



# **Family Back-to-School Guide**

## **School Year 2020-2021**

**August, 2020**

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## **A Note from Sehba: Welcome Back to School!**

Dear Families,

The beginning of the school year means a fresh start, excitement, and joy of seeing old friends and making new ones. Although this school year will be different than we could have ever imagined, we are just as excited to welcome our students back to school. We may be physically-distanced right now, but we are connected as KIPPsters, and for that I am so thankful.

This Family Back-to-School Guide is intended to serve as a blueprint for the measures, systems, and practices necessary to provide the appropriate continuity of both care and instruction to all students, families, and staff. This information supplements the [KIPP Texas Student and Family Handbook](#), which contains all of our student-facing policies and important information on your child's education. We strongly encourage each family to read both this guide and the student handbook to ensure you are well-informed for the start of the year. If you would like to see a condensed version of our highest priority back-to-school plans, you can find them in the KIPP Texas "[at a glance](#)" guide.

Over the last five months, I have watched in admiration as our KIPP Texas community banded together to overcome unprecedented challenges. As we begin our 2020-2021 school year, a year unlike any in our history, you have my unwavering commitment that we will continue to do the very best we can for our students, families, and communities.

I have never been more proud to be a part of this organization. As always, we remain deeply humbled that you entrust us with the important task of preparing your child with the skills and confidence they need to pursue the paths they choose—college, career, and beyond.

We are so grateful for your continued support.

Sehba Ali

Chief Executive Officer, KIPP Texas

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## **Introduction**

From the very start of the pandemic, KIPP Texas Public Schools has exhibited our collective strength in mobilizing the support and resources necessary to begin our school year safely and responsibly. The following framework has been put together to outline our back-to-school processes, practices, and considerations. **KIPP Texas will begin the school year on August 24 with 100% virtual learning, and we will make an announcement when the option for on-campus instruction will begin.** Parents will always be given a choice on their child's method of learning once we start in-person instruction.

## **Guiding Principles**

We have been committed to three guiding principles since our buildings first closed in March. This document addresses our approach to meeting these three objectives.

We commit to:

1. Protect the health of our students, staff, and families to the fullest extent possible
2. Show care for our entire Team & Family so we can thrive in our new normal
3. Provide our KIPPsters with an academically excellent, joyful, and equitable learning experience with a consistent focus on college readiness regardless of whether we are inside or outside of our school buildings

## **How the Plan Was Created**

A plan of such complexity requires input from a wide array of perspectives. In addition to listening to students and families, our decisions were informed by the advice and guidance of our KIPP Texas Leadership Team, our Restart Committee, teachers and staff, city and county leaders, the American Academy of Pediatrics, the Centers for Disease Control (CDC), community leaders, and medical professionals.

# **Health and Safety Protocols**

## **Safety Video**

To better understand the KIPP Texas approach to health safety, we created a video that shows a day in the life of a KIPPster. Please take a look with your Little KIPPster!

English: <https://youtu.be/iE6tFBvnRyU>

Spanish: <https://youtu.be/FevfgdzDFhE>

## **Physical Environment**

Enhanced health and safety measures are being implemented at all of our schools, including:

- Using EPA-certified disinfectant to continuously clean high-touch and high-traffic areas
- Installing additional hands-free sanitizer stations throughout campuses
- Training all regional and campus staff in thorough sanitation and cleaning procedures

## **Facility Cleaning**

Campuses and other district facilities will be cleaned and disinfected each day and night. Commonly touched surfaces, such as doorknobs and railings, will be disinfected frequently throughout the day. A disinfectant product will be provided to teachers to sanitize working surfaces, and hand sanitizer will be available within classrooms and throughout the campus. Teachers will wipe down any additional surfaces that have been used during the class period. Deep cleaning and disinfecting with electrostatic sprayers/foggers will occur before the start of every new instructional cycle, or if there is a COVID-19 exposure in a school building.

