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Introduction

Uplift Education is thrilled to welcome back scholars and staff for the 2020-2021 school year!

Due to COVID-19, we recognize that this year will be unlike anything our staff, scholars, or families have previously experienced. We are fortunate to have had the opportunity in July to operate Uplift Summer Institute, which afforded us the invaluable chance to develop and refine virtual and in-person learning processes in a live, limited school environment. We have incorporated lessons learned from planning and operating Summer Institute in conjunction with guidance from the Texas Education Agency and public health officials (both old and new) to produce this guide. In it, we have made a special effort to detail the many personal and physical safety protocols that Uplift Education has put into place to ensure the safety of its scholars and staff.

On July 16, 2020, Dallas County issued an order prohibiting “in person” educational instruction until September 8th (at the earliest). On July 21, Tarrant County issued similar orders lasting until September 28th (at the earliest). To comply with these orders, all Uplift Education schools will adopt an “all virtual” online learning plan for the first few weeks of school, or until the county allows schools to reopen for in-person instruction. The first day of school is August 10th.

Though this school year will begin in a 100% virtual format for all scholars, Uplift has devised three different learning model options for scholars and families to choose from once in-person instruction is allowed to resume. The three options are: 100% in-person instruction, 100% remote (virtual) instruction, and Hybrid (2 days/week in person, 3 days/week virtual). See Fall 2020 Learning Options for more information.

To our new Uplift friends: Welcome!
To our returning friends: Welcome back!
A Note on the Start of 2020-2021 School Year

August 10th will be the first day of school at Uplift.

There will be no formal instruction during the first week of school. Instead, this week will be used to ensure every scholar is ready to engage in remote learning and has the opportunity to get to know their teacher.

**Week 1: Strong Start – Our Plan for the First Week of School**

Scholars will have the opportunity to:
- Do an in-person or virtual parent/scholar-teacher conference to establish that personal connection and learn more about your family’s unique needs during this time
- Pick up their Chromebook (if needed)
- Practice using our new Learning Management System (Schoology)
- Finish their summer homework assignments

We know Uplift scholars have been out of school, away from their teachers and friends, for over 4 months. Therefore, the weeks 2-4 of the new school year have been intentionally designed to successfully transition our scholars back into a formal learning setting.

**Weeks 2 – 4: Being Intentional About Whole Child Development**

We have carefully designed the schedule to:
- Review key academic concepts from the 4th quarter last year that are essential for scholars to know to be successful in the current year
- Dedicate formal time each day to build strong scholar-teacher relationships and to build our scholar’s social-emotional learning skills
- Support our scholars in building up their stamina to be learning virtually for an entire school day. You will see we start with half-days, then build in longer stretches with independent work time in

<table>
<thead>
<tr>
<th>Week of</th>
<th>Scholar Daily Schedule</th>
<th>Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 17th</strong></td>
<td>8:00am – 12:30pm</td>
<td>8:00am – 12pm</td>
<td>Teacher-Led Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12pm – 12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td><strong>August 24th</strong></td>
<td>8:00am – 3:00pm</td>
<td>8:00am – 12pm</td>
<td>Teacher-Led Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12pm – 12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:30pm – 1:00pm</td>
<td>Recess at Home / Brain Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00pm – 3:00pm</td>
<td>Independent Scholar Work</td>
</tr>
<tr>
<td><strong>August 31st</strong></td>
<td>8:00am – 3:00pm</td>
<td>8:00am – 12pm</td>
<td>Teacher-Led Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12pm – 12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:30pm – 1:00pm</td>
<td>Recess at Home / Brain Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00pm – 3:00pm</td>
<td>Independent Scholar Work</td>
</tr>
</tbody>
</table>
Welcome Uplift Families!

In addition to preparing for a strong virtual-only start to the school year, we are diligently preparing for scholars to return to campuses as soon as public schools are allowed to open for in-person instruction. We wanted to share an early look at some of the health and safety measures you can expect on campus when in-person instruction resumes. Thank you for your partnership in keeping health and safety top priority!

**Stopping the Spread:** All staff and scholars will wear masks on campus to protect one another. Staff and scholars will also be screened through a quick symptom and temperature check before entering the building each day. For arriving scholars, a campus team member will come to your vehicle to assist you with a touch-free symptom questionnaire and temperature check, and to confirm that arriving scholars have an appropriate face covering. Once cleared, scholars will be able to enter the building, clean their hands at a hand sanitizer station, and start their school day!

**Social Distancing:** All classrooms and spaces have been arranged to maintain 6 feet of social distance between scholar desks. Staff and scholars will also remain 6’ apart when moving throughout campus. In accordance with local and state requirements, large group gatherings will not be held on campuses. However, we are excited to find new ways to connect with parents and celebrate our scholars!

**Sanitizing:** Hand sanitizer stations will be available throughout our buildings for staff and scholars to use. Additionally, classrooms will be equipped with disinfecting wipes to wipe down surfaces throughout the day. Extra measures will also be taken to sanitize surfaces after school each day when our facilities are deep cleaned.

