

SCHOOL YEAR 2020-2021

HYBRID SCHOOL HANDBOOK

KIPP COOPER NORCROSS ACADEMY SCHOOLS



KIPP WHITTIER MIDDLE SCHOOL

Student & Family Commitment for KIPP Hybrid School

It takes ALL of us to ensure we're staying safe and healthy when we reopen our schools in April. In this handbook, we will provide information on how we're staying safe and healthy while also providing a world-class education for our students. As part of our reopening plan, all families are required to read the KIPP Hybrid School Handbook.

By choosing in-person learning (hybrid), you and your student are committing to the following statements:

I (We) commit to **supporting and following the school's policies, including discipline and dress code, as detailed in the KIPP Hybrid School handbook.**

I (We) understand that my/our **child must follow the school's rules so as to protect the safety, interests, and rights** of all individuals in the KIPP community.

I (We) commit to ensuring that my/our child will **attend the in-person days my/our child was assigned** in order to make every in-person day count!

I (We) will monitor my/our child's required **homework nightly** and if my/our child fails to complete the assignment, I (we) support the school's decision to hold my/our child accountable.

I (We) commit to **wear a mask**, and we recognize that a mask is now a part of a student's school uniform.

I (We) commit to **physical distance at least 6 feet** at all times.

When taking the school bus, I (we) commit to **follow all school bus rules**, including wearing a mask at all times and staying in the assigned seat.

I (We) commit to keep our **contact information up to date** with the school's main office.

I (We) commit to **keep our student home if they are not feeling well or if they have been exposed to anyone who has tested positive or had symptoms of COVID-19.** I (We) commit to **notify the school's main office** if my/our student will not attend school.

We commit to provide **current immunizations** prior to the start of in-person learning begins in order for my/our student to attend hybrid school.

I (We) will **always help my/our child in the best way I/we know**, accessing whatever resources and making whatever sacrifices necessary for my/our child to learn.

I (We) will always make **myself/ourselves available to my/our child and the school**, and I/we will address any concerns either might have.

Please complete the Hybrid School Commitment Form by going to:

www.kippnj.org/kcnahybrid OR by QR Code



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Our Commitment to You & Our Guiding Principles for Reopening

The health and safety of our students and staff is our highest priority. Our approach to health and safety was developed with guidance from the NJ Department of Education, the Centers for Disease Control (CDC), and health experts as well as with input from our staff and families.

We know that we cannot completely eliminate the risk of COVID-19 until there are effective therapies or a vaccine, but our job is to minimize the risk as much as possible while continuing to provide a world class education.

Our Guiding Principles for Reopening



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



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



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



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

We've also followed the reopening plans of many schools around the world, read research papers and articles on school reopenings, and sought the advice of public health experts to help establish our reopening parameters. We used the following three health and safety strategies to reduce the spread of COVID-19 to the greatest extent possible:

- Limit time and exposure among groups
- “Batch” students and groups
- Aggressively monitor the health of staff and students and communicate as quickly as possible

Key Dates & Model (A vs. B Cohorts vs 100% Remote)

KIPP has adopted the hybrid model approach in order to prioritize keeping the number of students in each group as small as possible, limit interactions between teachers and students to the greatest extent possible, and ensure as much learning continuity as possible.

Below is our weekly model:

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	In school building learning	Remote synchronous learning	In school building learning	Remote synchronous learning	Remote - Half Day
Cohort B	Remote synchronous learning	In school building learning	Remote synchronous learning	In school building learning	Remote - Half Day
Cohort C	Remote synchronous learning	Remote synchronous learning	Remote synchronous learning	Remote synchronous learning	Remote - Half Day

* Qualifying students with IEPs in Cohort D can attend school Mondays-Thursday.

