Our vision is to prepare all graduates for success at any post-secondary educational institution.
Letter from School Leadership

Harding Independence Charter District Student(s)/Guardian(s),

The health and safety of our students, staff, and community members remain at the forefront of our planning for the 2021-2022 school year as we determine the best way to continue to provide a quality education in the midst of an ever-changing health climate in our surrounding area and specifically Oklahoma County, Harding Charter Preparatory High School, and Independence Charter Middle School.

As you are aware, we have learned much from the previous school year to deal with the current COVID-19 pandemic and will continue to follow guidelines from the Oklahoma State Department of Health, OKC-Department of Health, and Centers for Disease Control and Prevention. With this in mind, our school community has updated the Back-to-School Plan for 2021-2022 with more focus on mitigation efforts and in-person learning. However, it continues to provide a plan for Distance Learning if necessary. This document provides policies and outlines procedures our district will follow during this global health pandemic.

We understand that the changes to the normal educational environment uncertainty and impact our families. Our keyword for the 2021-2022 school year is growth, and we hope our school stakeholders will join us in understanding that these times in our community and school year may look different; however, all decisions made will be directed to these two principles:

- Ensuring the safest educational environment for our students, staff members, and stakeholders.
- Ensuring the education environment continues to prepare all graduates for success at any post-secondary educational institution.

In the best interest of the health of our school communities and Oklahoma County, our first day of school will begin on August 11, 2021 with a Low Mitigation Learning Model to start the school year for at least two weeks. Read more below to learn about our HICD Operational Plans for the 2021-2022 school year.

Thank you for your commitment to Harding Independence Charter District. While these times are ever-changing and uneasy, we are confident in our ability to work together to ensure safety for our community while continuing to provide and support a quality education. Together, we can overcome this global pandemic.

Sincerely,

Steven Stefanick
Superintendent

Pat McKinstry
HICD Governance Board President

Approved on July 12th, 2021 – Modified on August 9th, 2021
# Table of Contents

Back to School Plan – Overview ................................................. 4  

Traditional Learning Model ............................................... 5  

HICD Operational Plan ......................................................... 6 - 10  
  Normal Operations .......................................................... 6  
  Low Mitigation Operations ................................................. 6  
  High Mitigation Operations ............................................... 7  
  Distance Learning .......................................................... 9  

HICD New Mitigation Efforts / Academic Programs ............. 11 - 12  

HICD Facial Mask Policy .................................................. 13 - 14  

HICD Covid-19 Health Policy ........................................... 15 - 16  

HICD Self-Screening Policy ............................................. 17  

HICD Distance Learning Policy ........................................ 18  

HICD Parental Support ..................................................... 19  

HCP Athletic Policies ......................................................... 20 - 24
For the 2021-2022 school year, Harding Independence Charter District will be implementing a traditional model for all students. School will begin on **August 11th, 2021.**

- Students report to campus to learn from HICD teachers.
- Schedule may alternate between in-person and distance learning through Microsoft Teams if necessary.
- Enhanced safety measures in place on campus.
- Eligible to participate in extra-curricular activities and athletics.
- After-School Programs to address learning loss and academic support.
- After-School Virtual Programs to address learning loss and academic support.
- Summer School Programs to address learning loss and academic support.

**Go Patriots!**
**Go Eagles!**

---

Approved on July 12\textsuperscript{th}, 2021 – Modified on August 9\textsuperscript{th}, 2021
Traditional Learning Model

Traditional (in-person or distance) learning with a color-coded risk level approach based on guidance from the Oklahoma State Department of Health, OKC-County Health Department, Oklahoma State Department of Education and medical professionals. With the fluctuation of the health climate regarding COVID-19, these levels may change as necessary.

The Oklahoma State Department of Health has developed the Oklahoma COVID-19 Alert System; a four-tiered risk measurement tool with corresponding color categories that identify the current COVID-19 risk level. This tool offers the public and local elected officials an easy way to recognize each county’s risk level.

To explore this information yourself, follow the link below.

Based on this risk measurement tool and health concerns within the school buildings, Harding Independence Charter District will follow the below procedures to determine if school will operate in-person or through Distance Learning utilizing Microsoft Teams provided free of cost to all students.

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Number of Cases in OK County</th>
<th>School Operational Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW NORMAL</td>
<td>&lt; 1.43 cases per 100,000</td>
<td>Normal Operations</td>
</tr>
<tr>
<td>LOW</td>
<td>1.43 – 14.28 cases per 100,000</td>
<td>Low Mitigation Operations</td>
</tr>
<tr>
<td>MODERATE</td>
<td>14.29 – 49.9 cases per 100,000</td>
<td>High Mitigation Operations</td>
</tr>
<tr>
<td>HIGH</td>
<td>50 or more cases per 100,000 and/or outbreak</td>
<td>Distance Learning</td>
</tr>
</tbody>
</table>

While the data is scheduled to be updated from the OSDH each Wednesday, Harding Independence Charter District will remain at the higher risk level for at least two weeks before pulling back in the School Operational Plan. This is to ensure that new data results are consistent for two weeks to ensure more safety for our community.

