



Independence Charter Middle School Parents and Guardians,

As Independence Charter Middle School looks to start the 2020-2021 school year, the safety and health of our students and staff are our first concern. After gaining input from parents, teachers, staff, and our partner school Harding Charter Prep, we have created two options for parents. Parents will choose whether or not they want their child to attend school face to face or online.

Online -

Students will be enrolled in Edgenuity for a semester at a time. They will access the curriculum online with a 24/7 help button to a live person. Students will complete the work online, and their semester grade will be the accumulation of those online grades.

Students who attend online classes will be required to stay in those classes for a semester. At the semester they can choose to stay online for the 2nd semester or come back to the building for face to face instruction.

Students who are online are welcome to continue to be part of the athletic extracurricular community if their parents so choose. However, after school activities will not be an option for our online students.

Face to face instruction -

Students enrolled in our face to face instruction will be on a block schedule. This schedule gives 90 minutes to each class; therefore, they attend each class every other day. Each day has only 4 classes. Fridays will be reserved as an online day. This means students will work from home with their teachers in a Google Meet video chat format on a reduced schedule - 30 minutes classes. This allows students to be comfortable and familiar with the online process should we have to shut down the building due to a Covid positive student or staff member, as well as allow for teachers to meet for Professional Development.

Our students and staff will be required to wear a mask. The school will provide one for each student; however, students may wear any school appropriate mask. We encourage students to wash their mask each weekend. Students will be allowed to keep their phones with them.

However, they must be turned off and put away. If a phone is out, it will be taken and sent to the office. The parent/guardian will be required to pick up the phone from the office.

Edgenuity -

Is a rigorous online curriculum platform offering the same classes we offer our students to include HS credit math and Spanish. All families wishing to participate in this online option must make their decision known to ICMS by August 3rd, 2020.

Each semester families have the option to opt back into face to face instruction or continue with the online option. Each student will be given a Chromebook to use for the school year.

Please keep in mind that online instruction is good, but it never replaces face to face learning with our professional and amazing staff. This online option is temporary during the Covid pandemic, so we can give our parents choices for their family's health. The following pages give more information about parental choices.

Amanda Mann

Superintendent/Principal

2020-2021 ICMS Covid Policy

Attendance & Enrollment

- 90% rule still in place
- Student attendance may be earned through virtual instruction
- Parents can request virtual instruction

PREVENTION

- Screening each day
 - Students will have their temperature taken before entering the school building and asked about Covid-19 symptoms each morning
 - Temperature must be below 100.4 for admittance to school
 - Staff self screen each day, record temperature
 - Report if they've had close contact with lab-confirmed COVID-19 individual, or they themselves have COVID-19 symptoms

- Students who are healthy will report to the cafeteria from 7:00 - to 7:30. At 7:30, students will report to their classrooms from 7:30 to 7:40 when class starts
- Backpacks, purses, drawstring bags and such will not be allowed in the building
 - Students will bring their Chromebooks and trapper keepers for class
 - Any bags needed for after school events will be placed into plastic bags and kept in the office

Screening parents/visitors - if allowed inside the building. Access to the campus will be drastically reduced for student and staff safety.

- Attestation screening questions to determine if they have COVID-19 symptoms or close contact with lab-confirmed COVID-19 individual
- Screening questions will be supplemented with temperature checks of visitors
- Individuals who fail screening criteria will be prevented from admittance to campus until they meet re-entry criteria
- Confirmed, suspected, exposed to COVID-19
 - Staff or students who themselves are lab confirmed COVID-19 or are experiencing symptoms must stay at home, and cannot return until school screens for re-entry criteria:
 - Obtain a doctor's note clearing them based on alternate diagnosis, or
 - Receive two separate official negative COVID-19 tests, 24 hours apart, from approved location
 - Staff, students, or visitors who have had close contact with lab confirmed
 - COVID-19 individual should stay home for 14 days
 - School will screen individual after 14 days, and if symptom free during that time period, then they can be allowed on campus
 - Students who travel out of state after July 30th, 2020 or during the school year will be required to
 - Enroll in the online program for the rest of that semester
 - For extenuating circumstances, parents may appeal to the administration, who will decide on a case by case basis how best to move forward for the students' and staff's health and safety.
 - Students and staff who must quarantine due to Covid will use video conferencing to continue to participate in class or teach from home

