

COVID-19

Closure & Response Plan

KIPP: Cooper Norcross, Inc.
(07-1799)

Current as of 3/25/2020

Update as of March 25, 2020:

Attached please find our updated COVID-19 Closure and Response plan. In consultation with the local health authority, we are closing schools until April 10th. Students will be on Spring Break through April 19, 2020. The first day back for students will be April 20, 2020. This plan is subject to change.

This update includes information about our remote learning plan as well as our nutrition program.

The most up to date information can always be found at:
<https://kippnj.org/coronavirusupdates/>

COVID-19 Task Force

Purposes:

1. Review and enhancement of policies and procedures
2. Members of our COVID-19 Task Force are listed below and will meet daily at 8:30am. Additional meetings may be required as the need arises.
3. This plan may be modified based on new information and updates from the CDC, NJ Health Department, and the NJDOE.
4. Meetings may be held to review, update, and approve the Response Plan for the upcoming school year and conduct tabletop emergency exercises. Task Force members will review and understand their roles and responsibilities during a pandemic crisis.
5. Staff contact and email will be posted/updated on the school website and social media.

Task Force Members		
Name	Role	Email
Gabriella DiFilippo	Chief Operating Officer	Gdifilippo@kippnj.org
Shawadeim Reagans	Chief Equity Officer	Sreagans@kippnj.org
Pamela Clarke	Managing Director of Talent Acquisition and Management and Recruitment	PClarke@kippnj.org
Ranjana Reddy	Managing Director of Operations- KIPP: Cooper Norcross (Camden)	RReddy@kippnj.org
Monica Kress	Managing Director of Operations- Miami	MKress@kippmiami.org
Melissa Cassells	Managing Director of Operations- Newark	MCassells@kippnj.org
Sarba Aguda	Chief Academic Officer	Saguda@kippnj.org
Nick Finc	Special Legal Counsel/Compliance	NFinc@kippnj.org
Ashley Haughton	Associate Director of Operations	Ahaughton@kippnj.org
Ashley Milun	Managing Director of Technology	Amilun@kippnj.org
Laszlo de Simon	Director of Data	Ldesimon@kippnj.org
Jessica Shearer	Director of Marketing	Jshearer@kipp.org
Danielle Torok	Director, Employee Relations and Employment Counsel	DTorok@kippnj.org

Steve Small	Chief Financial Officer/School Business Administrator	Ssmall@kipp.org
Joe Hejlek	Director of Special Projects	JHejlek@kippnj.org
Amanda Poole	Managing Director of School Operations-KIPP: Cooper Norcross (Camden)	APoole@kippnj.org
Stephen Demers	Managing Director of School Operations-Newark	SDemers@kippnj.org
Yeppii Esteban	Managing Director of School Operations-Newark	YEsteban@kippnj.org
Erica Grohman	Managing Director of Finance and Purchasing	EGrohman@kippnj.org

**KIPP: Cooper Norcross Academy
Emergency Contact Information**

**24/7 Hotline for Support:
Call/text: 856-295-1999**

Name	Role	Email
Gabriella DiFilippo	Chief Operating Officer	Gdifilippo@kippnj.org
Drew Martin	Executive Director	Dmartin@kippnj.org
Ranjana Reddy	Managing Director of Operations- Camden	RReddy@kippnj.org
Amanda Poole	Managing Director of School Operations- Camden	APoole@kippnj.org
Sierra Lander	Enrollment	Slander@kippnj.org
Faith Ware	Managing Director of Special Education	Fware@kippnj.org

School Leaders:

Name	Email	School
Anne Kadowaki	Akadowaki@kippnj.org	Lanning Square Primary
Bridgit Cusato-Rosa	BCusato-Rosa@kippnj.org	Lanning Square Middle
Travis Dempsey	Tdempsey@kippnj.org	Whittier Middle

Continuity of Operations

Chief Operating Officer:

- Maintains authority over all pandemic and crisis management plans
- Supervises managing Task Force and responses from individual teams
- Assigns subcommittee work as necessary and monitors progress
- Sets agenda and holds daily calls with Task Force members
- Monitors communications from Department of Education and State of NJ
- Makes decisions about response plan and closure plan

Chief Academic Officer:

- Manages academics and student learning
- Leads Teaching & Learning team in creation of materials for remote instruction
- Sets and enforces student attendance policy
- Coordinates distribution of materials with MDO and Technology
- Ensures equitable services for ELL, Special Education, Gifted/Talented, Homeless students

Executive Director:

- Sends official communications to families
- Leads a daily call with school-based leaders
- Sends communication to staff in region

Chief Financial Officer/School Business Administrator:

- Ensures vendor checks and bills continue to be paid on time
- Ensures employee payroll is paid
- Ensures State reporting requirements not relating to pandemic are fulfilled

Managing Director of Operations:

- Runs overall plan execution for region.
- Manages MDSO to ensure nutrition, facilities, and transportation
- Coordinates distribution of instructional packets or materials

Managing Director(s) of School Operations (MDSO):

- Runs food service and nutrition program
 - Ensures distribution of food at sites

- Fields questions and concerns from families related to food security
- Coordinate facility cleaning
 - Ensures proper measures to minimize, to the greatest extent possible, the risk of viral transmission in school facilities, with vigorous cleaning policies and practices.
 - Ensures proper lock out procedures after deep clean.
- Coordinate facility maintenance (stocking of supplies)
- Ensures proper signage in school buildings (tagging of sanitized classrooms, closed buildings,
- Ensures security of buildings when closed.
- Ensures proper cleaning and coordination with external transportation companies.

