

KIPP NYC Reopening Plan 2020-2021 School Year

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Executive Summary

In March, 2020, KIPP NYC made an immediate shift to a remote learning structure for all of our students in response to a decision to protect our students, staff and families from the COVID-19 pandemic. Even though the decision was incredibly quick, it was deliberate and planned. KIPP NYC was able to ensure that the majority of our students had immediate access to technology and the internet, with almost all of our students having full access within a few weeks.

We have been working and planning diligently to use our strong start with remote learning to improve our curriculum and instruction to ensure that all of our students receive a comprehensive, rigorous and meaningful learning experience for this upcoming school year, as we are planning for both remote and hybrid models of learning. To that end, we gathered feedback from families on our remote learning from the end of last school year and we are using it to develop this year's plan. We think we will be stronger at providing curriculum and information to students and families, and supporting staff with delivering instruction, based on our prior experience.

We are increasing opportunities for remediation and feedback. We have built more time into schedules to check in with students individually to provide feedback and extra support. Remote learning allows us to reach students as they are learning and to make real-time suggestions. During the course of an instructional day, students will have the opportunity to engage in a combination of live Zoom sessions with their teachers, pre-recorded video lessons from veteran teachers, and self-guided lessons that allow for independent thinking and research.

We are starting this year with a new online learning management system, *Canvas*, which students, families, and staff will visit every day while we are remote. *Canvas* allows students to access their assignments, receive announcements and feedback from their teachers, and see their grades. *Canvas* will also house other resources that students need for school, such as access to additional software or online programs. We will also take attendance through *Canvas*. Parents and guardians can access the platform for school-specific information and their students' lessons, assignments, and teacher communications.

Inclusive of our commitment to learning continuity for our students, the health and safety of our students, staff and families is our highest priority. Our reopening plan outlines our comprehensive approach for how we intend to ensure the physical safety of our school community as well as attend to their emotional and mental health.

We are actively using an equity focused lens to evaluate all of our reopening plans and decision-making. This commitment to equity and anti-racism is reflected in our communication with families, how we are incorporating the voices of staff and families, our attention to trauma, and designing programming with the success of the most marginalized of our student populations at the forefront of our mind.

In creating our plans for the 20-21 school year, we solicited direct feedback from our staff, students and families to ensure that we meet the needs of our entire community. As we continue to revise our plans amidst the ever changing landscape, we will continue to use science, data, health experts and the voices

of our community to inform our decisions.

Whether KIPP NYC students are learning remotely or in person, we remain committed to delivering engaging and impactful instruction that fosters a love of learning and a strong sense of self for our students, staff and families.

Reopening Operations

Capacity

Phasing: KIPP NYC will begin remote learning for all students on Monday, August 24 and will tentatively move to a hybrid onsite/remote learning model on Thursday, October 1st. Additional guidance will be needed from NYSED and the DOH in order to accommodate more students onsite or to shift to full onsite instruction.

Quantity: Based on square footage guidance that we have received from NYSED, we plan to allow for 50 square feet of space per person in classrooms while not exceeding 50% classroom capacity (including staff). Per the guidance provided by NYSED, all furniture in classrooms will be arranged in accordance with the 50 square foot per person allocation using a [classroom layout diagram](#) provided to us by our Facilities team. These layouts provide a template for all our schools to fully adhere to social distancing guidelines within classrooms and offices.

Personal Protective Equipment: Our regional Facilities team has procured all the school-based materials that will be needed to promote safe onsite learning at every school. Those materials include:

- Single use 3-ply masks (staff)
- KN 95 masks (staff)
- Cloth masks (staff)
- Cloth masks (students)
- Face shields (staff)
- Face shields (students)
- Plexiglass dividers (in Main Offices)

Initial stock of all PPE will be delivered to schools' designated secure storage rooms at least one week prior to staff and students being onsite. Schools will be provided with a 'reorder' template so that all materials can be 'ordered' through our regional Facilities team.

Local Medical Capacity: KIPP NYC schools have access to on-site nurses through the NYC Department of Education. Our expectation is that every school will have a local school nurse onsite to support with medical issues, as we have had in previous years. Additionally, all schools have designated isolation rooms for students or staff who are exhibiting symptoms consistent with COVID-19 (given that students and staff exhibiting these symptoms should not go to the nurse's office). There are also additional office

spaces that could be used for isolation rooms should there be multiple symptomatic students or staff at the same time. These rooms will be stocked with disinfectant and cleaned nightly by custodial team members and our regional Facilities teams.

Safe Transportation: KIPP NYC adheres to transportation guidelines laid out by the NYC Office of Pupil Transportation (OPT) and will enforce updated guidance provided by OPT for students who qualify for bus services. KIPP NYC does not provide independent transportation to students outside of what is currently provided through the NYC DOE.

Social Distancing

Several measures are being taken to ensure students are adhering to social distancing guidelines throughout the school day to reduce the risk of transmission among students and staff.

At arrival, students will adhere to social distancing by following floor markings and barriers that schools will set up. These measures will continue as staff are spaced out to support with physical checks and ensuring students remain distanced. Our arrival times will be staggered so only small cohorts of students arrive at one time, reducing the risk of mixing students outside of cohorts.

In our schools with stairwells, we will ensure traffic is configured to move in one direction and that staff enforce these directional mandates. All stairwells will have markings delineating six feet intervals in order to facilitate students adhering to these guidelines.

All hallways and common spaces will be adequately marked with stickers or floor tape that will denote appropriate distancing between students and between students and staff. All staff and students will be trained on these protocols upon arrival at school buildings.

In common adult spaces (like offices and teacher work rooms) all areas will be separated into 'zones' using floor tape to give all staff an appropriate amount of distance between them.

For classrooms, we are setting our capacity limits at 50% depending on room size. We will keep 50 square feet of space for each student at their desk/chair, which is more than double the NYSED recommendation (20 sq ft recommendation - [pg 49](#)). In order to accomplish this, we will configure the furniture in classrooms to demarcate 50 square feet and remove any other furniture to allow for maximum movement in classrooms while maintaining social distancing guidelines.

We have greatly reduced the need for transitions in hallways as we adhere to grouping recommendations and minimal movement between classes. In alignment with the DOE, student circulation will be minimal and adhere to the following key protocol:

- School leaders will create plans to support movement that upholds physical distancing throughout the building, e.g. the use of one directional stairwells and single file travel patterns.
- Elevator use will be limited to individuals with special needs or in high-rise buildings and should be operated at limited capacity as per current DOHMH guidance (2 persons per elevator), and

face coverings must be worn at all times.

- Face coverings will be worn at all times except while eating or drinking.
- Per State DOH guidelines, appropriate signage, e.g., directional markers and physical distancing guidelines, will be displayed on walls and floors throughout all travel
- Routes.
- Travel areas should be appropriately staffed to support students with physical distancing guidelines.
- To reduce movement throughout the building, teachers will travel from class to class, with students remaining in the same room throughout the day to the extent possible. If students have to travel, proper social distancing protocols should be followed.
- Where possible, students will remain with the same group of students, in a cohort, throughout the day.
- Where feasible, co-located schools will have designated hallways and stairwells. For co-located campuses, Building Council discussion should take place in order to norm student movement

Dismissal will also be phased, reducing the number of students and adults in confined spaces at one time.

PPE and Face Coverings

All students and staff will be required to wear face coverings (in adherence with the [DOH's Interim Guidance for In-Person Instruction](#)) daily. In alignment with the NYC DOE, Exceptions to face covering usage are as follows:

- Medically verified students who cannot tolerate a face covering, including where students for whom the use of such coverings would impair their physical or mental health;
- Where the use of face covering is inappropriate considering the development level or age of the student (e.g. under two years old);
- Guidance and policies will account for any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID19 exposure risk for students, faculty, and staff, to the greatest extent possible.

KIPP NYC will provide each staff member with two cloth masks and additional 3-ply surgical masks will be readily available at each school for use for staff, students, or announced visitors that may have forgotten their masks before arriving at the building.

