

### PROCEDURES & GUIDELINES FOR IN-PERSON LEARNING

With new information and guidance regarding CV-19 coming out daily, these plans will be updated based on guidance from public health officials.

- Last Update: July 8, 2020

*All procedures and guidelines outlined below are established to promote the health and safety of each member of the KIPP Indy Team and Family. These policies are in addition to and supersede all student handbook policies.*

**Who will my student be in class with during the day?**

**K-8 STUDENTS**

- After arriving to school, K-8 students will be assigned to a cohort of students and a single classroom. There will be teams of teachers who will rotate to a set of classrooms based on subject area, but your student(s) will not be in mixed groups for the vast majority of the school day.

**HIGH SCHOOL STUDENTS**

- Due to a variety of course requirements and schedules for high school students, students will not be cohorted into a single group and classroom. KIPP Indy will implement disinfecting protocols between class periods and will structure passing period to have smaller groups of students in hallways at a single time.

**How will schools promote social distancing?**

**CLASSROOMS**

- Per recommendations from the Marion County Health Department in alignment with American Academy of Pediatrics:
  - Student seating will be 3-6 feet apart when possible; classrooms will eliminate pod style seating; all desks will be oriented in same direction
  - Furniture will be arranged for teacher to maintain distance of 6 feet from students when feasible
- Schools will create transition schedules that minimize number of students and staff in common spaces at one time.
  - K-8 will not utilize lockers and personal items will be stored in their cohort's classroom.
  - HS students will be assigned a lockers and the school will create schedules for using lockers that decrease volume of students in hallway at one time.
- Electives, Music and Physical Education:
  - Will be conducted outdoors when possible
  - Teacher will facilitate "no contact" physical activities
  - Shared materials and equipment will be reduced
  - Music, art, and other electives will be held in a cohort's classroom

<p><b>Will face masks be required?</b></p>	<p><b>STUDENTS</b></p> <ul style="list-style-type: none"> <li>• All KIPP Indy students will be provided with one reusable mask.</li> <li>• Families will be asked to provide additional masks for their student(s).</li> <li>• Masks should be secured over mouth and nose.</li> <li>• Face masks will be required when: <ul style="list-style-type: none"> <li>○ Instructional activities</li> <li>○ Using school clinics</li> <li>○ Using IPS transportation</li> <li>○ During arrival and dismissal procedures</li> <li>○ Moving throughout the classroom and other shared spaces in the building</li> </ul> </li> <li>• Face masks will NOT be required when: <ul style="list-style-type: none"> <li>○ Eating/drinking</li> <li>○ Explicit “mask breaks” when strict social distancing is in place</li> </ul> </li> <li>• The following face coverings will not be permitted as a mask replacement – bandanas, scarfs, Halloween-type masks, masks that display images or language that is not school appropriate.</li> </ul> <p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>• Face masks will be required when: <ul style="list-style-type: none"> <li>○ Collaborating with small groups and not able to maintain 6 feet social distancing</li> <li>○ Moving throughout shared spaces in the building</li> <li>○ During arrival and dismissal procedures</li> </ul> </li> <li>• Face masks will NOT be required when: <ul style="list-style-type: none"> <li>○ Providing instruction and am able to maintain 6 feet social distancing (face shield provided)</li> <li>○ Independently working in classroom or office</li> <li>○ Eating/drinking</li> </ul> </li> </ul> <p><b>VISITORS</b></p> <ul style="list-style-type: none"> <li>• All visitors will be required to wear a mask when entering and while inside KIPP Indy buildings.</li> </ul> <p><b>EXCEPTIONS:</b></p> <ul style="list-style-type: none"> <li>• If a student or staff member has breathing problems or another medical condition preventing the use of a mask, they must formally request an accommodation, submit medical documentation, and receive approval from school officials.</li> <li>• To initiate a request, email <a href="mailto:CV19@kippindy.org">CV19@kippindy.org</a></li> </ul>
<p><b>How will schools increase the frequency of hand washing for students and staff?</b></p>	<p>KIPP Indy restrooms will be adequately stocked with hand washing supplies and will have signage posted about proper hand-washing hygiene. An adequate amount of time to wash hands following use of the restroom will be provided.</p> <p>KIPP Indy has installed over 150 touchless hand sanitizer dispensers throughout our buildings, including in all classrooms, front offices, and shared spaces, such as cafeterias and gyms.</p> <p>Schools will establish procedures for students to use hand sanitizer stations during key times of the day:</p> <ul style="list-style-type: none"> <li>• After arrival</li> </ul>