Director of School Operations:

- Works with the School Leader to field all general family inquiries.
- Oversees on-site cleaning efforts at school facility

School Leader:

- Serves as the main point of contact with families.

Technology:

- Assesses district technology capabilities
- Assesses family technology capabilities
- Works with third parties to ensure internet connectivity at home
- Works with Teaching and Learning on training for remote learning over internet

Communications/Marketing

- Ensures clear communication is sent to families/staff on regular basis
- Maintains website information
- Monitors social media with respect to concerns from families
- Monitors other school districts

Human Resources:

- Maintains protocols for personnel policies appropriate to both long and short term absences
- Monitors government guidance with respect to hour and wage law implications.

Support and Hotline Information

KIPP: Cooper Norcross Academy's hotline offers support for families, staff, and anyone else with questions or concerns. Whether it is question about academics, technology, nutrition or connecting with staff please reach out to us by one of the following methods:

Call: 856-295-1999

Text: 856-295-1999

CALLS

- You can call 856-295-1999 and leave a message. You will receive a callback within 24 hours. Please be sure to leave your contact information.

TEXT

- You can also text 856-295-1999.

Coronavirus disease 2019 (COVID-19) and you

What is coronavirus disease 2019?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can I get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the world. Risk of infection from the virus that causes COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

The current list of global locations with cases of COVID-19 is available on CDC's web page at <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:

- fever
- cough
- shortness of breath



What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

Remote Academic Plan

(Revised March 24, 2020)

We have prepared a remote learning plan for our students that is equitable and accessible to all. We surveyed our students and families and learned that not all students would be able to access learning if we relied exclusively on technology, so we created a low-tech solution to meet the immediate need. According to a survey, 47.5% of students have access to a computer at home and 56% have access to a tablet. Our region currently has 1,502 students and 96.6% receive free or reduced lunch. 8.6% are ELL students, 16.7% have an IEP and 3.7% are homeless. Technology has been a challenge and we have met that challenge by providing remote instruction with 1) an initial 10 day instructional packet period and 2) moving to a technology based approach as of April 6, 2020.

We understand that technology is a challenge for our families. We are working around the clock to ensure that all students have the technology and access needed to complete all assignments and coursework. This includes distributing Chromebooks, wifi hotspots, and tech support for families. KIPP conducted a technology survey and is committed to meeting the needs of all of our students.

We will continue to meet the needs of our homeless students by connecting them with appropriate social services and resources. We will provide all materials, including technology, to students who require it to complete all necessary schoolwork.

Phase 1: 10 Day Instructional Packet

The 10 day packet is for the period ending on April 5, 2020. Students were provided with packets during the week of March 15, 2020. A student must turn in a packet to school when regular classes resume in order to receive credit for any completed work. A student will be marked as in attendance if he or she completes the coursework.

Phase 2: Online Learning Through Google Classroom

As of April 6, 2020, students will receive all of their instruction and materials online. Any student that does not have a Chromebook or comparable computer will be loaned one by KIPP. In addition, any student that does not have Internet access will be set up with a hotspot. Furthermore, KIPP has worked with local internet providers (Optimum and Comcast) to open all of its wifi for students.

Students will log on to Google Classroom as the “home base” and for the recording of attendance. Through Google Classroom students will receive videos, Morning Messages, and assignments from their instructors. Students will receive both grade-level aligned instruction and individualized instruction. Students will receive daily feedback from their teachers and be able to participate in live extra help during office hours. We will also use the Google Classroom platform to record daily attendance.

For Students Receiving Special Education Services

- For Students Receiving Accommodated/Modified Grade Level Instruction- Students will log into Google Classroom and see their assigned grade-level instruction. Learning Specialists who support these students will be available during the instruction block for small group or 1:1 support. Learning Specialists will also have Office Hours to pull groups and provide support.
- For Students in Replacement Settings Receiving Instruction on a Grade-Level Other Than Their Own- Students will log into Google Classroom and see a replacement assignment that has been provided by their Learning Specialist. Learning Specialists who support these students will replace the assignment in order to give students the most appropriate access point. An example resource here would be a program such as Moby Max or iReady. Learning Specialists will also have Office Hours to pull groups and provide support.
- For Students in Self-Contained Settings For Students With Cognitive Disabilities (LLD, Autism, Cog.)- Students will log into Google Classroom and see assignments provided by their self-contained teacher. Learning Specialists who support these students will be available during Office Hours to meet with students and their families for support.

For English Language Learners

- For Students Receiving ELL Pullout Instruction- Students will log into Google Classroom and see their assigned grade-level instruction. ELL teachers will be a co-teacher in the class and may accommodate/modify work as necessary. Many accommodations may be provided by adding supplements. ELL teachers will also have Office Hours to pull groups and provide support.

- For Newcomer Students- Students will log into Google Classroom and see a replacement assignment that has been provided by their ELL Teacher. ELL teachers who support these students will replace the assignment in order to give students the most appropriate access point. An example resource here would be a program like MobyMax or Voces Digital. ELL teachers will also have Office Hours to pull groups and provide support.

Below are sample schedules for Phase 2. These schedules are subject to change.