Communication will be made via robocall, email and at HICD every two weeks regarding changes to the HICD Operational Plan

Approved on July 12th, 2021 – Modified on August 9th, 2021
NORMAL OPERATIONS (< 1.43)

**Instruction:** Harding Independence Charter District will operate in-person, on-site instruction five days a week, with no limitations to extracurricular activities and events.

**Health Protocols**
- Positive hygiene education practices and signage for students, staff, and guests.
  - Utilizing hand sanitizer stations equipped in all classrooms and in key places throughout school.
  - Utilizing and following CDC guideline posters for proper hand-washing techniques.
- Families will be **recommended** to screen their student(s) for sickness before each school day.

LOW MITIGATION OPERATIONS (1.43 – 14.28 and/or COVID-19 traceable at school-site)

**Instruction:** Harding Independence Charter District will operate in-person, on-site instruction five days a week, with limitations and safety procedures implemented for all school operations and activities.

**Health Protocols**
- Positive hygiene education practices and signage for students, staff, and guests.
  - Utilizing hand sanitizer stations equipped in all classrooms and in key places throughout school.
  - Utilizing and following CDC guidelines posters for proper hand-washing techniques.
  - Increased cleaning procedures for classrooms, lockers, and other areas.
- Families will be **required** to screen their student(s) for COVID-19 symptoms before each school day and required to stay home if symptomatic. Read more about self-screening requirements below.
  - Attendance policies will be relaxed, and the recommendation is for students to remain at home if there is any doubt about their health.

**Facial Masks**
- Masks are **highly recommended** for all students, staff members, and guests.

**School Lunch**
- More sanitation and cleaning procedures in place during lunch periods.

**Assemblies & Large Gatherings**
- HICD will limit gatherings, assemblies, and spectators at indoor events to decrease community transmission by ensuring a maximum of 50% capacity.

**Classrooms**
- All non-essential furniture will be removed from classrooms to improve social distancing practices.
- Classrooms will be expected to limit group activities.
- Larger classes such as Band, Orchestra, and Vocal Music will be required to use a larger space.

**Extracurricular Clubs**
- Activities such as clubs may continue only if quality hygiene and social distancing practices are followed.
Visitors & Service Providers
➢ Guests during school hours will be limited to essential business or emergency reasons only.
➢ Guardian meetings with teachers or counselors outside administration may be conducted in-person.

HIGH MITIGATION OPERATIONS (14.29 – 49.9 and/or COVID-19 traceable at school-site)

Instruction: Harding Independence Charter District will operate in-person, on-site instruction four days a week (M, T, TH, F) through a block schedule, with limitations and safety procedures implemented for all school operations and activities, and provide academic virtual support one day a week Wednesday through Microsoft Teams.

ALL STUDENT HANDBOOK POLICIES & PROCEDURES WILL CONTINUE TO APPLY.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person Learning</td>
<td>In-Person Learning</td>
<td>Asynchronous Learning</td>
<td>In-Person Learning</td>
<td>In-Person Learning</td>
</tr>
<tr>
<td>BLOCK Schedule</td>
<td>BLOCK Schedule</td>
<td>Microsoft Teams</td>
<td>BLOCK Schedule</td>
<td>BLOCK Schedule</td>
</tr>
</tbody>
</table>

Health Protocols
➢ Positive hygiene education practices and signage for students, staff, and guests.
  o Utilizing hand sanitizer stations equipped in all classrooms and in key places throughout school.
  o Utilizing and following CDC guidelines posters for proper hand-washing techniques.
  o Increased cleaning procedures for classrooms, lockers, and other areas.
➢ Families will be required to screen their student(s) for COVID-19 symptoms before each school day and required to stay home if symptomatic. Read more about self-screening requirements below.
  o Attendance policies will be relaxed, and the recommendation is for students to remain at home if there is any doubt about their health.

School Lunch
➢ Cafeteria seating capacity will be expanded to include barriers or alternate seating.
➢ More sanitation and cleaning procedures in place during lunch periods.
➢ HICD staff members outside essential staff must isolate and eat in their respective classrooms.

Assemblies & Large Gatherings
➢ HICD will limit gatherings, assemblies, and spectators at indoor events to decrease community transmission by ensuring a maximum of 25% capacity.

Classrooms
➢ All non-essential furniture will be removed from classrooms to improve social distancing practices.
➢ Classrooms will be expected to limit group activities.
➢ Larger classes such as Band, Orchestra, and Vocal Music will be required to use a larger space.

Extracurricular Clubs
➢ Activities such as clubs may continue only if mask policy is followed and properly socially distant.

Approved on July 12th, 2021 – Modified on August 9th, 2021
Visitors & Service Providers
➢ Guests during school hours will be limited to essential business or emergency reasons only.
➢ Guardian meetings with teachers or counselors outside administration may be conducted in-person.

Facial Masks
➢ Masks are **required** for all students, staff, and guests if Oklahoma County is in a state of emergency. If not in state of emergency, masks are **highly recommended**.

Technology
➢ Laptops will be provided to students in need for Distance Learning Wednesday purposes.
➢ Students and guardians must sign the laptop agreement form and will be held responsible for loss of product or any damages.