**At Home Tips:**

- Review proper hand washing procedures with your scholar.
- Remind scholars not to touch their face or mask throughout the day, and teach them to put on their favorite mask in a way that is comfortable.
- Help your scholar practice social distancing when you’re out and about together so they know what to expect at school.
- Become familiar with COVID-19 symptoms to help keep your family healthy and safe.
HEALTH & SAFETY
Facilities Safety Overview

Our priority is to provide Uplift staff, scholars, and families with the peace of mind that our campuses are a safe, secure learning environments. With that in mind, a set of stringent cleaning procedures have been put into place at all campus sites. Those procedures are outlined below.

Building Cleaning, Sanitizing & Disinfecting Procedures

Uplift has implemented a set of stringent cleaning and disinfecting procedures at all campuses and have mandated the use of disinfectants identified by the CDC and EPA as approved for safe and effective use against coronavirus.

In addition to enhancing routine cleaning, disinfecting spray and wipes will be made available in classrooms and throughout campus buildings to allow Uplift staff to supplement regularly scheduled cleanings.

<table>
<thead>
<tr>
<th>Disinfection/Sanitation Schedule*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classrooms</strong></td>
</tr>
<tr>
<td>Will be cleaned and disinfected at the end of the day and/or when new groups of scholars move into a classroom space*</td>
</tr>
<tr>
<td><strong>Restrooms</strong></td>
</tr>
<tr>
<td>Will be cleaned and disinfected throughout the day based on frequency of use, with additional disinfection of handles/touch surfaces*</td>
</tr>
<tr>
<td><strong>Common Areas</strong></td>
</tr>
<tr>
<td>Will be cleaned and disinfected at the end of the day</td>
</tr>
<tr>
<td><strong>Touch Point Surfaces</strong></td>
</tr>
<tr>
<td>Each occupied space will be provided with sanitation/cleaning wipes or supplies to disinfect regularly touched surfaces and work areas. This must be done after periods of high traffic and at the end of the day*</td>
</tr>
</tbody>
</table>

* Ops Directors & Facilities Managers will determine additional cleaning/disinfecting needs
Personal Safety Measures

Uplift is mandating several personal safety measures to help protect scholars and staff, including mandatory face coverings, temperature checks, and health screening. To be effective, we know the safety process must begin prior to a person setting foot in the building.

<table>
<thead>
<tr>
<th>Overview of Staff &amp; Scholar Safety Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff</strong></td>
</tr>
<tr>
<td>Face Coverings/Masks</td>
</tr>
<tr>
<td>Luminare (App)</td>
</tr>
<tr>
<td>Temperature Checks</td>
</tr>
<tr>
<td>Social Distancing (6ft spacing)</td>
</tr>
</tbody>
</table>

Personal Protective Equipment (PPE)

Face covering will be required for all scholars and staff while on campus. Scholars are required to wear cloth face coverings while on campus except in specific circumstances. Face shields will be provided to scholars for use in specific cases where:

<table>
<thead>
<tr>
<th>Scholar Group</th>
<th>Face Shields May Be Worn When...</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK</td>
<td>At any time</td>
<td>CDC guidance states that face shields are appropriate covering for ages 5 and under. Additionally, we have found that youth-sized cloth masks may be too large for PreK scholars. Disposable masks may fit PreK scholars if they are double-looped behind scholars’ ears, and therefore will be made available for PreK teachers. <strong>No covering is required while napping.</strong></td>
</tr>
<tr>
<td>K – 2nd Grade</td>
<td>During phonics and word study blocks only</td>
<td>Face shields allowed for this portion of the lesson only, and masks are required once the lesson concludes.</td>
</tr>
<tr>
<td>SPED/ESL/504</td>
<td>During any specialized service or intervention (as necessary)</td>
<td>Any SPED, ESL or 504 scholar of any grade may wear a face shield during specialized service (e.g. speech) or intervention where it is critical to</td>
</tr>
</tbody>
</table>
see the child’s mouth; cloth masks required once lesson concludes.

<table>
<thead>
<tr>
<th><strong>Accommodation Recipient</strong></th>
<th>On a case by case basis</th>
<th>Scholars who have an accommodation in their 504 Plan or Individualized Education Plan (IEP) specifically regarding masks may wear a face shield. 504 and ARD Committees will determine additional accommodations to the mask/face shield requirement on a case-by-case basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Scholars</strong></td>
<td>When transitioning to recess</td>
<td>Any scholar may wear a face shield when transitioning from the classroom to recess (only a face shield is needed outside).</td>
</tr>
</tbody>
</table>

**Disclaimer:** Uplift is actively monitoring guidance and innovation with PPE related to COVID. As we identify new products and innovations, we will update our directions accordingly.

1. **Uplift Education** will provide all staff and scholars with reusable cloth masks and face shields for personal use during in-person instruction
2. Uplift-provided masks and face shields will be available in the classroom for your scholar on the first day of school
3. Teachers will help scholars use, disinfect, and (when not in use) safely store their face shields
4. Disposable masks will be available on campus for anyone lacking a mask (personal masks are also acceptable to use)

**Luminare (Health Screen Application)**

Through our relationship with Children’s Health, Uplift will be leveraging a self-check health application system called **Luminare** to support our health and safety procedures. In-app results will provide users with instructions for how to proceed each day.