Sample student schedule for elementary school:

Grades K-1		
Mins	Topic	Resource
15	Morning Message	Uploaded videos onto Google Classroom using Google Drive / Screencastify
30	Phonics (K-1)	T&L provided videos
45	Independent Reading + Writing About Reading	RAZ-Kids & Written Response
30	Math	Zearn & Google Classroom exit ticket. T&L provides lesson scope
30	Read Aloud	T&L provided videos (leveraging APs too)
30	Enrichment	Teachers provide resources

Grades 2-4

Mins	Topic	Resource
30	Morning Message	Uploaded videos onto Google Classroom using Google Drive / Screencastify
30	Comprehension	NewsELA, ReadWorks, Commonlit Passages & Aligned Questions on Google Classroom
45	Independent Reading + Writing About Reading	RAZ-Kids & Craft Question on Google Classroom
45	Math	Zearn & Google Classroom exit ticket. T&L provides lesson scope
30	Read Aloud	T&L provided videos (leveraging APs)
30	Enrichment	Teachers provide resources

Sample student schedule for middle school:

Grades 5-8		
Mins	Topic	Resource
15	Morning Message	Watch video uploaded by teacher
120	ELA and Math Content (3 days per week, 60m each) SS/Sci Content (2 days per week, 60m each)	Watch lesson launch uploaded by teachers Commonlit Passages & Aligned Questions on Google Classroom, Writable Minilessons & Practice, Khan Academy, Amplify, Newsela, etc.
60	Independent Reading + Writing About Reading (can break up into 2 sections of 30 min)	Accelerated Reader and Online Book Sources (TBD)

30	Blended learning Math or ELA	Zearn or iReady
30	Enrichment	Teacher created videos
30	Small Group Office Hours	Zoom or Facetime
30+	Homework	Google Classroom/Teacher created

Sample schedule for self-contained students:

Mins	Sample Times	Topic	Resource
30	9 - 9:30	Morning Message	Uploaded videos
30	9:30 - 10:00	ELA	Scholastic Learn At Home assigned reading with questions uploaded to Google Classroom OR assigned Unique Learning Systems book with accompanying comprehension questions uploaded to Google Classroom
30	10:00 - 10:30	Break	Try a Family GoNoodle
30	10:30 - 11:00	Life Skills Activity	ABC Mouse assigned activity (puzzles, games, world around us)
30	11:00-11:30	Speech Activity	SLPs are uploading activities and resources to support communication
60	11:30 - 12:30	Lunch	
30	12:30 - 1:00	Math	Zearn or Moby Max and Google Classroom exit ticket (could be uploaded EQUALS worksheet)
30	1:00 - 1:30	Break	
30	1:30 - 2:00	Read	Uploaded videos

		Aloud	
30	2:00 - 2:30	Enrichment	Enrichment teachers provide resources

COVID-19 504/IEP/ELL Services Contingency Plan

Recently, the United States Department of Education’s Office of Special Education and Rehabilitative Services (OSERS) provided some guidance around a school’s IDEA responsibilities in the event of an extended student absence or school closure due to COVID-19, KIPP NJ will follow this guidance and will work with state and local statutes and guidance as they continue to become available.

LEAs continue to maintain the responsibility to provide a Free Appropriate Public Education (FAPE), which includes the implementation of both specialized instruction and related services as well as adhering to all IEP and eligibility timelines.

As we implement a distance learning model in response to an emergency school closure, below you will find guidance regarding KIPP NJ’s plan to continue to provide FAPE.

While the state of New Jersey does not recognize tele-services, we believe that the opportunity to connect via Google Hangout/FaceTime or via phone will be the best way to ensure that we are not seeing a significant regression in student skill. As such, we are asking you to reach out to the families on your caseload to see if they will be open to tele-services for speech and/or counseling. After receiving this information, please upload it to this tracker and work with your manager to develop a service calendar.

For IEP meetings, we will be also adopting a tele-service model. This will be an option for both annual meetings as well as re-evaluations and initials where we already have completed evaluations. We will make all efforts to make these meetings via web platforms or phone. This is in our best interest to ensure that we are not getting too far behind in compliance and that we are executing on as much as we can given the current state. While we may be out, the school year continues to progress and we want to make sure that our students are at top of mind.

That being said, we also acknowledge that there will be times where we are unable to reach a family. For those that we cannot reach, we will reassess their status and prioritize upon our return to school. See below for additional information on staff availability and document sharing

for these meetings. We are also awaiting some additional guidance regarding initials and re-evaluations that currently cannot happen due to students being out of school. As soon as we have additional insight to share, we will follow up with this group.

Please don't hesitate to reach out with additional questions during this time. We know that inevitably, things will change and we will adjust accordingly.

-KIPP NJ Special Education Team

IEP Meetings

Staff Availability

Unless a staff member has taken a sick day or has a pre-arranged absence, attendance at all IEP related meetings and 504 meetings is expected by all mandatory participants. If a meeting is scheduled, the absent staff member should email both the Social Worker and the AP of Special Education regarding their unavailability for an IEP related meeting.

As previously communicated, it is expected that you will be available and on-call for student and family inquiries between the hours of 8:00 am and 4:00 pm. To the extent possible, be logged into your computer during these hours so that you can respond to any emails that are sent by a student or family or someone from your school. If a student or family reaches out to you outside of school hours, you are welcome to respond immediately, but you must respond between 8:00 am - 4:00 pm the following work day.