	<ul style="list-style-type: none"> <li>• Prior to dismissal</li> <li>• Before eating</li> <li>• After blowing nose, coughing, or sneezing</li> <li>• After using shared equipment</li> <li>• After transitions when entering class (high school)</li> <li>• Before and after recess (elementary)</li> </ul>
<p><b>What additional steps are being taken to disinfect school buildings?</b></p>	<p>Custodians will disinfect all fixtures in restrooms and other frequently touched surfaces in the school building twice per day in addition to our scheduled night cleaning.</p> <p>All classrooms will be supplied with a touchless hand sanitizer dispenser, bottles of neutral disinfectant, paper towels, and disposable wipes to disinfect surfaces and resources throughout the school day.</p> <p>Schools will eliminate and/or reduce student exposure to high touch, shared resources, such as hallway passes, shared computers, art supplies, etc.</p> <p>Traditional water fountains will be closed, but KIPP Indy has installed touchless water bottle filling stations throughout our buildings. Reusable water bottles will be provided to students grades 3-10 and disposable cups will be provided to our younger students in grades K-2.</p>
<p><b>How will meals be served?</b></p>	<p>KIPP Indy will continue to serve hot meal options for lunch with increased safety protocols implemented.</p> <ul style="list-style-type: none"> <li>• Prior to meal service, all students will have opportunity to visit hand sanitizer stations.</li> <li>• Plexiglass barriers will be installed at meal service lines</li> <li>• Meal service staff will wear face masks in alignment with KIPP policy</li> <li>• Markers on floors to promote social distancing in meal lines</li> <li>• Eliminate any self-serve food items and supplies (including milk, utensils, condiments)</li> <li>• All forms of food sharing will be prohibited</li> </ul> <p><b>K-8 STUDENTS</b></p> <ul style="list-style-type: none"> <li>• Grades K-1 – meals will be delivered to and eaten in classrooms with social distancing</li> <li>• Grades 2-8 – students will go through meal service line in cafeteria and eat their lunch in classrooms with social distancing</li> </ul> <p><b>HIGH SCHOOL STUDENTS</b></p> <ul style="list-style-type: none"> <li>• HS students will have staggered lunch schedules with less than ½ of a grade level eating in cafeteria at one time with social distancing</li> <li>• Tables will be disinfected between groups</li> </ul>
<p><b>Will the school screen students for temperature when they arrive?</b></p>	<p>Per recommendation by the Marion County Health Department and Indiana State Department of Health, KIPP Indy will not screen students by taking their temperature at arrival. Families are asked to screen their student(s) for CV-19 symptoms prior to sending them to school each day.</p> <ul style="list-style-type: none"> <li>• Cough, fever (100.4 or above), chills, muscle pain, shortness of breath or difficulty breathing, sore throat, or new loss of taste/smell</li> </ul>

