

KIPP PUBLIC SCHOOLS NORTHERN CALIFORNIA

DISTANCE LEARNING POLICY AND PROCEDURES

This Policy sets forth the expectations of students and parents/guardians while students are engaging in distance learning at KIPP Public Schools Northern California (“KIPP” or the “School”) during the coronavirus (COVID-19) pandemic. This Policy shall supersede any conflicting language in existing School policies or handbooks until the Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting School operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the applicable order shall be controlling.

Distance learning is not the same as independent study. A complete copy of the School’s Independent Study Policy can be provided by request to opsadmin@kippbayarea.org.

I. DEFINITIONS AND MINIMUM REQUIREMENTS OF DISTANCE LEARNING

“Distance learning” means instruction in which the student and instructor are in different locations and students are under the general supervision of a certificated employee of KIPP. Distance learning may include, but is not limited to, all of the following:

1. Interaction, instruction, and check-ins between teachers and students through the use of a computer or communications technology.
2. Video or audio instruction in which the primary mode of communication between the student and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
3. The use of print materials incorporating assignments that are the subject of written or oral feedback.

“In-person instruction” means instruction under the immediate physical supervision and control of a certificated employee of the School while engaged in educational activities required of the student.

Distance learning must include all of the following:

1. Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work.
2. Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
3. Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports.
4. Special education, related services, and any other services required by a student’s individualized education program, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment.

5. Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning.
6. Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders.

Distance learning may be offered by the School under either of the following circumstances:

1. On a schoolwide level as a result of an order or guidance from a state or local public health officer; or
2. For students who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19.

Per COVID-19 Guidance from the California Public Department of Health released July 17, 2020, the School may not re-open for in-person instruction until the school has not been on the California Department of Health monitoring list within the prior 14 days. The School will open with 100% distance learning until that time after which the School will open with a combination of in-person instruction and distance learning as described below. Later schoolwide or classroom-wide 100% distance learning schedules may be necessary in response to a student, teacher, or staff member testing positive for COVID-19.

II. DISTANCE LEARNING PLAN AND SCHEDULES

Distance learning at KIPP will occur as follows:

The School has confirmed or provided access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work. Any student or family who is unable to participate due to a lack of connectivity or devices should contact the School for assistance. All distance learning content shall be aligned to grade level standards and at the same level of quality and intellectual challenge substantially equivalent to in-person instruction.

Additional support for students who are not performing at grade level shall be provided as follows: increased time for reading and math, individualized instruction, and extra in person or virtual tutorials for students. Teachers will be encouraged to refer students for additional support if they are not performing at grade level or who need support in other areas, such as English Learners, students with exceptional needs, students in foster care, or experiencing homelessness, and students requiring mental health support. Any student or family who is concerned that they require additional support should contact the School Leader for assistance.

Special education and related services shall be provided as required by a student's individualized education program ("IEP") either in-person or through a live synchronous virtual connection. As applicable, accommodations, both in an IEP, or in a student's Section 504 Plan, shall be implemented during distance learning. Any student or family who has a concern with regard to the School's implementation of an IEP or a Section 504 Plan should contact the School Leader for assistance.

English language development, including assessment of English language proficiency shall continue through distance learning as follows: students will receive both integrated and systematic English language development and the same academic content as those students who are native English speakers, which will be based on the Common Core State

Standards and College and Career Readiness Standards. KIPP will measure the learning status of our English learners using English Language Proficiency Assessments for California (“ELPAC”), course specific diagnostic exams, and in select schools, MAP Assessments. Any student or family who has a concern with regard to English language development curriculum or supports or assessment should contact the School Leader for assistance.

Daily live interaction with certificated employees and peers shall occur for purposes of instruction, progress monitoring and maintaining school connectedness. At KIPP, this interaction shall occur through a live synchronous instruction that takes place daily through scheduled Zoom meetings.

The School must offer the following instructional minutes daily for a minimum of 175 days of instruction:

Grade Level	Daily Minutes of Instruction
TK-K	180
1-3	230
4-12	240

The model schedules, below, describe how these daily instructional minutes will be offered by the School.