IEP Document Sharing

It is the expectation that all scheduled IEP, eligibility, and 504 meetings proceed as scheduled. All meetings should be held by phone, or through Google Hangouts/FaceTime if this is an option of the parent. In accordance with NJ code, all draft copies of any evaluation, IEP, and 504 must be provided in advance of the meeting. One way to do this is via email. If sending via email the subject line should notate the type of documents attached as well as identifying initials. For example, a subject line for an annual IEP might be "Annual IEP- J.S."

If the parent does not have an email available, the case manager and related service provider, if applicable, should speak with the parent and offer to preview the proposed IEP and/or evaluation outcomes and take note of any parent concerns related to the proposed IEP and/or evaluation. All contact with the family should be documented in Easy IEP.

Staff Roles and Responsibilities During An Extended School Closure For Compliance

Team Member	Expectation
APs of Special Education	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings • Maintain CST meetings • Ensure that accurate logs are kept to determine what meetings have and have not happened
LSs	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings • Complete all components of the IEP for upcoming meetings
School Social Workers and School Psychologists	<ul style="list-style-type: none"> • Provide student families with a copy of the completed evaluation within 5 business days of the scheduled eligibility meeting and preview it as well as any proposed changes to the IEP with the student's family • Complete as much of an eligibility report as possible • Conduct parent/student interviews and record reviews • Complete file reviews for upcoming re-evaluations
Behavior Analysts	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings • Complete all components of the IEP for upcoming meetings
Physical Therapists	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings • Complete all components of the IEP for upcoming meetings
Occupational Therapists	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings, • Complete all components of the IEP for upcoming meetings
Speech-Language Pathologists	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings • Complete all components of the IEP for upcoming meetings • Log contact attempts in Easy IEP

Staff Roles and Responsibilities During an Extended School Closure For Direct Services

Team Members	Expectation
APs of SpEd	<ul style="list-style-type: none"> • Ensure O3s and Team Meetings occur per school protocol • Support school-based Special Education team in completing action items
ELL Teachers	<ul style="list-style-type: none"> • Conduct bi-weekly student/family touchpoints via phone • Log touchpoints in tracker
LSs	<ul style="list-style-type: none"> • Conduct and log student and family touchpoints as per school protocol • Additional information will be forthcoming regarding blended learning expectations
Speech-Language Pathologists	<ul style="list-style-type: none"> • Provide services by phone or internet if this is an option for the family. SLPs should use their professional judgement as to which service model would be most practical • Log completed and/or attempted services in tracker
Social Workers and School Psychologists	<ul style="list-style-type: none"> • Students currently enrolled in counseling services will receive a weekly check-in call from their provider (social worker or school psychologist) • Counseling sessions will be provided by phone or internet if this is an option for the family. A note indicating verbal consent will be documented on the student's tab on OneNote • Notes for these check-ins and/or counseling sessions are entered on the student's tab on OneNote (this applies for mandated and non-mandated) • SEMI logging will not be required on EasyIEP – instead check-ins and counseling sessions will be documented on OneNote • SWKs should be aware that teachers will be engaging in outreach to every family to check in on how things are going at least once per week. Concerns about families may be flagged to SWKs as needed.

	<ul style="list-style-type: none"> For students who are linked with community providers, SWKs will connect with the provider for weekly or bi-weekly check-ins and updates. The community provider check-in will be documented on the student's tab on OneNote
Behavior Analysts	<ul style="list-style-type: none"> Students currently on BIPs will receive a weekly check-in call from their BCBA. Log touchpoints in tracker Parent Training and resources will be offered to parents, if parents opt into this level of service it will be provided by phone or internet if this is an option for the family. A note indicating verbal consent will be documented on the student's tab on OneNote Notes, goals, and any data for these check-ins and/or parent training sessions are entered on the student's folders on Drive. Set up parent or staff interviews for any work in progress assessments for which consent has been obtained, complete any in progress assessments that can be completed, and ensure all graphing is up to date for all cases. Complete Resource Guide for families to be uploaded on the KIPP NJ Remote Learning website
Occupational Therapists	<ul style="list-style-type: none"> Conduct bi-weekly student/family touchpoints Log touchpoints in tracker Complete Resource Guide for families to be uploaded on the KIPP NJ/Miami Remote Learning website
Physical Therapists	<ul style="list-style-type: none"> Conduct bi-weekly student/family touchpoints Log touchpoints in tracker Complete Resource Guide for families to be uploaded on the KIPP NJ Remote Learning website
Paraprofessionals	<ul style="list-style-type: none"> Conduct and log student and family touchpoints as per school protocol

KIPP: COOPER NORCROSS

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Teacher Expectations

As we now move to the second phase of our remote learning plan, the following provides further guidance with regard to the expectations for instructional staff.

First and foremost, we understand that this is a challenging time for everyone. We recognize that many of you are balancing things at home with your own children and family. We have therefore outlined a scope of work that reflects the need for flexibility while ensuring that we provide essential academic instruction to our kids so that they continue to receive the educational support they need and deserve. We are also working towards implementation of “Phase 3” remote learning across our schools, which may call for increased stability and consistency in timeframes for students, families, and schedules with the advent of “live instruction.” Please know that, if and when we roll out Phase 3, we will need to revisit these expectations to align with this next remote learning phase. We recognize that you will need time to make adjustments to your current schedules and will proactively communicate to everyone as we come closer to the implementation of Phase 3.