Connectivity
➢ Students in need of internet connectivity at home for Distance Learning may be provided home internet with WIFI for only $9.95 per month with the first two months free-of-cost.
   - To qualify for Cox Connect2Compete affordable internet program, your household must have at least one K-12 student and participate in a government assistance program. Applicants may need to provide documentation for eligibility.

To apply for this program, follow the link below:
https://www.cox.com/residential/internet/connect2compete.html

Instructional Support Services Schedule
➢ To ensure students are provided support during Distance Learning Wednesday, students may be permitted to attend campus during operational hours to receive the following services: academic tutoring, counseling, special education or English Language Learner support, or administrative support. Teachers will be available via Microsoft Teams for individual support as well.
   - Up to 25% of students are permitted to be on campus to receive support services
   - Any student on campus must abide by safety measures and proper social distancing.

Virtual Academic Support
➢ To ensure best practices for Distance Learning and limit loss of instruction, students will be provided academic instructional support from all HICD staff members via Microsoft Teams.
   - 25% of students are permitted to be in the building during Distance Learning, however priority will be given to students who need in-person services or have connectivity concerns.
   - Any student on campus must abide by safety measures and proper social distancing

Counseling Services
➢ The school counselors and resources will be available during operational hours through Microsoft Teams, email, or phone for all students and guardians.
   - Students may visit with the counselors in person if all safety protocols and capacity limits are followed.
Library / Media Center Services
➢ The school librarian and resources will be available during operational hours through Microsoft Teams, email, or phone for all students and guardians.
   o Students may visit the library in person if all safety protocols and capacity limits are followed.

Special Education Services
➢ The Special Education Director will be available during operational hours through Microsoft Teams, email, or phone for all students and guardians.
   o Meetings may be requested to be in person with limitations and all safety protocols followed.
➢ Students using Distance Learning will receive accommodations and modifications.

Extracurricular Clubs
➢ Activities such as clubs may continue only if Facial Masks are worn and/or properly socially distant.

Visitors & Service Providers
➢ Guests during school hours will be limited to essential business or emergency reasons only.
➢ Guardian meetings with HICD staff will be conducted virtually.

DISTANCE LEARNING (50 or more and/or outbreak of COVID-19 at school-site)

Instruction: Harding Independence Charter District will operate through Distance Learning utilizing Microsoft Teams from 8:00am – 3:00pm school-wide with up to 15% of students able to attend the school building for school services and support.

Health Protocols
➢ Positive hygiene education practices and signage for students, staff, and guests.
   o Utilizing hand sanitizer stations equipped in all classrooms and in key places throughout school.
   o Utilizing and following CDC guidelines posters for proper hand-washing techniques.
   o Increased cleaning procedures for classrooms, lockers, and other areas.
➢ Families will be required to screen their student(s) for COVID-19 symptoms before each school day and required to stay home if symptomatic. Read more about self-screening requirements below.
   o Attendance policies will be relaxed, and the recommendation is for students to remain at home if there is any doubt about their health.

Facial Masks
➢ Masks are required for all students, staff, and guests if Oklahoma County is in a state of emergency. If not in state of emergency, masks are highly recommended.

Technology
➢ Laptops will be provided to students in need for Distance Learning purposes.
➢ Students and guardians must sign the laptop agreement form and will be held responsible for loss of product or any damages.
   o Optional insurance is available for purchase of $50.00 per computer.
Connectivity
➢ Students in need of internet connectivity at home for Distance Learning may be provided home internet with WIFI for only $9.95 per month with the first two months free-of-cost.
   ○ To qualify for Cox Connect2Compete affordable internet program, your household must have at least one K-12 student and participate in a government assistance program. Applicants may need to provide documentation for eligibility.

To apply for this program, follow the link below:
https://www.cox.com/residential/internet/connect2compete.html

Daily Instructional Schedule
➢ To ensure best practices for Distance Learning and limit loss of instruction, students will follow the below instructional schedule via Microsoft Teams during operational hours.
   ○ 15% of students are permitted to be in the building during Distance Learning, however priority will be given to students who need in-person services or have connectivity concerns.

<table>
<thead>
<tr>
<th></th>
<th>ICMS</th>
<th>HCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>7:45am – 8:25am</td>
<td>8:00am – 8:40am</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:30am – 9:10am</td>
<td>8:45am – 9:25am</td>
</tr>
<tr>
<td>Support Time</td>
<td>9:15am – 9:50am</td>
<td>9:30am – 10:05am</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:55am – 10:35am</td>
<td>10:10am – 10:50am</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:40am – 11:20am</td>
<td>10:55am – 11:35am</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:25am – 11:50am</td>
<td>11:40am – 12:05pm</td>
</tr>
<tr>
<td>5th Period</td>
<td>11:55am – 12:35pm</td>
<td>12:10pm – 12:50pm</td>
</tr>
<tr>
<td>Support Time</td>
<td>12:40pm – 1:15pm</td>
<td>12:55pm – 1:30pm</td>
</tr>
<tr>
<td>6th Period</td>
<td>1:20pm – 2:00pm</td>
<td>1:35pm – 2:15pm</td>
</tr>
<tr>
<td>7th Period</td>
<td>2:05pm – 2:45pm</td>
<td>2:20pm – 3:00pm</td>
</tr>
<tr>
<td>Office Hours</td>
<td>2:45pm – 3:15pm</td>
<td>3:00pm – 3:30pm</td>
</tr>
</tbody>
</table>

School Nutritional Services
➢ Breakfast & lunch will be provided to any students in need through a drive-through system.

