



**KIPP:MIAMI**

## **Smart Start:**

**A Reopening  
Playbook for Families -  
Remote Instruction**

**August 2020**

## Our Commitment to You



### **The health of our students and staff is our highest priority.**

Within this guidebook you'll find some of our initial considerations and planning for the fall. This plan was developed in light of the information and guidance we have received from the FL Department of Education, the Centers for Disease Control (CDC) and health experts as well as with input from our staff, students and families. Please keep in mind this is a draft guide and we will continue to amend, adjust and improve these recommendations as new information emerges and with continued feedback from you. We know that we cannot completely eliminate the risk of COVID-19 until there are effective therapies or a vaccine, but our job is to minimize the risk as much as possible while continuing to provide a world class education.

# Guiding Principles



We will protect the health and safety of students, staff, and families.



We will provide a safe environment for our students to learn and thrive.



We will make sure our students' and families' needs are met.



We will create a supportive environment for staff to excel in their work and feel safe.

# State Requirements for Reopening

- As of August 2020, the state of Florida has asked school districts to develop a plan where children may return to school building for in-person instruction if the health situation permits
- Miami Dade County Public Schools has made the decision to delay the start of the school year to August 31st and remain all virtual for five weeks with a hope return to school buildings on October 5th
- We are following Miami Dade's plan and will provide 100 percent remote instruction for all students starting on August 31st with the goal of shifting to an in person on October 5th or when the health situation permits
- An official determination on the return to school will be announced by Miami Dade County Public Schools by the end of September depending on local health conditions at the time

# Key Dates



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**August 26-28**

**Remote  
Orientation Day**

*(Details will be sent to you  
directly from your child's school)*

**August 31**

**First Full Day of  
Remote Learning**

**October 5**

**First Day of In  
Person Instruction\***

*\* if local health conditions permit as  
determined by the end of September*

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Good news! KIPP is offering access to devices to help support remote learning. We also have robust tech section on our [Remote Learning site](#) that offers support and information on connecting to classrooms as well as answers to common tech questions.



# Tech Readiness Checklist



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**Make sure you has a working pair of headphones and that their device is working and connected to WiFi.**



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**Log into Google Classroom and other learning platforms.** You will receive information from your child's school on the platforms they will need to join and how to log in.



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**Try to find a quiet place for your child to work.** If possible, have a set area in your home where your child can work every day. The area should be quiet and distraction free.



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**Ensure proper care of tech devices.** Keep student Chromebooks safe when they are note in use, protect screens from scratches and cracks and only use them for appropriate instructional purposes. There is no expectation of student privacy on our Chromebooks. Students are advised not to do anything on the Chromebooks that they shouldn't be doing at school.

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If you have a broken device, need tech support or wifi acces please contact our regional support hotline at **786-309-7697**.

# Student Expectations

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At KIPP Miami, we believe in preparing our students for a choice-filled life. Although our remote learning plan is happening in response to an emergency, we know there is an opportunity to practice strong habits that can set students up for success both in their current classes and in the long term. Virtual school is an opportunity to practice independence and establish strong work habits for classes students take at home with support, guidance, and encouragement from teachers and staff. In remote learning, for “live” classes, students are expected to be present in class and on time in the same way that they would if they were in person at school.

We believe having clear expectations that we teach and practice with our students and families will ensure students can focus on learning every day. It is important that we all uphold these expectations as we continue to navigate the online learning experience.

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# Student Expectations

## PREPARATION FOR THE DAY



- Students are required to dress in their school's uniform for live instruction.
- Students and families should ensure their home learning environment (student work station) is appropriate for virtual learning and has limited distractions. *\*Consider having a wall behind students to eliminate distractions that may come into the screen.*
- Students should come prepared with all materials for the day including a charged laptop, books, notebook, any homework/assignments and pencils.
- Students should arrive at their morning meeting by 8:30am daily. Attendance will be taken each day (and during each class for middle school).

## OFFICE HOURS



Students should be available daily during office hours for additional support from their teacher. When a student is not assigned office hours, they should plan to use that block as a study hall during which time they complete homework and other assignments off screen.

## COMMUNICATION WITH TEACHERS



If a student would like additional support or to have an individual check-in with a teacher, they should reach out to that teacher during daily office hours. If families would like to set-up a meeting with their child's teacher, they can fill out the KIPP Miami family meeting request form.



# Student Expectations

## INSTRUCTIONAL EXPECTATIONS



- Students are expected to attend each class block on-time and prepared with materials.
- Students are required to have their video on and full name displayed.
- Students should have their mics muted unless directed otherwise by their teachers.
- Students are expected to be sitting up and attending classes at their designated work space.
- If students need to be excused from the screen during live instruction, they should communicate this through the Zoom chat with their teacher and wait for guidance.
- Students should not record class sessions. Teachers will record classes and will share access with absent students as needed.
- Students will receive both participation and mastery grades each week for live instruction.
- Students are expected to abide by school and classroom behavior expectations both in-person and virtual.

*\*We recognize that due to the nature of remote learning there may be occasional issues with internet connectivity, difficulties with schedules, and/or issues with obtaining required materials. In the event that you run into any issues, please contact your child's homeroom teacher or the KIPP Miami operations team.*

# Academics and Program



# Grading and Attendance

- **Attendance/Tardy Policy**

- Your child's school will communicate with you directly regarding their class schedule.
- For students in the 100% Remote Model, daily attendance (attendance of record) will be based on joining virtual live advisory/homeroom/morning meeting block at the start of each day.
- If a student is more than 10 minutes late to live advisory/homeroom/morning meeting OR advisory/homeroom/morning meeting but attends the remainder of live sessions for the day they will be marked as tardy.
- Attendance will be taken in every class period

- **Grading**

- Students will be graded under the following categories this year:
  - Work Habits (building independent habits in work completion & submission)
  - Mastery (how students perform on assessments)
  - Participation - MS & HS ONLY (participation & effort in live classes)

- **Progress: How will I know how my child is doing in school?**

- Progress reports will be sent every other week - families can access this in the DeansList parent portal



***How to I request a Chromebook/tech device or WiFi?***

If you have a broken device, need tech support or WiFi access please contact the Academic Operations Manager at your child's school or our regional support hotline at **786-309-7697**

***What is the timeframe for re-opening in-person instruction?***

Students will not return to school for in-person learning until Monday, October 5th at the earliest. Our school buildings will stay open for food and technology distribution, but all classes will be remote. You will receive a survey the week of September 14<sup>th</sup> indicating your preference to continue remote instruction or begin in-person instruction when local health conditions allow. The final decision on our return to in person instruction will be made and communicated by the end of September.

***Will technology be provided for students? Will they bring technology to and from school once they return?***

KIPP is offering access to devices to help support remote learning. We also have a [robust tech section](#) on our Remote Learning site that offers support and information on connecting to classrooms as well as answers to common tech questions.



## Keep in touch!

Throughout the school year you will receive weekly updates from your school and/or the Executive Director of KIPP Miami, Brett Kimmel. Please continue to check our website (<https://www.kippmiami.org/kipp-miami-remote-learning-experience/>), Facebook (<https://www.facebook.com/KIPPMiami>) and Instagram page (<https://www.instagram.com/kippmiami/>) for news and updates. You can also reach out to our hotline with any questions, issues, concerns: **786-309-7697**.

Thank you for your continued support and collaboration as we work together to build a comprehensive plan that will meet the needs of our families, students and staff. We've missed our students so much these past few months and we're eager to welcome them back as well as welcome new KIPP students to our team and family! We look forward to a successful school year ahead.