Here is an example of a daily schedule for students who return to school buildings for hybrid instruction:

Time	Class Schedule
8:15-8:30	Breakfast with Homeroom
8:30-9:00	Morning Check-in/ SEL
9:05-9:50	Math
9:55-10:40	Science
10:45-11:30	ELA
11:35-12:20	Gym
12:20-12:50	Lunch
12:50 - 1:35	iReady/Guided Reading
1:35-2:00	Math Intervention
2:00-2:20	Dismissal

Keeping Students and Staff Safe and Healthy

Health and Safety Measures

Our KIPP: Cooper Norcross Academy schools have taken clear measures to improve health and safety protocols to best serve the needs of our KIPP family. Students and staff will ***thrive on five*** key health and safety parameters:

- 1 Mask Wearing** All students and staff are required to wear masks at all times except during eating. Staff will receive KN95 masks and students will receive

		two masks from KIPP. Additional masks will be at the school if a student forgets their mask. At KIPP, we consider masks a part of the school uniform. Face shields alone and masks with valves or vents are not allowed.
2	6-Foot Distancing	Students and staff will practice social distancing while maintaining at least 6 feet apart from one another whether it's in the classroom, in the hallway, or at arrival and dismissal.
3	Cohorting	Research has shown that "batching" students in cohorts reduces the risk of spreading the virus throughout the entire school. Therefore, our class sizes will be capped at 15 students. Students will remain with students from the same group all day in order to not mix with other student groups. This means teachers will transition in the middle and high schools.
4	Restricting Adult-Adult Interactions	It's important for our staff to make sure they are following the 6 feet distancing rule so in order to ensure this, all staff meetings are now held virtually. We've also limited the number of adults in various locations throughout the building to reinforce social distancing.
5	Regular Staff Testing	All staff will get tested for COVID-19 on a weekly basis. Staff get tested on Thursdays with test results arriving on Saturday. This is another measure our schools are taking to reduce the risk of an infected person coming to school.

Our schools have taken additional measures with school equipment, cleaning, and the building:

Personal Protective Equipment (PPE)	<p>The following items are well stocked and are available throughout the school building:</p> <ul style="list-style-type: none"> • Hand sanitizer pumps and wipes in all classrooms and spaces, in the main office, and in the hallways • Additional face masks, if forgotten • Additional PPE items for our staff in close contact with students such as our nurses and quarantine staff. This includes gowns, gloves, and face shields.
Cleaning and Sanitizing	<p>Our custodial team is committed to ensuring that the entire school building is cleaned and sanitized consistently at regular intervals throughout the day. Here are some examples of what we are doing to ensure surfaces are clean:</p> <ul style="list-style-type: none"> • High traffic areas, bathrooms, door handles, and hand railings are sanitized multiple times throughout the school day • Daily cleaning with a deep clean (including electrostatic fogging for disinfecting) on Fridays when no students are in the building • All classrooms and spaces will have disinfecting spray in addition to hand sanitizer and wipes
Building Modifications	Adjustments have been made to the school building to ensure safety of

all students and staff. Here are some examples of improvements:

- Improved HVAC ventilation system with MERV-13 filters (hospital-equivalent)
- Water fountains are not in use but we have upgraded our water fountains to include touchless water bottle fillers
- Plexiglass barriers in our main offices and nurse's offices
- Signage on the walls and on the ground are placed all over our buildings to ensure students and staff have visual reminders of social distancing expectations

Classroom Setup

All classrooms are set up to ensure safe social distancing and access to PPE to keep all students and teachers safe. The following measures include:

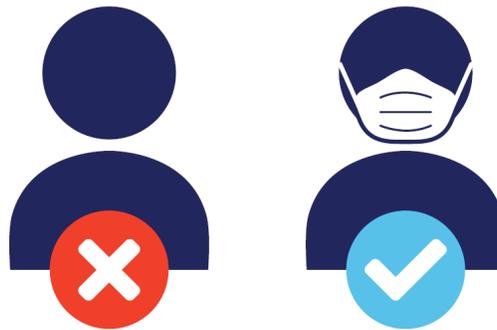
- All students are seated 6 feet apart and 6 feet from their teacher
- All students will store their belongings (coat, backpack, etc.) on the back of their desk chair or under chair storage
- Student desks will be wiped down mid-day during mealtime
- Student materials will be assigned to students in order to ensure materials are **not** shared between students
- Student technology will be sanitized at the end of each day

Examples of signs promoting health and safety throughout our KIPP schools:



MASK REQUIRED FOR ENTRY.

