Provide each student with an academically challenging educational experience through an Advanced Placement Curriculum, which will prepare graduates for success at a four-year university.
Harding Charter Preparatory Student(s)/Guardian(s),

The health and safety of our students, staff, and community members remain at the forefront of our planning for the 2020-2021 school year as we determine the best way to continue to provide a quality college preparatory education in the midst of an ever-changing health climate in our surrounding area and specifically Oklahoma County and Harding Charter Preparatory High School.

As you may be aware, the State Department of Education recently approved new guidelines and recommendations for all Oklahoma Public Schools on July 23rd, 2020. With these new guidelines in mind, our school community has updated our Back to School Plan for 2020-2021. This document provides policies and outlines procedures our school will follow during this global health pandemic.

We understand that last minute changes to the Back to School plan create uncertainty and impact our families. Our keyword for the 2020-2021 school year is flexibility, and we hope our school stakeholders will join us in understanding that these times in our community and school year will 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 provide an academically challenging educational experience through an Advanced Placement Curriculum, which will prepare graduates for success at a four-year university.

In the best interest of the health of our school community and Oklahoma County, our new first day of school will begin on August 31, 2020 with a Hybrid Distance Learning Model to start the school year for at least two weeks. Read more below to learn about our HCP Operational Plans for the 2020-2021 school year.

Thank you for your commitment to Harding Charter Preparatory High School. 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 that has become nationally recognized as one of the Top Public High Schools in the nation. Together, we can overcome this global pandemic.

Sincerely,

Steven Stefanick  
Superintendent/Principal

Steve O’Dell  
HCPHS Governance Board President
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Approved on July 29th, 2020 – Modified on January 29, 2021
For the 2020-2021 school year, Harding Charter Preparatory High School will be implementing **TWO OPTIONS** for each student. With both options, school will begin on **August 31st, 2020.** (delay start of school by two weeks)

**Back to School Plan – Overview**

**TRADITIONAL**

- ✓ Students report to campus to learn from HCP teachers.
- ✓ Schedule may alternate between in-person and distance learning through Microsoft Teams.
- ✓ Enhanced safety measures in place on campus.
- ✓ Eligible to participate in extra-curricular activities and athletics.
- ✓ Attendance policies relaxed.

**VIRTUAL**

- ✓ Student works 100% virtually utilizing Edgenuity.
- ✓ Requires a semester-long commitment.
- ✓ Self-paced program that must be completed by end of semester.
- ✓ Device and internet assistance may be available to families in need.
- ✓ Eligible to participate in extra-curricular activities and athletics only virtually if available.

Families interested in the virtual (online) program must submit the enrollment form by August 17, 2020.

Families that are interested in this free virtual (online) program may access the enrollment form by following the below link. Please refer to page 19 for more information.

[Virtual Education Option Enrollment Form](#)
Traditional (in-person or distance) learning with a color-coded risk level approach based on guidance from the Oklahoma State Department of Health, 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 building, Harding Charter Preparatory 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>HCP 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>Precautionary Operations</td>
</tr>
<tr>
<td>MODERATE</td>
<td>14.29 – 49.9 cases per 100,000</td>
<td>Hybrid Distance Learning</td>
</tr>
<tr>
<td>HIGH</td>
<td>50 or more cases per 100,000 and/or Trigger</td>
<td>Distance Learning</td>
</tr>
</tbody>
</table>

While the data is scheduled to be updated from the OSDH each Friday, Harding Charter Preparatory High School will remain at the higher risk level for at least two weeks before pulling back in the HCP 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 HCPHS every two weeks regarding changes to the HCP Operational Plan

Approved on July 29th, 2020 – Modified on January 29, 2021
NORMAL OPERATIONS (< 1.43 and no COVID-19 cases at HCP)

Instruction: Harding Charter Preparatory High School will operate in-person, on-site instruction from 8:00am – 3:00pm, with no limitations to extracurricular activities and events.

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 guideline posters for proper hand-washing techniques.
➢ Families will be **required** to screen their student(s) for sickness before each school day.