Scholar families will use the Luminare app as to screen for COVID-19 symptoms prior to coming to school each day. Families will receive a text message each day containing with a web link to Luminare which is easily accessible on a computer, smartphone, or tablet, and has multiple languages to choose from (including Spanish). Parents/Guardians will be asked about the health of everyone in the household to help identify any risks to Uplift scholars.
➢ Scholars will receive a Green Animal if they pass the health check. This animal will be different each day and once arriving on campus Uplift staff will ask scholars to confirm that day’s animal in order to proceed into school.

➢ Scholars will receive a Red Alert if any risk of COVID-19 is believed. The app will provide specific, customized instructions to families on how to proceed.

Because families will complete the survey at home, the use of Luminare will help Uplift staff better communicate directly with families, reduce the amount of time spent in carline, and limit the risk of symptomatic scholars coming to campus for any amount of time. Additional information or updates will be provided on the Uplift Education website.

Parents, Guardians & Visitors
All campus visitors must follow the same safety protocols as Uplift staff and scholars, including face coverings and health screens. To ensure the safety of all staff and scholars, all parents, guardians, and visitors should schedule an appointment prior to entering Uplift buildings.

1. Parents or guardians of scholars receiving in-person instruction will not be permitted to eat lunch with scholars or enter classrooms until further notice
2. Group gatherings at schools will be limited in accordance with state and city requirements and must follow health and social distancing guidelines

Campus and Classroom Safety
In addition to personal safety requirements like mandatory face covering and personal hand sanitizer bottles for scholars, classrooms have been re-arranged from the normal configuration to meet social distancing requirements established by the Texas Education Agency.

<table>
<thead>
<tr>
<th>Overview of Classroom Safety Measures</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Protective Equipment (PPE)</strong></td>
<td>Required</td>
<td>Uplift will provide scholars and staff with facemasks and face shields</td>
</tr>
<tr>
<td><strong>Maximum Occupancy Limits</strong></td>
<td>Required</td>
<td>Maximum occupancy determined by classroom size; signs posted outside of each classroom</td>
</tr>
<tr>
<td><strong>Desk Spacing</strong></td>
<td>Required</td>
<td>Desks/tables arranged to ensure scholars and teachers are 6 feet apart</td>
</tr>
<tr>
<td><strong>Cleaning Supplies</strong></td>
<td>Required</td>
<td>Disinfecting supplies will be stocked in all classrooms</td>
</tr>
<tr>
<td><strong>Classroom Supplies Sharing</strong></td>
<td>Restricted</td>
<td>Supply sharing between scholars will not be allowed except under strict teacher supervision</td>
</tr>
<tr>
<td><strong>Personal Hygiene Measures</strong></td>
<td>--</td>
<td>Scholars will be provided individual hand sanitizer bottles for personal use; Handwashing will be incorporated into daily schedule (required before/after meals, etc.)</td>
</tr>
</tbody>
</table>
Social Distancing
Campuses will have fewer people due to virtual and hybrid learning options, in-person staff and scholars practice social distancing (6-feet of space between persons). Uplift staff will enforce proper 6-foot spacing while scholars enter and exit buildings and during breaks, such as in the hallways between classes or during meal times.

Uplift classrooms have also been rearranged to maintain 6 feet of distance between scholars during instructional periods. Examples of classroom layouts are below:

Personal Hygiene Measures
In addition to requiring and providing face coverings and temperature checks for all scholars and staff, Uplift has taken steps to provide for enhanced personal hygiene practices.

<table>
<thead>
<tr>
<th>Personal Hygiene Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal hand sanitizer bottles for scholars</td>
</tr>
<tr>
<td>2. Wall-mounted hand sanitizer stations have been added across campuses</td>
</tr>
<tr>
<td>3. Focus on handwashing - including training for scholars upon return to campus</td>
</tr>
<tr>
<td>4. Water fountains turned off</td>
</tr>
<tr>
<td>5. New signage promoting proper health and safety practices (handwashing, masks, etc.)</td>
</tr>
</tbody>
</table>
Restroom Breaks & Use Policy
Each Uplift campus will determine its own restroom breaks and usage procedures that will work best for scholars who select in-person and hybrid learning options. Campus leadership will consider several important factors, including the number of scholars on campus, school building layouts, scholar class schedules, and the ages and grades of the scholars in attendance.

Water Fountain Use
As a shared-use feature, water fountains are a potentially high-risk area. Therefore, all water fountains have been turned off and covered up to prevent use. Scholars and staff are asked to bring their own water bottles. Disposable containers will be provided where possible.

Uplift Nurses & Campus Clinics
Uplift Health Services staff will be available on campus during the school day. Nurses will continue to handle their normal duties (such as medication distribution) in addition to leading COVID-related response and care. Please refer to the Health Services Protocols section of this guide for more information regarding COVID-19 symptoms, responsibilities, and communication protocols.

