



Orientation Packet 2020-2021



Mission

Our mission is to empower learners to become agents of change who solve the problems they see in their world.

Vision

We envision a world in which all learners are equipped to excel in a global society.



Dear Parents/Guardians,

Welcome to the I³ community! I am thrilled to embark on this educational journey with your family. I understand the gravity of entrusting your child to our teachers and staff and appreciate your confidence in our ability to deliver results. Our team is preparing to launch a world-class educational experience where your child will thrive socially, emotionally, and academically.

With the help of architects and developers, we have designed a state-of-the-art campus--inside and out. The building is outfitted with the latest educational technology and the highest standard of safety measures. We have our official certificate of occupancy, and teachers are finalizing their classroom decor.

The heart of an I³ Academy education is not, however, our building or the latest technology; it is the relationship between our faculty and families. School-home partnership is of utmost importance to your child's success. At this unique time, this partnership is elevated as parents are more involved than ever in their children's education.

As head of school, I am honored to establish and lead a distinguished cohort of dynamic, dedicated, and talented educators. Our teachers will develop strong foundations in reading and math and facilitate project-based, STEAM-focused, and emotionally-conscious curricula.

When we imagined this inaugural year, a pandemic was not on our radar. Despite all of the obstacles and canceled plans, we are pushing through, viewing this as an opportunity to innovate and recreate the way education is delivered. We appreciate the patience and understanding of our families as we have pivoted many times in the past few months.

The intention behind establishing I³ Academy was to give families another choice in educating their children. We are continuing that precedent by offering three learning formats: hybrid, in-person, and remote. We believe that our talented teachers will deliver high-quality, engaging instruction whether your child is learning in a classroom or at home.

From every angle, we are leaning into our mission to empower learners to become agents of change who solve the problems they see in their world. As a member of this community, you are now a partner in this mission. I look forward to the opportunity to work alongside you as we imagine, investigate, and innovate together.

Sincerely,

Martin A. Nalls, EdD
Head of School
I³ Academy



This orientation packet is designed to give families an overview of information needed for the first few weeks of school. For additional information related to COVID-19, please see the I³ Safe For Me document. Any changes to the information presented in this packet will be sent via email. The newest information takes precedence over this document.

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General Information

Address: 230 49th St. N.
Birmingham, AL 35212

Regular School Hours: 8 a.m.- 3 p.m.

Phone number (English): 205-403-5777
Phone number (Spanish): 205-403-5754

Contact Information

For initial questions or issues, please contact your child's teacher. If you need additional support, please contact one of the following staff members:

General Questions	info@i3academy.org	
Attendance or Registration	lsills@i3academy.org	Lori Sills, Operations Manager
Operations (Busses, Meals, Uniforms, After-School, etc)	bgarrett@i3academy.org	Bo Garrett, Assistant Principal of Student Affairs
Health, Reporting COVID-19 Case or Possible COVID-19 Case	tkendrick@i3academy.org Phone: 205.403.5738	Tanya Kendrick, Wellness Coordinator
Academic Questions	dferniany@i3academy.org	Dr. Dylan Ferniany, Chief Academic Officer
Technology Questions	kfitzgerald@i3academy.org	Krystal Fitzgerald, Technology/Media Specialist
Counselling Questions	kcrane@i3academy.org	Keisha Crane, Counselor
Special Populations (ExEd, Gifted, 504 Plans, etc)	smundy@i3academy.org	Shannon Mundy, Coordinator Student Supports



General Reminders

- All items that enter the school building (school bags, lunch boxes, pullovers, and masks) should be labeled with the student's first and last name. A name tag can be created out of masking or Scotch tape and written on with a sharpie.
- Hybrid-group A students will attend school in person on Monday and Tuesday. Hybrid-group B students will attend school in person on Thursday and Friday.
- The first two days of school are half days. Students will attend from 8 a.m. to 1 p.m. Students in kindergarten through second grade will be dismissed at 1 p.m. and students in third through fifth grade will be dismissed at 1:30 p.m. on these days. Please arrive at the time for your youngest child, and all of your children will be released.
- iPads should be plugged in every night if the battery is at 50% or less, so they are ready to go for the following day. This applies to all students.