Facial Coverings
➢ Masks are **recommended** for all students, staff, and guests, but not required. See FacialCovering Policy attached below for more details.
HCP Operational Plan

School Lunch
➢ Breakfast and lunch menus changed to a Grab-n-Go system, to minimize length of lines.
➢ Cafeteria seating capacity will be increased by 200%, with sneeze guards installed between each student.
➢ HCPHS staff members outside essential staff must isolate and eat in their respective classrooms.

Assemblies & Large Gatherings
➢ HCPHS will limit gatherings, assemblies, and spectators at indoor and outdoor events to decrease community transmission by ensuring social distancing at a minimum of 6 feet per person.

Classrooms
➢ All non-essential furniture will be removed from classrooms to improve social distancing practices.
➢ HCPHS staff must always maintain at least 6 feet from students.
  ○ Exemptions may be made if support is necessary only for a maximum of fifteen minutes.
➢ 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 as in clubs may continue only if Facial Coverings 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 teachers or counselors outside administration will be conducted via virtually.

HYBRID DISTANCE LEARNING (14.29 – 49.9 or outbreak of COVID-19 in HCP)

Instruction: Harding Charter Preparatory High School will operate through Distance Learning utilizing Microsoft Teams from 8:00am – 3:00pm with up to 25% of students (first come first served) able to attend the school building for school services and support.

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.
  ○ Students will utilize remote learning through Microsoft Teams on days when they have any symptoms that require them to stay home.

Facial Coverings
➢ Masks are required for all students, staff, and guests, with modifications for adults and students who are physically unable to wear them. See Facial Covering Policy attached below for more details.
➢ Exceptions are allowed only for breakfast and lunch.
HCP Operational Plan

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.

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.
  o 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, students may be permitted to attend campus from 8:00am – 3:00pm to receive the following services: academic tutoring, counseling, or administrative support. Teachers will be available via Microsoft Teams for individual support as well.
  o Up to 130 (25%) of students are permitted to be on campus to receive support services
  o Any student on campus must abide by safety measures and proper social distancing.

Daily Instructional Schedule
➢ To ensure best practices for Distance Learning and limit loss of instruction, students will follow the instructional schedule below via Microsoft Teams from 8:00am – 3:00pm.
  o 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.
    o Any student on campus must abide by safety measures and proper social distancing

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:00am – 8:40am</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:45am – 9:25am</td>
</tr>
<tr>
<td>Advisory</td>
<td>9:30am – 10:05am</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:10am – 10:50am</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:55am – 11:35am</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:40am – 12:05pm</td>
</tr>
<tr>
<td>5th Period</td>
<td>12:10pm – 12:50pm</td>
</tr>
<tr>
<td>Advisory</td>
<td>12:55pm – 1:30pm</td>
</tr>
<tr>
<td>6th Period</td>
<td>1:35pm – 2:15pm</td>
</tr>
<tr>
<td>7th Period</td>
<td>2:20pm – 3:00pm</td>
</tr>
<tr>
<td>Office Hours</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.
➢ Students on campus will be provided meals during the lunch schedule from 12:00pm – 12:25pm.

Approved on July 29th, 2020 – Modified on January 29, 2021
Counseling Services
➢ The school counselors and resources will be available from 8:00am – 3:00pm through Microsoft Teams, email, or phone for all students and guardians.
  o 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 from 8:00am – 3:00pm through Microsoft Teams, email, or phone for all students and guardians.
  o Students may visit the library in person from if all safety protocols and capacity limits are followed.

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

Extracurricular Clubs
➢ Activities as in clubs may continue only if Facial Coverings 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 HCPHS staff will be conducted virtually.

DISTANCE LEARNING (< 50 or outbreak of COVID-19 at HCP)

Instruction: Harding Charter Preparatory High School will operate through Distance Learning utilizing Microsoft Teams from 8:00am – 3:00pm school-wide with up to 15% of students (first come first served) able to attend the school building for school services and support.

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.