Counseling Services
➢ The school counselors and resources will be available during operational hours virtually or in-person.

Library / Media Center Services
➢ The school librarian and resources will be available during operational hours virtually or in-person.

Special Education Services
➢ The Special Education Director will be available from through Microsoft Teams, email, or phone for all students and guardians.
   ○ Meetings may be requested to be in person with limitations and safety protocols followed.
➢ Students using Distance Learning will receive accommodations and modifications virtually.
HICD Operational Plan

Extracurricular Clubs
➢ Activities such as clubs are only available virtually.

Visitors & Service Providers
➢ Guests during school hours will be limited to essential business or emergency reasons only.
➢ Guardian meetings with HICD staff will be conducted virtually only.

NEW DISTRICT MITIGATION EFFORTS (ASR)

With the goal of schools providing a quality education in a safe environment from the State Department of Education, Harding Independence Charter District has received new funds (ASR) for the purposes of preventing, preparing for and responding to COVID-19. Our additional safety measures that will be put in place to support this initiative are listed below.

INDOOR AIR QUALITY
➢ Needlepoint bipolar ionization installed in the building works to safely clean indoor air, leveraging an electronic charge to create a concentration of negative ions. These ions travel through the air continuously seeking out and attaching to particles. This sets in motion a continuous pattern of particle combination. As these particles become larger, they are eliminated from the air more rapidly.
   o Installed in the HVAC unit air stream.
   o Small particles are attracted together into larger particles for more efficient filtration.
   o Molecular bonds are broken, reducing VOCs and odor causing compounds.
   o Deactivates genetic material in biologicals & pathogens.
   o Certified to kill Covid-19.

To learn more about how it works, click here.

TOUCHLESS WATER FOUNTAINS & BATHROOMS
➢ Harding Independence Charter District has full intention to replace current water fountains and bathrooms to be hands-free.

OUTDOOR CAFETERIA SEATING / BARRIERS
➢ Harding Independence Charter District has full intention to install cafeteria tables for outdoor seating to improve social distancing during lunch periods or install indoor barriers.

SANITATION SUPPLIES
➢ Harding Independence Charter District has full intention to provide hand sanitizer stations throughout the school buildings and in classrooms.
➢ Harding Independence Charter District has full intention to increase cleaning supplies and services provided to each school.

Approved on July 12th, 2021 – Modified on August 9th, 2021
To address the loss of instruction for our students during the last school year, Harding Independence Charter District will be implementing the following academic support programs.

SUMMER SCHOOL 2021-2024
➢ Summer school will be offered free of charge for all students in June to address learning loss and credit recovery.
➢ Summer school will include in-person support from HICD teachers.

AFTER-SCHOOL PROGRAM 2021-2024
➢ After-school academic tutoring and programs will be offered free of charge for all students.
   o ICMS After-School Program
     ▪ Monday, Tuesday, and Thursday (3:00pm – 4:15pm)
   o HCP After-School Program
     ▪ Monday, Tuesday, and Thursday (3:15pm – 4:30pm)

AFTER-SCHOOL VIRTUAL PROGRAM 2021-2024
➢ After-school virtual academic tutoring will be offered free of charge for all students via Microsoft Teams by teachers.
   o HICD After-School Virtual Program
     ▪ Monday, Tuesday, and Thursday (6:00pm – 8:00pm)

STUDENT COVID-19 VACCINATIONS

If you have interest in providing your Harding Independence Charter District student (12 and older) a COVID-19 Vaccination, please follow the information below.

Welcome to the Oklahoma State Department of Health (OSDH) COVID-19 vaccine registration portal.

Here’s how to register

1. Fill out a short questionnaire. COVID-19 Questionnaire
2. If you’re eligible in the current vaccine phase, you’ll be able to schedule your vaccine, pending supply and appointment availability.
3. If you’re not eligible, you’ll receive an email when your phase is ready for vaccinations.

Visit the link below to watch a walkthrough on how to register and book your appointment on the Vaccine Scheduler Portal: https://oklahoma.gov/covid19/vaccine-information.html.
NORMAL OPERATIONS - Masks are optional for all students, staff, and guests.

LOW MITIGATION - Masks are highly recommended for all staff members, and guests.

HIGH MITIGATION - Masks are required for all students, staff, and guests if Oklahoma County is in a state of emergency. If not in state of emergency, masks are highly recommended.

DISTANCE LEARNING - Masks are required for all students, staff, and guests if Oklahoma County is in a state of emergency. If not in state of emergency, masks are highly recommended.

Facial Mask Guidelines:
- Offensive writing, social/political statements, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; electronic cigarettes, vapes or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity, including bandana print, on any person are not allowed.

It should be noted that the use of a cloth face covering does not prevent the wearer from getting sick or eliminate the need to continue the primary mitigation efforts to stop the spread of COVID-19, but may prevent the spread of the virus from the wearer to others. Any masks should be functional and effective by covering the bridge of the nose to under the chin and cleaned.