RESPOND

- If individuals with lab-confirmed COVID-19 cases have been at school:
 - School must notify local health department
 - School must notify the State Department of Education

- School must close for 10 school days
- School must notify all staff and families if a student or staff member on campus is lab confirmed COVID-19 case

MITIGATE

- General health & hygiene practices
 - School will have hand sanitizing stations at each entrance and in every classroom
 - Students, staff and visitors will be encouraged to sanitize/wash hands frequently
 - Teachers will greet students at the door to their classroom with hand sanitizer
 - Supervised hand sanitation as students enter class, after RR, and before meals
 - Classes will teach good handwashing techniques
 - Staff & students cover coughs with elbows, and immediately sanitize hands
 - Campus has frequent cleaning practices, and ability for students to clean space
 - Additional cleaning/disinfection on common surfaces throughout the day, door handles, furniture, shared supplies/devices
 - Cleaning products stored and used away from students
 - Classroom should open windows, when possible, to increase outside air circulation
 - Possibly keep classroom doors open to reduce touching knob and possible transference
 - Classes will provide students appropriate hygiene instruction on the first day of school
- Masks
 - Masks include non-medical grade disposable, cloth face coverings, and face shields
 - All visitors will wear masks
 - All staff will wear masks in congested settings, but may remove when able to social distance in the classroom
 - All students will wear masks
 - Unless students are outside and/or practicing social distancing procedures
 - Masks must be school appropriate
 - This means no violent, sexual, curse words, drugs, political, or any other inappropriate words or images may be on the mask
- Student-Teacher Grouping
 - When feasible, encourage students to practice social distancing

- In classroom space that allows it, placing student desks a min of 6 ft apart when possible
- Plan more frequent hand sanitizing and increased airflow from outdoors if possible
- Use of non-classroom spaces
 - When feasible and appropriate, students gathering outside is preferable
 - Participation in extracurricular activities on campus must align with state athletic guidance
 - Operation of the facilities to the public must be consistent with governor's executive orders
 - Entry, exit, and transition should reduce proximity of large groups and include staggered dispersed times
 - 6th grade dismissal 2:50pm
 - 7th grade dismissal 2:55pm
 - 8th grade dismissal 3:00pm
 - After school activities students dismissal 3:05pm
 - Lunch practices will limit close proximity by using 3 lunch times to allow for social distancing if needed depending on student numbers for face to face instruction
- Visits to Schools
 - Restrict to essential school operations only, and require visitors to follow prevention and mitigation requirements
- Staffing
 - Employees must continue to meet work expectations from employer
 - Should be trained on protocols and practices
 - Reduce in-person staff meetings, and when necessary, consider masks and increased airflow

 Attendance & Enrollment FAQ for 20-21

Remote Instruction on Fridays and if a Covid Outbreak Occurs and school must be shut down

- Two way, real-time, live, virtual instruction between teachers and students when students are not on campus.
- Required amount of instructional time is scheduled each day, addresses required curriculum, outline of services provided. Mainstream SPED students can receive regular and special ed instruction through this method
- Attendance taking replicates current on-campus method, students logged in at documented time are marked present
- Funding generated when attendance is recorded daily at local selected snapshot time

- Everything here must be documented

Remote Online Instruction for the Semester

- Curriculum is provided by Edgenuity. This is the same program Harding Charter Prep is using, so we will have continuity of practice for 8th graders
- Instruction is not delivered in person nor in real time
- Addresses required curriculum and details instructional materials, progress monitoring, and daily engagement expectations
- This method allows flexibility to earn daily attendance through an approved plan for high-quality instruction with daily engagement measures.
- Students earn daily attendance through daily engagement measures, including:
 - Daily progress in their LMS, daily progress via teacher-student interactions, or completions/turn-in of assessments
- The teacher will input daily attendance based on engagement measures each day by marking the student either absent or present on that day
- Proficiency demonstrated with passing grades equivalent to 70% or above on 100 point scale



Online Education Option Information

Due to the global pandemic, ICMS has partnered with an online education platform for a short-term solution to serve parents seeking an option outside the traditional classroom for their students.