SE REQUIERE MASCARILLA PARA ENTRAR.



KIPP COOPER
NORCROSS

Symptoms or Student Tests Positive for COVID-19

If your student is feeling sick or experiencing COVID-like symptoms, please keep your student at home and contact your school's main office. If your student has a fever, your student must be fever-free for at least 24 hours without the aid of a fever-reducing medication.

If your student tests positive for COVID-19, please know we are here to support! You must notify the school immediately so that we can quarantine the student's classroom and begin the contact tracing process. If a student or class has to quarantine, students will continue to receive remote learning. If your student was in close contact with a positive COVID-19 case, the school will notify you directly.

Quarantine Room Protocol

Using CDC guidance and lessons learned from schools that have reopened across the country, all of our KIPP schools have a dedicated quarantine room for students who are experiencing COVID-19 symptoms. Isolation and quarantining help protect others by preventing exposure to people who have or may have COVID-19. Students who enter the quarantine room are screened by a KIPP staff member, and the student's family is notified immediately. If you receive a call from the school about your student entering the quarantine room, it is imperative that you get to the school as quickly as possible.



All quarantine rooms are staffed with a KIPP team member and are large open spaces equipped with PPE, cleaning supplies, and an air purifier. Student desks are also spaced more than 6 feet apart to further reduce the threat of transmission if more than one student is in the quarantine room at one time.

Family Member Tests Positive for COVID-19

If someone in your family who has been around your student tests positive for COVID-19, please notify the school immediately. Your student will need to quarantine for 14 days before returning to school. Your student will join remote learning during their quarantine period.

Key Systems for Hybrid School

While we try to provide our typical KIPP school environment, we also know that returning to in-person learning will look different from a “normal school year.” As such, we have outlined below what typical systems will look like upon returning to hybrid school.

Student Materials

Students should not bring to school their computer from home. Students will need their computers at home for days when they are not in hybrid school. Students will not need to bring in materials such as pencils, pens, or paper because all materials will be provided for them at school. Students will not be sharing materials with other students and, instead, will have their own set of materials during the school day.

Students should bring a refillable water bottle, an extra mask and any coat or jacket needed.

Student Arrival Procedures

KIPP Whittier Doors will open at 8:15am for students to begin entering the school. Students will line up at their assigned grade level door, 6ft apart. Each student will have their temperature taken at the door upon arriving. Students will receive hand sanitizer and proceed to their classroom after having their temperature screened. Each student must be wearing a mask that covers their mouth and nose.

Students that are dropped off by a parent will have their temperature taken before exiting the car. Parents **MUST** wait until staff greet them at their car and clear the student to proceed to the school.

3rd, 4th and 6th Grade Student- Enter through Main Gates to 2nd floor entry doors
5th, 7th and 8th Grade- Enter through Whittier Main Entrance Vestibule



Student Bus Procedures

Students that are riding the bus must arrive at their designated bus stop 10 minutes earlier than the bus stop pickup time. Students must wear a mask and sit in their assigned seat to and from school. Bus attendance will be taken each day. If there is a change in your student's dismissal plans you must notify the school by 10am on the scheduled in person day.

Student Uniform Procedures

All students are required to wear their school uniform while attending school in person. This includes wearing face masks. As a reminder, face shields alone and masks with valves or vents are not allowed. Students will receive two new uniform shirts on their first day of in-person school. Each student will also receive two KIPP Whittier masks.