Students are reminded that by wearing a mask at school, they are protecting both themselves and those around them. Moving forward, students should include a face mask, hand sanitizer, and wipes in their list of school supplies.

- PPE should be provided by parents. HICD will have initial allocations available should students need replacements (subject to availability).
- Students may have permission to use other such facial coverings based on medical documentation only.
- Teachers may have permission to use facial shields in a classroom who remain socially distant from others.
- If HICD is unable to provide masks and/or additional necessary PPE, administration will work with students and parents to meet the requirements.

The optimal and safest situation is for all students, staff, and guests to wear a mask at all times. Doing this is a sign of respect for both classmates and teachers; and by extension it is confirmation that the wearer understands his/her responsibility to his/her immediate family, extended family, school family, and the greater HICD community. HICD appreciates the efforts to ensure safety of all students and staff by complying with federal, state and local guidelines.

Due to the passing of SB 658 on May 28th, 2021, Oklahoma Public School Governance Boards must vote on the requirement of a facial mask at each regular monthly board meeting and Oklahoma county must be under a state of emergency in order to implement a mask mandate.

Click here to read about SB 658.
According to CDC Guidelines, particular masks work better than others to help slow the spread of the virus that causes COVID-19.

| **Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)** | **Masks that do not fit properly (large gaps, too loose or too tight)** |
| **Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)** | **Masks made from materials that are hard to breathe through (such as plastic or leather)** |
| **Masks made with breathable fabric (such as cotton)** | **Masks made from fabric that is loosely woven or knitted, such as fabrics that let light pass through** |
| **Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)** | **Masks with one layer** |
| **Masks with two or three layers** | **Masks with exhalation valves or vents** |
| **Masks with inner filter pockets** | **Wearing a scarf/ski mask** |

[Click here to learn more about Guidance for Wearing Masks from Centers for Disease Control and Prevention.](#)
When should I keep my student home?

For numerous reasons we have stressed attendance as important at Harding Independence Charter District. This pandemic has forced us to closely examine many things, and attendance is no exception. Guidance for the 2021-22 school year is as outlined below and MUST be followed.

When in doubt, stay home.

Student Symptoms Impacting Consideration for Exclusion from School:
Students should be trained to recognize the following COVID-19 related symptoms:
- A fever of 100.4° F or greater, or
- New loss of taste or smell, or
- Cough, or
- Shortness of breath or difficulty breathing, or
- Chills, or
- Repeated shaking with chills, or
- Muscle pain, or
- Headache, or
- Sore throat

What happens if a COVID-19 case is confirmed at school?

If a COVID-19 case is confirmed at school, school administration will immediately begin contact tracing and collaborating with local health officials for assistance on who is identified as close contact.

Those who have been identified as close contact with a person diagnosed with COVID-19 will be contacted through phone communications and provided the following recommendations provided by the Oklahoma City County Health Department (OCCHD) on July 30, 2021.

1. Quarantines are recommended, but not required for individuals exposed to a positive COVID-19 case.
2. Individuals who are fully vaccinated do not need to quarantine if exposed. However, anyone with symptoms needs to isolate until they can test or receive an alternative diagnosis.
3. Individuals who are not fully vaccinated are strongly recommended to complete a 7-Day or 10-Day quarantine.

7-Day Quarantine
Any quarantined individual who has not developed symptoms of COVID-19, may choose to take a COVID-19 test on or after Day 6 post exposure, and be eligible to return on or after Day 8 post exposure if they continue to be symptom free and can provide a negative test result. Symptom monitoring is required through Day 14. If choosing to complete a 7-Day quarantine, all requirements must be satisfied prior to returning to school.

10-Day Quarantine
Any quarantined individual who has not developed symptoms of COVID-19, will be eligible to return on or after Day 10 post exposure if they continue to be symptom free. Symptom monitoring is required through Day
14. If choosing to complete a 10-Day quarantine, all requirements must be satisfied prior to returning to school.

**What happens if my student is COVID-19 positive?**

Anyone who has received a positive COVID-19 test result will be required to complete a 10-Day Quarantine. The quarantine period will begin the day of the positive test or the day symptoms develop. If symptoms develop after the positive test result, the 10-Day quarantine period will restart from the day of symptom onset.  
A COVID-19 vaccination will not exempt anyone from COVID-19 isolation.

**How will attendance impact my student in quarantine?**

COVID-19 related absences will be excused per Harding Independence Charter District and Oklahoma State Department of Education policy. Please refer to the Excused Absence policy found in the Student Handbook.

**What happens if a COVID-19 positive case is untraceable?**

If a COVID-19 positive case at a school-site is untraceable with the support of the Oklahoma County Health Department, the school-site will transition to Distance Learning Operations for a 10-Day Quarantine starting at the beginning of the next school week. All students will be required to learn on Microsoft Teams following the Distance Learning schedule for 10 total days before returning to other HICD Operational Levels.

As with any illness, please be sure to notify the school of the absence(s).
What should I know about self-screenings before school? Is it required?

The current CDC guidelines recommend screening of all students for COVID-19 symptoms and history of exposure. Screening can consist of self-screening, school-based screening, and/or medical inquiries.