<p><b>Does KIPP Indy have a nurse or clinic on site?</b></p>	<p>At both campuses, KIPP Indy partners with HealthNet to staff an in-school medical clinic. These clinics support a variety of medical services, including medications management, and we will partner with them to create clear procedures that implement public health guidelines related to CV-19.</p> <p>As stated above, families are asked to screen their student(s) for CV-19 symptoms prior to sending them to school each day.</p> <ul style="list-style-type: none"> <li>• Cough, fever (100.4 or above), chills, muscle pain, shortness of breath or difficulty breathing, sore throat, or new loss of taste/smell</li> </ul>
<p><b>What are the procedures if a student has symptoms or a positive case of CV-19?</b></p>	<p>KIPP Indy will collaborate with families, the Marion County Health Department, and our in-school clinics staffed by HealthNet to respond to any scenario in which a student presents symptoms or notifies the school of a positive test. <i>Families are required to notify KIPP Indy if a student has a positive CV-19 test.</i></p> <p>If a student presents multiple <u>symptoms</u> but has <u>not been tested</u>, KIPP Indy will follow Marion County Health Department procedures:</p> <ul style="list-style-type: none"> <li>○ Exclude from school. <ul style="list-style-type: none"> <li>• Student can return to school if at least 72 hours have passed since recovery (defined as resolution of fever without the use of medication and improvement in respiratory symptoms) AND 10 days have passed since symptoms first appeared.</li> <li>• According to Indiana State Department of Health, a student can also return if they have a provider’s note that determines the symptoms were caused by something other than COVID-19, the student is fever-free for 24 hours, and the provider feels it is appropriate for the student to return to school.</li> </ul> </li> <li>○ Screening Questions: (must all be yes to return) <ul style="list-style-type: none"> <li>• Has it been at least 10 days since the individual first had symptoms?</li> <li>• Has it been at least 3 days since the individual had a fever?</li> <li>• Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?</li> </ul> </li> </ul> <p>If a student has a <u>positive test</u> for CV-19, KIPP Indy will follow Marion County Health Department procedures:</p> <ul style="list-style-type: none"> <li>○ COVID POSITIVE - ASYMPTOMATIC <ul style="list-style-type: none"> <li>• Exclude from school.</li> <li>• Student can return to school 10 days from the positive test assuming no symptoms have developed.</li> </ul> </li> <li>○ COVID POSITIVE - SYMPTOMATIC <ul style="list-style-type: none"> <li>• Exclude from school.</li> <li>• Student can return to school if at least 72 hours have passed since recovery (defined as resolution of fever without the use of medication and improvement in respiratory symptoms) AND 10 days have passed since symptoms first appeared.</li> <li>• Screening Questions: (must all be yes to return) <ul style="list-style-type: none"> <li>▪ Has it been at least 10 days since the individual first had symptoms?</li> <li>▪ Has it been at least 3 days since the individual had a fever?</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?</li> </ul>
<p><b>What will front office and visitor policies look like?</b></p>	<p>Our number #1 priority is the safety of our students, families, and staff. In implementing safety protocols, please know that we will strive to deliver excellent customer service, but that wait times will likely increase so that we can implement guidelines and promote social distancing.</p> <p>When returning to school, you will notice several changes to our front offices to support public health:</p> <ul style="list-style-type: none"> <li>• Plexiglass barriers will be installed at front reception desks</li> <li>• There will be limited seating options to promote social distancing</li> <li>• Markers on floors to promote social distancing</li>   <li>• KIPP Indy will eliminate non-essential visitors from entering past front offices. Essential visitor is defined as necessary to promote the safety and well-being of a student or staff member.</li> </ul> <p>Vendor access will be limited during times when students are not present when possible.</p> <p>Families will not be permitted to bring in food for classroom parties/celebrations.</p>
<p><b>How do these guidelines impact arrival and dismissal procedures?</b></p>	<p>Face masks will be required for all staff, students, and visitors during arrival and dismissal procedures. This is especially important as it will be increasingly challenging to socially distance during these times of the school day. In the coming weeks, KIPP Indy will continue to collaborate with IPS transportation and use data collected from families about in-person vs. e-learning options to design systems that get students in and out of the building as safely and efficiently as possible. Families should anticipate longer wait times associated with arrival and dismissal procedures. Full plans will be released by Friday, July 24th.</p> <p>As main entrance doors do not open during arrival until 8:10am, it is critical that families do not drop off students to be unsupervised prior to this time. KIPP Indy staff will not be present to reinforce safety protocols and social distancing.</p>
<p><b>What procedures will be in place if my student rides the bus to and from school?</b></p>	<p>IPS will release details about their re-opening, including transportation, later this week. KIPP Indy has strong confidence that best practices will be implemented when feasible to increase safe access to in-person education for our students.</p>
<p><b>Will my elementary student have recess?</b></p>	<p>Elementary students will have recess scheduled outdoors when possible.</p> <ul style="list-style-type: none"> <li>• All students will use hand sanitizer before and after recess times.</li> <li>• Playground equipment will not be used.</li> <li>• Cohorts will have sectioned off areas in our outdoor open space to prevent mixing of students</li> <li>• Each cohort will have a separate supply of recess equipment.</li> </ul>

<b>Will there be field trips?</b>	In alignment with IPS, there will be no field trips scheduled during the fall semester.
<b>Will schools host large gatherings?</b>	KIPP Indy will eliminate all whole-school assemblies, activities that combine multiple classes or grade levels, and large family events where social distancing is not possible.
<b>Will there be sports or extracurricular activities?</b>	<p>High school sports will continue in alignment with IPS policies, IHSAA guidelines, and recommendations by the Indiana Department of Education. Families who permit their student(s) to participate will be required to sign an informed consent document that outlines these protocols.</p> <p>There will be no K-8 athletics offered in the first quarter.</p> <p>For all grade levels, there will not be additional extracurriculars offered. This will be revisited following Labor Day.</p>
<b>Is it possible for KIPP Indy schools to close again due to CV-19?</b>	As all public schools are under the direction of the Governor's Office, Mayor's Office, and the Marion County Health Department, KIPP Indy will collaborate with these agencies on any decision related to school closures.
<b>If there are future school closures due to CV-19, what does that mean for my students who attend school in-person?</b>	<p>In the event of future school closures, all students who select in-person instruction will shift to our e-learning program.</p> <ul style="list-style-type: none"> <li>• During in-person instruction, all students will be exposed to the programs and systems utilized in e-learning.</li> <li>• All students will be assigned a KIPP Indy Chromebook, and KIPP Indy will work with families to resolve internet access barriers.</li> </ul>

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## PROCEDURES FOR E-LEARNING