KIPP Whittier Required Uniform:

- KIPP Whittier shirt (uniform shirt or other KIPP Whittier shirt/sweatshirt provided that contains our logo)
- Tan khaki pants (no shorts, skirts)
- Black or Brown belt
- Closed toe shoes
- Mask that fully covers nose and mouth

Student Attendance Procedures

Students must arrive at school by 8:45am on in person days, doors open at 8:30am, to be marked present for the day. If a student arrives after 8:45am, they will be marked tardy. Students must be logged in to their advisory class by 9am on their remote days, to be marked present for the day. If a student logs in after 9am, they will be marked tardy for the day.

If a student is scheduled to be in person and they are unable to attend school, they will be marked absent for the day and be expected to make up school work for the day within the time limits defined by their teacher.

Student Late Arrival Procedures

Students arriving after 8:45am will enter through the main entrance doors on 8th and Chestnut Street. Students will have their temperature checked at the door and will be provided with hand sanitizer. Students will then proceed to their advisory classroom and receive their breakfast.

Student Breakfast & Lunch Procedures

Students will receive a healthy breakfast and lunch every day they attend school. Students will eat all meals in the classroom where they receive learning. Students will be allowed to remove their masks while eating with a vinyl barrier placed on their desks for protection. For non-in person school days, students who sign up for meal deliveries will receive breakfast and lunch meals for the days (and weekend) they are not in school.



Student Bathroom, Hand Washing, and Hand Sanitizing Procedures

Students will have scheduled times to use the student bathroom throughout the day. If a student needs to use the bathroom outside of that schedule, they will be provided with a bathroom pass by the teacher. Our staff will be supporting in hallways to ensure that students stay safe while in the hallway and bathrooms. Students will receive hand sanitizer at arrival, before and after transitions, before and after meals and before dismissal. Students will also have the opportunity for handwashing at certain points during the day (before meals).

Student Classroom Materials Procedures

Students should not bring to school their computer from home. Students will need their computers at home for days when they are not in hybrid school. Students will not need to bring in materials such as pencils,

pens, or paper because all materials will be provided for them at school. Students will not be sharing materials with other students and, instead, will have their own set of materials during the school day.

Students should bring a refillable water bottle, an extra mask and any coat or jacket needed.

Student Recess Procedures

Students will have outside recess time during their in person school day. Students will remain with their assigned cohorts during this time. Activities will be limited to maintain social distancing and safety during their time to get some exercise. Students will receive hand sanitizer before and after recess time.

Student Early Dismissal Policy

We strongly encourage students not to leave early during their in person days at school. Please plan any appointments for days when your student is remote. The school office will need to be notified by 10am if your student requires an early dismissal. The school office will close at 1:45pm each day and students will not be dismissed until the scheduled dismissal time at 2pm.

Student Dismissal Procedures (including inclement weather days)

Dismissal will begin at 2:00pm during in person days. Students will remain in their classroom until their parent or bus arrives. If you are picking up your student, use the School Dismissal Manager- Fastlane system to notify us that you have arrived. Your student will be dismissed to 8th street where staff will ensure your child is released to you. Buses will depart the school by 2:25pm.

Student Late Pick-up Procedures

To ensure the safety of students and staff, students **MUST** be picked up on time during their in person days. If you are unable to arrive at school on time for dismissal you must call the school office to make us aware of what time you will arrive for your student. More than 3 late pick-ups will result in a meeting with the Director of School Operations to determine solutions for this issue.

How KIPP is Communicating to Families about COVID-19 Positive Cases

How will KIPP keep families notified?

It's super important that our schools have the most up-to-date contact information for your student.

Please make sure you update phone numbers, email addresses, and street addresses with your school's main office. You can contact your school's office at 856.359.7046 or by email at nverdejo@kippnj.org.

