

July 27, 2020

Dear Parents and Guardians,

Wow! What a time we are living in. Leading in education is always a challenge, but with the Covid-19 pandemic, new challenges arise daily. Because things are constantly changing with this virus and the professionals' recommendations concerning how to mitigate it, we are asking that you be patient and flexible with us as we lead in the most safe and healthy way with the academic depth we are known for. Please bear with us as our plans may move from virtual, to hybrid, to “normal” and back again based on the way this virus ebbs and flows.

I'd like to identify some vocabulary before we get started.

Virtual / distance learning (in the building) - this is for our students who are choosing face to face at school classes. Our teachers will teach their students through Google Meets (a video two way meet) while students are at home. This is the teaching our ICMS teachers will be doing on Fridays, when students are learning from home, and if we are shut down due to Covid numbers in OKC or an outbreak.

Online (Edgenuity) - this is for our students who choose to have classes online at their own home. These students will not be coming to school for classes or learning in virtual classes from the ICMS teachers. All their classes will be with Edgenuity, our online curriculum. This curriculum does have a 24/7 help button which allows our students using Edgenuity to access a teacher at any time day or night to help with concerns or misconceptions with the assignments in Edgenuity.

Wengage Enrollment Process - the paperwork that must be completed for your student to attend school for the year. This is for all students, not just online or just face to face. **All students must complete this information.** These forms are due August 3rd. The emails will come from our counselor Ms. Linderer.

Online Education Option Enrollment Form - this is one Google form that asks if you want your student to be an online (Edgenuity) student. **Fill this form out ONLY if your student is going to be an online student for at least the first semester. You only need to fill it out once. If you have already enrolled your student, there is no need**

to do it again. If you have not enrolled him or her yet, we need this information by August 3rd.

Hybrid Learning - a mix of face to face classes in the building and virtual classes.

Students whose last name is in the first half of the alphabet (exact breakdown to be determined) will come to school on Mondays and Tuesdays. These students will have virtual classes Wednesdays, Thursdays, and Fridays. Students whose last names are in the last half of the alphabet will come to school Wednesdays and Thursdays. They will have virtual classes Mondays, Tuesdays, and Fridays.

If a family has more than one student but with different last names, we will work with you to make sure your students all come on the same day.

As such, due to the bold move by Oklahoma City Public Schools (OKCPS) to go virtual or online for the first 9 weeks of school AND to move the start of school back to August 31st, along with the Oklahoma State Department of Education (OSDE) strongly recommending that we follow certain rules based on Covid numbers in our county, we have decided the following:

- Move the first day of school back to August 31st, 2020
- Start school off with virtual (those students who wanted in the building learning) and online (Edgenuity) school
 - As we are able to do so safely, change back to a building focus of learning for those wanting face to face teaching in the building.
 - We will monitor the Covid-19 numbers in OKC, and evaluate the health and safety of students coming back to the building.
 - If we do make a change from virtual to a hybrid learning environment for our face to face/in the building students, we will give parents two weeks notice before a change is implemented.
- As long as learning is virtual for our face to face/in the building students, we will not be able to offer athletics. So, there will be no football, pom (fall), volleyball, or cross country this semester. At this time, we hope to be able to offer basketball and spring sports.
- Hot breakfast and lunches will be available for pick up between 10am - 12:00pm each school day. Student IDs will **not** be required; however, we will need you to provide your student's name.

- Students may get a breakfast/lunch bag from any OKCPS school. They do not have to come to ICMS to pick up their food. Please find the most convenient school for you.
- Students may start receiving lunches from ICMS or any OKCPS school from August 10th, 2020.
 - It is possible students may be required to come to ICMS only - beginning September 1st - for their breakfast/lunch. We will update you as we receive more information.
- Schedule Pick Up Day (SPUD) will be by grade.
 - We will be giving students and one parent the opportunity to come pick up their schedule, chromebook, and ask questions of a teacher by portions of the alphabet and by grade. **Everyone must wear a mask in the school.**
 - 8th - Monday, August 17th
 - 9:00am - 10:00am students with last names starting with A-F
 - 10:15am - 11:15am students with last names starting with G-M
 - 12:30pm - 1:30pm students with last names starting with N-S
 - 1:45pm - 2:45pm students with last names starting with T-Z
 - 5:30pm - 7:00pm (any parents who could not make the morning meetings)
 - 7th - Tuesday, August 18th
 - 9:00am - 10:00am students with last names starting with A-F
 - 10:15am - 11:15am students with last names starting with G-M
 - 12:30pm - 1:30pm students with last names starting with N-S
 - 1:45pm - 2:45pm students with last names starting with T-Z
 - 5:30pm - 7:00pm (any parents who could not make the morning meetings)
 - 6th - Wednesday, August 19th
 - 9:00am - 10:00am students with last names starting with A-F
 - 10:15am - 11:15am students with last names starting with G-M
 - 12:30pm - 1:30pm students with last names starting with N-S
 - 1:45pm - 2:45pm students with last names starting with T-Z
 - 5:30pm - 7:00pm (any parents who could not make the morning meetings)

Our moving school back to August 31st gives you time to prepare for the virtual/online learning your student will be doing **the beginning of school** as well as give our teachers time to prepare for this unexpected change.

If we are able to move to a less restrictive learning environment, the plan will be a hybrid of face to face learning and virtual learning. Our online students will stay online with Edgenuity for the semester. No changes for them during this process.

If things go back to a type of “normal”, we will move all of our face to face learning to a 5 day a week in the building “normal” school plan with our online students staying online for the semester.

Again, all of these moves from virtual, to hybrid, to “normal” will be based on a continual monitoring of the Covid-19 numbers and related to a downward trend, not just a down week. Also, we will give parents two weeks notice if we are moving from virtual to hybrid for our face to face/in the building students.

What tasks do I need to complete by August 3rd? (If you have already completed these tasks, you DO NOT need to do them again.)	
Traditional Learners	Virtual / On-line Learners
WenGage On-line registration (email from Ms. Linderer)	Online Education Option Enrollment Form (email from Ms. Mann) Also found digitally on our website home page at the bottom right.
NEW TO ICMS STUDENTS ONLY: STAR Reading & STAR Math Assessments (email from Mrs. West)	NEW TO ICMS STUDENTS ONLY: STAR Reading & STAR Math Assessments (email from Ms. West)

Thank you for your understanding during this unprecedented time in the world. We, at ICMS, are planning the year in the most safe and healthy way for our students, their families, and our staff. We are trying to be as consistent as possible, but due to new recommendations put out by the OSDE last week, we felt we needed to make adjustments to the beginning of the year plan. Thank you for your understanding. Stay Patriot Proud. One family, one team.

Amanda Mann
 Superintendent/Principal
 Independence Charter Middle School