Attendance

- Attendance will be taken each day in all learning formats. Students who are learning off campus will show they are "present" by participating in scheduled Zoom meetings, turning in assignments on the Learning Management System, and corresponding with the teacher via email or phone call.
- If your child is sick and unable to attend classes, parents should notify the teacher via email or phone call.
- After a series of unexcused absences or missing assignments, students will be referred to our counselor Keisha Crane and social worker Chris Bouyer. Our student support team will partner with families to reduce attendance barriers.
- i3 Academy reserves the right to require specific times for teacher check-ins and assignments if the arrangement described above is abused.



Dress Code Policy

- All students--hybrid, in person, and remote--must wear a uniform every school day.
- If your child does not have a uniform the first few days and weeks of school, he/she may wear a navy polo shirt or I³ Academy t-shirt with khaki pants or shorts.
- Masks worn by students should not have any religious, political, or obscene wording or graphics on them.

While attending school, all students must be in uniform daily. Uniforms must be neat and clean. Students should also practice good hygiene. If a child is out of uniform, parents will be contacted and required to bring the necessary items before students are admitted to class. Coats, jackets and other over-garments, which are not part of the school uniform, must be stored in an assigned location. Coats and jackets cannot be worn in the building. The uniform requirements are listed below.

	BOYS	GIRLS
Tops	Navy Knit Polo Style Shirt w/i3 logo <ul style="list-style-type: none">• Must have collar• Must have sleeve (short or long)• No insignias (logos) other than i3 Academy logo• Navy pullover with i3 Academy logo	Navy Knit Polo Style Shirt w/i3 logo <ul style="list-style-type: none">• Must have collar• Must have sleeve (short or long)• No insignias (logos) other than i3 Academy logo• Navy pullover with i3 Academy logo
Bottoms	Khaki pants, khaki shorts (not to exceed 1 inch above the knee) (Tan/beige color ONLY)	Khaki pants (Tan/beige color ONLY) Khaki skirts, khaki skorts, khaki shorts, khaki jumper (not to exceed 1 inch above the knee) (Tan/beige color ONLY)
Footwear	Shoes - black, brown, navy, or white <ul style="list-style-type: none">• No open toe• Tennis shoes preferred	Shoes - black, brown, navy, or white <ul style="list-style-type: none">• No open toe• Tennis shoes preferred
Accessories	Belt All accessories should be consistent with the spirit of the uniform policy. Head coverings are only allowed for religious reasons inside of the school building.	Belt All accessories should be consistent with the spirit of the uniform policy. Head coverings are only allowed for religious reasons inside of the school building.
Other	When approved by the administration, select clothing may be allowed on particular school days. Professional dress will be requested or required for select events including project presentations.	



2020/21 School Calendar

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

September 2020						
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October 2020						
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November 2020						
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29	30					

December 2020						
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27	28	29	30	31		

January 2021						
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31						

February 2021						
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28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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April 2021						
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May 2021						
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23	24	25	26	27	28	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
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July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Fall 2020

Aug 3-14 Staff PD
 Aug 17-21 Teacher Work Days/Preview events
 Aug 20 and 21 Preview Days (Half Days)
 Sept 7 Labor Day
 Oct 9-12 Fall Break
 Oct 30 Parent Conferences
 November 11 Veterans Day
 Nov 23-27 Thanksgiving Break
 Dec 21-22 Remote learning days
 Dec 23-Jan 1 Holiday Break

Spring 2021

January 4 Teacher Work Day
 January 18 Martin Luther King Jr. Day
 February 15 Presidents Day
 March 22-26 Spring Break
 April 30 Remote Learning Weather Day
 May 28 Remote Learning Weather Day
 May 31 Memorial Day
 June 4 Last day for students
 June 7 Last day for teachers

Key

School Closed	First & Last Day of School	Weather Day
Work Day (No Students)	Parent Teacher Conferences/Work Day	Last Day of Progress Period