## **Furniture and Supplies**

Additional workspaces beyond what is necessary to accommodate the number of students within the class will be eliminated. Sharing of materials and supplies will be discouraged, and personal belongings will be stored in individually labeled cubbies and containers.

## **Health and Safety Guidelines**

Research has established that social distancing is key to reducing the spread of COVID-19. We will implement the following procedures to ensure social distancing is followed in every part of the school day.

### **Campus Visitors**

Campus visitors will be limited to those essential to school operations. We ask that parents refrain from visiting campuses as much as possible during this time. All visitors will have their temperature taken, and will be required to wear a face covering at all times. Campuses will utilize virtual meetings to limit campus visitors whenever possible.

### **Classrooms**

In order to keep students and staff safe, desks and tables will be placed to ensure social distancing guidelines are met. Floor marking will be placed in classrooms to identify where students should line up. KIPPsters and teachers will wear face coverings during class. Hand sanitizer will be provided in each classroom.

### **Hallways**

When possible, hallway floors will be one-directional, and floors will be marked to ensure students maintain a six-foot distance from each other when possible. KIPPsters will be required to use hand sanitizer before entering a classroom.

## **Breakfast and Lunch Service**

Breakfast and lunch will be eaten in classrooms to ensure social distance. In cafeterias, where KIPPsters will pick up lunch, floor decals will be placed to indicate where students should stand. Meal cards will not be used this year so as to mitigate the spread of germs and make meal service a no-contact process. Our child nutrition staff will have their temperature verified each day and will wear face coverings and gloves during food preparation and service.

## **Recess and PE**

KIPPsters will still enjoy recess and PE time, but physical activities will be modified to follow social distancing practices. Playground equipment will be closed to students and staff, and all items (i.e., balls, frisbees, etc.) will be sanitized before use.

## **Personal Preventative Practices**

The following strategies will be used across all KIPP Texas Public Schools as we work to maintain the health and safety of our students and staff.

### **Face Coverings**

Face coverings are required inside any KIPP Texas building, on any KIPP Texas campus, and aboard any KIPP Texas bus. Face coverings must cover the mouth and nose, and are required for anyone two years of age or older.

The Centers for Disease Control (CDC) has a complete [website](#) about face coverings, including best practices for washing masks.

*What You Can Do to Help Your Child:* We ask that families provide masks for their children daily, but if you are unable to provide a mask or if your child forgets their mask, we will provide one for your child. If you plan to enroll your child in our in-person learning program, please have your child practice wearing a mask around the house for hours at a time to prepare for school.

### **Temperature Checks**

All students, staff, and visitors will be temperature checked before entering any KIPP Texas building. Any student or adult who is on campus and is measured with a temperature of 100 degrees fahrenheit or higher will be sent to a dedicated space. Students will meet with a KIPP Texas staff member who will call the student's parent/guardian to come pick their child up immediately.

*What You Can Do to Help Your Child:* We will have TWO ways to check students for symptoms. Monday through Friday, before a student comes to school, all parents/guardians must check to see if their child has any of the symptoms listed in the [Daily Health Self Assessment Checklist](#). If a child is sick or feeling sick they must stay home, call their school, and seek professional medical attention, as appropriate.

On Sunday and Wednesday evenings, KIPP Texas will send an email and text notification for parents/guardians to complete a health and wellness survey online. Completion of this survey is mandatory before your child comes to school the following day.

### **Social Distancing**

All areas in our schools will be reconfigured as best as possible to accommodate social distancing. The goal of social distancing is to limit close face-to-face contact with others by keeping all students and staff at least six feet apart (two arm lengths) when possible.

*What You Can Do to Help Your Child:* Please make sure your child knows how far two arms lengths is so that they can socially distance. Our teachers and staff will also ensure that KIPPsters are socially distancing.