Breakfast & Lunch Process
To ensure social distancing and minimize crowding, breakfast and lunch meals will be delivered to (and eaten in) classrooms. Campus staff will pre-package meals, including milk, for delivery to the classroom and will distribute meals to scholars at their desks. Class rosters and scholar data will be used to ensure that all dietary restrictions are adhered to and will be noted on scholar meals upon delivery.

Meal Service For Remote Learners
While in a virtual learning environment, Uplift Child Nutrition Program (CNP) will provide hot lunch meals for all scholars each day at five campus locations: Uplift Ascend, Uplift Hampton, Uplift Peak, Uplift Summit, and Uplift Williams.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>12:30 - 2:30pm (includes Tues breakfast)</td>
<td>12:30 - 2:30pm (includes Weds breakfast)</td>
<td>12:30 - 2:30pm (includes Thurs breakfast)</td>
<td>12:30 - 2:30pm (includes Fri breakfast)</td>
<td>12:30 - 2:30pm</td>
</tr>
</tbody>
</table>
Carline: Scholar Arrival/Departure Process

Uplift “Temperature & Symptom Check Teams” will help facilitate the carline process to ensure scholars and families remain safe during arrival/dismissal. Signage will direct drivers where to go once they arrive to campus. There will be a designated area to screen scholars arriving on foot.

We ask that scholars arriving via carline remain in their vehicles while the Temperature & Symptom Check process takes place. A team member will help you through the process. Scholars can expect the following:

1. **Health screen survey** – scholar families will self-check using Luminare at home (prior to coming to campus). Staff will ask scholars to confirm that day’s animal to confirm they passed the check.
2. **Temperature checks** – scholars registering a temperature over 100°F may not proceed to school
3. **Face covering check** – scholars will receive cotton masks from Uplift on the first day of summer school. Disposable masks are available thereafter if a scholar forgets his/her mask.
4. **Hand sanitizer station** – scholars who ‘pass’ may proceed inside after sanitizing hands.

### Result | Criteria | Next Steps
--- | --- | ---
FAIL | A scholar FAILS the screen when they... - Fail the Luminare self-check - Fail a secondary symptom check by campus staff (if needed) - Register a temperature >100°F - Share a vehicle with someone who fails the health screen - Live with a person who has tested positive for COVID-19 | The scholar may not proceed to school that day and will be sent home
PASS | A scholar PASSES the screen when they... - Pass all phases (symptom checklist, temperature check, visual symptom check) | The scholar must put on a face mask, sanitize hands, and may enter the building

### End of Day / Scholar Dismissal

Classrooms will dismiss in a staggered approach to avoid overcrowded hallways. At the carline pick-up area, teachers will remain with their assigned class cohort, enforce proper distancing, and escort scholars to their vehicles.
Health Services Protocols

Uplift’s Health Service Plan was developed using guidance from a variety of sources, including federal, state, and local health organizations, as well as the U.S. Department of Education, Texas Education Agency, and peer institutions. Uplift Health Services will lead the on-campus COVID-response efforts. However, identifying potential symptoms or cases of COVID-19 is a community effort that requires the vigilance of teachers, staff, parents, and scholars themselves.

Staff or scholars will not be allowed on campus if they (1) have a confirmed case of COVID-19, (2) have been exposed to someone who has a confirmed case, or (3) display COVID-19 symptoms or fail the temperature check upon arrival to campus. These individuals may not return to campus until meeting certain criteria (see Returning to Campus below).

Close contact is defined by the CDC as: any individual within 6 feet for at least 15 consecutive minutes. More information can be found on the CDC website.

COVID-19 Symptoms
Symptoms of COVID-19 vary and range from mild symptoms to severe illness and can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms, but should serve as a baseline for self-assessment. If emergency warning signs for COVID-19 are present, 911 will be called and the operator notified of potential COVID-19 symptoms.

Potential COVID-19 Cases on Uplift Campuses
If a potential case of COVID-19 is identified on an Uplift campus Uplift will transition those scholars and staff members from the impacted classroom into a “virtual learning” format until such time as the classroom (and any other areas used by the infected person) can be properly disinfected. Uplift will communicate the incident to the impacted parties.
Communication Procedure for Potential COVID-19 Cases

Schools are required to provide written notification of positive COVID-19 cases to all impacted teachers, staff, and families of scholars. Uplift Education's Health Service team will also notify local health departments.

To protect privacy, contacts are only informed that they may have been exposed to a person with the infection. They are not told the identity of the person who may have exposed them.

Returning to Campus After Quarantine / Isolation

Staff or scholars who have COVID-19 symptoms, have been exposed to someone with COVID-19, or who test positive will not be allowed to return to school until the follow conditions are met:

1. Fever-free for 24 hours without the aid of fever-reducing medicine
2. The individual has an improvement in symptoms (e.g. cough, shortness of breath)
3. At least 10 days have passed since symptoms first appeared

Isolation Protocol & Contact Tracing

Extra space has been set aside on each campus (based upon number of staff and scholars) to accommodate potential treatment and/or quarantine required for staff or scholars experiencing COVID-19-related symptoms. These spaces will serve as triage areas and/or quarantine space (as necessary) until the scholar or staff member showing symptoms can be safely transported home.