School Leaders are trying to schedule meetings and calls using flexibility whenever they can as well as proposing multiple meeting options whenever possible. There will be certain meetings and/or instructional times, however, that will need to take place at the designated times. We ask that for those meetings and/or instructional times you do your best to meet those expectations. If at any point, you have determined that your obligations at home for your family or children are too great and you are unable to perform the work that is expected, you should discuss with your School Leader who will connect you with your HR Manager so that you can determine what additional options are available to you.

Your School Leaders will provide more specific guidance regarding the specific schedules for each of your individual schools. The below guidance outlines the general expectations for instructional staff during the online platform phase of our remote learning instruction.

Preparation for the Day

Review student assignments and blended learning data to prepare Morning Messages or lesson launches, prepare for academic check-ins (ES teammates), and plan for small-group instruction (all teammates).

Your school team will determine a plan for how teachers will lead Morning Messages at your building. If you are asked to prepare a Morning Message, it will include:

- A personal greeting or story
- Shout outs and student work shares for awesome work and progress from the day before
- A preview of what's happening for students over the course of their lessons today
- Reminders about what you're focusing on in office hours, and when office hours will take place
- Reminders about tutoring groups
- A question of the day (this will be used to activate student interest and to record attendance)
- A slide deck that shows visual anchors for the messages you are sharing with students

Prepare to teach one-one-one or small group tutoring sessions at times that have been normed on across your grade team.

Office Hours

You will work with your school team to determine daily and/or weekly Office Hours at fixed times that will remain consistent for your coaches, students, and families. During these fixed times, you are expected to be fully present on Google Classroom/Zoom to support students with their learning.

The time frame should be normed across the grade so students can plan for it and have consistency in their schedules. You will work with your school team to develop a schedule for this.

Staff Meetings

Attend scheduled O3s and meetings with your coach and your teams.

Attend video huddles scheduled by your School Leader or Grade Level Chair.

Communication with Students and Families

We want to make sure our kids and families are doing okay while schools are closed. You are responsible for reaching out to students in your classroom (ES Teachers) or in your Homeroom/Advisory (MS/HS Teachers), at least once a week for every week that we are closed. We want to make sure we have a touchpoint with 100% of students, even if they have not reached out for support.

These touch points should be tracked using the system that your school team has developed. Engaging in this outreach and tracking will allow us as a collective team to make sure that our kids and families are getting the support they need during this challenging time

To the extent possible, be on-call for student and family inquiries about remote learning assignments during regular school hours (8:00-4:00). If a student or family reaches out to you outside of regular school hours, you are welcome to respond at that time, but you must respond between 8:00-4:00 the following work day.

Instructional Expectations

Even though much of the learning students will be engaging in may rely on other platforms like Khan or CommonLit, each teacher is still responsible to view and internalize the content that students will encounter on those platforms, in order to support student learning and to provide aligned feedback on student thinking.

In this context, we know that students will only grow from having regular, consistent feedback from their teachers on assignments and progress. It is expected that you provide that feedback via Morning Messages and via Google Classroom grades and feedback. You will receive training on how to do this effectively in the coming weeks.

Responding to student data will be a key lever in making sure we are continuing to drive achievement for our students. To do that, you will need to review student progress on the blended learning platforms we are employing and their exit ticket mastery data to develop data-informed reteach lessons in small groups or one-on-one.

Bear in mind that we will, over time, be transitioning to a Phase 3 of Remote Learning, assuming that our schools remain closed for an extended period of time. In this phase, we will make every effort to establish and communicate a consistent daily schedule for students to log into live taught lessons with their teachers and peers. During this Phase, the instructional and preparation expectations for teachers may shift to align closer to the work we engage in when schools are open for students and staff (intellectual preparation expectations, real-time coaching, etc.). We recognize that you will need time to make adjustments to your current schedules and will proactively communicate to everyone once we have finalized the Phase 3 plans.

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Cleaning and Sanitation Plan

KCNA is committed to the health and safety of our students and staff. KCNA will be deep cleaning and disinfecting all of our campuses. KCNA is taking the following steps:

- Whittier is completely shut down—no entry into the building except for the cleaning team and essential personnel (custodian, DSO).
- Lanning Square is 95% shut down, meaning 5% (cafeteria, main office, and gym) are still accessible by a small team of staff members since the school is being used as a food distribution site.
- Cleaning and disinfecting starts 3/16/20 at both Lanning and Whittier by our contracted cleaning company.
- Here are the steps the contracted cleaning company is taking:
 - They are working from room to room
 - Cleaning down all surfaces, waiting 10 minutes for dwell time, and then disinfecting.
 - They are using an electrostatic disinfectant gun
 - They have a swab meter to determine whether the surface is below the threshold of 20 on the meter-read and they are taking pictures of the readings
 - They are applying a floor finish (Clarion25) with built-in micro-ban which doesn't allow germs/viruses to spread as easily
 - They are scrubbing down all restrooms
 - They plan to come in right before school re-opens to complete the remaining 5% at Lanning Square
 - They are using E22 from Buckeye products
- A checklist was created to document cleaning and disinfecting of all rooms. The checklists were taped to all doors in the building this morning. Once all items have been checked off on the list, the room will be locked with no re-entry unless for emergencies.
- Custodians are doing a walk-through of the building on a daily basis to progress monitor the cleaning/disinfecting progress and also to check on the "health" of the building (e.g. no leaks, etc.).