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.
  o 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 Schedule
➢ To ensure students are provided support during Distance Learning, students will be provided support from 8:00am – 3:00pm to receive the following services: academic tutoring, counseling, or administrative support. Teachers will be available virtually or in-person.
  o Up to 75 (15%) of students are permitted to be on campus to receive support services

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 from 8:00am – 3:00pm.
  o 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>
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<tbody>
<tr>
<td>1st Period</td>
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<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 from 8:00am – 3:00pm virtually or in-person.

Library / Media Center Services
➢ The school librarian and resources will be available from 8:00am – 3:00pm 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.
  o Meetings may be requested to be in person with limitations and safety protocols followed.
  ➢ Students using Distance Learning will receive accommodations and modifications virtually.

Extracurricular Clubs
➢ Activities as in 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 HCPHS staff will be conducted virtually only.
HCP Facial Covering Policy

NORMAL OPERATIONS - Masks are recommended for all students, staff, and guests.

PRECAUTIONARY OPERATIONS - Masks are required for all students, staff, and guests.
➢ Exceptions are allowed for educational reasons if social distancing is possible at yellow risk.
➢ Exceptions are allowed for breakfast and lunch.

HYBRID DISTANCE LEARNING - Masks are required for all students, staff, and guests.
➢ Exceptions are allowed only for breakfast and lunch at orange risk.

DISTANCE LEARNING - Masks are required for HCPHS staff.
➢ Exceptions are allowed only for teachers alone in their classrooms at red risk.

Face Covering Guidelines:
 o 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 on any person are not allowed.

HCPHS will provide each student with one custom HCP cloth type of face covering to help with the expense of this requirement.

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 or face coverings (e.g., masks, face coverings, neck gaiters, etc.) 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/face-covering at school, they are protecting both themselves and those around them. Moving forward, students should include a face mask or face-covering, hand sanitizer, and wipes in their list of school supplies.

• PPE should be provided by parents. HCPHS 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.
• If HCPHS 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/face-covering 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 HCPHS community. HCPHS appreciates the efforts to ensure safety of all students and staff by complying with federal, state and local guidelines.

As we encounter ideological differences regarding face coverings, HCPHS would encourage parents/guardians to explore the virtual option offered by HCPHS this year. Any student who refuses to wear a face mask or face-covering when required will be sent home immediately and unable to return until willing to abide by this policy.

Approved on July 29th, 2020 – Modified on January 29, 2021
When should I keep my student home?

For numerous reasons we have stressed attendance as important at Harding Charter Preparatory High School. This pandemic has forced us to closely examine many things, and attendance is no exception. Guidance for the 2020-21 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

Students should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained. 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.

Those who have close contact with a person diagnosed with COVID-19 should stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Close contact is defined as an individual who did not follow social distancing practices with an individual confirmed positive for more than 15 minutes.

When can my student return to school?

Once a student is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Students who have not received a test proving/disproving the presence of COVID-19, but experience symptoms, may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicines that reduce fevers such as Tylenol, Motrin, etc.); and
- Other symptoms have improved (for example, when cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared.
If you suspect exposure, please wait 3-5 days before being tested to reduce the chance of a false-negative result.
A list of testing sites and their availability is located HERE; this list is updated frequently.

Tested Positive – Symptomatic

Students who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicines that reduce fevers such as Tylenol, Motrin, etc.); and
- Other symptoms have improved (for example, when cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or the individual has received two negative tests at least 24 hours apart (the negative test results should be provided to the school upon return).

Tested Positive – Asymptomatic

Based on CDC Guidelines, a child who tested positive for COVID-19 but had no symptoms may return to school after 10 days have passed since the test, and have been released by a healthcare provider.

Another avenue for return: Two consecutive negative COVID-19 tests given 24 hours apart would also indicate that a child may return to school (the negative test results should be provided to the school upon return).

Tested Positive - Impact on School Operations

When a confirmed case has entered a school, regardless of community transmission, that school must disinfect contaminated areas as soon as possible. Regarding a positive case, specific students or staff may be contacted through contact tracing with quarantine recommendations. The school or classrooms may be subject to temporary closure to allow district personnel to disinfect and deep clean the facility.