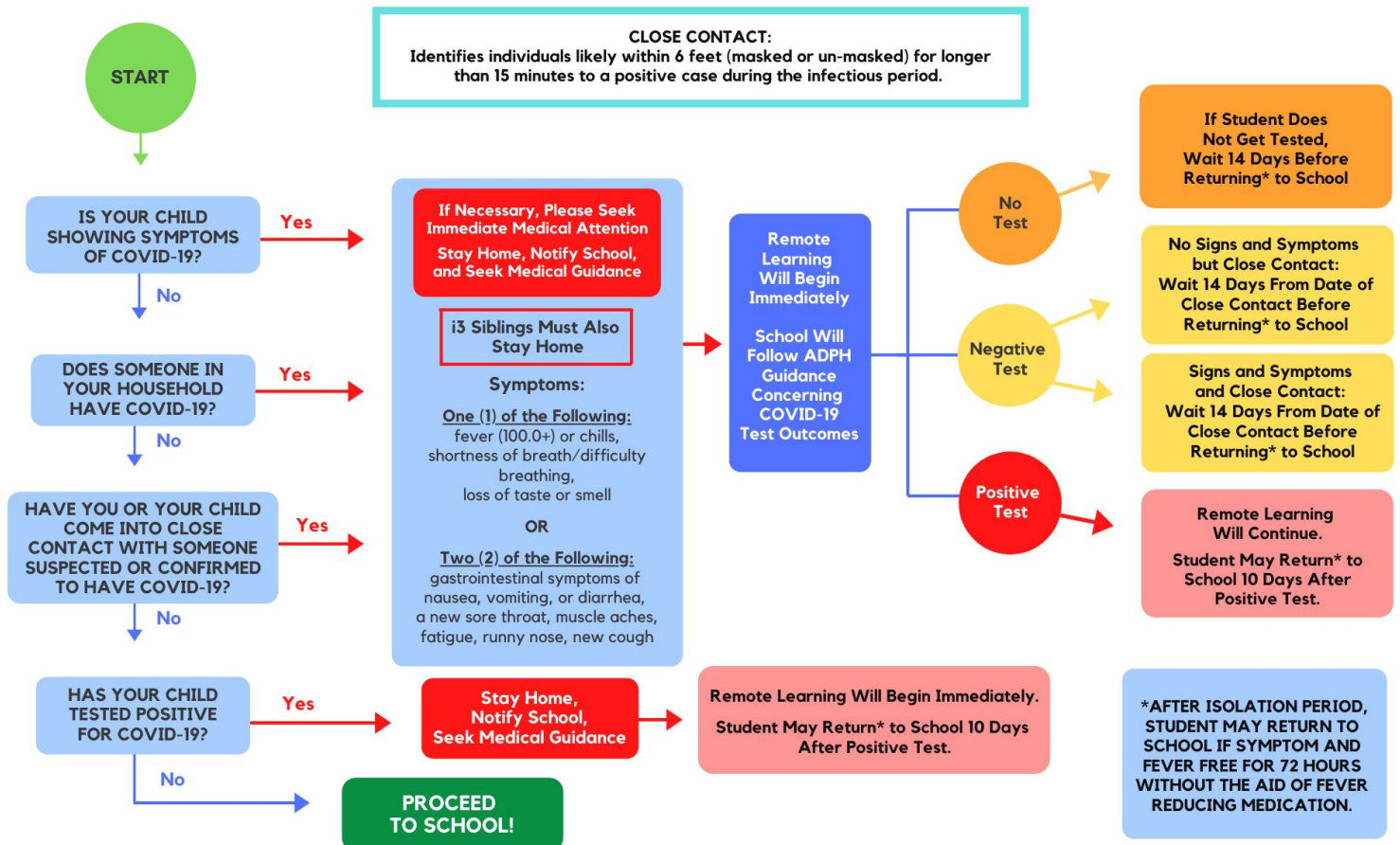
180 Student Days

196 Teacher Days

COVID-19

- **If your child is showing symptoms of COVID-19 (cough, fever 100 degrees or higher, etc), it is extremely important that he/she does not come to school.**
- In the following circumstances, your child should self-isolate for fourteen days:
 - He/she is a close contact (within six feet for more than 15 minutes) to a positive COVID-19 case.
 - A parent/guardian tests positive for COVID-19.
- If a student tests positive or shows symptoms of COVID-19, he/she should self-isolate for 10 days.
- It is possible that a student or teacher in your child's class could test positive for COVID-19. In the event of a suspected or confirmed case, your child's class may be asked to self-isolate.
- Please prepare a back-up plan for childcare in the event that your child is asked to self-isolate.
- If your child is required to self-isolate for any reason, he/she will **immediately transition to a remote learning format**. Your child's teacher will follow up with you if this is the case.
- If your child is exposed to a positive COVID-19 case outside of school, please contact your child's teacher and Nurse Kendrick as soon as possible:
 - Email: tkendrick@i3academy.org
 - Phone: 205.403.5738

Should I Send My Child to School Today?





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Wearing a mask at i3 Academy!