COVID-19 CLEANING CHECKLIST

Room #: _____

- Surfaces have been cleaned
- Surfaces have been disinfected (with 10 min dwell time)
- All handles have been cleaned & disinfected
- Floors cleaned using micro-ban
- Meter reading is less than 20
- IF APPLICABLE: In-room restroom has been cleaned & disinfected
- Door/Office has been locked—no reentry unless for emergencies

Name: _____

Date & Time: _____

Nutrition Plan

Updated March 25, 2020

- We are serving breakfast and lunch between 10-11:30am every Monday and Wednesday to anyone age 18 and under in our community. Our site is located at Lanning Square (525 Clinton Street, Camden, NJ 08103).
- Camden City School District (CCSD) is also distributing meals to all children, regardless of which school the student attends. Meals will only be distributed on Mondays. For example, on Mondays enough food will be provided for five days.
 - Hours of Operation: Monday a from 10 AM to 12 PM. There will be no distribution over CCSD's Spring Break.
 - Please consult CCSD's website at <http://www.camden.k12.nj.us/> for locations and more details.
- Our Food Service Management Company, Aramark, continues to employ the same procedures used during a regular school day. This includes temperature controls on all food, proper storing, and proper handwashing/handling. FSMC staff at distribution point ask the students if they have any allergies. And if so, Aramark has a limited supply of alternatives available. Meals are pre-packaged with breakfast and lunch with a grain, a fruit, and milk for breakfast. For lunch, we are pre-packaging a sandwich that contains a protein and grain with fresh fruit and juice. We are counting meals as they are provided to students since students are receiving breakfast and lunch at the same time so it's the same count.
- Meals are being claimed by counting each student and then submitting numbers in SNEARS. The FSMC has staff on hand to prepare meals and distribute them to students. This is all contingent on receipt of supplies that fulfill the USDA requirements. The same process and procedure will be enacted on all days of service.

In addition, KCNA will continue to meet the needs of our families and:

- Continue to distribute food from its food pantry.
- Provide our families with a list of ongoing resources for food in the City of Camden.
- Continue to provide food for families who are unable to come to a distribution site as follows:
 - Our teachers are calling all students multiple times over the next two weeks to check in with them about instruction. They will also be asking kids and families if they have any additional needs.

- For any families with additional food needs who cannot make it to a distribution, we have assembled a team of teacher volunteers to make deliveries to homes with bags of groceries.
- Create a hotline number for families in need that we are checking and responding to multiple times per day. Families are instructed to call the hotline if they have any family needs (services, food etc)



www.kippnj.org/coronavirusupdates

*****Please ensure the Main Office has a current phone number for you!*****

March 9, 2020

Dear KIPP Families,

We are committed to the health and safety of our entire school community and continue to closely monitor updates from the [Centers for Disease Control](https://www.cdc.gov) (CDC) and the [World Health Organization](https://www.who.int) (WHO) regarding the recent outbreak of Coronavirus Disease (COVID-19).

You may be aware that a case of COVID-19 was reported in Cherry Hill on Friday. **As of today, there have been no reported cases of Coronavirus in any of our schools.**

As mentioned previously, in addition to regular and thorough cleaning of classrooms, surfaces and commons spaces at the end and throughout the day, we are increasing cleaning and hand washing routines and have provided additional wipes and hand sanitizer in every classroom. We are also partnering closely with Cooper Health to ensure that we are able to identify and respond to any suspected cases of COVID-19 in our schools.

Here are some best practices for prevention of any infectious disease.

- If not already vaccinated - get your flu shot;
- Frequently clean hands by using alcohol-based hand rub or soap and water (for at least 20 seconds);
- Avoid touching your eyes, nose, or mouth with unwashed hands;
- Clean and disinfect frequently touched objects and surfaces using regular household cleaning spray or wipes;
- Avoid close contact with anyone who is sick

Anyone with virus-like symptoms should be checked out by a health provider immediately. Specifically, if your child is experiencing: cough, fever of 100 degrees or higher, and shortness of breath, please:

- Keep your child home from school
- Call your child's primary care doctor
- Inform KIPP immediately

Students should not return to school until 24 hours after symptoms are gone.

In the unlikely event we need to close school, we are preparing contingency plans and will continue to keep families updated. Attached are a few resources from the CDC about the novel coronavirus that will help you continue to stay informed about symptoms and FAQ's.

If you have any questions or concerns please reach out to Ranjana Reddy (rreddy@kippnj.org).

Thank you for your continued partnership,

Drew Martin

Executive Director, KIPP Cooper Norcross Academy



www.kippnj.org/coronavirusupdates

**** ¡Asegúrese de que la Oficina Principal tenga un número de teléfono actual para usted! ****

9 de marzo de 2020

Estimadas familias de KIPP,

Estamos comprometidos con la salud y la seguridad de toda nuestra comunidad escolar y continuamos monitoreando muy atento las actualizaciones de los Centros para el Control de Enfermedades (CDC) y la Organización Mundial de la Salud (OMS) con respecto al reciente brote de la enfermedad por Coronavirus (COVID-19).