Per Oklahoma State Department of Health protocol, only students or staff who are identified as being within 6 feet of the diagnosed person for 15 minutes or more are to be notified of possible exposure; however we will endeavor to practice sound judgement when communicating with our community.

These decisions will be made swiftly and communicated to our community as soon as possible to allow for arrangements. HCP will continue to seek cooperation and guidance from local, state and federal Health Agencies as these decisions are considered. We certainly understand this circumstance is not ideal, however, the safety of our staff and students is paramount.

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.

**HCP 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.*

HCP 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** - HCP 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** - HCP 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.](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing/treatment.html)

Students exhibiting symptoms of COVID-19 prior to coming to school should immediately notify HCP and stay home.

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

**Student Responsibilities for Distance Learning**

1. It is expected that students attend every class from 8:00am – 3:00pm 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.
4. Students should contact the teacher via Microsoft Teams with questions or concerns regarding assignments. Teachers will respond to students via message.
   - Up to 25% of students may seek in-person support on only in Hybrid Distance Learning Operation as long as limitations and safety procedures are followed.
5. 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.
6. 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.
7. While the HCPHS uniform is not required in Distance Learning, students must abide by the Out-of-Uniform Policies during Distance Learning.

**Teacher Responsibilities for Distance Learning**

1. Online-learning days COUNT towards 180 required days of attendance.
2. Setup of Microsoft Teams must be complete before August 17, 2020 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 for instructional support from 8:00am – 9:45am. 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 from 7:30am – 3:30pm.

**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 may be able to assist families in need of technology, connectivity, and school nutrition.
4. Parents should reach out to school counselors or administration regarding concerns.
Thank you so much for helping us make this one of the best schools in Oklahoma 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 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.
❖ Ensure that your student always has a mask available.
❖ 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.
❖ 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.
Due to the start of school changing to **August 31, 2020** and preparing for the HCP Operational Plan for Hybrid Distance Learning (current risk-level on the COVID-19 tracker map), all events in August have been impacted.

**Senior Open House – August 24th**
9:00am – 11:00am (Last Name A – L)
1:00pm – 3:00pm (Last Name M – Z)

Only students will walk through their class schedule to meet their teachers, pick up textbooks and technology, and learn about how Distance Learning will work in each classroom that will begin August 31st.

**Senior Parent & Guardian Meeting – August 24th (7:00pm via ZOOM)**

Parents and guardians are encouraged to join the ZOOM meeting to learn more about senior year, find out about changes to the 2020-2021 school year, hear from senior teachers, and more. Information on how to join the virtual meeting will be provided at a later time.

**Junior Open House – August 25th**
9:00am – 11:00am (Last Name A – L)
1:00pm – 3:00pm (Last Name M – Z)

Only students will walk through their class schedule to meet their teachers, pick up textbooks and technology, and learn about how Distance Learning will work in each classroom that will begin on August 31st.

**Junior Parent & Guardian Meeting – August 25th (7:00pm via ZOOM)**

Parents and guardians are encouraged to join the ZOOM meeting to learn more about junior year, find out about changes to the 2020-2021 school year, hear from junior teachers, and more. Information on how to join the virtual meeting will be provided at a later time.

**Sophomore Open House – August 26th**
9:00am – 11:00am (Last Name A – L)
1:00pm – 3:00pm (Last Name M – Z)

Only students will walk through their class schedule to meet their teachers, pick up textbooks and technology, and learn about how Distance Learning will work in each classroom that will begin on August 31st.

**Sophomore Parent & Guardian Meeting – August 26th (7:00pm via ZOOM)**

Parents and guardians are encouraged to join the ZOOM meeting to learn more about sophomore year, find out about changes to the 2020-2021 school year, hear from sophomore teachers, and more.
HCP Back-to School Events

Freshman Open House – August 27th
9:00am – 11:00am (Last Name A – L)
1:00pm – 3:00pm (Last Name M – Z)

Only students will walk through their class schedule to meet their teachers, pick up textbooks and technology, and learn about how Distance Learning will work in each classroom that will begin on August 31st.