KIPP NYC has also procured two cloth masks for each student at every school. These will be provided to students on the first day. Communication regarding the necessity of face coverings at school will be conveyed to all parents well in advance of the first day of school and families will be encouraged to keep several masks at home to be used on their commute and in the school building.

Students, staff, and essential visitors are able to bring their own face coverings, but if they are not able to

or forget, every school will have centrally provided face coverings readily available to be provided to anyone who requires a face covering.

Additional PPE:

- Potential high traffic areas like main offices will have limited numbers of KN-95 masks to support increased measures to reduce virus transmissions. Face shields will also be available for students or staff who prefer additional protection while onsite.
- Latex/vinyl gloves will also be available in every room to support staff with any cleanings that may require closer contact with students than social distancing guidelines allow for.
- Additionally, KIPP NYC main offices will be outfitted with wellness barriers.

Operational Activity

School Schedules/Calendar: To accommodate school-specific instructional choices (incorporating administrator, parent, staff, and student input), KIPP NYC is allowing each school to create the school schedule and calendar that works best for the student population they serve.

Tentative schedules for each school, taking accounting of space limitations, social distancing guidelines, and the maximum number of students that can safely be present onsite, have been collected and consolidated by KIPP NYC. These schedules are subject to change based on the nature of COVID-19 spread, updated guidance from the CDC, DOH, and DOE, and family, staff, and student feedback.

Tentatively, hours of instruction will broadly be between 9:00am - 3:00pm, with staggered arrival and dismissal at all schools between the hours of 7:40am-9:00am and 2:20pm-3:00pm.

Events/Field Trips: All events and field trips will be modified to be held virtually for students. Based on local transmission levels and NYC DOE guidance, in-person events and field trips may resume and will adhere to DOH health and safety protocols on distancing, PPE use, hygiene, and student groupings.

Shared Spaces/Co-locations: KIPP NYC Schools will collaborate with co-located schools, whether charter or district, through their building councils and shared space committees to follow all health and safety protocols as prescribed by the NYCDOE and NYCDOH while maximizing these spaces for instructional purposes.

Vulnerable Populations

KIPP NYC recognizes that some staff, students, or their families may be at increased risk of complications from COVID-19 and require alternative provisions to ensure their safety when transitioning back to school. In order to address the needs of vulnerable populations, KIPP NYC intends to consider certain methods. These methods include, but are not limited to, the following:

1. Create a process for staff, families and students to self-identify as high risk for illness due to COVID19.
2. Following state and federal guidelines, provide staff with opportunities for modified work arrangements or eligible COVID-19 related leaves.
3. Students at an increased risk, or with family members at increased risk, will have the option of participating in a 100% remote/distance learning platform.
4. Our Social Work/Counseling staff (approximately 45 staff) will continuously evaluate students' needs using their Individualized Education Plans, 504s, and etc. to determine appropriate alternate measures based upon their healthcare needs and update as needed to decrease their risk of COVID-19 exposure.
5. Through a partnership with an external provider, we will provide access to virtual counseling resources for staff that is covered by KIPP insurance as a supplement to our already existing EAP services
6. For those students and staff participating in in-person education, we will assess modifications to social distancing, PPE availability, and other work/learning modifications.

Restart Operations

KIPP NYC schools are almost exclusively located in NYCDOE spaces and will rely on NYCDOE custodial engineers for facility maintenance. For our two privately maintained spaces we will also, follow directions from NYC Division of School Facilities (DSF) to ensure the safe restart of building systems as well as cleaning and disinfection of the facility.

Cleaning and disinfection: The KIPP NYC Facilities team is working in collaboration with all school custodial engineers to ensure that there is a nightly building cleaning using electrostatic machines. KIPP NYC has procured one machine for each school and has committed to staffing a dedicated cleaner for KIPP NYC spaces should the custodial team need support.

In addition to nightly deep cleaning, we have created a classroom cleaning checklist that will be a guide for any room being used for instruction, meetings, or general office use. All checklists will come with a classroom cleaning kit that allows for teachers and staff to sanitize surfaces and items between uses throughout the day.

Systemic materials procurement: the KIPP NYC Facilities team has created an extensive backstock of PPE and cleaning and disinfecting materials. These materials were purchased specifically for KIPP NYC schools to ensure that we do not run short on necessary cleaning and disinfecting materials.

To ensure quick, routine procurement of these critical cleaning items when needed, the KIPP NYC Facilities team has created a form for each school that allows them to report their inventory on a weekly basis and request materials ahead of time to ensure no items needed for cleaning or disinfecting run out of stock. The general, centralized inventory of backstock will be updated regularly to inform regional purchasing decisions on these cleaning and disinfecting materials.

Building ventilation: the KIPP NYC Facilities team will work in partnership with the NYC Department of School Facilities in our co-located buildings. In collaboration with them we are working to ensure:

- All building HVACs that require fixes are being worked on
- All HVAC filters are being upgraded (using MERV 13)
- All window AC units are being cleaned and/or replaced to ensure proper functioning
- All windows are being checked to ensure they can be opened, allowing for increased air flow
- All doors will remain open in classrooms to allow for increased air flow and reduced contact with door handles

Please note that in co-located spaces, conducting HVAC related work remains exclusively in the domain of the NYC DSF as the building. KIPP NYC will supplement with portable.

Water systems: Traditional water fountains will not be used (until further notice) in order to reduce contact with shared water fountain equipment. Schools will make bottled water available and encourage students to bring student water bottles.

Hygiene, Cleaning and Ventilation

KIPP NYC Schools will rely on NYCDOE custodial engineers and follow directions from DSF to ensure that ongoing cleaning and disinfection of all classrooms, shared spaces, and outdoor facilities meets standards as prescribed by the NYCDOH and CDC.

School-wide cleaning protocols and procedures: all cleaning schedules will be negotiated among custodial teams, school operations team members, and the KIPP NYC Facilities team. A sample cleaning schedule for a classroom can be seen below.

Training for students and staff on handwashing and respiratory hygiene will be provided. The availability of tissues, face masks, and face shields will greatly support the handwashing and coughing/sneezing hygiene recommendations. There will also be handwashing and respiratory hygiene posters and signage placed in key areas around the schools, including classrooms, offices, and restrooms.

Sample Cleaning Schedule:

Local (staff and/or students)	Frequency	Local (custodial team)	Frequency	Facilities team	Frequency
Student desk or table tops	3-4 x daily	Stairwell handrails	2 x daily (after arrival, dismissal)	electrostatic cleaning ALL areas	1 x daily
Student chairs	1 x daily	Floors	1 x daily		
Door handles	3-4 x daily	Bathroom fixtures	3-4 x daily		
Teacher desk, chair	1 x daily	Radiator covers	1 x daily		
Technology and remotes	1 x daily	Shared building spaces	1 x daily		
Other flat surfaces	1 x daily	Entry and Exit doors/handles	2 x daily (before arrival, dismissal)		

Individual schools will be responsible for finalizing classroom and office-specific cleaning frequency. All leadership and operations teams are aware that spending time ensuring onsite learning environments are safe, clean, and disinfected is a priority and should be treated as such.

Extracurriculars

KIPP NYC will consider the following factors, in alignment with the NYC DOE, when deciding what extracurricular and afterschool activities to offer this year:

- The level of risk of COVID-19 transmission.
- Associated modifications that will be needed to lower transmission risk.
- In what form the activity will be possible.
- Level of interest in the activity from students and families.
- All extracurricular activities that include physical activity must also be consistent with applicable CDC and State DOH guidance related to sports and recreation, for example as related to minimizing or eliminating touching of shared equipment, maintaining social distancing, minimizing or eliminating contact or physical closeness between participants, and conducting activities outdoors when possible. Certain activities pose a higher risk for transmission than others. The higher the risk, the more modifications will be needed OR the activity may not be able to be offered at the outset of the school year.

Before and After Care

For all KIPP NYC schools, extracurricular and afterschool activities, inclusive of Department of Youth & Community Development (DYCD), will adhere to the guidelines and recommendations set for school

opening, including all health and safety guidelines. NYC DOE will be issuing additional guidance on afterschool programming, and KIPP NYC will adhere to all NYC DOE guidance. Additionally, KIPP NYC afterschool programs will adhere to NYCDOE health policy regarding face coverings and other personal protective equipment and these programs will provide those items for staff and students.