**HICD will require students to self-screen before arriving at school.**

*Self-Screening*

Each morning, families are asked to take their children's temperatures, prior to sending them to school, as a fever of 100.4 or greater may be an indication of an active case of COVID-19. If this is the case, please keep your child home to monitor for additional symptoms. While many children will present with fever initially, many will not. Other symptoms that may develop initially include the following: chills, cough, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting and diarrhea. *Any of these are cause for keeping a child home.*

**When in doubt, we ask that families keep their child(ren) home from school.**

HICD is asking our family partners to perform a screening at home prior to sending children to school. Students exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, parents/guardians will be notified for immediate pick up. Self-screening includes moving through the symptom list.

*School-Based Screening*

**Temperature Screening** - HICD may take the temperature of students, employees and/or visitors on school property on a random basis or in situations where there is reason to believe that the person may be ill.

**Observational/Self-Reported Screening** - HICD will provide training regarding the recognition of COVID-19 symptoms and screening for secondary students. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick. Students exhibiting symptoms of COVID-19 prior to coming to school should immediately notify HICD and stay home.

By following these policies and procedures, our community can proactively protect our students, staff members, and families to ensure HICD continues to provide a quality educational environment to all of our HICD students.
HICD at any time may transition to a Distance Learning Model (virtual through Microsoft Teams 365) due to a health concern in Oklahoma County, recommendations from local health officials or COVID-19 outbreak at school. The following are expectations for HICD students, staff, and guardians.

**Student Responsibilities for Distance Learning**

1. It is expected that students attend every class during Distance Learning.
   - Failure to do so will possibly result in receiving a No Credit due to attendance reasons.
2. It is expected that students will complete assignments for ALL classes during this online-learning experience.
3. Students will be held accountable for work during this time. Content addressed as part of distance-learning is applied to unit competencies upon returning to the regular school building and schedule.

1. Students should contact the teacher via Microsoft Teams with questions or concerns regarding assignments. Teachers will respond to students via message.
   - Up to 15% of students may seek in-person support during Distance Learning as long as limitations and safety procedures are followed.
2. Students are required to have the live camera on and be visible for attendance purposes.
   - Attendance will be finalized after 5 minutes from the start of any class.
3. Students are required to have a Microsoft 365 background or be in a quality learning environment if a background is unable to be accomplished due to technology limitations.
4. While the HICD uniform is not required in Distance Learning, students must abide by the Out-of-Uniform Policies during Distance Learning.

*Any disruptions to the educational environment in the virtual setting may result in discipline measures.*

**Teacher Responsibilities for Distance Learning**

1. Online-learning days COUNT towards required days of attendance.
2. Setup of Microsoft Teams must be complete by adding all students in the classroom, counselors and administrators with the following Classroom Team Names: Course Name on PowerSchool, Class Period, and Last Name of Instructor.
   - Example: Art II – 5th Hour – Currat
3. All normal-operating instructional requirements remain (quality instruction, delivery, grading, and attendance).
4. Communication with students on Microsoft Teams via live camera is required during the Distance Learning schedule. Teachers must be available for students during support times. If leave is requested, teacher must follow leave protocols and notify each Microsoft Team of their absence.
5. Teachers will be asked to be in the school building for Distance Learning if deemed safe via contract times.
   - If necessary and deemed safe by administration, teachers may bring own children to school during Distance Learning as long as safety protocols are followed.
6. Teachers may be asked to be in meetings at any time during contractual hours.

**Guardian Responsibilities for Distance Learning**

1. Parents should not be placed in the role of teaching; student(s) should be able to independently carry out the tasks assigned by teachers.
2. Parents should provide a quality environment with limited distractions for student(s) to be engaged.
3. Parents should provide resources for student(s) to be successful during Distance Learning.
   - The school will be able to assist families in need of technology, connectivity, and school nutrition.
Thank you so much for helping us make this one of the best schools for all of our students and staff members. The best way to protect our students and staff and eventually get back to normal is to take safety measures seriously and proactively.

Here are ways you can help us:

❖ Follow the guidelines and procedures outlined in this document. This includes consistently self-screening your student before letting them leave your home for school.
❖ Continue to be flexible. We are doing everything we can to adjust to new guidelines and policies created by the Oklahoma State Board of Education, CDC and state health officials.
❖ Donate hand sanitizer, disinfectant wipes, masks, and additional school supplies.
❖ Equip your student with these same items personally.
❖ Families are STRONGLY encouraged to begin establishing their childcare plans in the event of extended student absence or during periods of campus closure.
❖ Keep your student at home if they exhibit any signs or symptoms of any illness.
❖ Prepare your home and student with appropriate supplies and devices for distance learning if possible and feasible.
❖ Encourage your student to wear a mask enthusiastically. Making your student comfortable wearing a mask helps us protect staff and other students who may be part of a vulnerable population.
❖ Directly communicate your concerns with your student’s teacher and/or school principal. We are here to help, but it can be very difficult to solve problems that are not proactive.
❖ Respect changes in visitor protocols and the check in/check out processes as needed.
❖ Make certain that you have an up-to-date email and phone number on file to ensure that you are receiving communication from both teachers and school.
❖ Assist with COVID-19 contact tracing through the Oklahoma State Department of Health and OKC-Health Department.
❖ One of the best ways to prevent a positive case at school is for students and families to continue practicing their best social distancing, hygiene practices, and mask-wearing outside of school.
HICD Athletics Under **Normal** Operation

Harding Independence Charter District Athletics will operate in-person, on-site instruction with no limitations to athletics and/or athletic events.