Freshman Parent & Guardian Meeting – August 27th (7:00pm via ZOOM)

Parents and guardians are encouraged to join the ZOOM meeting to learn more about freshman year, find out about changes to the 2020-2021 school year, hear from freshman teachers, and more. Information on how to join the virtual meeting will be provided at a later time.

The following events have been canceled or rescheduled for a later time.

Freshman Orientation – August 3rd – canceled

HCPPO Uniform Closet-Sale – August 3rd – Rescheduled for August 27th from 3:00pm – 6:00pm.

Freshman Parent Meeting – August 3rd – Rescheduled for August 27th via ZOOM.

Parent Work-Day – August 8th – canceled

Schedule Pick-Up Day – August 10th – canceled

Classes Begin – August 12th – Rescheduled for August 31st via Hybrid Distance Learning.

Senior Parent Meeting – August 13th – Rescheduled for August 24th via ZOOM.

Sophomore/Junior Parent Meeting – August 20th – Rescheduled for August 25th & 26th via ZOOM.

HCPPO Welcome Back Outdoor Family BBQ – August 21st – canceled

HCP Open House – September 3rd – Will be conducted virtually through Microsoft Teams with your student.

The following days have been added to the school calendar to make up school days.

Winter Break – January 5th – Will be added to the normal school calendar.

Martin Luther King’s Day – January 18th – Will be added to the normal school calendar.

President’s Day – February 15th – Will be added to the normal school calendar.

Spring Friday – April 2nd – Will be added to the normal school calendar

Approved on July 29th, 2020 – Modified on January 29, 2021
Online virtual learning environment outside our school facility, managed and delivered by Edgenuity, a rigorous online curriculum platform offering 13 Advanced Placement courses with virtual educator support. All families interested in such program must opt in by August 17th, 2020.

Families that are interested in this free virtual (online) program may access the enrollment form by following the below link.

**Virtual Education Option Enrollment Form**

- Virtual learning is best suited for students who are or live with immunocompromised family members or are unable to wear a mask.
- Edgenuity classes are provided cost-free to HCP students.
- Virtual students will be enrolled in all core curriculum classes for an entire semester.
- At the end of each semester, families may opt back into the traditional setting.
- Student works 100% virtually utilizing Edgenuity.
- Requires a semester-long commitment.
- Self-paced program that must be completed by end of semester.
- Device and internet assistance may be available to families in need.
- Eligible to participate in extra-curricular activities and athletics virtually only.

Keep in mind that this option will never replace the quality of education Harding Charter Preparatory High School provides and is a short-term option through the global COVID-19 pandemic.
Why did we partner with Edgenuity?
This virtual platform provides a rigorous curriculum that features 13 College Board Advanced Placement courses free of charge to HCPHS students. 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 graduation requirements. Virtual teachers will be available (not HCPHS teachers) if students need assistance at home on the curriculum, and all writing assignments will be graded by HCPHS 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 17, 2020. Once a family opts into the virtual platform and is enrolled, the student will not be permitted on the HCP campus for any classes, extra-curricular activities, or athletics until the semester is over.

Where can I get the necessary technology for my student?
**Technology**
- Laptops will be provided to students in need for virtual learning purposes.
- Students and families 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.
  - 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:

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. Grades are given throughout the program.

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 enrollment form by August 17th, 2020.
Is this the same as distance learning?

No. Distance learning is the virtual option utilizing Microsoft Teams 365 and HCP teachers in wake of possible school closures due to the COVID-19 Tracker Map and/or COVID-19 outbreak at HCP. 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 full-time outside of the HCP schedule.

It is stressed that only families in need of this option should take advantage of such. This option will never replace the quality of education provided by HCPHS teachers.

Is there a cost to participate?

There is no cost to participate in the program as designed. However, students who wish to take additional courses beyond what is generally provided in a traditional school schedule will be possibly asked to cover the district’s expenses to provide the additional courses.

How much time do students have to complete the courses?

Students have 18 weeks from the start date to finish course work. This allows flexibility in scheduling for students and families during the year. However, students must actively work every day to receive grades, or the student may risk lower grades or inability to complete the full course by the end of the semester. Courses are designed to take approximately 40-60 hours each.