As of the submission of this document, the New York State Department of Health has stated, “interscholastic sports are not permitted at this time.” KIPP NYC Schools will comply with this regulation and specific Public Schools Athletic League (PSAL) and CHAMPS (middle-school, afterschool physical activity program) guidance on those official offerings will be forthcoming when interscholastic sports are permitted to resume.

KIPP NYC will consider the following factors, in alignment with the NYC DOE, when deciding what extracurricular and afterschool activities to offer this year:

- The level of risk of COVID-19 transmission.
- Associated modifications that will be needed to lower transmission risk.
- In what form the activity will be possible.
- Level of interest in the activity from students and families.
- All extracurricular activities that include physical activity must also be consistent with applicable CDC and State DOH guidance related to sports and recreation, for example as related to minimizing or eliminating touching of shared equipment, maintaining social distancing, minimizing or eliminating contact or physical closeness between participants, and conducting activities outdoors when possible. Certain activities pose a higher risk for transmission than others. The higher the risk, the more modifications will be needed OR the activity may not be able to be offered at the outset of the school year.

KIPP NYC Schools will uphold the following, in alignment with the NYC DOE:

- Any in-person activity that takes place after the regular school day should be limited on a daily basis to students who were in physical attendance on that given day within the same school building.
- Schools should keep students in the same groupings during the day and in afterschool programming (e.g., by age, by class/cohort).

Transportation

School Busses: Qualifying KIPP NYC students rely on the New York City Department of Education’s Office of Pupil Transportation (OPT) for bus services. KIPP NYC plans to continue to collaborate with OPT to ensure that all eligible students who ride the bus abide by State public transit guidance and protocols, including enforcing temperature screenings at home prior to getting on the bus and wearing a mask while riding the bus.

In alignment with the NYC DOE, and in accordance with NYSED and CDC recommendations, KIPP NYC will require all bus passengers to wear a protective face covering while on board any school transport vehicle, unless they are unable to medically tolerate a face covering, including where such covering

would impair their physical or mental health.

KIPP NYC students who do not have a face covering when attempting to board a bus will be provided a face covering upon entering the bus. In the event that a child does not have a face covering when attempting to board a bus, protective face coverings will be available for distribution at the bus door inside the bus.

KIPP NYC students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation, but in these cases, the transportation provided may not be the conventional mode that the student had prior to March 2020. These will be addressed on a case-by-case basis.

NYC DOE will provide school bus vendors with CDC guidance on PPE. All school transportation vehicles and facilities will display informational signs that detail the proper usage of PPE, as well as the symptoms of COVID-19. Vendors will be expected to share with their staff.

Upon arrival at school, students who ride the bus will be provided with hand sanitizer and/or the opportunity to wash their hands immediately upon entering the building. All bus-riders will be expected to comply with social distancing measures while entering the building.

Public Transportation: Many KIPP NYC students, families, and staff use public transportation to travel to and from school each day. KIPP NYC will continue to require that all children and adults take their temperature at home prior to getting on public transportation; those individuals with a temperature over 100°F are required to stay at home per DOH and SED guidance. Those who take public transportation will be reminded to wear a mask, and they will be provided with hand sanitizer and/or the opportunity to wash their hands immediately upon entering the school building. KIPP NYC also plans to stagger arrival/dismissal times so as to reduce the number of students, staff, and families who use public transportation during peak times and to allow for social distancing practices during arrival and dismissal.

Food Services

All KIPP NYC students receive free meals either as part of the New York City Department of Education's School Foods program, or under KIPP's own School Food Authority. We anticipate all students, whether in-person or remote, will continue to receive free meals daily.

On-Site Meals: Students who are on-site will be provided breakfast and lunch daily, as provided either by NYC DOE School Foods or KIPP NYC's Food Program. In alignment with the NYC DOE, breakfast and lunch will likely be served in classrooms, to support social distancing and minimize interaction between groups of students. If the cafeteria must be used, schools must maintain appropriate physical distancing. During meals and snacks, students will be directed to not share food or beverages. Grab-and-go meals will be available for breakfast and lunch each day, though students will also be permitted to bring their own lunch if preferred.

Where relevant, grab-and-go meals will be delivered to students in K classrooms, and pickup points within the school will be designated for grades 1-12. Sufficient stations will be set up throughout the school building to accommodate the student population and avoid overcrowding. Signage will be provided to direct students to pick up points within the school for grades 1-12.

As per the NYC DOE reopening plan, students who are not receiving in person instruction can pick up a lunch from their home school or an identified school building near their home.

Desks will be sanitized and students will be asked to wash/sanitize their hands before and after eating. Students with food allergies will be provided an alternate location to consume their meals as needed, such as an empty classroom or office. Staff will ensure that students do not share any food or beverages throughout the day.

KIPP NYC schools in shared spaces will work with their co-located schools to determine appropriately staggered meal times.

Additionally, in 2020, KIPP NYC was able to provide additional assistance to families experiencing food insecurity via a weekly food pantry operating from KIPP's private high school facility in the Bronx, utilizing a Bulk Meal Waiver. We hope to continue to make this option available to families in 20-21. All pantry participants, including volunteers and staff members, are required to adhere to health and social distancing protocols, including maintaining a distance of 6 feet when possible, washing/sanitizing hands frequently, wearing a mask, and taking one's temperature prior to visiting the site.

Allergies: In alignment with the NYC DOE, allergies, food safety, and student health very seriously. We cannot guarantee a nut, milk or "allergen-free" environment, but we do have an "allergen aware" policy. Children with allergies become aware of what they can and cannot eat, and school staff members are alert and careful about each student's allergies. The school nurse works with the parent and the child's health care provider to create an allergy response plan for each child that needs one. If a child has severe allergies, we request that parents have health care providers complete the Medical Review for Severe Allergies form and complete an Allergy Response Plan. In the case of a severe allergic reaction, the affected child is immediately given his/her prescribed medicine by trained school staff or a nurse, and school staff call 911 and contact the child's parent and health care provider. In addition, the school nurse trains school staff members to enact the child's allergy response plan in an emergency.

Sanitization Protocols: Food service staff at sites serviced by NYC DOE School Foods will be required to adhere to all health and safety guidance required by the DOE. Staff at KIPP NYC's Food Program sites will continue to adhere to all existing DOH food safety and kitchen sanitation guidelines, and will also be required to follow the same guidance as all KIPP NYC staff: temperature-taking prior to arriving at the school, frequent hand-washing, masks and single-use gloves (as appropriate) worn throughout the day, and maintaining 6 feet of distance with other staff as is possible. Staff will be required to routinely clean and disinfect surfaces in the kitchen, using sanitizing materials provided by KIPP NYC.

Communication with Families: KIPP NYC will make all information about food services, including access to meals for students who are off-site and information about KIPP's food pantry, available to all families

in English, Spanish, and French. KIPP NYC frequently communicates with families via email, text, and social media, and will make every effort to inform families about food service options available to them. Additionally, individual schools will tailor outreach to their school communities via phone calls, texts, emails, and social media as appropriate, in the languages most commonly used by their families.

Compliance: All meals served to KIPP NYC students will comply with the relevant Child Nutrition programs, including the School Breakfast Program and National School Lunch Program. All grab and go meals, as well as any meals served in classrooms, will follow all relevant USDA nutritional and meal pattern requirements.

Mental Health, Behavior & Emotional Support Services & Programs

Every KIPP NYC student and family will have the below resources and referrals available to address their mental health, behavioral, and emotional needs when school re-opens for in-person and remote instruction.

Students and families will have uninterrupted access to the full breadth of Social Work/Counseling staff (approximately 45 staff) who are available for individual and group remote counseling and continued support to address all social emotional needs as well as case management and access to resources.

KIPP NYC additionally has partnerships with Northside and Interborough providing on-site, school based mental health services to several KIPP schools located in Brooklyn, Harlem and South Bronx. All students connected to Northside and Interborough have continued access to their therapist as well as psychiatric services.