Contact tracing may by performed by Uplift Education’s Health Services team in conjunction with Talent Management and the local health departments, where applicable. Persons who are identified as having potentially come into contact with another person who has tested positive for COVID-19 will be notified of potential exposure.
Fall 2020 Learning Options

When the new school year begins on August 10, all Uplift scholars will receive instruction in a virtual or remote learning environment. However, once schools are allowed to resume in-person instruction, Uplift is offering three learning options:

- In-Person (5 days/week)
- Remote (5 days/week)
- Hybrid (2 days in person, 3 days remote)

The Fall 2020 Learning Options were developed in adherence to TEA Guidelines regarding attendance and enrollment. In planning for the school year, we intentionally designed learning models that would allow us to move between in-person and remote options quickly and easily if needed. Your scholar’s learning mode choice can only be changed after the grading quarter, except in extenuating circumstances. For example, a scholar who chooses Remote Learning to start the year may switch to Hybrid Learning to start the second grading quarter. The first grading quarter ends October 8th.

To learn more about our Fall 2020 Learning Options, please visit the Uplift Education Back to School website or use the links below to view the presentation from the Uplift Teaching and Learning Team:

- Fall 2020 Learning Options (English)
- Fall 2020 Learning Options (Spanish)

Accessing and Assessing Learning In All Three Options - Schoology

Given the possibility of future school closures, Uplift recognized the need to prepare and adopt a more standardized approach to facilitating remote learning. During our input sessions, we repeatedly heard from parents, teachers, and leaders that it was difficult for families to balance multiple digital platforms. As a network, we want to be able to provide a consistent learning experience for our scholars. To that end, we decided to invest in a standard learning management system (LMS) for the 2020-21 school year. We selected Schoology for our LMS.

Schoology will provide a centralized hub for network resources, courses, and assessments that can be used for in-person, hybrid, and remote learning. Each scholar will receive their unique Schoology log-in information to access learning from their web-enabled device.
Take a look at the videos linked below for more information on Schoology. Parents and scholars will learn more about Schoology after attending their one-on-one meeting with their scholars.

❖ Schoology Introduction Video (English)
❖ Schoology Introduction Video (Spanish)
❖ Parent Resource Kit

Our teachers will begin assigning and grading scholar work at the start of the school year. Schoology allows scholars to upload and complete their course work as well as take assessments. Your scholars first graded assignment for this school year (grades 1st – 12th) is your scholars’ summer assignment. Each teacher will review the standard grading policy to ensure that scholars understand how the work they submit will aid in them earning their grades for the upcoming school year.

**Accessing Schoology**

Uplift will be using Schoology through ClassLink, a single sign-on platform that will allow teachers and students to use one username and password to access everything they need. This enables our scholars, parents and teachers to engage with learning materials and their school community from the classroom and beyond. A single sign-on is an essential tool for productive remote learning for our scholars, whether it is in the classroom or in the comfort of their home. Schoology is accessible through ClassLink from either your personal home computer, an Uplift-issued Chromebook or any smartphone.

We look forward to using Schoology in our classrooms to enhance connectivity and communication across our network. With Schoology, scholars can digitally submit homework assignments, review grades, participate in interactive discussions, receive announcements and feedback, take tests, and more. As a parent, you will be able to view your child’s activity within the platform.

Please follow the directions below to get your scholar started. We value your participation in your child’s education.

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**Computer Usage**

**Here is how to help get your child started on a computer:**

---

**Mobile Usage**

**Here is how to help get your child started on a mobile device:**
1. Go to this website: [https://my.classlink.com/uplift](https://my.classlink.com/uplift)
2. Enter your unique username and password
3. Follow the attached tutorial (Spanish)
   A message will prompt you to install an extension when accessing applications.

1. Download the appropriate app:
   - iOS
   - Google Play

*Be sure not to use the mobile device’s browser and only these mobile app options.*
2. Click the arrow in the top right corner to search for and choose “Your School” (one-time selection).
3. Enter your unique username and password
4. Follow the attached tutorial.

Addressing Learning Loss

We recognize that the disruption to SY 19-20 resulting from school closure and the unexpected shift to remote learning has the potential to result in dramatic learning loss for our scholars. While we have intentionally designed structures to spiral some of the lost Q4 skills such as revised curriculum scope and sequences, and a robust Scholar Leadership Academy for beginning of school year, we also recognize the need to supplement these systems with targeted supports and acceleration opportunities to mitigate potential loss and accelerate potential growth throughout the upcoming school year.