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

Students are eligible to participate in athletics, fine arts or extracurricular activities only if it is available virtually. No student taking this virtual option is permitted on campus.

Do students have access to the school library?

Students will have access to the librarian and any virtual resources from the school library via Microsoft Teams, email, or phone.

Do students have access to the school counselors?

Students will have access to the counselors and any virtual resources via Microsoft Teams, email, or phone.

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.
HCP Athletics Under **Normal** Operation

(< 1.43 and no COVID-19 cases at HCP)

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

**Health Protocols**
- Positive hygiene 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 guideline posters for proper hand-washing techniques.
- Families will be **required** to screen their student(s) for sickness before each school day and or before a sporting event.

**Facial Coverings**
- Masks are **recommended** for all students, staff, and guests, but not required.

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

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HCP Athletics Under **Low** Operation

(1.43 - 14.28 or COVID-19 cases at HCP)

Harding Charter Preparatory 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 Coverings

- Facial Coverings are **required** for all students, staff, and guests, with modifications for adults and students who are physically unable to wear them.
- Student-athletes, officials, and coaches may remove their face coverings when they reach their respective playing field or court.
- Face coverings are required in training rooms.

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 restroom.
- Overall capacity will be limited to 25% (225 seats for the gymnasium).
- 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**

(14.29 - 49.9 or outbreak of COVID-19 in HCP)

Harding Charter Preparatory 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.
HCP Athletic Policies

- 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 Coverings
- Facial Coverings are required for all students, staff, and guests, with modifications for adults and students who are physically unable to wear them.
- Student-athletes, officials, and coaches may remove their face coverings when they reach their respective playing field or court. Student-athletes and coaches need to wear a face covering in locker rooms and while seating on the bench. Exception: Coaches should wear face coverings when they are within 6 feet of someone (ex. Huddles or speaking to individual athletes in close proximity).
- Face coverings are required in training rooms.

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 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 15% (135 seats in the gymnasium).
- All guest must practice social distancing. All guest 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.

**Athletics Under High Operation**

(*< 50 or outbreak of COVID-19 at HCP*)

Harding Charter Preparatory 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.
  - 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.
  - 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.
  - Attendance at workouts must be optional for student athletes. Student athletes shall not be required or allowed to make up missed days or workouts.
  - 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 Coverings are **required** for all students and staff with modifications for adults and students who are physically unable to wear them.
- Student-athletes, officials, and coaches may remove their face coverings when they reach their respective playing field or court. Student-athletes and coaches need to wear a face covering in locker rooms and while seating on the bench. Exception: Coaches should wear face coverings when they are within 6 feet of someone (ex. Huddles or speaking to individual athletes in close proximity).
- Face coverings are required in training rooms.
**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 Charter Preparatory 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.

**LOW RISK LEVEL**

1) HCP Administration will make contact with opposing school and ensure safety measures are in place.
   a. Facial covering requirement.
   b. Availability of cleaning/hygiene supplies and procedures.
2) HCP Administration will inform opposing school in writing that if those safety measures are not enforced upon arrival, HCPHS will forfeit the games.
3) HCP 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 HCPHS administrator may immediately forfeit the games.
MODERATE RISK LEVEL

1) HCP Administration will make contact with opposing school and ensure safety measures are in place.
   a. Facial covering requirement.
   b. Limited seating to ensure social distancing.
   c. Availability of cleaning/hygiene supplies and procedures.
2) HCP Administration will inform opposing school in writing that if those safety measures are not enforced upon arrival, HCPHS will forfeit the games.
3) HCP 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 HCPHS administrator may immediately forfeit the games.

HIGH RISK LEVEL

1) HCP Administration will make contact with opposing school and ensure safety measures are in place.
   a. Facial covering requirement.
   b. Limited seating to ensure social distancing.
   c. Availability of cleaning/hygiene supplies and procedures.
2) HCP Administration will inform opposing school in writing that if those safety measures are not enforced upon arrival, HCPHS will forfeit the games.
3) HCP 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 HCPHS administrator may immediately forfeit the games.