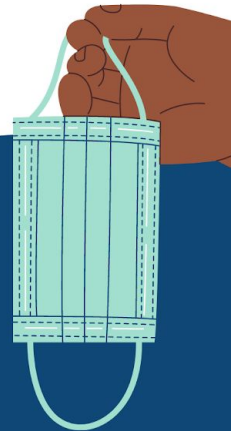


Putting on a Mask:

Clean hands with alcohol-based hand sanitizer or soap and water.

Put on mask by using the loops or ties.

Cover your mouth and nose. Make sure there are no gaps between your face and the mask.



While Wearing a Mask:

1. **Avoid touching the mask.** If you do, clean your hands with alcohol-based hand sanitizer or soap and water.
2. Clearly label mask with student's name. **Do not share masks or reuse single-use masks.**
3. After each day of use, make sure cloth masks are washed before being used again. **Wash mask before wearing again.**



When to Wear a Mask at i3 Academy:

- In the classroom.
- While riding the bus or carpooling to school.
- During arrival and dismissal.
- When moving from one location to another location in building.



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OPENING AT A GLANCE

PREVENTATIVE MEASURES



BUILDING

- Temperature checks for each individual will be taken upon arrival
- Daily health assessment questionnaire for each student and facility member
- Instructional signs and visual clues throughout the building



TRANSPORTATION

- Temperatures taken before students get on bus and when students arrive on campus
- Seating on bus will keep with distancing guidelines
- Students must wear a face covering while on bus



CLEANING

- Any shared equipment will be sanitized between use
- Daily sanitation of building with approved disinfectants
- Frequent cleaning of high contact surfaces during the day



PROTECTIVE EQUIPMENT

- Frequent hand washing and/or use of hand sanitizer by students and staff when entering the building and classrooms
- Mask wearing for all staff and students in accordance with JCDH and CDC
- Isolation protocol for suspected cases on campus



LUNCH/TRANSITIONS

- Students will eat breakfast and lunch in their classrooms
- All items will be pre opened by staff member wearing gloves
- All schedules will be staggered
- One way hall traffic patterns to decrease congestion



CLASSROOMS

- Desks situated for maximum distancing
- Plexiglass partitions between desks
- Air filtration and air purification systems in each classroom and learning space
- Limited circulation of air from main unit

Learning Format Change Form FAQs

Approximately every 4 weeks, we will offer the opportunity to change your child's learning format through a Learning Format Change Form.

How do I change my child's learning format?

A change in your child's learning format requires planning for our staff in order to provide a continuous learning experience for your child. If you would like to change your child's learning format, please fill out the Learning Format Change Request Form during the window listed below and email your child's teacher to let them know of the upcoming change.

When can I change my child's learning format?

We can accommodate learning format changes approximately every four weeks. This occurs at each reporting period (progress reports and report cards). Please inform us of a change during the Learning Format Change Window. We will send reminders about when to submit the Learning Format Change Request Form.

Learning Format Change Window	Start Date for New Learning Format
September 4-11th	September 28th
October 12-16th	November 2nd
November 2-6th	Nov. 30th
November 30th-December 4th	January 5th

Will my child lose any learning opportunities when he/she switches learning formats?

We suggest switching formats as little as possible in order to help your child get into a routine and to minimize transitions throughout the year; however, our teacher teams are working hard to plan continuous learning opportunities. If you switch from remote instruction to in person instruction or vice versa, your child may have a new primary teacher. The teachers will work closely together to provide smooth transitions for students. Our curriculum is highly aligned at each grade level so that learning will remain consistent across formats.

What if there is a family emergency, and we need to immediately switch formats?

We anticipate that there will be family emergencies that require a switch outside of the change window. If this is the case, please fill out the Learning Format Change Form, and let your child's teacher know that you will be making a change.

Arrival Procedures

Before leaving your home, please complete a wellness check by taking your child's temperature and answering the questions in SchoolPass.

Masks should be worn by all individuals involved with the arrival process (staff, parents, students, etc) either by car or bus.

By Car:

- Wait in the car line until a staff member approaches.
- Wait for a health check to take place.
- If your child passes the health check, he/she will be escorted to class.
- If your child does not pass the health check, your child will return home with the parent/guardian.

****Parents/guardians may not enter the building due to COVID restrictions. Please say "good-bye" to your child when he/she exits the car.**

By Bus:

- Take your child to your family's designated bus hub.
- The bus hub aid will perform a health check.
- If your child passes the health check, he/she may get on the bus.
- If your child does not pass the health check, he/she should go home with the parent/guardian.