## Hand Hygiene

All KIPPsters and staff must use hand sanitizer before entering a KIPP Texas building, classroom, office, and bus. Additionally, there will be specific periods throughout the day for students and staff to wash their hands with soap and water.

*What You Can Do to Help Your Child:* Please practice hand-washing with your child. KIPPsters should sing the Happy Birthday song two times every time they wash their hands.

## Help Stop the Spread

If an adult or child is feeling sick, they are asked to stay home. All KIPP Texas staff and families must follow the protocols outlined below if a student and/or staff member has COVID-19 symptoms, tests positive for COVID, and/or has had direct contact with someone who has the virus.

*What You Can Do to Help Your Child:* Please contact your child's school immediately if your child or someone in your home is experiencing COVID-19 symptoms, tests positive for COVID, or has come in direct contact with someone who has the virus.

## Daily Self Health Assessment

Each day before a student comes to school, all parents/guardians must check if any student has any of the symptoms listed in the [Daily Health Self Assessment Checklist](#). If a student is sick or feeling sick, they must stay home, call their school, and seek professional medical attention, as appropriate.

## COVID-19 Symptoms on Campus

If a student has symptoms as outlined in the [Daily Health Self Assessment Checklist](#), **AND** has not been evaluated by a medical professional or tested for COVID-19, such a student is assumed to have COVID-19, the student may not return to the campus until all three of these conditions are met:

- At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); **AND**
- The student has improvement in symptoms (i.e., cough, shortness of breath); **AND**
- At least ten days have passed since symptoms first appeared.

If a student has COVID-19 symptoms and wants to continue to come to school without completing the steps above, the student must either:

- Obtain a medical professional's note clearing the student for return based on an alternative diagnosis; **OR**
- Obtain an acute infection test from an approved testing location that comes back negative for COVID-19. Locations can be found at <https://tdem.texas.gov/covid-19>.



## **What to do if you have direct contact with COVID-19**

- The parent/guardian must call the school immediately.
- The student must quarantine/remain off campus for 14 days. The parent/guardian is strongly encouraged to engage their child in the 100% online learning program for these days.
- Close contact is defined as: (a) being directly exposed to infectious secretions (e.g., being coughed on); or (b) being within six feet for a cumulative duration of 15 minutes, if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

## **Positive COVID-19 Case in the Community**

If a student tests positive for COVID-19, the parent/guardian must call the school immediately and self-quarantine the child. The student can return to the campus only when all three conditions are met:

- At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); **AND**
- The student has improvement in symptoms (i.e., cough, shortness of breath); **AND**
- At least ten days have passed since symptoms first appeared.

As with all health information, this information is treated as confidential. Families must stay in constant contact with their school.

## **Transportation**

### **Bus Riders**

Once in-person learning begins, KIPP Texas will resume transportation for students. Please be sure to mark your Method of Learning survey every six weeks if your child will need to ride the bus to school. All those who ride the bus will be required to:

- wear their face mask and stand at least six feet apart when possible while at the bus stop
- wear a mask while on the bus
- bus capacity will be at reduced capacity with one student per seat (two per row); siblings will be allowed to sit two per seat, when possible
- follow all directions given by the bus driver

What You Can Do to Help Your Child: Please talk to your child about the importance of these safety measures when riding the bus so we can help keep all students and staff safe.

### **Arrivals and Dismissals**

Campuses will develop a process for entry and exit procedures that reduce large group gatherings and adhere to our social distancing guidelines. The specific procedures will be communicated by your child's school.

## **Technology and Internet Access**

### **Equipment**

All KIPPsters will need a laptop and internet access to participate in virtual and in-person learning. Students who do not have access to a laptop will be issued KIPP Texas devices. Students K-12 will receive Chromebooks, and pre-K students will receive touchscreen Chromebooks. KIPP Texas will issue mobile hotspots to connect to the internet on an as-needed basis, though supplies are limited. Technology will be distributed on an as-needed basis and will be distributed at designated locations.

