

***Baker Charter Schools  
3000 Broadway Street  
Baker City, OR 97814***



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## **BAKER CHARTER SCHOOLS**

August 19th, 2021

Dear BCS Families and Staff,

Due to the ongoing impact of COVID-19, the Administration Team at Baker Charter Schools has carefully evaluated our model of operation regarding home visits. BCS will continue to offer two Advisory Teacher visits per month with students and families. As an option, one of these visits may be in-person, or both may be virtual. If the visit is in-person, it may be conducted at one of our local regional centers or at a public space. Face coverings will be required for all participants. Anyone entering our centers will be asked to take a COVID screening questionnaire and take their temperature. This will allow the staff to do contact tracing, if necessary.

These are challenging times and require us to do things we may not like to do, such as wearing a mask or taking our temperature. However, together we can do our part to minimize the spread of COVID and our students can do what they need to do to grow and learn.

Sincerely,

Baker Charter School Administration Team

### **Start date: Sep 7, 2021**

- August 13 - New registration portal open, invitations emailed to families
- August 25th - 27th BWA Staff Kick-Off training
- August 30th to September 3rd - Initial home visits, schedules, classes
- September 7th- All online classes open
- Students will need to finish all of Semester 1 work by January 28th, the end of Semester 1. Contact your grading teacher if your family has any COVID-19 related barriers, illness or other situations where your student needs some additional time for assignments.
- Semester 1 students will be expected to work the following hours per day:
  - K-8 - 5.3 hours per day average
  - 9-11 - 6 hours per day average
  - 12th - 5.75 hours per day average

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### **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.

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### **BCS COVID-19 - 21/22 Plan**

#### **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. Each student will have the opportunity to meet with their advisory teacher at a public space or at our offices around the state. Additionally our student centers will be open for students to attend and receive tutoring from local staff.

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### **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.
- **In-person visits** - These visits will be conducted in our lab or a public space which has face coverings required.
- **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 / In-person 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-** Due to the reopening of community colleges many students will access their courses in person. Some students will be attending online classes depending on course offerings at their college or university. A few of the colleges have a requirement of Covid-19 vaccine and will ask for proof of vaccination at their campus.

### **Instructional Time**

Baker Web Academy and Baker Early College students already comply with OAR Division 22 instructional time requirements. For the 21/22 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

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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

### **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 and can use extra funds to sign up for cafeteria services at their local community college.

### **Attendance**

- **BWA Daily Attendance-**

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- Attendance will be required for all BWA students for the duration of the 2021-22 school year. The 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-** Students are being mailed their laptop for the 21/22 school year. Computers are shipped after parents fill out their registration paperwork which will be sent to all families in the middle of August.
- **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 21/22 school year. BWA will have at least a 1.0 FTE Student Wellness 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 and/or a meeting at a center or public space which requires masks.
- **Grading Teacher Support-** with less travel projected during the 21/212school year, our teachers will have more time to reach out and offer live services to students in their content area. Teachers will provide

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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 21/22 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.

## **BCS COVID-19 Plan Details as of 8/18/21**

### **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.
- 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

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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.