

COVID Addendum

Student & Family Handbook 2020–21

This addendum to the Creative Minds Public Charter School [Student & Family Handbook](#) outlines changes to policies that have been adapted for remote learning.

These policy changes will be in effect while Creative Minds students are learning on any remote schedule: full time or through a hybrid, remote/in-person option, if one is offered.

We will notify families if the policies in this document change or are no longer in effect.

Attendance Policy

Virtual Attendance

In accordance with District of Columbia Public Schools' mandatory attendance laws (D.C. Law 8-247), attendance will be taken daily, whether a student is learning remotely; in the school building; or through a combination of the two, on a hybrid (remote/in-person) schedule.

Because remote learning happens both synchronously and asynchronously, Creative Minds will take attendance on the basis of student engagement, which will be measured through touch points. Attendance will not be measured merely by the number of hours a student spends in a live online lesson.

These are the top three ways that a teacher will measure student attendance:

- Through a student's engagement in live, synchronous instruction and activities
- By completion of exit tickets, which demonstrate a student's completion of work
- Through a student's timely completion of assignments

Strategies for Engagement

Learning in a virtual environment presents unique challenges—ones that do not occur in an in-person environment. To address these challenges, Creative Minds will implement the following strategies:

- Share students' daily schedules with families
- Contact a middle school student or contact the parent or guardian when that student has not logged in to a remote synchronous-learning session within ten minutes of the scheduled start time
- Contact a parent or guardian of a lower school student who has not participated in small groups for two consecutive days
- Notify the family via SchoolMessenger if a student is marked absent for one day
- Have the school registrar contact a parent or guardian of a student who has been marked absent for three consecutive days
- Have the school director contact a parent or guardian of a student who has been marked absent for five consecutive days

Absences

These absence policies apply to students on any schedule that may be offered: remote, in-person, or a combination thereof.

- If your child is going to be absent, please email frontdesk@creativemindspcs.org with your child's name, date of the absence, and reason for the absence.
- To excuse an absence, a family member must submit a note in writing, via email, within five days of the absence.
- If a student accrues five or more unexcused absences, the registrar will contact a parent or guardian.
- As per DC law, the director of operations will contact the family and report the absences for students with ten or more unexcused absences in compulsory grades (ages 5–13) to the CFSA (Child and Family Services Agency).

Early Dismissals & Appointments

If your child is going to be absent for part of the school day, please email frontdesk@creativemindspcs.org with your child's name, date of absence, and reason for the absence.

When Creative Minds returns to in-person learning, the procedures for early dismissals and appointments will be different from in previous years. We'll share information in a *Welcome Packet for In-person Learning*.

Extended Creative Day

Before School

At this time, we do not anticipate offering Before School if we return to any in-person learning during the 2020–21 school year. Before a return to learning in the school building, Creative Minds will assess the feasibility of offering Before School and inform families if the program will be in operation.

After School & Creative Clubs

During remote learning, Creative Minds is not offering After School and Creative Clubs.

With any return to in-person learning, we plan to offer After School for students who are in the school building. Details will be released in a *Welcome Packet for In-person Learning*.

Birthdays & Other Celebrations

Creative Minds believes in recognizing milestones and achievements. To minimize classroom disruptions, teachers may host a monthly celebration for all students celebrating a birthday that month.

To celebrate your child's birthday at school, please coordinate with the classroom teacher well in advance.

Remote Learning

Teachers will incorporate into the remote-learning day creative and fun ways to recognize birthdays.

In-person Learning

- All celebrations will be designed to practice social distancing.
- If possible, the event will be hosted outdoors.
- If the event involves food, all items must be individually packaged in single-size portions before arriving at school.

Continuous Learning and School Recovery Plan

[Find details on our Continuous Learning and School Recovery Plan in this document.](#)

Family Conferences

Family-teacher conferences will be held online while students are learning on a remote schedule. Please see the [school calendar](#) for conference dates. You may schedule additional conferences, as needed; please coordinate with your child's teacher.