*What You Can Do to Help Your Child:* Please remind your child to charge their devices each evening at home to ensure they are prepared for the school day.

### **Student Email Addresses**

All KIPPsters will receive a new, standard KIPP Texas email address and password for this school year. This will allow KIPP Texas to leverage technology in new ways to facilitate learning. New student emails and passwords will be provided to you by your school. If a student has an email address from last school year, they will be able to access that email address and save items in their inbox. Access to old email will be available until the end of the 2020-21 school year.

*What You Can Do to Help Your Child:* Please write down your child's username and password and keep it somewhere safe and accessible. Families will need this information to access other KIPP Texas updates throughout the school year.

If you need help or support with the technology that has been provided by KIPP Texas, please visit our Student Tech Support Portal: <https://studentkipptexas.zendesk.com/hc/en-us>

## **Grab & Go Meals**

Grab and Go meals will be available for every enrolled KIPPster. Families must visit the campus where their child is enrolled to obtain meals. Distribution of breakfast and lunch will take place between 9:00 am and 1:00 pm. If families have students at multiple KIPP campuses, all meals can be picked up at one campus.

For our families enrolled at our KIPP Texas-Houston Mosaic Campus, meals will be distributed at the KIPP Connect Campus due to construction still being finished. For our families enrolled at our KIPP Texas-Houston Journey Campus, meals will be distributed at the KIPP Southwest Campus (KIPP Way) due to construction still being completed. For our families enrolled at our KIPP Texas-Austin Paseo Campus, meals will be distributed at the KIPP South Campus due to construction being finished as well.

Once KIPPsters return to in-person learning, meal service will continue both at the school and through Grab & Go pick-up for those students continuing to learn online. For details on locations and distribution times, visit <https://kipptexas.org/curbside-grab-go-meals/>

Breakfast is FREE to ALL KIPP Texas students on any campus regardless of income eligibility. Lunch is FREE to all students enrolled in KIPP Texas with the exception of our new schools where, this year, families will need to complete a meal application to be eligible for free or reduced meals. Click this link to complete an application; <https://family.titank12.com/>.

What You Can Do to Help Your Child: If your child attends KIPP Paseo (Austin), KIPP Mosaic (Houston), and KIPP East End High School (Houston), families can complete a meal application to be eligible for free or reduced meals. Click this link to complete an application; <https://family.titank12.com/>. For all Grab & Go meals, please print and complete this **placard** and place it in your vehicle's dashboard. This will allow staff to quickly identify your child.

## **Academics**

### **Academic Calendar**

**KIPP Texas has updated our academic calendars to align with updated guidance from the Texas Education Agency and local health and safety officials. Here are the school calendars by region:**

[KIPP Texas-Austin](#)

[KIPP Texas-Dallas-Fort Worth](#)

[KIPP Texas-Houston](#)

[KIPP Texas-San Antonio](#)

**What You Can Do to Help Your Child:** Review the school calendar with your child and get familiar with start and end times for the school day, holidays, and other important dates.

### **Method of Learning**

Based on parent and stakeholder feedback and the Texas Education Agency (TEA) mandates, all KIPP Texas Public Schools will start the year on August 24, with 100% virtual instruction. Once we start the phasing-in of in-person instruction in school buildings, families can select from one of two method of learning options for their child:

Option 1 | 100% online learning, five-days-a week. This method will be different from what KIPPsters experienced in the spring. Distance learning this fall will require students to log in and complete daily work assignments online and/or log into a virtual classroom at a specific time to get instruction from each of their assigned teachers. Our 100% online model includes a blend of both asynchronous and synchronous learning.

Option 2 | 100% in-person learning five-days-a-week in a classroom, in a school building, on our campus.