KIPP NYC received grant money which was allocated in part to an emergency Family Assistance Fund which offered families short-term urgent relief from food insecurity, phone service disconnection due to nonpayment, or access to medication. As a longer term solution KIPP NYC will be hiring (September 2020) a Family Resources Support Manager whose role will be dedicated to supporting families in navigating community, state, and federal resources to address their unmet needs that have arisen for families as a result of the COVID-19 pandemic. The support for practical resources will ideally alleviate the strain on KIPP families and will ideally alleviate the strain on their social emotional needs.

KIPP, NYC has a professional partnership with [Headway](#) and [Ayana Therapy](#) providing both in-person and teletherapy services. Headway and Ayana both offer accessible, diverse and culturally competent therapy services for our students and families. We also have relationships with Jewish Board of Family & Children's Services, A Caring Hand and Calvary Hospital for their Loss, Bereavement & Grief programs and have access to continued resources for any students & families experiencing loss.

KIPP, NYC is dedicated to providing support to their faculty and staff and every staff member will have access to the below resources and referrals available to address their mental health, behavioral, and emotional needs when school re-opens for in-person and remote instruction.

Since March 2020, KIPP, NYC's HR People Team has dedicated its efforts to obtain wellness resources and

webinars via Cigna, Prudential and the Employee Assistance Program with topics ranging from mental health to parenting through a variety of vendors and publishes these resources in a weekly newsletter to all staff. The newsletters will continue and support will be uninterrupted. Wellness Days have also been offered and will continue to do so as a means to mitigate staff stress and burnout and optimize self-care.

KIPP, NYC has expanded the professional partnership with [Headway](#) to include providing faculty and staff with both in-person and teletherapy services. Headway accepts all staff health insurances and eliminates barriers to insurance match and scheduling to allow for quick access to therapy services.

Additionally, staff have access to four Cigna accepting therapists who provide on-site therapy services for any staff member who should need or want it.

There are three licensed social workers on KIPP NYC's centralized regional team who are available for crisis services consultation as well as connecting any staff person to ongoing mental health and social emotional support.

Every staff person at KIPP NYC will start their back-to-school preparation with a professional development session on Trauma, Resilience, and being a protective factor for KIPP students and families when they return. Staff will understand the different types of trauma, what trauma presentations look like in the classroom, and when they should refer a student to our social work teams for assessment support and intervention. Staff will also develop an understanding of resiliency, and the critical role they play in creating a school environment that helps our students manage adverse circumstances and thrive.

KIPP NYC is dedicated to offering formal SEL opportunities for all students in circle/community/advisory spaces using evidenced-based curriculum, and will be offering training to staff regarding maximizing SEL structures. Special attention will be paid to making SEL impactful in both real and virtual spaces. Staff will be engaging in professional development on restorative practices and mindfulness, two practices that build SEL capacities in both students and staff. KIPP NYC will focus on the need for adults to have opportunities to develop SEL skills so as to effectively model them for students, and on the need for staff to have the same access to practices that build coping and wellness as our student body.

KIPP NYC families and caretakers have been invited to workshops addressing how to talk to students of all ages about the pandemic, how to cope as a family, and how to support students practically and emotionally during the public health crisis. These workshops will continue in the 2020-21 school year so that families have the same access to support as our students and staff.

KIPP NYC's social work and counseling community completed a Loss & Bereavement training (conducted by Jewish Board of Family & Children's Services), and guidance on how to talk to students and families who may have experienced losses during the pandemic was turn-keyed to both teachers and to families during school-based workshops. KIPP NYC's social work community will also partake in training on best practices in remote counseling, how to conduct play therapy in a virtual space, and creating inclusive environments (in person and virtually) for our LGBTQ+ youth.

Lastly, while KIPP NYC re-entry is highly focused on addressing the impact of the COVID-19 pandemic, the organization is also committed to addressing racial injustice as another form of trauma and source of negative mental health outcomes. This is particularly relevant given the intersection of the health

pandemic and the disproportionate impact it has had on Black and Latinx communities that are home to our families. The organization has committed to examining its practices with a goal of becoming an anti-racist organization, and has engaged both members of the student body and our family community to guide us in these efforts. The organization will continue to provide structured and required training and development in equity & inclusion to staff at every level of our organization.

Communication

KIPP NYC has a dedicated Restart Communications team dedicated to ensuring the larger KIPP NYC Community remains aware of all applicable instructions, training, and Restart information in a timely and effective manner.

KIPP NYC commits to communicating with our staff, students, and families in a number of ways, including:

- Posting the Plan for the 20-21 school year on the KIPP NYC Website (www.KIPPNYC.org).
- Maintaining up-to-date information on KIPP NYC's dedicated COVID-19 site - www.KIPPNYC.org/coronavirus.
- Updating the KIPP NYC Family Handbook to reflect the 20-21 School Restart Plan and making it available to be read by all members of the KIPP NYC community.
- Informing families if the KIPP NYC 20-21 Restart Plan has been updated.
- Notifying staff, families, and public health officials of school closures and in-school-year changes to safety protocols.
- Alerting staff, families, and public health officials of positive cases of COVID-19 in our school community.
- Sharing local, state, and federal guidance on mitigating the spread of COVID-19.
- Creating and distributing developmentally appropriate information (ie instructional videos and graphics) to families on personal hygiene, physical distancing, and other safety practices.
- Posting visible signs on our campuses that promote personal hygiene, physical distancing, and other safety protocols.
- Recommending professional development opportunities for faculty, staff, and families on implementing and supporting the 20-21 KIPP NYC Restart Plan.
- Responding to pandemic-related concerns from community members through our confidential email address families@kipponyc.org.

Additionally, members of the KIPP NYC Command Team (our safety response team) will convene regularly to monitor changes regarding the health and safety of our specific community, taking their lead from local, state, and federal guidelines. Therefore, the 20-21 KIPP NYC Restart Plan is subject to change as new information is discovered and health authorities update their guidelines for a safe community.

Monitoring

Screening

In alignment with DOH and CDC guidelines, all KIPP NYC schools will require all students and staff to be aware of common symptoms of COVID-19 and to conduct a daily health screening prior to arriving to the school building. Students and staff with a fever of 100°F or higher and/or symptoms of possible COVID-19 infection will be asked to remain at home and to contact their health care provider for assessment and testing.

KIPP NYC will require all students and staff to complete a daily screening questionnaire certifying that they are not currently exhibiting symptoms, including elevated temperature, and in the past 14 days have not tested positive, been in contact with anyone who has tested positive or displayed symptoms, or travelled internationally or from a state with widespread community transmission.

Families who require a thermometer for at-home use will be provided one by KIPP NYC.

Every morning, prior to entering the school, specific staff will perform random samplings of temperatures for both students and school-based staff using non-touch thermometers, in addition to the required at-home temperature checks. Designated school staff will be trained on how to conduct a temperature screening, and will be provided appropriate PPE including masks, gloves, and barriers as appropriate.

In alignment with the NYC DOE, School-based staff and students cannot report to school if they have:

- Experienced any symptoms of COVID-19 (chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea), including a temperature of greater than 100.0°F, in the past 14 days;
- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea);
- Tested positive through a diagnostic test for COVID-19 in the past 10 days; AND/OR
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

In the event that a student has a temperature of 100°F or higher and the parent is not present, the student will be moved to the school's isolation room under adult supervision until a parent or guardian is able to transport them home.

Though KIPP NYC will make every effort to reduce the number of visitors, we recognize it is inevitable that vendors, contractors, KIPP NYC regional staff, or other visitors may come to the school periodically. All visitors to the school will be required to complete the same screening questionnaire as staff and students, either verbally in-person or prior to coming to the school, and may be asked to complete a temperature screening if necessary. Anyone who does not pass the screening will not be permitted to enter the school building.

Health Testing Protocols

New York City strongly recommends all its residents, including children, to get tested for COVID19. Testing is free and readily available at over 200 locations across the five boroughs.