****Please do not leave the bus hub until the bus hub aid has completed the wellness check.**

Meals

Breakfast

- When students arrive in their “house”, a cart will be there with breakfast.
- A staff member will pre-open any items using gloves.
- Students should take their food items to their desks.
- Masks should be removed by the loops with the outside corners folded together and placed on a paper napkin on the corner of the student’s desk.
- Once the meal is finished, the teacher will walk around with a trash bin to collect the leftover food and trash.
- After eating, students should put their masks back on using ear loops.

Lunch

- Lunch will be eaten in the classroom.
- Teachers will pre-open items using gloves.
- If bringing food from home, parents should pack items that the student can open independently.
- Masks should be removed by the loops with the outside corners folded together and placed on a paper napkin on the corner of the student’s desk.
- Teacher will collect any trash from students using gloves.

Payment information: Meals for the first two weeks of school will be provided by I³ Academy. After that time, we will share payment information.

Counseling

Mission statement:

Advocate for the overall development of the child which includes the academic, social and career aspects of our program to promote a collaborative relationship with parents, students, community and faculty.

Counselor meets with students to:

- Listen
- Problem-solve issues of concern
- Provide support when dealing with personal problems
- Create a plan for academic success
- Explore career awareness

Counselor meets with parents/ guardians to:

- Provide support for parents seeking help
- Provide information regarding available community resources
- Share information about their child within the boundaries of the counselor's professional ethics
- Review student academic performance

Common Concerns Discussed with the Counselor

- *"I'm having trouble with an adult."*
- *"I just need to talk to someone."*
- *"My best friend hates me and now everyone is against me."*
- *"My homework isn't done because of something that happened at home."*
- *"Something happened to me, and I need to tell someone."*
- *"One of my parents left last night, and I don't feel very good."*
- *"I don't have anyone to play with."*



Counseling

Counselor may meet with students about...

<ul style="list-style-type: none"> • Behavior issues 	<ul style="list-style-type: none"> • Promotion/Retention
<ul style="list-style-type: none"> • Problems with grades 	<ul style="list-style-type: none"> • Healthy peer relationships
<ul style="list-style-type: none"> • Missing too many school days 	<ul style="list-style-type: none"> • Helping with transitions

Confidentiality

All information shared during counseling sessions are confidential unless you tell us that:

1. You are planning to harm yourself or others,
2. You know of someone planning to harm themselves or someone else, or
3. You are the victim of abuse or neglect.

In these situations, we are required by law to report this information to parents and/or the appropriate agencies.

Counseling in COVID-19

This school year we have students attending school in person, 2 days a week, and remotely. Counseling services are available to all students. I am available to assist you with your academic, social and emotional needs. My Google Classroom is designed so you may still have access to me via email, chat, phone call, or Zoom meeting. Parents, you will be able to find additional resources in my Google Classroom.

**If you or your child needs assistance, please contact the counselor
Keisha Crane at kcrane@i3academy.org**



Technology Agreements

Please click the links below to view our usage agreements and policies. You will be expected to be familiar with these documents prior to device pick-up. Before checking out a device you must acknowledge all documents in writing.

- [Student/Parent Technology Use Agreement](#)
- [Device Check-Out Liability Agreement](#)
- [Student Images and Online Publication Form \(Media Release\)](#)



Devices

- Your child will be assigned an iPad, headphones, charger, and keyboard.
- The iPad will go back and forth between home and school every day.
- Each night, the iPad should be wiped down with a disinfecting wipe and plugged in to charge when battery is at 50% or less. This is very important! Please see the [Device Cleaning Procedures](#) document for more information.
- If you need assistance or have an issue with the device, please complete the [Help Desk Form](#) and the technology department will be notified immediately.

Technology: Learning Platforms

iPad Set-Up (All Grade Levels)

[Orientation for Initial iPad Set-Up](#)

Orientation for iPad Set-Up

Clever (All Grade Levels)

[What is Clever?](#)

This article includes:

- Background information about Clever
- How to log your child into Clever
- What to do if you have a problem with Clever
- Is Clever safe for my child?

[Clever Portal Login Information](#)

[Clever Badge](#)



Seesaw (Grades K-1)

[How to Sign Up for the Family Portal](#)

Learn how to sign up for a family account and link your child/children to your account

Google Classroom (Grades 2-5)

[How to Join a Google Classroom](#)

Standards Based Grading Platforms

Teaching Strategies Gold (Grades K-1)

JumpRope (Grades 2-5)

Information regarding these platforms will be sent to you prior to the first progress reports.