100% Distance Learning Model Schedule

Through both synchronous and asynchronous instruction, and in accordance with distance learning requirements, KIPP will meet or exceed the number of daily instructional minutes required for students. KIPP intends to track using a combination of methods that meet the requirements for instructional minutes, including the tracking of synchronous instructional minutes using period/class attendance in our student information system and the time value of assignments in online platforms available to all students.

Tracking live interaction daily during an established advisory period, as well as during all synchronous learning allows KIPP to progress monitor distance learning participation by course subject. In tandem with the completion of assignments in Google Classroom, KIPP is able to better understand a student’s full distance learning experience through:

- live interaction (advisory and guidance);
- synchronous learning (attendance during instruction);
- and online learning platforms (completion of daily academic work).









KIPP recognizes that some students (low-income, homeless, foster youth) may require additional time and support, (including re-teaching), supplemental English learner instruction and/or services that meet the requirements for student’s individualized education plans. In these circumstances, KIPP will include this additional time and services as participation given the academic nature of the support.

Combination of In-Person Instruction and Distance Learning Model Schedule

When health and safety guidelines allow, KIPP will implement a hybrid model of (2) two primary groups of pupils who attend school on different/alternating weeks and a third group that will have the option to remain 100% virtual. When a student’s alternating schedule requires them to attend in-person, they will be on campus (4) four consecutive days (Monday-Thursday). During in-person instruction, students will be under the immediate physical supervision and control

of a certificated employee while they are engaged in educational activities. When an alternating student’s schedule requires them to be learning remotely (off campus), they will participate in distance learning. All students, regardless of schedule, will participate in distance learning each Friday. Our goal is to keep students and staff as safe as possible while in-person instruction takes place on campus using the following layered prevention strategies.

- Approximately 50% of enrolled students will be on campus for in-person instruction on a scheduled school day
- Students will stay with the same cohort as much of the school day as possible
- Teachers will rotate to different classrooms instead of students to the extent possible
- Students will eat lunch with their cohorts in their classrooms and lunches will be individually packaged
- Students will wear masks when conditions require (less than 6-feet physical distancing, during transitions, etc.)

Monday	Tuesday	Wednesday	Thursday	Friday
 Group A on campus (full day)				 Groups A & B virtual (full day)
 Group B virtual (full day)				
 Group C 100% virtual				
 Group A virtual (full day)				 Groups A & B virtual (full day)
 Group B on campus (full day)				
 Group C 100% virtual				

III. COMPULSORY ATTENDANCE AND DOCUMENTATION

California’s compulsory education laws continue to apply for all persons between the ages of 6 and 18 and not otherwise exempted under the law. **A student who does not participate daily in either in-person instruction or distance learning shall be deemed absent by the School** in violation of compulsory education laws. The School’s attendance policy and procedures continue to apply for ***in-person attendance only***. The school’s re-engagement process outlined below and within the school’s Learning Continuity Plan will supersede KIPP’s attendance policy during distance learning.

Daily participation in distance learning may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between School employees and students or parents or guardians.

The School has developed the following tiered reengagement strategies for students who are absent from distance learning for more than three (3) schooldays or sixty (60) percent of the instructional days in a school week:

A student who has missed 60% or more of the distance learning week will have had:

1. student contact data verified for accuracy (calling alternative numbers, emergency contacts until family can be reached);
2. daily personal call outreach to encourage participation and to confirm access to technology; and
3. academic advisor outreach to address any academic, school culture or behavioral issues.

Ongoing concerns regarding a student's level of participation through synchronous learning, and/or online engagement will be addressed through multiple interventions to support our students and families, including but not limited to:

1. mailed communication(s);
2. opportunities for parent, student and staff meetings;
3. mental health supports and social service supports; and
4. the option (when health and safety guidelines allow), the transition of the student to full time in-person instruction.

All outreach and re-engagement communication will be translated into our families' home languages. Methods of communication will be consistent with our stakeholder engagement and will include but not be limited to text, email, mail, automated phone calls and through KIPP's regional support line messaging.