Field Trips

All field trips will happen online until social-distancing protocols have been lifted in the District of Columbia.

Health

Universal Health Certificates

Due to the global COVID-19 pandemic, the deadline to submit your child's current Universal Health Certificate (UHC) is August 31. Please submit updated forms to frontdesk@creativemindspcs.org.

If an issue prevents your timely submission of a UHC, please contact Heather Hesslink at heather.hesslink@creativemindspcs.org.

Immunization

[District of Columbia law](#) requires that all students be up to date on immunizations. As per [OSSE regulations](#), immunization noncompliance will prevent your child from learning in the school building, when any in-person schedules are offered. The director of operations will notify you by October 1, 2020, if your child is not compliant with immunization requirements. If you have questions, please email frontdesk@creativemindspcs.org. Additional details will be released in a *Welcome Packet for In-person Learning*.

In-person Learning: Criteria for Exclusion Due to Illness

With any return to in-person learning, our criteria for keeping sick children home from school will be more stringent and include exclusion due to exposure, or suspected exposure, to COVID-19. Details will be released in a *Welcome Packet for In-person Learning*.

Hours of Operation

Remote Learning

- **Preschool–4th:** 9:00 a.m. to 2:30 p.m.
- **5th–8th:** 9:00 a.m. to 3:00 p.m.

A remote school day will consist of synchronous and asynchronous learning activities. While students are learning remotely, each Wednesday of classes will be a half day of professional development for staff.

In-person Learning

- **Preschool–4th:** 8:45 a.m. to 3:30 p.m.
- **5th–8th:** 8:45 a.m. to 4:00 p.m.

An in-person school day will have staggered start and dismissal times to support social distancing. Details will be released in a *Welcome Packet for In-person Learning*.

Meals

Breakfast & Lunch

While classes are being held remotely full time, Creative Minds is offering weekly deliveries of five breakfasts and five lunches to students enrolled in our meal-delivery program; registration is required to receive meals. Deliveries begin on Wednesday, September 2.

If we offer hybrid schedules (partly in-person / partly remote), we'll continue to deliver meals, but the serving model may change. We'll share more information if hybrid schedules are offered.

There is no cost to families that have qualified for free and reduced-price meals (FARM). For students who aren't eligible for FARM, lunch is \$5 per meal and breakfast is free. Find more information, including sign-up and FARM-application links, on the [Nutrition & Wellness page](#) of the Creative Minds website.

In-person Learning

Details about our meals program for students on in-person schedules will be released in a *Welcome Packet for In-person Learning*.

Parking & Drop-off Procedures

Remote Learning

While all students are learning on a remote schedule, our drop-off procedures are not in effect. Families may visit the school building, as needed, for activities that cannot be undertaken remotely.

To visit campus and enter the school building you must do the following:

- Wear a mask (even in your car) at all times while on campus; the mask requirement applies to everyone over the age of two.
- If driving, display your parking pass on the rearview mirror.
- Between 7:00 a.m. and 9:00 a.m. and 3:00 p.m. and 6:00 p.m., enter and exit campus through Harewood Gate. At all other times, enter through Eagle Gate, unless otherwise directed.
- Park in Lot 5 and walk to the school building.
- Stop and check in at the front desk.

In-person Learning

With any return to in-person learning, all staff, students, families, and other visitors will be required to pass a health screening to gain entry to the school building. Details on this screening, and a modified entry process, will be released in a *Welcome Packet for In-person Learning*.

Personal Items, Toys & Electronic Devices

When we return to in-person learning, students will be allowed to bring only essential items, such as lunches, jackets, and backpacks, to school. Details will be released in a *Welcome Packet for In-person Learning*.

Visits & Observations

In accordance with DC Health social-distancing requirements, access to the school building will be restricted if in-person learning schedules are offered. Details on visits and observations will be released in a *Welcome Packet for In-person Learning*.