Curricula & Instruction

Teachers will follow the Alabama College and Career Readiness Standards (ACCRS) for all subjects. The curricula described below will be utilized in all learning formats.

English Language Arts: The I³ Academy literacy curriculum is *Collaborative Literacy*, a resource from the Center for the Collaborative Classroom. Collaborative Literacy is a comprehensive system of literacy instruction that fosters love of literacy and allows learners to become lifelong readers and writers. At I³ Academy, we utilize the whole Collaborative Literacy suite in order for each resource to be most effective.

Math: I³ Academy is adopting the most recent update of the Investigations math curriculum. Investigations teaches critical thinking and problem-solving so that students truly understand math concepts.

Social Studies and Science: Teachers will use a project-based approach to teaching the science and social studies standards.

Response-to-Intervention (RTI) is a multi-tier approach to the early identifications and support of students with learning and behavior needs. Core principles of RTI:

- Strong language/literacy, math and social emotional learning skills
- High-quality instructions to meet the learning needs of all students
- Universal screenings given to all students to inform differentiation and intervention

Social-Emotional Learning

At I³ Academy, social-emotional learning (SEL) will support all students. Dedicated time during the school day will be set aside for students to receive instruction in SEL. SEL provides instruction on skills for learning empathy, emotional management, self-management, self-awareness, friendship skills and problem solving.

Caring School Community is produced by the Center for Collaborative Classroom, and it was adopted in conjunction with the Collaborative Literacy program. The social-emotional learning (SEL) program is research-based and aligned to standards set by the **Collaborative for Academic, Social, and Emotional Learning (CASEL)**.

Recess and Wellness

The I³ Academy students will take part in daily Wellness classes (traditionally called Physical Education). **Wellness class will be 30 minutes every day.** Wellness lessons will be delivered via Google Classroom and Seesaw for virtual and hybrid students who are not on campus. Our Wellness program for grades K-5 will focus on physical literacy by emphasizing the introduction and refinement of fundamental motor skills, foundational sport skills and modified games. Students are introduced to the concept that physical activity is an essential component of physical literacy and are encouraged to develop a sense of responsibility in making lifestyle choices. Health-related fitness content is introduced and integrated into Wellness lessons to emphasize the importance of physical activity for social, mental, and physical health, all of which contribute to wellness for a lifetime.

The curriculum for I³ Academy Wellness classes will be based on the Alabama State Course of Study (COS). The AL COS 5 anchor standards are:

- Movement and performance,
- Movement concepts,
- Personal and Social behavior,
- Physical activity and Fitness, and
- Value of Physical Activity

Although it is not specifically articulated in the standards, the mind-body connection, which contributes greatly to a well-rounded education, is a core concept in everything taught in Wellness class.

I³ Academy students will have 20 minutes of recess time each day.

Enrichment

Students will have the opportunity to participate in art, Spanish, and Makerspace. Enrichment teachers will rotate between classrooms and limit supply sharing. Enrichment teachers will provide lessons via video and live-conferencing for remote and hybrid students who are not on campus. The enrichment teachers will stay with their classes for a full trimester.

Dismissal Procedures

All individuals involved with dismissal (staff members, students, and parents/guardians) should wear a mask during this time. SchoolPass information will be sent via email.

By Car:

- Hang your car number from your rearview mirror where the number can be read clearly.
- Enter the carpool line from the 49th street side of the school.
- Remain in your car at all times during carpool.
- The carpool leader will radio to your child/children's classrooms to send your child out to the carpool line. SchoolPass also helps to notify your child's teacher that you have arrived in the carpool line.
- A staff member will assist your child as he/she gets in the car.
- If necessary, pull up to a safe place once you're out of the carpool line and assist your child in buckling his/her car seat or seat belt.

By Bus: (additional information will be sent via email)

- Students will be called as buses arrive on campus.
- A staff member will assist students as they make their way to the bus.
- Students should wear masks on the bus.
- Students will be dropped off at the bus hub.
- Parent or guardian should be at the bus hub to receive the student upon arrival.

After-School Care

Due to COVID-19, the details of after-school care are still being finalized. In person students without any other after-school care options will receive priority on the after-school care list.

The target date to begin after-school care is September 8th. I³ Academy will waive the cost for the first nine weeks. After that, payment details will be shared with families.