attendance-** We will keep taking attendance to ensure consistent regular communication between staff and students- but because we are “closed” it is not required and we cannot drop students for 10 days of no contact. We are hopeful families will appreciate the support and relationship during uncertain times. Our goal is to keep our support and relationships strong.
 - c) **State Testing-** We will not be administering state testing this year as ODE has suspended the state testing requirement.
 - d) **Essential Skills-** ODE has waived the essential skills graduation requirement for the 2020 graduating seniors. Further graduation requirement changes may be coming in the next week.
 - e) **Special Education Support-** IEP/504 meetings can continue via online platforms, but we will not be able to conduct in-person diagnosing. We will use past years data to the best of our ability. Online special education services such as speech therapy, occupational therapy, and IEP/504 meetings will continue online.

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- f) **ODE Guidance-** For a comprehensive list of ODE guidance on COVID-19 please refer to [this webpage](#).

BCS Plan as of 4/7/20

- **NEW 4/7/20-** All graduating students for 2020 will receive a P/NP grade for second semester classes based on their progress through March 13th, 2020. Seniors who are currently failing their courses, or failed courses this fall will need to complete the course to 60% final grade before they can earn the credit.
- **NEW 4/7/20-** All students K-11 will receive a P/NP grade for second semester honoring the interruptions and changes due to COVID-19 on all families. Students may email their grading teacher if they want to receive a letter grade, otherwise all students will receive a P/NP grade. This means that students must earn at least 60% for a final grade to earn a P.
- **3/27/20- We have closed enrollment to Baker Web Academy.** Per recent guidance from ODE our enrollment is frozen. We cannot add new students after 3/27/20 or drop current students.
- **3/27/20- State testing is canceled.** ODE has canceled state testing for the 2019-2020 school year.
- **3/27/20- Essential Skills Requirement Waived-** The 2020 graduating class will have the essential skill requirement of reading, writing, and math waived.
- **3/19/20- Shortened Hours-** Staff will work a shortened schedule during the Oregon wide closure from March 30th-April 28th for 5 hours a day. Staff will complete those hours between 8 am and 4 pm. There will be no impact to salary or benefits due to the reduced work schedule.
- **3/19/20- All live components of our school will be shortened.** Virtual visits will be brought back, but shortened in nature to a suggested 30 minutes per student for advisory teachers, early college counselors, lab teachers, and live reading/math teachers. With the extended closure through April we cannot maintain our school model without live components. The shortened time frame allows flexibility for staff with children home and families with additional children home due to closed public brick and mortar schools.
- **3/12/20-** All professional development travel is canceled until further notice
- Our main office will maintain high cleaning procedures and only critical staff available for student records and finance.
- All student centers will be closed with only limited staff, less than 5 people at any time, and stringent cleaning procedures in place
- Students attending community colleges will continue to follow the local community college guidelines and procedures. All students are urged to use hand washing, elbow sneezing, limit contact with sick, stay home if sick, and social distancing.

As of the writing of this letter, the state of Oregon has 1,633 different confirmed cases, along with 55 deaths, and more tests being conducted every day. This is a serious illness that needs to be respected.

BCS will maintain our Level 3 response status until further notice.

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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.
- Daily clean all hard surfaces with a multipurpose cleaner containing bleach. Alcohol-based cleaners should have 70% or higher concentration.
- 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 prohibited under Executive Order 20-12 the “Stay Home, Stay Healthy” order
- Stay home when you are sick.
- 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 recommended to be worn in public at all times.**

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

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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 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

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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
- 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