To that end, we will provide the following opportunities to all scholars:

- Online Self-paced Independent Practice (e.g., Exact Path, MATHia, ACT PrepOnline)
- After School + Saturday School Learning Camps (Targeted programs for scholars not meeting mastery in reading or math in all three divisions)
- High School Credit Recovery (Credit Recovery coursework for HS scholars who need to make up credits)
- 12th Grade TSI (Fall review for 12th Grade scholars who need to meet college readiness standards prior to graduation)
- 12th Grade ACT (Fall review for all 12th Grade scholars to prepare for fall ACT administration)

Campus leaders will provide more information on during the month of September to our families and scholars about available options and resources.

Section 504

Uplift Education will continue providing high quality virtual Section 504 accommodations and services to the best extent possible. In addition, MTA Instructors will be planning rigorous instructional lessons for eligible scholars participating in our standard dyslexia program known as Multisensory Teaching Approach (MTA) while using both synchronous and asynchronous delivery methods.
Special Education

The Individuals with Disabilities Education Act of 2004 (IDEA 2004) established laws to ensure scholars with disabilities have access to a free appropriate public education with the assistance of services that meet their individual needs. This applies in all settings and learning platforms, including in-person, virtual or hybrid models of learning.

If the school is closed but continues to provide educational opportunities virtually to the general scholar population during the closure (e.g., Remote Learning), the school must ensure that scholars with disabilities also have access to free and appropriate public education (FAPE). The school must ensure that, to the greatest extent possible, each scholar with a disability can be provided the special education and related services identified in the scholar's individualized education program (IEP).

General Special Education Guidance

- Special education instructional and related services will be provided in accordance with the ARD/IEP either virtually or face-to-face.
- Scholars with disabilities will follow all Uplift Education safety guidelines and protocols with special consideration given to meet their individual needs.

To minimize potential exposure to our most vulnerable scholars, Uplift Education will:
- Focus on social distancing, handwashing with warm water or hand sanitizer for 20 seconds every hour and wearing masks.
- Require masks when social distancing is not possible.
- Post visual supports throughout building to remind and support understanding of expectations.
- Keep each scholar’s belongings separated using scholar designated containers or areas.
- Minimize sharing of high-touch materials (e.g., assign each scholar their own device/materials for the day when possible).
- Sanitize all used materials daily.
- Utilize protective barriers as appropriate.
- Utilize grouping and scheduling strategies to reduce exposure.

Admission, Review and Dismissal (ARD) Meetings

Requirements related to the legal timelines for initial and annual ARD meetings still apply. ARD meetings will continue to meet virtually until further notice; however, all required members must be in attendance.

Provision of Special Education and Related Services

The provision of special education and related services (Speech, OT, PT, etc.) during an emergency closure may occur via video conferences, telephone calls, homework packets, internet-based lessons, or other distance-based learning approaches.
Meeting IEP Service Recommendations in a Remote Setting
Uplift Education is committed to meeting the unique needs of scholars with disabilities by ensuring that ARD/IEP Committees convene as needed to discuss needs, review progress, and make individualized recommendations for our scholars.

Safety Guidelines for Face to Face Instruction
Special education services are oftentimes delivered in a small group setting with hands-on support. Special education teachers and service providers will take care to reduce any unintentional exposure by:

• Creating individual instructional resource kits for each scholar
• Laminate supplemental aids so they can be easily cleaned and reused
• Adhere to district guidelines regarding number of scholars and staff in a specific location at any given time
• Facilitating safe small group activities
• Adhere to social distancing requirements
• Ensure sanitization of space before and after each small group
• Use dividers if scholars need to work in close proximity to complete activities
• Wear appropriate face covering at all times during small group instruction
• Supervising transitions
• Enforce social distancing of scholars in hallways and other common areas
• Provide visual supports or schedules that highlight social distancing when transitioning between classrooms or activities

Special Education Evaluations
If the school remains open on a virtual basis (e.g., Remote Learning), the legal timeline requirements for Special Education evaluations apply. In situations in which school is closed and not in session (no remote learning), evaluation timelines halt as these days are not considered school days.

School Supply Lists
School supply lists for your scholar are available directly from their Uplift school. Please visit your scholar’s school website for more information or to view the supply list. You may also find your scholar’s school website at www.uplifteducation.org.
SOCIAL/EMOTIONAL LEARNING & SUPPORT

Back to School 2020-21
Social/Emotional Health & Well-Being

Uplift recognizes that many of us may carry with us an unseen trauma as a result of racial injustice and the COVID-19 pandemic, and that deliberate care is needed to provide for the social and emotional health and well-being of all Uplift scholars and staff. Many families have experienced acute stress, pain, or grief the wake of COVID-19. We know that for some of our scholars and families, the 2020-21 school year offers relief and a return to some form of normalcy. For others, it may cause additional stress.

As we invite our scholars to join us for a school year unlike any other, Uplift Student Support Services has designed an intentional, impactful, and detailed guide to provide our staff with the resources necessary to cultivate and nurture the social and emotional well-being of our scholars and families during this uncertain time.