In alignment with the NYC DOE, KIPP NYC asks that all school-based staff get tested at least seven days before the start of in-person instruction and get tested on a regular basis, at least once a month. In order to support testing, New York City will prioritize for NYCDOE staff both access to testing and communication of test results at any of [34 city-run testing locations](#). Once in-person learning has begun, the NYCDOE and DOHMH will help establish a rolling pattern of testing for all school-based staff. This frequent testing may occur at any location, but it is encouraged that school-based staff use City-run sites where they will receive test results in 24 hours.

Early Warning Signs

The health and safety of students and staff are of the utmost priority when considering reopening schools

In alignment with the NYC DOE, in order for KIPP NYC schools to reopen and stay open, the percentage of positive tests in New York City must be less than 3% using a 7-day rolling average. KIPP NYC schools will close if the percentage of positive tests in New York City are equal to or more than 3% using a 7-day rolling average. It is important to note that the above threshold is just one trigger for closing schools, but may not be the only trigger. For example, a decision to close schools would be made where there were recurrent, uncontrolled outbreaks of COVID-19 in schools, even if the overall case rates across New York City were to remain low.

Containment

School Health Offices

In alignment with the NYC DOE policy, staff and/or students who are at school and show symptoms of COVID-19 must be escorted to the building's Isolation Room and evaluated by a nurse or health care professional. The nurse or health professional will evaluate the student for symptoms of COVID-19, such as fever, cough, shortness of breath, sore throat, lack of sense of taste or smell, and other symptoms.

Isolation

If a student becomes ill and/or develops COVID-19 symptoms during the school day, the student will be placed in the dedicated isolation room, and the student's parent/guardian will be contacted to pick up the student. The student must be visually supervised by a staff member while the student is waiting for a parent/guardian to pick them up. If the staff member cannot visually supervise the student from a different room/space, then the staff member will be required to sit in the room with the student, at least 6 feet away from the student. The staff member will be required to wear additional PPE, specifically a face shield, face mask and gloves.

Collection

As soon as a student becomes ill and/or develops COVID-19 symptoms, the student's parent/guardian will be contacted to pick up their student from the school. The parent will be provided verbal and written guidance for them to take the student home and contact their local health provider for a COVID test. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.

Infected Individuals

Symptomatic Staff/Students

In alignment with the NYC DOE protocol, Any individual showing signs of COVID-19 can only return to school when all the following conditions are met:

- Received a positive COVID-19 test AND

- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

Positive COVID-19 Case

In alignment with the NYC DOE, Schools will take every precaution to prevent the spread of COVID-19 within school communities. Individuals exposed to COVID-19 must quarantine in order to stop the spread of the virus; this includes both students and staff members who test positive for COVID-19 and those who are considered close contacts of a positive case. In the case of a positive COVID-19 test of someone in a school building, the following protocol will be followed:

- DOHMH will notify the principal and KIPP NYC Regional offices of the confirmed case.
- The principal will then notify the Building Response Team, KIPP NYC regional leadership, and inform affected teacher(s).
- The Building Response Team notifies the Borough Safety Director.
- All students and teacher(s) in class(es) with a confirmed case are assumed close contacts and are instructed to quarantine for 14 days since their last exposure to that case.
- In KIPP NYC Schools where students travel between classes, the school must require quarantine for individuals in all classes attended by the confirmed case.
 - Note: A negative COVID-19 test result for a student does not reduce the 14-day quarantine period.
- Learning continues remotely for students who are in quarantine.
- NYC Test + Trace Corps will interview the case and school administration to establish if there were any other additional close contacts.
- NYC Test + Trace Corps will interview staff members to verify levels of contact with the confirmed case.
 - If a staff member is deemed NOT a close contact, then the staff member can opt to return to school.
 - If a staff member is considered a close contact, then the staff member is required to complete the 14-day quarantine.

- KIPP NYC Schools will communicate to all families and students at school when a case is confirmed by DOHMH.
 - Families of students who are confirmed close contacts of the positive case must receive a letter stating that their child has been in close contact with a COVID-19 positive individual; this letter gives clear direction to quarantine for 14 days, get tested for COVID-19, and see a medical professional;
 - Families of students who are not considered close contacts must receive a letter stating that there was a confirmed case of COVID-19 at the school, but that their child is not considered a close contact and therefore there is no need to quarantine.
- Healthcare and mental health and wellness resources will be shared with the school community.

Exposed Individuals

In alignment with the NYC DOE, Individuals exposed to COVID-19 must quarantine in order to stop the spread of the virus; this includes both students and staff members who test positive for COVID-19 and those who are considered close contacts of a positive case.

Anyone with a positive COVID-19 test (staff, teacher, student) must isolate for a minimum of 10 days and cannot return to school/work until the following criteria are met:

- Presents clearance from a healthcare provider evaluation AND
- The individual has been symptom-free for 24 hours without the use of medication.

Per NYC Test + Trace Corps and DOHMH, all students and teacher(s) in class(es) with a confirmed case are assumed close contacts and must be instructed to quarantine for 14 days since their last exposure to that case. In KIPP NYC schools where students travel between classes, the school will require quarantine for individuals in all classes attended by the confirmed case.

Learning will continue remotely for all students who are in quarantine due to this incident. Any individual who is considered a close contact of a positive case can only return to school when all the following criteria are met:

- The individual has completed a 14-day quarantine regardless of symptoms or test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The individual has been symptom free for 24 hours without the use of medication.

Hygiene, Cleaning & Disinfecting

With our proposed cleaning and disinfecting schedule noted in section R--02a, we would be able to strategically clean each room daily, effectively disinfecting the room completely before students returned the next day.

Should a student or staff member begin to exhibit COVID-19 symptoms during the day and require isolation, we would work with the custodial team to disinfect the room immediately to allow remaining students and staff back into the room quickly. Additionally, if a student or staff member went into isolation due to COVID-19 symptoms, the school will send home a letter same day notifying parents of this and noting that the person in question would be required to be symptom free/pass a COVID-19 test before returning to school.

In the event of a positive test, the affected student or staff member would be required to self-isolate at home for 14 days and would need to be cleared by a doctor to return to the building.

Contact Tracing

In alignment with the NYC DOE, In order to protect students and staff during the COVID-19 pandemic, DOHMH will support schools by investigating confirmed COVID-19 cases. DOHMH and the NYC Test + Trace Corps, will perform contact tracing as recommended by the CDC, which is a key strategy for preventing further spread of COVID-19. DOHMH will support with rapid identification of close contacts within a school to identify individuals who need to quarantine.

A positive case can be reported to a school in several ways:

- NYC Test + Trace Corps finds through case interview
- Staff or parent alert school
- Staff or parent alert DOHMH hotline
- NYC Test + Trace Corps and DOHMH will begin investigating self-reported positive COVID19 test results from a school community within three hours.

Communication

KIPP NYC has a dedicated Restart Communications team dedicated to ensuring the larger KIPP NYC Community remains aware of all applicable instructions, training, and Restart information in a timely and effective manner.

KIPP NYC commits to communicating school / region-wide containment efforts our staff, students, and families in a number of ways, including:

- Updating the KIPP NYC Family Handbook to reflect the containment measures KIPP NYC will take to keep our community safe..
- Posting the Plan for the 20-21 school year on the KIPP NYC Website (www.KIPPNYC.org).
- Maintaining up-to-date information on KIPP NYC's dedicated COVID-19 site - www.KIPPNYC.org/coronavirus.
- Creating and distributing developmentally appropriate information (e.g. instructional videos and graphics) to families on personal hygiene, physical distancing, and other safety practices.
- Posting visible signs on our campuses that promote personal hygiene, physical distancing, and

- other safety protocols.
- Recommending professional development opportunities for faculty, staff, and families on implementing and supporting the 20-21 KIPP NYC Restart Plan.

Closure

Closure Triggers

In alignment with the NYC DOE, there are various scenarios in which a school with two or more confirmed positive COVID-19 cases may need to close. In collaboration with the health experts at DOHMH, there are five possible conclusions that may lead to partial or full closure during an investigation and after an investigation. While intermittent school closures may be disruptive to the school community, the [CDC acknowledges](#) that these types of closures are an essential part of limiting exposure to COVID-19. All schools in New York City will need to close if the percentage of positive tests are equal to or more than 3% using a 7-day rolling average.