The School shall document daily participation for each student on each school day, in whole or in part, for which distance learning is provided. The School shall track student daily participation in distance learning as follows:

For synchronous instruction, the School will require students to engage and be present in regularly scheduled Zoom meetings to demonstrate student participation. For asynchronous instruction, the School will require students to utilize KIPP online learning tools daily to demonstrate Student participation.

The School shall ensure that a Weekly Engagement Record is completed for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.

IV. GRADING POLICY

The School will regularly communicate with parents and guardians regarding their child's academic progress during distance learning.

- Students will receive a letter or numerical grade at the end of each grading period.
- Schools communicate monthly academic progress with families about students' letter or numerical grade. (This could be in the form of a phone call, progress update, conference, etc.)
- Core content teachers will issue (2) two grades per week into the gradebook per student
- Assignments will be based on student mastery of grade level content and content which is foundational to the current grade level content.

In order to address pupil learning loss due to COVID-19 during the 2019–20 and 2020–21 school years, KIPP will make every effort to support student growth during distance learning:

- Students will have multiple opportunities for assignments and multiple opportunities to complete incomplete assignments during distance learning.
- Students will be given opportunities to increase grades which reflect mastery scores following reteaching opportunities or intervention.
- Schools will use appropriate grading scales to not overly penalize students for missing assignments.
- Students will not be penalized through grading for missing synchronous or other time-bound learning opportunities. Teachers will make every attempt to record synchronous instruction and post lessons to KIPP's website so that students can view missed lessons.

V. STUDENT AND PARENT/GUARDIAN EXPECTATIONS

1. **STUDENT SUPERVISION:** Students are under the immediate supervision and control of their parent/guardian or a responsible adult caregiver while the student is participating in distance learning. KIPP is not responsible for the immediate supervision or control of any student while the student is participating in distance learning.

Parents/guardians must provide the names of any adult caregiver other than the student's parent/guardian to the student's teachers before that individual may serve as the adult caregiver responsible for any interaction required by this Policy and/or sharing of student information. By providing the name of this individual or individuals parents/guardians are agreeing that KIPP may interact with them and share confidential student information with them as necessary to provide the student with the educational opportunities contemplated by this Policy.

2. **STUDENT WORK AREAS AND PREPARATION:** To the greatest extent possible, Student work areas should be conducive to learning, reasonably quiet, free of distractions and any material that violates the law or School policy, and capable of immediate supervision at all times by a parent/guardian or responsible adult caregiver.
 - a. Students should have all materials and equipment (e.g., tablet/laptop, pencil, paper, etc.) ready for their use before the start of any scheduled distance learning. Contact the School for any necessary materials and equipment.
 - b. Students must log into Zoom sessions through their KIPP student account.
 - c. Students must use their first and last name so the teacher can identify them as a student and support them appropriately.
 - d. Students are encouraged to turn on their cameras as much as possible throughout synchronous instruction.
 - e. Students must promptly comply with any teacher request to mute or unmute their device microphone or remove an item from their work area.
 - f. It is recommended device cameras point away from a door, hallway, bathroom or other areas where other household members may be dressing and that all household members be made aware of when distance learning is occurring.
 - g. Close other programs (like email, social media, games, online shopping, Youtube, and messenger) and put away other devices (phones, computer, game systems, tv, toys) that could be distracting when you are participating in a synchronous lesson.
3. **ADDITIONAL PREPARATION FOR STUDENT LEARNING:** During a synchronous or asynchronous lesson, students should be prepared to engage as fully as possible in all activities as outlined by the teacher. Students should be

well rested, fed, dressed and ready to learn promptly for scheduled distance learning instruction, meetings, or other virtual, online, or telephonic school-related activities. Nutritionally adequate meals are available for pupils who are eligible for free and reduced priced meals whether engaged in in-person instruction or distance learning. For information on free and reduced priced meals contact the School.