<b>What will learning look like for my student?</b>	<p><b>K-8 STUDENTS</b></p> <ul style="list-style-type: none"> <li>• We are deeply committed to ensuring that students who engage in e-learning will have access to same robust, rigorous learning opportunities as students who attend school in-person. With this in mind, the vast majority of materials and resources that students will utilize during e-learning will directly mirror those the in-person setting.</li> <li>• Students will receive continuous instruction in core subjects (reading, writing, math, science/social studies) as well as exposure to various areas of enrichment (art, etc.). Based on the work that they have completed and submitted for the day, students will receive virtual feedback from teachers on what they did well and what to improve.</li> <li>• The daily lesson in each core subject will take approximately 1 hour to complete. When combined with the enrichment opportunities that students will also receive, students should expect to spend approximately 5 or more hours on lesson completion each day.</li> </ul> <p><b>HIGH SCHOOL STUDENTS</b></p> <ul style="list-style-type: none"> <li>• All students have access to Google Classroom and can use this platform to access their daily class assignments and videos. Each day,</li> </ul>
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	<p>students are to watch videos and complete assignments in all enrolled classes. In the case that all KIPP Indy students shift to e-learning, your student’s schedule will shift slightly, and we will communicate this change immediately.</p> <ul style="list-style-type: none"> <li>• Homework is a crucial component of Legacy High and this remains true in a virtual environment. At the end of each class recording, teachers share homework for students to complete. Students who are participating through e-learning have until the end of the next school day (4:30 pm), to complete and submit the homework via Google Classroom.</li> </ul>
<p><b>How will my student be graded and evaluated?</b></p>	<p>K-8 STUDENTS:</p> <ul style="list-style-type: none"> <li>• Students will be graded in a variety of ways to ensure that their participation, completion, and mastery of material is accurately reflected. Students will receive grades for their completion of independent practice opportunities during daily lessons, exit tickets that assess the mastery of content/skills taught for the day, and larger assessments that will be given periodically to assess their overall mastery of grade level standards. In addition, students may receive homework assignments to further their learning outside of daily lessons, which can count for a grade in subject areas.</li> </ul> <p>HIGH SCHOOL STUDENTS:</p> <ul style="list-style-type: none"> <li>• Legacy students receive 3-4 grades in each class weekly. These grades range from the assigned classwork to homework, tests, and quizzes. All of the assignments and assessments can be accessed via our online platform, Google Classroom. Families receive a weekly progress report from their students’ advisory teacher that provides a student’s most recent grades and GPA. Each quarter, students and families have report card conferences that provide families with an update regarding student credits and their pathway to graduation.</li> </ul>
<p><b>How will attendance for my student be determined?</b></p>	<p>K-8 STUDENTS</p> <ul style="list-style-type: none"> <li>• Since students are expected to complete lessons daily, it is essential that students participating in e-learning log on and fully engage in learning each and every day. As such, attendance for e-learning students will be tracked by monitoring the student’s log in history to Google Classroom. Each day that the student logs in to the platform will count as a day of attendance.</li> </ul> <p>HIGH SCHOOL STUDENTS</p> <ul style="list-style-type: none"> <li>• Even when working virtually, attendance is still crucial for continued academic progress. As a school, we mark students present once they log on to Google Classroom for the day.</li> </ul>
<p><b>What support will my student have from his/her teachers?</b></p>	<p>K-8 STUDENTS</p> <ul style="list-style-type: none"> <li>• In addition to the daily lessons made available online, students will also receive frequent, ongoing support from teachers through virtual meetings. Students can expect to participate in a short daily check-in with a KIPP Indy teacher to both receive feedback from the previous day’s lessons as well as check in on how e-learning is going overall. In</li> </ul>

	<p>addition, dedicated office hours will be held by teachers daily for those students wanting to receive additional help on individual lessons.</p> <p>HIGH SCHOOL STUDENTS</p> <ul style="list-style-type: none"> <li>• All Legacy High teachers are required to hold office hours for all students once a week. There will be a virtual option for our students who are opting for e-learning. This schedule will be communicated to you following the start of school.</li> </ul>
<p><b>What supports are available if my student does not have internet or a device?</b></p>	<p>For students that may need assistance with a technology device, KIPP Indy will provide each student with a school-issued Chromebook computer if one is needed. In addition, wireless hotspots will be made available for those students who do not have consistent access to wireless internet at home.</p>
<p><b>My student has an IEP. How will he/she be supported?</b></p>	<p>KIPP Indy students with an Individualized Education Program (IEP) will continue to receive identified specialized supports in an e-learning setting. These actions will be based on supports outlined within the student's IEP. Examples of supports may include additional one-on-one support with a KIPP Indy teacher and/or access to dedicated office hours with staff for work completion along with other supports. In addition, all related services such as speech support will be provided virtually. Case conference committee meetings and evaluations for special education services will continue to be implemented in a timely manner as required by applicable law in a virtual setting. As always, family input will be deeply valued to ensure that students are receiving the supports that they need to succeed in an e-learning setting.</p>