Quizás sepa que se informó un caso de COVID-19 en Cherry Hill el viernes. **Hasta el día de hoy, no se han reportado casos de coronavirus en ninguna de nuestras escuelas.**

Como se mencionó anteriormente, además de la limpieza regular y exhaustiva de las aulas, las áreas y los espacios comunes al final y durante todo el día, estamos aumentando las rutinas de limpieza y lavado de manos y hemos proporcionado toallitas adicionales y desinfectante para manos en cada aula. También nos estamos asociando estrechamente con Cooper Health para garantizar que podamos identificar y responder a cualquier caso sospechoso de COVID-19 en nuestras escuelas.

Estas son algunas de las mejores prácticas para la prevención de cualquier enfermedad infecciosa.

- Si aún no está vacunado, vacúnese contra la gripe;
- Lávese las manos con frecuencia usando un desinfectante para manos a base de alcohol o agua y jabón (durante al menos 20 segundos);
- No tocarse los ojos, la nariz o la boca con las manos sin lavar;
- Limpie y desinfecte objetos y áreas que se tocan con frecuencia usando un spray o toallitas de limpieza doméstica;
- Evite el contacto cercano con cualquier persona enferma.

Cualquier persona con síntomas similares al virus debe ser revisada por un médico. Específicamente, si su hijo está experimentando: tos, fiebre de 100 grados o más y falta de aliento, por favor:

- Mantenga a su hijo en casa fuera de la escuela
- Llame al médico de su hijo
- Informe a KIPP inmediatamente

Los estudiantes no deben regresar a la escuela hasta que pasen 24 horas sin síntomas.

En el caso improbable de que necesitemos cerrar la escuela, estamos preparando planes de contingencia y continuaremos manteniendo a las familias actualizadas.

Se adjuntan algunos recursos de los CDC sobre el nuevo coronavirus que lo ayudarán a mantenerse informado sobre los síntomas y las preguntas frecuentes.

Si tiene alguna pregunta o inquietud, comuníquese con Ranjana Reddy (rreddy@kippnj.org).

Gracias por su continua asociación,

Drew Martin
Director Ejecutivo, KIPP Cooper Norcross Academy



March 16, 2020

Dear KIPP Cooper Norcross Academy Families,

We hope you are staying healthy and safe. Our highest priority throughout this challenging time of the COVID-19 virus is the health and well-being of our KIPPsters, team, and families. With the rapid spread of COVID-19 out of an abundance of caution, we have decided to close our schools in Newark and Camden for an extended period. Please note, we are monitoring the situation and may need to extend this closure as things continue to rapidly evolve.

Our schools will now be closed through our scheduled spring break (April 13-17) reopening on Monday, April 20, 2020.

This closure will continue to affect all programming at the school, including before-and after-school activities, all athletic and extracurricular practices and competitions, and weekend events.

UPDATE: Academics	<p>With this extended closure in mind, we are finalizing our plan to continue academic instruction for your child at home and will provide you with more details by early next week.</p> <p>For the next two weeks, students should continue to work on the packet of material they were given. Each packet includes an Overview Page that indicates what your child should be working on at home each day over the next two weeks. As a reminder, we have posted all of the printed resources your child has received on our Remote Learning website: www.kippnj.org/remoteteaching.</p> <p>Students <u>will</u> receive grades for each day's assigned work in their packets. As always, please feel free to reach out to your child's teacher for support with these assignments.</p>
Food Reminders	<p>Grab-and-go breakfast and lunch at KIPP Lanning Square (525 Clinton Street) is available from Monday-Friday from 10:00-11:30AM.</p> <p>Camden City School District will serve food at the following locations to any Camden children including our families from 9:00-10:00AM for breakfast and 12:00-1:30PM for lunch.</p> <p><i>(see page 2 for locations and more information)</i></p>

	<p>Below is the list of all meal sites across the city: Available M-F (Breakfast: 9-10am; Lunch:12-1:30pm)</p> <ul style="list-style-type: none"> • Mastery High, 800 Erie St., 08102 • Mastery Cramer Hill, 1001 N. 17th St., 08105 • Woodrow Wilson High School, 3101 Federal St., 08105 • Camden High, 1875 Park Blvd. 08103 • Wiggins, 400 Mt. Vernon St., 08103 • Creative Arts Morgan Village Academy, 990 Morgan Blvd., 08105 • Katz Dalsey Academy, 3098 Pleasant St., 08105 • Camden's Pride, 897 North 31st St., 08105 • Camden's Promise, 879 Beideman Ave., 08105 • Camden Academy Charter High School, 250 Federal St., 08105 • KIPP Lanning Square, 525 Clinton St., 08103 (M-F 10-11:30AM only) <p>KIPP Lanning Square is also hosting grocery distributions:</p> <ul style="list-style-type: none"> • Wednesday, March 18 @ 8:00-11:00AM • Monday, March 23 @ TBD Time
<p>Cleaning Reminders</p>	<p>During this time we will be performing deep cleanings and sanitization at our schools. Deep cleaning has already started today at both KIPP Lanning Square and KIPP Whittier schools.</p>
<p>Family Emergencies Reminder</p>	<p>If you or your family experience hardships during this closure and need help, please call our KIPP coronavirus hotline at 856-295-1999, and we will do everything in our power to assist you.</p>

Preventing the Spread of COVID-19

Students and families should continue to take key steps to avoid infection:

- Frequently clean hands by using alcohol-based hand rub or soap and water (for at least 20 seconds);
- Avoid touching your eyes, nose, or mouth with unwashed hands;
- Avoid close contact with anyone who is sick;
- Avoid large group gatherings as much as possible.