What You Can Do to Help Your Child: Every six weeks, parents will be asked to update their child's method of learning in **SchoolMint** and confirm their child's transportation and technology needs. This will allow parents to evaluate the impact of the COVID-19 virus in their area and make the best selection possible for their child. In order to determine schedules, parents will make their selections for an approximate nine-week grading cycle.

### **Sample Schedules**

KIPP Texas will start the school year on August 24, 100% online. Please see a [sample schedule](#) to show you the amount of time your student will be expected to be online each day. Your child's actual schedule will be provided by your school starting the week of August 17.

What You Can Do to Help Your Child: Please review the sample schedule with your child so you are clear on when the school day begins and ends.

## **Virtual Learning Success: Google Classroom & Creating a Special School Space at Home**

Since your student will be spending a large part of the day in virtual instruction, it is important to set up a place in your home that promotes learning and gives your child the space and quiet to do school work.

We suggest creating a designated learning space for your child that stays consistent, has enough lighting, is quiet, and has limited distractions. So that your child can stay on task, please make sure they have access to learning materials and supplies like pens, pencils, notebook, Chromebook computer and internet connection (which can be provided by school), etc.

KIPP Texas will use Google Classrooms for virtual learning. KIPPsters will log into their Google classroom accounts to receive instructional materials and guidance.

What You Can Do to Help Your Child: With your child, review the step-by-step guide to log into Google Classrooms so you can have success on the first day of school.

- Presentation in English  
<https://docs.google.com/presentation/d/1q8Mpn5e28dhCkC3W7j0NO4AXTNm2PQvEaQQwqoZFpxE/present?slide=id.p1>: Step-by-step guide for how parents will support their children by logging in and using the basic features of Google Classroom
- Presentation in Spanish  
<https://docs.google.com/presentation/d/1zgYDlc8ptj3i6EktXQildx2EC9KoVb2Zc9SiR3Wg3A/present?slide=id.p1>: Step-by-step guide for how parents will support their children in logging in and using the basic features of Google Classroom
- [Parent Guide Intro video about Google Classroom](https://www.youtube.com/watch?v=2lowi-gmbys&feature=youtu.be)  
<https://www.youtube.com/watch?v=2lowi-gmbys&feature=youtu.be>(in English)
- Intro video about Google Classroom <https://www.youtube.com/watch?v=OmFZ-Elcxus> (in Spanish)

## **Attendance**

Student success can be directly related to their attendance in class. It is important that whether your child is attending school virtually or in-person that they are participating in class **every day**. Attendance will be measured **daily** based on your child's method of learning.

What You Can Do to Help Your Child: Please review the student handbook for specific attendance requirements and examples of attendance during virtual learning.

## **Electives/Extracurricular Activities/Sports**

Electives such as art, dance, music and visual arts will continue as planned during the school year. There will be modifications made for safety. All athletics, including athletic practices and games, are currently paused. We are closely monitoring UIL guidelines, state and local authorities as well as guidance coming from top arts organizations. More information on this will be shared soon.

What You Can Do to Help Your Child: Please attend your school's town hall and/or read weekly emails for updates on electives, extracurricular activities, and sports.

## **Supplies**

Your school will provide a specific list of supplies based on grade level that KIPPsters will need for in-person and virtual learning. In addition, families are asked to provide a mask, a laptop and device charger (see *technology section*), headphones/earbuds, a water bottle, a pocket-sized bottle of hand sanitizer, and a backpack for in-person instruction.

*What You Can Do to Help Your Child:* If your family needs assistance obtaining these materials or are experiencing financial hardship, please contact your child's school for assistance.

## **Uniforms**

During the 20-21 school year, students who are 100% virtual learners will not have to wear uniforms but will be required to wear appropriate clothing on camera (i.e. no pajamas or clothing with inappropriate language). We are evaluating our uniform policy and practices moving forward and look forward to engaging KIPPsters, their families, and Team & Family in future conversations on this topic.

*What You Can Do to Help Your Child:* Please help us make sure your child is wearing appropriate clothing when they attend online classes.