Conclusion of Investigation	During Investigation (for at 24 hours)	After Investigation
One confirmed case	Close classroom, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
At least two cases linked together in school, same classroom	Close classroom, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
At least two cases linked together in school, different classrooms	Close school building, transition to remote learning	Classrooms of each case remain closed and quarantined for 14 days Additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
At least two cases linked together by circumstances outside of school (e.g., acquired infection by different setting and source)	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
At least two cases, not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

Operational Activity

Based on the closure triggers identified and the guidance from the NYC DOH, KIPP NYC will cease in-person instruction for either a pod, section or full school closure. For all cases, the affected students/staff will move to KIPP NYC's remote learning structure and schedule.

KIPP NYC schools will work with the NYC DOH and DOE to determine when school will be safe to resume. All schools will be thoroughly cleaned and sanitized before in-person instruction resumes.

Communication

KIPP NYC has a dedicated Restart Communications team dedicated to ensuring the larger KIPP NYC Community remains aware of all applicable instructions, training, and Restart information in a timely and effective manner.

KIPP NYC commits to communicating school / region-wide closures with our staff, students, and families in a number of ways, including:

- Updating the KIPP NYC Family Handbook to reflect the circumstances under which we will initiate a closure and how families can expect to receive that information.
- Sending school-wide, pod-wide, or regional staff and family communications alerting staff and families of a closure.
- Sending timely auto-messenger communications via text and calls.
- Posting updates (as necessary) to our various social media handles.
- Maintaining up-to-date information on KIPP NYC's dedicated COVID-19 site - www.KIPPNYC.org/coronavirus.

Pre-Opening

Parent/Staff Survey: When determining plans for reopening, KIPP NYC has worked to survey staff and families to solicit feedback on remote learning, to gauge comfort with returning to in-person learning, and to collect information about how KIPP families have been most impacted by COVID-19. Staff surveys have also been used to collect information about staff who may require a necessary work accommodation and to determine how many may opt to take public transportation to work in the fall.

All survey data will be used to inform KIPP NYC's reopening decisions, including parent feedback on

proposed hybrid and remote scheduling options and the health and safety protocols that they find most important. KIPP NYC also plans to conduct parent focus groups to collect more meaningful feedback on how KIPP NYC can best support students and families in 2020-21.

PD: All KIPP NYC staff will attend a comprehensive series of professional development sessions and trainings prior to the launch of the school year. These include trainings on remote learning platforms and instruction, trauma-informed and socio-emotional learning practices and approaches, as well as physical health and safety protocol in preparation for hybrid learning and onsite instruction.

New Family Onboarding: KIPP NYC is excited to welcome over 800 new students in 20-21. Given current limitations on in-person gatherings, KIPP NYC schools plan to provide multiple opportunities for new families to engage with staff virtually. In spring 2020, all new KIPP families participated in virtual home visits, which provided an opportunity to learn more about KIPP, to meet teachers, and to begin to develop key relationships.

KIPP NYC plans to mail Chromebooks to all new students in August 2020, with an in-person pick up option available for those families who may not be able to accept mail. KIPP NYC will then provide families with a virtual orientation, which will include an opportunity to connect with school leaders and staff, and tutorials on how to use KIPP technology and access key online learning platforms. Staff will follow up individually by phone or make other accommodations for students and families who may struggle to access virtual sessions.

Fire & Safety Drills: In alignment with the NYC DOE, KIPP NYC Schools is taking active measures to protect both the health and safety of students and staff. Currently, all schools must implement a General Response Protocol (GRP) which provides specific directions that staff and students will take in an emergency that may result in an evacuation, shelter-in or lockdown.

In accordance with New York State Education Law Section 807, all KIPP NYC Schools are required to conduct four lockdown drills per year in addition to eight evacuation drills, for a total of twelve emergency drills annually. In order to ensure that schools can effectively implement these drills and respond to emergencies, principals are required to attend a training that covers GRP and Building Response Team (BRT) as well as the establishment of a command post. During this pandemic, the existing emergency drill practices remain in effect with the following modifications related to the COVID-19 pandemic.

In an actual soft or hard lockdown, the priority is maintaining the safety of all students and staff. In an actual evacuation/emergency, the priority is exiting the building safely and expeditiously; as outlined in NYSED guidance, in an actual emergency, it is understood that physical distancing may not be possible.

Evacuation drills during the COVID-19 pandemic will be conducted as follows:

- All students must participate in drills.
- With consideration to overall number of students and physical distancing guidelines, drills may be conducted in stages rather than all at once. For instance, instead of an evacuation drill being executed for the entire building, it can be conducted in stages with select floors participating at one time.

- If schools conduct a drill in stages, all students must participate in a staged drill before the completion of the school day e.g., first and third floors conduct drill in the morning; second and fourth floors conduct drill in the afternoon).
- School must schedule drills to ensure that each group of the school's blended learning schedule has an opportunity to participate in a drill.
- For instance, if the first drill of the school year includes students in Group A, schools must schedule the second drill when Group B is in session.
- Students should exit the building and proceed to their staging area in single file lines. Staff not assigned to students at time of drill should monitor staging areas.
- Students should be instructed to maintain a distance of six feet to comply with physical distancing guidelines and to wear a face covering.
While younger students may be accustomed to exiting the building holding hands, for now this must be discouraged.
- Older students should be instructed to refrain from congregating in groups and remain in single file lines while exiting the building.
- Expand street staging areas which might require extending current staging area to an additional block from the school. It is best to assess this in advance and inform all staff of any changes that must be made.
- All physical distancing guidelines must be followed as students and staff re-enter the building after any evacuation drill or emergency.

Lockdown drills during the COVID-19 pandemic will be conducted as follows:

- All students must participate in drills.
- When scheduling a lockdown drill, schools must ensure that each cohort of the school's blended learning model has an opportunity to participate in a lockdown drill.
- During a drill, students should be instructed to remain in their seats and remain silent instead of moving to the safe corner.
- All instruction and movement within the classroom must cease until the lockdown drill has been lifted.
- All classrooms and offices must be provided with materials to cover the door visual panel during a lockdown drill (i.e. shade, poster board, non-flammable fabric, etc.)
- In larger spaces such as the gymnasium, cafeteria, auditorium, or library, students will be required to remain seated and silent until the drill has ended. In an actual soft or hard lockdown emergency, the priority is the immediate safety of all students and staff, and complying with physical distancing guidelines may not be possible nor should it be a priority. As mentioned above, during a soft or hard lockdown drill, students remain in their seats, however, in an actual soft or hard lockdown, students and staff must move to the safe corner and remain there until it is safe to move.

Needed Tech & Access:

KIPP NYC schools are committed to ensuring that all students have access to remote learning. KIPP NYC is providing all students with a KIPP NYC-specific Chromebook for use during remote and potential hybrid learning structures. Additionally, KIPP NYC will provide all families that do not have internet access with a Mifi so that students are able to access their remote learning platforms without interruption.

School Calendars

KIPP NYC Schools are still awaiting a confirmed 20-21 calendar from the NYC DOE before finalizing its calendar for this school year.

That said, given the quick-changing nature of the pandemic, we wanted to commit to a year-long calendar that acts as an anchor to engage in some long-term planning and keeps us nimble to shift from fully remote to hybrid models of schooling next year. As a result, we are dividing the year into six cycles that are approximately six instructional weeks each. In this model, two cycles will be equivalent to one trimester. Each cycle will represent a time families can elect to have their children attend school fully remotely or in-person in our hybrid model (if the option exists). The cycles will also allow us to make decisions whether or not to remain fully remote or open our schools given the most present information. Each cycle will begin or end with two days for planning or PD, which will allow teachers to prepare for any changes to school schedules that may occur.

Below are the cycle start and end dates along with confirmed PD/ Prep days and holidays within each cycle. Cycle 1 will be fully remote. KIPP NYC is planning for 190 total instructional days for the 20-21 school year. All planned instruction can be transitioned to a hybrid model pending.