Anyone with virus-like symptoms should be checked out by a health provider immediately and contact the local county health department who will provide guidelines on the next steps or other protective actions.

Thank you,

Drew Martin
Executive Director, KIPP Cooper Norcross Academy

KIPP Hotline: 856-295-1999

Follow at: www.kippnj.org/coronavirusupdates



16 de marzo de 2020

Estimadas familias de KIPP Cooper Norcross Academy,

Esperamos que se mantenga saludable y seguro. Nuestra máxima prioridad en este momento desafiante del virus COVID-19 es la salud y el bienestar de nuestros KIPPsters, equipo y familias. Con la rápida propagación de COVID-19 por precaución, hemos decidido cerrar nuestras escuelas en Newark y Camden por un período prolongado. Tenga en cuenta que estamos monitoreando la situación y es posible que necesitemos extender este cierre a medida que las cosas continúen evolucionando rápidamente.

Nuestras escuelas ahora estarán cerradas durante nuestras vacaciones de primavera programadas (del 13 al 17 de abril) reabriendo el lunes 20 de abril de 2020.

Este cierre continuará afectando toda la programación en la escuela, incluidas las actividades antes y después de la escuela, todas las prácticas y competencias deportivas y extracurriculares, y los eventos de fin de semana.

Actualización académica	<p>Con este cierre extendido en mente, estamos finalizando nuestro plan para continuar la instrucción académica para su hijo en casa y le proporcionaremos más detalles a principios de la próxima semana.</p> <p>Durante las próximas dos semanas, los estudiantes deben continuar trabajando en el paquete de material que recibieron. Cada paquete incluye una página de información general que indica en qué debe trabajar su hijo en casa todos los días durante las próximas dos semanas. Como recordatorio, hemos publicado todos los recursos impresos que su hijo ha recibido en nuestro sitio web de Aprendizaje remoto: www.kippnj.org/remotelearning.</p> <p>Los estudiantes recibirán calificaciones por el trabajo asignado de cada día en sus paquetes. Como siempre, no dude en comunicarse con el maestro de su hijo para obtener ayuda con estas tareas.</p>
Recordatorios de comida	<p>El desayuno y almuerzo para llevar en KIPP Lanning Square (525 Clinton Street) está disponible de lunes a viernes de 10: 00-11: 30 AM.</p> <p>El Distrito Escolar de Camden City servirá comida en los siguientes lugares a cualquier niño de Camden, incluidas nuestras familias, de 9: 00-10: 00 a.m. para el desayuno y de 12: 00-1: 30 p.m. para el almuerzo. <i>(vea la página 2 para ubicaciones y más información)</i></p>

	<p>Below is the list of all meal sites across the city: Available M-F (Breakfast: 9-10am; Lunch:12-1:30pm)</p> <ul style="list-style-type: none"> • Mastery High, 800 Erie St., 08102 • Mastery Cramer Hill, 1001 N. 17th St., 08105 • Woodrow Wilson High School, 3101 Federal St., 08105 • Camden High, 1875 Park Blvd. 08103 • Wiggins, 400 Mt. Vernon St., 08103 • Creative Arts Morgan Village Academy, 990 Morgan Blvd., 08105 • Katz Dalsey Academy, 3098 Pleasant St., 08105 • Camden's Pride, 897 North 31st St., 08105 • Camden's Promise, 879 Beideman Ave., 08105 • Camden Academy Charter High School, 250 Federal St., 08105 • KIPP Lanning Square, 525 Clinton St., 08103 (M-F 10-11:30AM only) <p>KIPP Lanning Square también alberga distribuciones de comestibles:</p> <ul style="list-style-type: none"> • Miércoles 18 de marzo @ 8:00-11:00 AM • Lunes 23 de marzo @ TBD Time
<p>Recordatorios de limpieza</p>	<p>Durante este tiempo realizaremos limpiezas profundas y desinfección en nuestras escuelas. La limpieza profunda ya ha comenzado hoy en las escuelas KIPP Lanning Square y KIPP Whittier.</p>
<p>Recordatorio de emergencias familiares</p>	<p>Si usted o su familia experimentan dificultades durante este cierre y necesitan ayuda, llame a nuestra línea directa de coronavirus de KIPP al 856-295-1999, y haremos todo lo que esté a nuestro alcance para ayudarlo.</p>

Prevención de la propagación de COVID-19

Los estudiantes y las familias deben continuar tomando medidas clave para evitar infecciones:

- Lávese las manos con frecuencia usando un desinfectante para manos a base de alcohol o agua y jabón (durante al menos 20 segundos);
- Evite tocarse los ojos, la nariz o la boca con las manos sin lavar;
- Evite el contacto cercano con cualquier persona enferma;
- Evite las reuniones de grupos grandes tanto como sea posible.

Cualquier persona con síntomas similares a los virus debe ser revisada de inmediato por un proveedor de salud y comunicarse con el departamento de salud local del condado, que proporcionará pautas sobre los próximos pasos u otras medidas de protección.

Gracias,

Drew Martin
 Director Ejecutivo, KIPP Cooper Norcross Academy

KIPP Hotline: 856-295-1999

Follow at: www.kippnj.org/coronavirusupdates