The Uplift 5: Scholar SEL and Well-Being for Scholar Leadership Academy and Beyond

Uplift Education understands the intense need for Social and Emotional Learning. The benefits of SEL in the classroom are many. SEL is especially important as we go back to school in a new environment with new challenges. A picture is emerging of the extent of the learning loss among children in America, the size of the gaps schools will be asked to fill when they reopen, and the stress and anxiety school closings have caused on scholars and teachers. We recognize that intentionally integrating SEL into daily classes is more important now than ever.

The Uplift 5 SEL Practices intentionally and explicitly help build a habit of practice through which scholars (and adults) enhance their SEL skills. While not an SEL curriculum, these practices are one concrete example of a way to help people understand and practice the goals of an overall systemic SEL implementation plan. The Uplift 5 will be conducted daily in every classroom, and is specially devised both for Scholar Leadership Academy (SLA), as scholars are transitioning back to school in new learning environments, and for regular use throughout the remainder of the school year. This design ensures that the social and emotional needs of all Uplift scholars are valued in a thoughtful, impactful way.

<table>
<thead>
<tr>
<th>The Uplift 5 SEL Practices</th>
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<tbody>
<tr>
<td>1. Warm Greeting: to establish a safe culture</td>
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<tr>
<td>2. Emotional Check-in: a first step to self-management</td>
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<tr>
<td>3. Movement: essential to turn the brain on, especially for remote learning</td>
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<tr>
<td>4. Mindful Moment: necessary to reduce stress and increase focus</td>
</tr>
<tr>
<td>5. Optimistic Closing: to establish a culture of belonging</td>
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</tbody>
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Note: Explicit SEL curriculum and methods such as Second Step, Owning Up, RULER and Project Wayfinder will still continue to be implemented at specific schools. The Uplift 5 does not supplant those curriculum or methods.
Social Counseling Services
Uplift Social/Behavioral Counselors will continue to provide service to Uplift families and scholars regardless of the instructional option they choose. Families in need additional support can reach out to the Social/Behavioral Counselor or to counseling@uplifteducation.org for additional support in accessing community resources.

Direct Counseling Services: In-Person
Direct counseling services in an in-person setting would follow typical practices and procedures outlined in the Social/Behavioral Counseling Services Program Manual with accommodations made to follow physical safety precautions.

Direct Counseling Services: Virtual
Direct counseling services in a virtual setting may include:

- Triaging the immediate care needs of at-risk and high needs scholars
- Identifying families with social, economic and/or mental health needs and processing referrals for service
- On-going case management of identified families to meet social, economic, and mental health needs (i.e. food scarcity assistance, bill pay assistance, securing shelter)
- Serve as the school’s Homeless and Foster Liaisons and conduct check-ins with McKinney-Vento identified scholars, utilizing restricted funds to purchase required resources for access to education
- Short-term, solution-focused virtual counseling available to all scholars with parental permission
- Special Education counseling to scholars with counseling as a related service
- Supporting School Leaders in promoting mentally healthy virtual learning environments
- Offering virtual crisis response for scholars with urgent needs (i.e. suicidal ideation, self-harm, immigration, eviction, etc.) while coordinating care with outside providers who remain operational during COVID-19 crisis
- Providing psychoeducational content to be delivered virtually
- Coordinating External Partnerships and Wraparound Care

Direct Counseling Services: Hybrid
In a hybrid setting, services will be provided with framework listed above depending on if the scholar is attending in person or virtually.

Helping Navigate Local Community Resources
Uplift Education maintains relationships with many local and regional organizations that can provide goods and services to scholars and families. A robust list of partner organizations and other local agencies that provide resources is hosted on the Uplift website. Included are resources for health and well-being, including mental health resources; food assistance; rent and utility assistance; and emergency assistance. The website is updated regularly as more information about community resources, especially those related to the COVID-19 pandemic, are made available.
Anticipated Changes to the Code of Conduct

As a result of the new learning environments and methods of instruction scholars will experience this year, the Department of Student Support Services has recommended certain changes to the Uplift Scholar Code of Conduct. They are as follows:

Mask as Addition to Scholar Uniform
For the foreseeable future, Uplift scholars attending school or on-campus for school-related events will be required to wear masks for health and safety reasons to help prevent the spread of COVID-19. The Scholar Code of Conduct is being amended to include masks as part of the standard required scholar uniform, and all dress code violations should be managed in accordance with the Code. Frequent violations of the dress code, including refusal by a scholar to wear a mask, may result in escalated discipline, up to and including a recommendation for expulsion for Frequent Violations of the Code of Conduct, although this should be considered a last resort. Parents/legal guardians who do not wish for their child to wear a mask may choose to enroll in a virtual learning option.

Intentional False Reports
The definition of “false report” will be expanded to include instances of scholars making intentional false reports and/or spreading rumors that other staff or scholars may carry an infectious disease, such as COVID-19. This is a Level II violation of the Scholar Code of Conduct and should be taken seriously as it could result in wide-spread disruption to the school environment. Frequent violations of the Scholar Code of Conduct may result in escalated discipline, up to and including a recommendation for expulsion.