Why did we partner with Edgenuity?

This virtual platform provides a rigorous curriculum. In addition, this is the program Harding Charter Prep is using, so our 8th graders will have continuity of curriculum if this pandemic continues into next year.

While no virtual education will match the education provided in a traditional setting, this is a quality option for those seeking such during the global pandemic. **We stress to all interested that this is not a long-term option.**

What will it look like for my student?

Each student will be enrolled in all core curriculum classes that follow OKSDE requirements. Virtual teachers will be available if students need assistance at home on the curriculum, and all writing assignments will be graded by ICMS teachers.

When do I need to choose the virtual option for my student?

Families interested in the virtual education model must opt into the program by August 10, 2020. Once a family opts into the virtual platform and the student is enrolled, the student will not be allowed to enroll in traditional face to face classes until the semester is over.

Where can I get the necessary technology for my student?

All ICMS students will be given a Chromebook to use while enrolled at ICMS.

How do students earn course credits for the online class?

The courses assigned to the student will need to be completed by the end of the semester to earn credit. If the course is not completed by the end of the semester, the student will receive a No Credit.

Who do I need to contact to enroll into the virtual option?

Any families seeking to enroll in the short-term virtual option will need to submit the attached form by August 10th, 2020.



Online Education Option FREQUENTLY ASKED QUESTIONS

Is this the same as distance learning?

No. Distance learning was implemented as an optional enrichment program in an effort to continue education in the wake of the global coronavirus pandemic. The Edgenuity program is a rigorous education solution that aligns with Oklahoma Academic Standards and offers a personalized, customized and self-paced curriculum that can replace the traditional, in-school learning environment for students who need this option.

Is there a cost to participate?

There is no cost to participate in the program as designed.

How much time do students have to complete the course?

Students have 18 weeks from the start date to finish the course work. This allows flexibility in scheduling for students and families during the year.

Can my student participate in athletics, fine arts or extracurricular activities?

Yes. This is a parent/guardian decision. We believe parents/guardians should make this decision since they know all the circumstances that relate to this decision. These students will still have to meet academic expectations to participate (70% or higher in every class).

Do students have access to the school library?

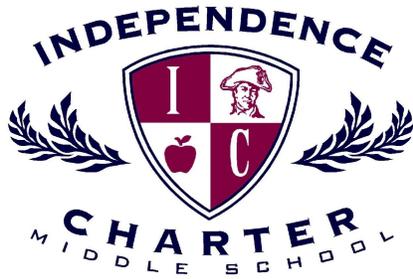
Students will have access to virtual resources from OverDrive our new online library which allows the student to get online books from the Metro library. Students will also have access to any other online options we offer for school materials.

Do students have access to the school counselors?

Yes. Students will have access to the school counselors through virtual communication.

What challenges should I consider before deciding to enroll?

Students, with the assistance of the parent, must make a greater effort to stay organized, create a schedule, manage their time and work toward staying on pace to complete their coursework. As a parent/guardian, you will need to work closely with your child to help monitor their progress.



Independence Charter Middle School

2020 - 2021

Online Education Option Semester Enrollment Form

By completing this form, I understand that this will enroll my student in the virtual education option provided by ICMS. I also acknowledge that my student will not be permitted to be on the school campus during the operational times except for school photos or specific permission from the administration. I also acknowledge that this option will never replace the high quality of classroom instruction provided by the fantastic teachers at ICMS; however, it is a good alternative option during the Covid pandemic. This form is due by August 3rd, 2020.

Student First Name: _____

Student Last Name: _____

Please circle:

Grade Level: 6th 7th 8th **Does your student have internet access?** Yes No

Would you like to pick up a sack lunch daily at 7:45, for your enrolled ICMS student, that will include a breakfast item and a lunch item? Yes No

*Student ID will be required for each sack pick up.

Guardian Full Name: _____

Guardian Phone Number: _____

Guardian Email Address: _____

We will use email to inform you of your student's progress and general updates.

Guardian Signature: _____

Date: _____