Cycle #	Start Date	End Date	# of Instructional Weeks	# of Total Weeks
1	Aug 24	Sept 30	5 Weeks	5 Weeks
2	Oct 1	Nov 20	7 Weeks	7 Weeks
Thanksgiving Break	Nov 23	Nov 27	0 Week	1 Week
3	Nov 30	Jan 29	7 Weeks	9 Weeks
4	Feb 1	Mar 26	7 Weeks	8 Weeks
Spring Break	Mar 29	Apr 2	0 Week	1 Week
5	Apr 5	May 14	6 Weeks	6 Weeks
6	May 17	Jun 25	6 Weeks	6 Weeks

Once the NYC DOE finalizes its calendar for the 20-21 school year, KIPP NYC will confirm its final calendar.

Scheduling for Students and Staff

School Calendars: To accommodate school-specific instructional choices, which will incorporate administrator, parent, staff, and student input, KIPP NYC is allowing each school to create the school schedule and calendar that works best for the student population they serve.

Tentative schedules from each school, taking space limitations, social distancing guidelines, and the maximization of students being onsite in a safe way into account, have been collected and consolidated by KIPP NYC. These schedules are subject to change based on the nature of COVID-19 spread, updated guidance from the CDC, DOH, and DOE, and family, staff, and student feedback.

Tentatively, hours of instruction will broadly be between 9:00am - 3:00pm, with staggered arrival and dismissal at all schools between the hours of 7:40am-9:00am and 2:20pm-3:00pm.

K-8 Scheduling Guidelines:

1. The KIPP NYC K-8 Remote School Day for students is 8:00AM-3:00PM.
2. Monday-Tuesday and Thursday-Friday should be one static schedule, and Wednesday will serve as a half day region-wide across K-8 with a common schedule.
3. All K-8 schools will offer standing KIPP NYC Office Hours for families on Wednesday from 9-10AM where staff are available to support. This will include leaders in addition to teaching staff. We will communicate this access point to all of our families centrally.
4. Please schedule 1-2 family-facing Office Hours.
5. We are strongly encouraging students to take a device-free lunch.
6. All schools will offer 30 minutes of dedicated SEL time to all students Monday-Friday. The format may alter and a suggested flow is pasted in the SEL section and within the sample schedules.
7. The three remote learning models leveraged in our curriculum require that students have time to work independently through self-guided content *and* practice with guidance or confer with their teacher “Live” on Zoom. Teachers need at minimum 45 minutes between self-guided time and Live Zoom in order to look at student work and prepare for Guided Practice.
8. Guided Practice sessions are 30 minutes long. We expect that students will be sent on to Independent Practice throughout that block depending on demonstrated ability.
9. A sacred SGI block for SETTS and math and ELA intervention at non-competing times.
10. All schools should have a Live Fitness Break at some point in the day to the extent possible led by the Physical Education teacher.
11. We want to be mindful of Zoom capacity in Guided Practice sessions with students. We are recommending a 15 student cap to preserve a sense of belonging. We are recommending splitting grades into smaller consistent cohorts (4th grade is split into 6 cohorts of 15 students each, for example) that they “travel” to their Zoom Guided Practice sessions in. This might mean bringing in additional staff from SPED, LT, etc. to support general education teachers in follow-up

Guided Practice sessions, particularly in Math and ELA to ensure class can happen daily in smaller groups.

12. Learning Specialists schedules should be built to allow them to provide support during asynchronous instruction, lead heterogenous live Guided Practice Zooms on their grade-level, and lead homogenous SETSS/intervention blocks.
13. All core content areas are assigning daily asynchronous work regardless of whether they are live that day (i.e. Science, Social Studies).
14. Where possible, people should lean into their strengths and interests to provide additional ways to build community and support student passion during this time. We encourage school teams to think creatively about the people on their teams, consider their individual schedules, and how they might best support a holistically strong remote experience for kids.
15. Schools are welcome to think creatively about scheduling for students and staff outside of the 8:00AM-4:00PM day, as we do when we are in person for special events, parent meetings, etc. Please be mindful of the amount/frequency of those events overall and whether attendance is mandatory or optional.

Please see our attached Remote Learning Playbooks for sample schedules for elementary, middle and high school students.

Enrollment

In preparation for virtual student enrollment for the 20-21 school year, all newly enrolled KIPP NYC students participated in the following key school events during the spring of 2020:

- Principal-led welcome sessions
- Teacher and staff sample classes (E.g. math, music, social studies, reading, writing, etc)
- Teacher-led welcome and relationship-building sessions
- Multiple outreach contacts from school operations teams throughout the spring and summer

Additionally, all KIPP NYC schools are planning a week-long series of orientation events for all new and returning students during the week of August 17th in preparation for school to begin with remote learning on August 24th.

Students are enrolled in the NYC DOE student information system, ATS (Automate The Schools) that secures student enrollment and is used to verify per pupil billing during the school year.

Attendance

20-21 Attendance Expectations

1. Students attend school every day (*Goal 75% at 97% attendance*)
2. Remote students will be expected to log in to KIPP NYC's Learning Management System, Canvas, each day by a specific time in the morning (~8:30).
3. Interventions: All students marked absent as of check-in time will receive follow up from the school.

20-21 Process

- All attendance will be taken via Canvas, our Learning Management System
 - **Remote** daily attendance will be taken using Canvas login+activity data
 - **In-person** student daily attendance will be taken via Canvas' Roll Call feature by teachers
- Audit: Schools can update attendance directly in Power School when contact is made with a student formerly marked absent and a determination is made that they should be marked present.
- The most up to date attendance data will live in Schoolzilla's Attendance dashboard
 - Data will be refreshed hourly
 - Schools can also use Canvas' attendance and activity reporting to monitor attendance
- All attendance data will continue to be imported into Power School our system of record for attendance

Curriculum

KIPP NYC is committed to ensuring a robust curriculum and teaching model for the 20-21 school year, that is primarily focused on providing high quality remote instruction, and as possible, meaningful in-person instruction. The following values encompass our approach to learning this year:

- We will stay deeply connected and engaged with kids and families.
- We are finding new and unique ways to share joy and celebrate student learning.
- We are doing everything we can to ensure the physical and emotional safety of our students and their families.
- We are meaningfully pushing learning forward and maintaining connectivity between being in school and out of school. We are leveraging technology to provide alternative modes of instruction moving forward, even after the need for social distancing due to COVID-19 (e.g. snow days, teacher coverages).
- We are starting the year with a streamlined instructional plan that maximizes the learning and feedback with a few select online tools, which will be consistent across schools.
- We are harnessing the power of our regional teaching and learning support team and teacher leaders across the region to generate shared core content and student-facing lesson materials so that teachers can focus on facilitating live guided practice to support students, conferring, and giving high quality individual feedback to students.
- We are starting the year with a clear and consistent plan for communicating key information with kids and families.

- We are equipping our families with the knowledge and skills they need to navigate our online portal and support their KIPPsters online engagement from home, and we are providing each KIPPster with the technology they need in order to be successful. We are embracing the process of working through technology hiccups as an opportunity for our students to practice critical problem solving and 21st-century communication skills.
- We are building accountability systems around grades and evaluations that will ask KIPPsters to apply themselves, take risks and master new material. These expectations will be universally held by teachers and shared with students and their families.

KIPP NYC will be implementing the use of Canvas, a robust Learning Management System

See attached Remote Learning Playbooks for specific curriculum and instructional practices for elementary, middle and high school.

Instruction and Assessment

Our learning playbooks in the appendix below provide a comprehensive overview of KIPP NYC's instructional model for the 20-21 school year.