Intentional Spread, or Threat to Spread, an Infectious Disease
The intentional spread or threat to spread a dangerous infectious disease is illegal and considered deadly conduct, or in some cases, a terroristic threat. This is considered a Level III violation of the Scholar Code of Conduct and grounds for expulsion from Uplift Education schools.

Changes to Expulsion Process to Maximize Social Distancing
To implement social distancing, for the foreseeable future all expulsion hearings will be held virtually online via video conferencing software or by telephone as designated by the assigned Hearing Officer. If a parent or legal guardian is unable to participate in a virtual or telephone hearing, Uplift Education may explore other alternative options in alignment with district Health and Safety procedures.

Parent Meetings Related to Discipline
To implement social distancing, school personnel should host meetings with parents virtually or by phone to the greatest extent possible. This includes all meetings related to scholar discipline.
Frequently Asked Questions (FAQs)

Q: Will face coverings or masks be required for scholars? Staff? Visitors?
A: Yes! All scholars and staff will be required to wear face coverings. Visitors will only be allowed on a limited basis but will be required to wear masks and observe all safety protocols.

Q: Where can I find more information about the start of the 2020-21 school year?
A: The Uplift Education Back to School website contains the most up-to-date information.

Q: Where can I learn about the Health Services safety measures in place?
A: The Health Services Protocols section contains a detailed explanation of Uplift Health Services as well as extensive FAQ content to answer specific health-related questions.

Q: If a teacher contracts COVID-19 will the entire class have to quarantine for 14 days?
A: No. Only those who are considered to have been in ‘close contact’ with the teacher (defined be the CDC as being within 6ft or less for greater than 15 minutes). However, the classroom will transition to virtual learning for 1-2 days to allow for disinfecting, contract tracing, and time to follow-up with potentially infected persons.

Q: Will campuses be cleaned and sanitized throughout the day or only after school?
A: Yes! We will have on-site support throughout the day to ensure that our facilities remain a sanitary space. Campuses have been equipped to meet high sanitizing standards and frequent cleaning intervals. For more information see the section entitled Facilities Safety Protocols.

Q: If my scholar’s regular teacher is absent, will a sub take over the class? Will they be trained?
A: Yes. Uplift will have substitutes who cover both in-person and remote classrooms. Remote substitutes will be trained in how to manage our virtual platforms.

Q: Will there be after school programming/sports/events?
A: Sports decisions will be based on final guidance from UIL and the Charter League, which has not yet been determined. No sports will be allowed during the virtual learning period to start the year. Gatherings, such as for after school programs, will also not be allowed to start the year.

Q: Will recess be allowed?
A: Yes. While playgrounds will remain off-limits, recess and “brain breaks” will be incorporated into daily activities to give scholars a chance for physical activity during the school day.

Q: If my scholar fails the temperature check/screen in carline what are the next steps?
A: The Uplift team will conduct a second temperature check with an oral thermometer. If the second test confirms a temperature 100 degrees or greater, the scholar will be sent home. Parents will be given instructions on the appropriate next steps. Scholars presenting with other symptoms, such as a cough, may be permitted into the building only if there is a current diagnosis.
Q: If a scholar doesn’t pass a carline screen what precautions are taken in the classroom they were in earlier that week?
A: It depends on the reason for failing the carline screen, which may vary. If COVID-19 is suspected, the health service team have the scholar isolate at home and notify the campus director so learning may continue virtually.

Q: Are siblings of a scholar who test positive for COVID-19 allowed to attend school while the one who tested positive is at home?
A: No. The siblings would be considered a “close contact” of the scholar who tested positive and would have to remain home and quarantine for 14 days.

Q: What if a scholar gets sick at school?
A: The teacher will send the scholar to the nurse’s office. With parental consent, a telehealth visit can be scheduled to rule out strep and flu. Depending on the nurse’s assessment and the results of the telehealth visit, the scholar may be sent home.

Q: If a staff or scholar thinks they have “seasonal allergies,” can they still come to school/work?
A: Allergy symptoms happen partly because of inflammation caused by the body overreacting to things like pollen or mold. The symptoms of seasonal allergies are not the same as COVID-19. With a diagnosis of seasonal allergies, staff and scholars experiencing allergy symptoms would be permitted to work/school. Common signs of allergies include:

- Runny nose
- Dry, tickly cough
- Itchy or watery eyes
- Congestion

Q: Can Uplift nurses test for COVID-19?
A: No. Currently, Uplift does not offer COVID-19 testing.

Q: Does any scholar qualify for Telehealth through Children’s Health?
A: Everyone under the age of 18 qualifies for Telehealth. However, some insurance plans required a $49 visit fee.

Q: What is the criteria to determine if a scholar/staff member can return to school—if they had a fever, if they showed COVID symptoms with no test, or if they tested positive?
A: Campuses will use the following guidelines:

1. Fever-free for 72 hours without the aid of fever-reducing medicine
2. The individual has an improvement in symptoms (e.g. cough, shortness of breath)
3. At least 10 days have passed since symptoms first appeared

*Note: FAQ section will be updated on an ongoing basis based on staff and family feedback.*