Examples for when KIPP will need to notify families immediately:

- Student is in the quarantine room after experiencing COVID symptoms
- Student was considered a “close contact” of a COVID-19 positive case

In the examples above, a **family member will need to pick up their student immediately from the school.** The school will use the contact information we have on file, as well as any emergency contacts. Please make sure your information is up-to-date and that you have provided at least 3 emergency contacts in order to minimize the wait time for a student to be at school if he/she needs to leave immediately.

The school will notify the entire school community when there is a positive COVID case at school. You will only be contacted directly if your student was a close contact of the positive COVID case. If you are not contacted directly, then this means your student was considered to be low risk for exposure per the CDC guidelines and, therefore, your student does not need to quarantine. Due to HIPAA and other regulations, we are not permitted to share the name(s) of any positive cases or any identifying details such as the classroom they are in, etc.

Our schools also use several methods for communicating important information and events. Please sign up or follow:

DeansList Messenger OR ParentSquare (HS)	Primary method of communication via text, email, or phone
DeansList Family Portal	Access to progress reports and report cards, communication for documents, etc.
Instagram & Facebook FB: KIPP Whittier Middle IG: kippwhittiermiddle	Social media sites for important information and events

How is KIPP defining “close contact?”

KIPP follows the CDC guidance and defines “close contact” as a person who is within 6 feet of the COVID-positive person for a cumulative total of 15 minutes or more over a 24-hour period.

How is KIPP determining if a student is a “close contact” to a positive COVID-19 person?

Our KIPP Pandemic Response Team will conduct contact tracing to determine who was in contact with a positive COVID-19 case. As part of our protocol, we also contact the Camden County Health Department to ensure we are following the guidelines and taking the necessary next steps. Families will be notified immediately via phone call if their student was close contact of a COVID-19 positive case. As a reminder, please make sure your phone number is updated at all times with your school’s main office.

Will KIPP ever need to shut down a grade, the school, or the entire KIPP district?

Our response for whether we need to shut down a grade, a school, or our entire KIPP district will depend on who has been affected and who needs to quarantine. We will make our decision based on consulting with the Camden County Health Department. In either situation, students will temporarily switch to 100% remote learning and continue their education at home. Once the quarantine period has ended or it is deemed safe for students to return to hybrid school, learning will resume at school.

Academics & Culture in Hybrid School

Student Academics in Hybrid School

Student grades in Math, English Language Arts (ELA), Science, and Social Studies are calculated based on their performance in the following types of assignments:

Work Habits	Class work and homework graded for completion and mastery. Approximately two of these assignments will be graded each week in each class.
Participation	A weekly grade used to assess a student's level of participation during synchronous (in-person & remote) instruction.
Mastery	The summative assessments that measure a students' mastery of the content. Students will be graded for accuracy. There are typically 2-4 assessments administered per quarter.

Each type of assignment counts towards the overall course grade for each quarter:

Work Habits	Participation	Mastery
35%	30%	35%

Your child's course grades will be used to calculate their overall grade point average (GPA). Grade scales are the pre-set definitions of course grade percent, letter grade, and GPA points. Grade scales are used to display Letter/Percent grades and calculate student GPA. KIPP New Jersey and Miami middle and high schools operate on a 100 point scale aligned to a 4.0 GPA as outlined below:

Letter Grade	Threshold	Unweighted GPA Points
A+	97-100	4.33
A	93-96	4.00
A-	90-92	3.67
B+	87-79	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	0.67
F	<60	0.0

School Culture Practices and Procedures in Hybrid School

At KIPP Whittier we strive to make the learning environment fun, engaging and consistent. Students are expected to meet the expectations set by the grade level teams to ensure that all students are able to engage in learning. In order to build a culture of community, growth, and achievement, everyone must act in a manner that promotes and maintains safety, positivity, and respect for all. Conduct will be tracked and reported similarly to academic performance because we believe that sound choices and character are just as imperative as your grades. We “sweat the small stuff” because we believe that when you are intentional about all of the details, you are able to be self-disciplined and take ownership for your choices. This means that we recognize you for your positive choices, as well as hold you accountable for your choices that have a negative impact. Failure to meet these standards, can result in having to serve a silent lunch or detention.