At-Risk Populations

- KIPP NYC is committed to continuing a high quality Response to Intervention program. All of our Directors of Student Support Services, Directors of Social Work, were retrained in proactive tier 1 behavioral and academic interventions, and data-based tier 2 and tier 3 interventions. The link for that session can be found [here](#). In addition to the behavioral interventions detailed in the aforementioned professional development, full details of tier 2 and tier 3 academic supports are provided in the [KIPP NYC Tier 2 and Tier 3 Academic Intervention overview](#). We are also in the process of discussing and aligning on best practices for adjusting our [FBA and BIP Manuals](#) to be applicable to remote/blended learning.
- KIPP NYC will continue to provide SETSS and ICT services to all students who have these services on their IEPs whether we are fully in-person, fully remote, or in hybrid learning with social-distancing protocols. An overview of these services is provided in [this presentation](#), with more detail about SETSS provided [here](#), and more detail about ICT provided [here](#). Additional links are provided in the [supporting documentation](#) for SETSS broken down by grade and by subject. Our mental health and other counseling supports that are provided by our social workers and counselors for students who have mandated counseling are detailed in section R-002a of this document. KIPP NYC Senior Special Education leaders met with the NYC DOE Citywide Senior Director of CSEs and Citywide Chairperson for Charter Schools on June 23rd, 2020, to share a broad overview of these plans.

- KIPP NYC will continue a robust Child Find strategy to ensure that all students with exceptionalities are identified and that the appropriate services are put in place. All students in grades K-2 will be assessed in their reading level using the [STEP assessment](#). Students in grades 3-12 will complete the [HMH Reading Inventory](#) as an initial screener. Students in grades 3-12 who test significantly below grade level will then be given the [Orton Gillingham diagnostic](#) to screen for gaps in decoding. Finally, students in grades 3-12 who demonstrate that they are reading below grade level on the Reading Inventory but who do not need decoding interventions (meaning their primary area of need is in comprehension) will participate in the [Fountas and Pinnell Reading Assessment](#). All students will also complete a diagnostic assessment for math through [Zearn](#).
- KIPP NYC considers progress monitoring and feedback an essential component of our teaching and learning plans. Regional leadership meets weekly to discuss academic progress monitoring, as do school-based leader teams. These progress monitoring meetings focus on STEP (see above), Fountas and Pinnell (see above), Zearn (see above), and [Lexia](#) data. Most importantly, teachers are regularly using this data to monitor student performance, discuss students' progress with them and with their families, and use this data to inform instruction. Progress monitoring is also addressed further in the [KIPP NYC Tier 2 and Tier 3 Academic Intervention overview](#).
- KIPP NYC will begin the ELL identification process within the first week of remote learning beginning and will complete all necessary ELL-identification diagnostics in alignment with the timelines outlined in the NYS guidelines. The ELL identification process is included in our beginning-of-year PD for Directors of Student Support services, found [here](#). Our Regional Manager of English Language Learning will work throughout the year to support teachers both in ELL instruction and in accommodating learning materials to better support the needs of their students who are ELLs, using resources that are centrally available to all staff who work with our ELLs, found [here](#). Communication for families is provided in their home language and is addressed both by our regional team and by school-based Directors of Operations. This includes information regarding progress monitoring, upcoming assessment, updates regarding our remote/hybrid learning plans, and any other relevant parent information.
- KIPP NYC will continue to make every effort possible to ensure that our youngest students, in grades K-2, have access to a robust and meaningful remote learning schedule. In the event that we are able to partially open schools for a hybrid school model, we will prioritize students in these grades to have four days of in-person instruction. For the duration of remote learning, we will continue to work with parents and caretakers to ensure that our youngest students are able to access remote learning, and that the learning activities are engaging for them. During our remote learning phase we will work to ensure that all K-2 students have academic portfolio that provide predictable daily structure, easily accessible independent work activities, and regular engagement with a teacher daily. We will ensure that our academic program emphasizes the developmental appropriate needs of young learners to have structure and strong relationships

with teachers to facilitate learning. Our remote learning schedule also includes scheduled “movement time” to allow for our youngest students to have an outlet. As referenced before, we are prioritizing building a strong classroom community even in a remote learning setting, and we will leverage this community to engage all students in remote learning, especially our youngest students.

Appendices

Supporting Attachments:

- KIPP NYC Remote Learning Playbook - Elementary Schools
- KIPP NYC Remote Learning Playbook - Middle Schools
- KIPP NYC Remote Learning Playbook - High School
- Student Support Services Supporting Resources
- Mental Health and Wellness Supporting Resources

Updates for Summer School, June 2021

In an effort to provide high quality summer school programming to its high school students, KIPP NYC College Prep High School will operate with the following modifications to KPP NYC's existing plan, in accordance with the New York State Department of Health's [Interim Guidance for In-Person Instruction](#) (revised on 6/7/21). The details of this proposed plan were presented in writing to families and staff via the school's weekly newsletter on 6/7/2021, with opportunity for comments made available to the entire school community.

Physical Distancing and Use of Cohorts

To allow for enhanced learning opportunities and to maximize the number of students who may attend in-person instruction, KIPP NYC College Prep will implement the following modifications to the existing reopening plan:

- Classrooms will be reconfigured to provide for 3 feet of physical distancing between students. Students will continue to be required to wear masks at all times while in classrooms, and within 3 feet of each other.
- Students will no longer be restricted to cohorts, to allow for increased flexibility in student scheduling. Should there be an increase in community COVID positivity rates beyond the "Substantial" risk level, as defined by the CDC, KIPP NYC College Prep will resume the implementation of student cohorts.
- Students will be required to sit in assigned seats in classrooms to help facilitate contact tracing, should there be a need to do so. Classroom seating charts will be maintained in KIPP NYC's student information system, PowerSchool, and will be accessible to all school administrators.
- Staff will still be required to maintain 6 feet of distancing with each other and with students. Additionally, existing 6 feet restrictions outside of classrooms (e.g. in common areas, halls, during physical activity, and meal times) will remain unchanged.
- Students will eat lunch in the cafeteria at staggered times to allow for 6 feet of distancing, cleaning in between meals, and to reduce the number of individuals in the cafeteria at the same time. Students will be assigned to sit in designated zones in the cafeteria to support contact tracing efforts should they be needed.

Screening and Testing

- All staff and students will continue to be required to complete a daily health screening prior to arriving at the school building. Individuals who do not pass the health screening will be required to remain home with follow up support provided by KIPP NYC's Health Coordinator.
- Students and staff will be required to submit a negative COVID-19 test prior to their first day of summer school. Individuals who have previously tested positive within the last 90 days will be excluded from this requirement, provided that they are able to provide documentation supporting their initial diagnosis.

- Finally, KIPP NYC plans to continue to implement an onsite COVID-19 testing program throughout the duration of summer school. We plan to require 100% of staff and 33% of students to test weekly, using our current testing partner, Mount Sinai Covid Lab Initiative.
- In the event of a positive test result onsite, KIPP NYC's contact tracing team will support the school in identifying and quarantining all close contacts. All positive cases will be reported to the appropriate local and State authorities. Should there be multiple positive cases, the school will follow KIPP NYC's existing protocols regarding classroom and/or whole school closures, which are in alignment with the New York City Department of Education's existing policies.

Monitoring of COVID Transmission Rates

KIPP NYC understands that the ability to reduce physical distance to 3 feet and eliminate the use of student cohorts is dependent on the continued low test positivity rates in New York City, and specifically in the Bronx. KIPP NYC's Health Coordinator will monitor the city's COVID transmission data weekly, and in the event of an increase in rates over the summer, will provide recommendations to KIPP NYC College Prep school leadership regarding the need to implement alternative health and safety measures.

Containment and Closure

KIPP NYC's existing containment and closure plans (detailed on pages 20-25 of this document) will still be in effect, with the following changes in alignment with current city and state guidance:

- Quarantine periods for positive or exposed individuals were reduced from 14 to 10 days, in alignment with DOH and CDC policy.
- Fully vaccinated individuals who are able to provide proof of vaccination status are not required to quarantine the event of an exposure.
- KIPP NYC will follow the NYC Department of Education's revised closure trigger plan, with a full school closure under consideration when there have been 4 or more confirmed cases in different classrooms within a seven day period.

School Calendar and Hours

KIPP NYC College Prep's summer programming will run from July 7, 2021 through August 13, 2021. Daily hours are 8:00am to 4:00pm.