**Health Protocols**
- Positive hygiene education practices and signage for students, staff, and guests.
  - Utilizing hand sanitizer stations equipped in all classrooms and in key places throughout school.
  - Utilizing and following CDC guidelines posters for proper hand-washing techniques.
- Families will be recommended to screen their student(s) for sickness before each school day.

**Facial Masks**
- Facial Masks are optional for all students, staff, and guests, but not required. See Facial Covering Policy attached below for more details.

**Athletic Events**
- No limitation on spectators and/or fans.

---

HICD Athletics Under **Low** Operation

Harding Independence Charter District Athletics will operate in-person, on-site instruction with limitations and safety procedures implemented for all athletics and/or athletic events.

**Health Protocols**
- Positive hygiene education practices and signage for students, staff, and guests.
  - Utilizing hand sanitizer stations equipped in all athletic areas and in key places throughout school.
  - Utilizing and following CDC guidelines posters for proper hand-washing techniques.
  - Increased cleaning procedures for athletic areas, lockers, and other areas.
  - Prior to individuals or groups of individuals entering a facility, hard surfaces will be wiped down and sanitized. Appropriate cleaning will also take place between each cohort/group.
  - Individuals will be required to use hand sanitizer and/or wash their hands upon arrival to the facility before touching any surfaces or participating in workouts.
  - In order to prevent groups from gathering at entrances/exits and to limit crossover and contact, the start and end times of workouts will be staggered when possible.
  - Attendance at workouts must be optional for student athletes. Student athletes shall not be required or allowed to make up missed days or workouts.
  - Parents and other non-essential visitors will be restricted from workout areas.
  - Locker rooms will be available for use by visiting teams, but we highly recommend visiting teams and officials come dressed and ready for the event.
  - For volleyball games, teams will not switch benches after each set.
We still want to exhibit sportsmanship after each contest. We will allow post-game team lines so that teams can congratulate each other, but we recommend no contact such as high-fives, fist bumps, or handshakes. Teams may still conduct a team prayer with opponents, but to maintain social distancing when doing this.

**Facial Masks**
- Masks are **highly encouraged** for all students, staff, and guests.

**Athletic Events**
- Families will be **required** to screen their student(s) for COVID-19 symptoms before each school day and/or before a sporting event; students will be required to stay home if symptomatic and will not be allowed to participate in athletic activities.
- All guests must practice socially distancing. This includes when in line at concession stands, ticket booth or at restrooms.
- Overall capacity will be limited to 50% for indoor events.
- Concessions will be limited to only can and packaged food items.
  - All concession workers are required to wear face coverings and gloves, and they will be temperature checked upon arrival for their shift. Money-takers are not allowed to handle any food or drinks.
- All games and events will be live streamed online to be viewed by guest/spectators unable to attend in person.

---

**Athletics Under Moderate Operation**

Harding Independence Charter District Athletics will operate in-person, on-site instruction with limitations and safety procedures implemented for all athletics and/or athletic events.

**Health Protocols**
- Positive hygiene education practices and signage for students, staff, and guests.
  - Utilizing hand sanitizer stations equipped in all athletic areas and in key places throughout school.
  - Utilizing and following CDC guidelines posters for proper hand-washing techniques.
  - Increased cleaning procedures for athletic areas, lockers, and other areas.
  - Prior to individuals or groups of individuals entering into a facility, hard surfaces will be wiped down and sanitized. Appropriate cleaning will also take place between each cohort/group.
  - Individuals will be required to use hand sanitizer and or wash their hands upon arrival to the facility before touching any surfaces or participating in workouts.
  - In order to prevent groups from gathering at entrances/exits and to limit crossover and contact, the start and end times of workouts will be staggered when possible.
  - Attendance at workouts must be optional for student athletes. Student athletes shall not be required or allowed to make up missed days or workouts.
  - Parents and other non-essential visitors will be restricted from workout areas.
Rooster rooms will be available for use by visiting teams, but we highly recommend visiting teams and officials come dressed and ready for the event.

- For volleyball games, teams will not switch benches after each set.

We still want to exhibit sportsmanship after each contest. We will allow post-game team lines so that teams can congratulate each other, but we recommend no contact such as high-fives, fist bumps, or handshakes. Teams may still conduct a team prayer with opponents, but to maintain social distancing when doing this.

**Facial Masks**

- Masks are **highly encouraged** for all students, staff, and guests.