4. **STUDENT LOG IN/ PARENT TECHNICAL SUPPORT:** Students will be provided with personal login credentials for distance learning for their own use. Students are not to share their login information with any other person except their parents/guardians or responsible adult caregivers as necessary for the parent/guardian or responsible adult caregiver to assist the student in troubleshooting login issues or other technical difficulties. A parent/guardian or responsible adult caregiver must be available to assist the student with any login processes and troubleshooting of technical challenges. If a parent/guardian, responsible adult caregiver or the student experiences technical difficulties while participating in school-related activities, please contact the School as soon as possible.
5. **PARENT ENGAGEMENT IN INSTRUCTION:** Parents/guardians and responsible adult caregivers should not interfere, disrupt or directly participate in distance learning lessons unless requested by the teacher or without teacher written permission. Parents/guardians and responsible adult caregivers are not permitted to log into or attend distance learning instruction, meetings, or other school-related activities unless specifically requested by a teacher or KIPP employee.
6. **CONFIDENTIALITY: There is no expectation of privacy during distance learning.** When logging in to distance learning, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by others.
 - a. Parents/guardians and responsible adult caregivers must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g., academic performance, medical conditions, disabilities, behavior, etc.) while supervising a student's distance learning.
 - b. Students, parents/guardians, responsible adult caregivers and any other individual who may be in or around a student's work area are not permitted to photograph, video or audio record, or screenshot any distance learning without express written permission from KIPP.
 - c. The School may record distance learning synchronous instruction for use by other students who might benefit from accessing the instruction at a later time. No counseling or special education services provided in a group session will be recorded.
 - d. If a student is receiving virtual, online or telephonic counseling services from a KIPP employee or contractor, no other individual, including but not limited to parents/guardians, responsible adult caregivers, or siblings are allowed in the room or within seeing or hearing distance of the room or place in which the student is receiving the counseling services for confidentiality purposes.
 - e. The identity of all students participating in any small group counseling session with a KIPP employee or contractor and other student(s) and all the statements made or discussions occurring during such counseling sessions are confidential and may not be disclosed to any individual.
 - f. Teachers may record one to one student communications, with parent/guardian/adult student consent. Counseling sessions will not be recorded under any circumstance.
7. **TECHNOLOGY POLICY:** Students, parents/guardians and responsible adult caregivers must comply with the KIPP Technology: Internet and Computer Usage and Acceptable Internet Use Agreement at all times when utilizing School technology to access distance learning.

- a. KIPP technology and equipment includes but is not limited to KIPP electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. KIPP technology and equipment may only be used for educational purposes in accordance with the KIPP Student Technology Policy and Acceptable Use Agreement.
 - b. Students and parents/guardians acknowledge that KIPP technology and equipment are owned by KIPP. By logging into or accessing KIPP technology or equipment, users acknowledge that they have no expectation of privacy in the use of KIPP technology or equipment, even if such technology is used on a personal device. KIPP reserves the right to access communications, files, and other data stored on or sent over KIPP technology or equipment.
 - c. Technological resources provided by KIPP must be used in a safe, responsible, appropriate, and legal manner in accordance with KIPP policies and in support of its instructional program for the advancement of student learning.
 - d. Downloading, uploading, viewing, posting or sharing inappropriate content, including pornographic, defamatory, discriminatory, harassing, bullying or otherwise offensive material is prohibited.
 - e. Students must not access KIPP online or virtual classrooms, meeting spaces, or chat forums unless authorized to do so.
 - f. Students may not access personal electronic devices or any software, applications or websites during KIPP distance learning instruction or school-related activities unless specifically instructed to do so by the teacher.
8. **APPLICATION OF DISCIPLINARY RULES/POLICIES:** All other KIPP rules and policies regarding student behavior and discipline including but not limited to the Suspension and Expulsion Policy and the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy continue to remain in effect. Students who fail to adhere to the above requirements may be subject to legal action including but not limited suspension or expulsion.
- a. Any student who believes they have been subject to misconduct prohibited by the KIPP Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to Marie Huxley, Chief Academic Officer, marie.huxley@kippnorcal.org.

This Policy is subject to change without advance notice as the Distance Learning program develops, and all students and parents/guardians must immediately read and comply with any amendments or modifications to this Policy issued by KIPP. By participating in the Distance Learning, students and parents/guardians are acknowledging and agreeing to the terms expressed herein.