## **Final Registration**

In the spirit of safety and simplicity, we have moved most of our beginning of the school year registration materials online in [SchoolMint](#). In addition, each school will host a drive-thru portion of registration so you can pick-up transportation cards and devices. Be on the lookout for more information coming from your child's school.

*What You Can Do to Help Your Child:* Please make arrangements to attend orientation as it has important items needed to ensure your child has a successful start of the school year.

## **Enrolling Another Student**

If you have a child that would benefit from our joyful, academically excellent schools, please go to our [website](#) and click Apply Now to submit an application. If you would like more information before submitting an application, please click Learn More to submit an interest form. The enrollment team will follow up.

*What You Can Do to Help Your Child:* Refer a KIPPster and you could win a \$25 Walmart gift card! Click [here](#) to learn more. Deadline September 4, 2020.

## **Communications**

KIPP Texas Public Schools are committed to transparent and timely communication. Family updates are shared by email, on our [website](#), and our social media channels-- [Facebook](#), [Twitter](#), and [Instagram](#).

KIPP Texas now uses SchoolMessenger to send text messages and emails with important information about events, school closings, safety alerts, and more. If you have not already done so, please opt into SchoolMessenger in order to receive our communication using the information on this [flyer](#).

If you have any questions or concerns, please reach out to your child's school.

*What You Can Do to Help Your Child:* Please opt-in to these important updates by text message. Details can be found on this [flyer](#)

## **Additional Resources**

Here is a list of resources for COVID-19 where you can get more information on low or no-cost COVID-19 testing, financial, and housing resources.

### **KIPP Texas Resources**

Daily Health Self Assessment Checklist

[https://docs.google.com/document/d/1xKB\\_1DjYXITG8vfr5G7wwlwPkeE0zT6qXIF774mstbs/edi](https://docs.google.com/document/d/1xKB_1DjYXITG8vfr5G7wwlwPkeE0zT6qXIF774mstbs/edi)

Day In The Life Of A KIPPster Video

[English](#) | [Spanish](#)

Our back-to-school “at a glance” guide can be found [here](#).

To access a list of resources for families including support with food, rent, and other needs, please click [here](#).

How to wear a mask [video](#) | How to socially distance [video](#) | How to wash your hands [video](#)

### **San Antonio**

<https://covid19.sanantonio.gov/Home> (English)

[https://covid19.sanantonio.gov/Home?lang\\_update=637310920523909155](https://covid19.sanantonio.gov/Home?lang_update=637310920523909155) (Spanish)

### **Houston, Harris County:**

<https://publichealth.harriscountytexas.gov/Resources/2019-Novel-Coronavirus/COVID-19-Testing-Information> (english)

<https://houstonemergency.org/covid-19-testing/> (English)

### **Houston, Fort Bend County:**

[https://uthtmc.az1.qualtrics.com/jfe/form/SV\\_OILT5XuVXN8gvhH](https://uthtmc.az1.qualtrics.com/jfe/form/SV_OILT5XuVXN8gvhH) (English)

<https://www.fortbendcountytexas.gov/your-county/covid-19-testing-sites-spanish-version> (Spanish)

### **Dallas**

<https://www.dallascounty.org/covid-19/testing-locations.php> (English)

<https://dallascityhall.com/Pages/Coronavirus-Testing-Sites.aspx> (English)

### **Fort-Worth**

<https://www.parklandhospital.com/espanol/covid.aspx> (Spanish)

<http://fortworthtexas.gov/files/e23b41e5-b249-4340-aa6b-de151ac0c221.pdf> (English)

### **Austin, Travis County**

<https://covid19.austintexas.gov/s/?language=es> (Spanish)

<https://www.austintexas.gov/department/covid-19-information/symptoms-testing-and-care> (English)

### **The Center for Disease Control and Prevention**

<https://www.cdc.gov/>