**Indoor/Outdoor Practice**

- Student athletes are permitted to utilize athletic facilities under supervision for practice starting at after-school hours on in school session days and/or before school scheduled times once approved by administration on out of school session days.
- Student athletes will remain with a single cohort for the duration of the event to minimize the number of students and staff that must quarantine if a case is confirmed.
- Any student athlete on campus must abide by safety measures and proper social distancing. If athletes are not adhering to the COVID-19 safe practices, they will be asked to leave the workout and a parent meeting must occur before the athlete may be allowed to participate on a subsequent day.
- 2 people maximum on any one piece of workout equipment.
- Any equipment used such as weights, balls, bats, helmets, etc. must be disinfected appropriately with every use.
- Student athletes will be required to wash and/or sanitized every 30 minutes.
- No shared hydrating bottles, towels, gloves, or any other personal equipment is permitted.
- Parents and other non-essential visitors will be restricted from workout areas.

**Athletic Events**

- Families will be **required** to screen their student(s) for COVID-19 symptoms before each school day and or sporting event. Students will be required to stay home if symptomatic and will not be allowed to participate in extracurricular activities in-person.
- Overall capacity will be limited to 25% for indoor events.
- All guests must practice social distancing. All guests will be provided guidance on social distancing expectations inside and outside of the buildings. This includes when in line at concession stands, ticket booth or at restroom.
- Concessions will be limited to only can and packaged food items sold. All concession workers are required to wear face coverings and gloves, and they will be temperature checked upon arrival for their shift. Money-takers are not allowed to handle any food or drinks.
- All games and events will be live streamed online to be viewed by guest/spectators unable to attend in person.
HICD Athletic Policies

Athletics Under High Operation

Harding Independence Charter District Athletics will operate in-person, on-site instruction with limitations and safety procedures implemented for all athletics and/or athletic events. Only student athletes, athletic personnel, and administration may be in attendance for any athletics and/or athletic events.

Health Protocols

➢ Positive hygiene education practices and signage for students and staff.
  o Utilizing hand sanitizer stations equipped in all athletic areas and in key places throughout school.
  o Utilizing and following CDC guidelines posters for proper hand-washing techniques.
  o Increased cleaning procedures for athletic areas, lockers, and other areas.
  o Prior to individuals or groups of individuals entering into a facility, hard surfaces will be wiped down and sanitized. Appropriate cleaning will also take place between each cohort/group.
  o Individuals will be required to use hand sanitizer and or wash their hands upon arrival to the facility before touching any surfaces or participating in workouts.
  o In order to prevent groups from gathering at entrances/exits and to limit crossover and contact, the start and end times of workouts will be staggered when possible.
  o Locker rooms will be available for use by visiting teams, but we highly recommend visiting teams and officials come dressed and ready for the event.
  o Attendance at workouts must be optional for student athletes. Student athletes shall not be required or allowed to make up missed days or workouts.
  o For volleyball games, teams will not switch benches after each set.

We still want to exhibit sportsmanship after each contest. We will allow post-game team lines so that teams can congratulate each other, but we recommend no contact such as high-fives, fist bumps, or handshakes. Teams may still conduct a team prayer with opponents, but to maintain social distancing when doing this.

Facial Coverings

➢ Facial Masks are highly encouraged for all students and staff with modifications for adults and students who are physically unable to wear them.

Indoor/Outdoor Practice

➢ Student athletes are permitted to utilize athletic facilities under supervision for practice starting at 3:00pm on in school session days and/or before school scheduled times once approved by administration on out of school session days.
➢ Student athletes will be placed in small working cohort to ensure individuals remain spaced at least 6 feet apart per room inside of the building and outside of the building.
➢ Student athletes will remain with a single cohort for the duration of the event to minimize the number of students and staff that must quarantine if a case is confirmed.
➢ Any student athlete on campus must abide by safety measures and proper social distancing. If athletes are not adhering to the COVID-19 safe practices, they will be asked to leave the workout and a parent meeting must occur before the athlete may be allowed to participate on a subsequent day.
- 2 people maximum on any one piece of workout equipment.
- Any equipment used such as weights, balls, bats, helmets, etc. must be disinfected appropriately with every use.
- Student athletes will be required to wash and/or sanitized every 30 minutes.
- No shared hydrating bottles, towels, gloves, or any other personal equipment is permitted.
- Parents and other non-essential visitors will be restricted from workout areas.

**Athletic Events**
- Families will be **required** to screen their student(s) for COVID-19 symptoms before each school day and/or sporting event. Students will be required to stay home if symptomatic and will not be allowed to participate in extracurricular activities in-person.
- Overall capacity will be limited to only athletes, athletic personnel, and administration. No outside guests are permitted except for college recruiters.
- No concessions will be available.
- All games and events will be live streamed online to be viewed by all other guest/spectators.

---

**Away Athletic Event Procedures**

Harding Independence Charter District understands that safety protocols are viewed differently throughout school communities. In order to ensure the ultimate safety of our student-athletes and staff members, the following procedures will be in place for all away athletic events.

1) Administration will make contact with opposing school and ensure safety measures are in place.
   a. Facial covering encouragement.
   b. Availability of cleaning/hygiene supplies and procedures.
2) Administration will inform opposing school in writing that if those safety measures are not followed upon arrival, HICD will forfeit the games.
3) Administration will share the safety measures in place for the opposing team to the coaches, who will share with players and families.
4) If upon arrival those safety measures agreed upon are not enforced, any HICD administrator may immediately forfeit the games.