Student Code of Conduct

Student Suspension Policy

A student who is determined to have committed any of the behaviors listed below may be subject to an in school or out of school suspension. The length of the suspension will depend upon the severity of the infraction.

- **Physical Violence or Threats**
 - Assault or attempted assault on another;
 - Endanger the physical safety of another by the use of force or threats of force, which reasonably places the victim in fear of imminent bodily injury;
 - Act in a way that constitutes a continuing danger to the physical well-being of other students
 - Intentionally causes physical injury to another person, except when student’s actions are reasonably necessary to protect himself or herself from injury.

- **Disruption/Threat of Disruption**
 - A prolonged tantrum that is disruptive or dangerous;
 - Engage in conduct which disrupts school or classroom activity or endanger or threaten to endanger the health, safety, welfare, or morals of others;
 - Make a bomb threat or pull a false emergency alarm;
 - Inciting other students to truancy
 - Leaving school property without permission
 - Use of profanity or abusive language
- **Theft or Vandalism**
 - Vandalize or attempt to vandalize school property causing minor damage;
 - Trespass or attempt to trespass on school property;
 - Abuse or attempt to abuse school property or equipment;
 - Steal, or attempt to steal, or possess property known by the student to be stolen;
 - Taking, or attempting to take, personal property or money from another pupil whether by force or fear;
- **Dishonesty**
 - Cheat on quizzes, exams, or commit plagiarism;
 - Use, forge or attempt to forge notes or excuses;
- **Insubordination**
 - Use of profanity or abusive language
 - Engage in severe or prolonged disobedience;
 - Open defiance of the authority of any teacher or person having authority over a pupil;
 - Fail to complete assignments, carry out directions, or comply with disciplinary sanctions;
- **Harassment, Intimidation, and Bullying**
 - Engage in acts in violation of the district's Harassment, Intimidation, and Bullying (HIB) Policy
- **Drugs/Alcohol**
 - Use, possess, sell, distribute, attempt to sell or distribute any alcoholic beverage, controlled substance, imitation controlled substance, paraphernalia, including marijuana, on school property or at school sponsored events;
- **Weapons:** Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace tear gas, or other dangerous object of no reasonable use to the student in school. (The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be suspended for at least one calendar year. This suspension requirement may be modified by school administrators, however, on a class-by class basis. Weapon as used in this law means "firearm" as defined by 18 USC §3214(3)(d) effectuates this federal law.)
- **Arson:** Commit, or attempt to commit arson on school property;
- **Other**
 - Commit or attempt to commit extortion;
 - Engage or attempt to engage in gambling;
 - Wear inappropriate, insufficient, or disruptive clothing or attire, or violate the dress code;
 - Selling or buying lottery tickets or any other gambling related paraphernalia
 - Repeatedly commit minor behavioral infractions, which, in aggregate, may be considered an infraction subject to formal disciplinary action.
 - Possess pagers, beepers, or portable/cellular telephones not authorized by staff for instructional purposes;
 - Use or possession of unsafe or illegal articles
 - Commit any other act which school officials reasonably conclude disrupts the learning environment of the school;

Long term suspensions are governed by NJ State Law. As a result, if your child is suspended for a period of time that exceeds 9 days, you are entitled to a hearing with the KIPP Board of Trustees.

HIB (Harassment, Intimidation, Bullying) Policy

At KIPP, we expect students to treat each other with civility and respect and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with the rights and abilities of students to learn and our ability to educate students in a safe and productive environment. Please reach out to your school's main office for a summary of our HIB Policy.

If you believe your child or another student in the school is the victim of Harassment, Intimidation, or Bullying, please contact our school's HIB Coordinator immediately:

Name & School Position:	Marc Tan- Assistant Principal Deanna Ackerman- Assistant Principal
Email Address:	mtan@kippnj.org dackerman@kippnj.org
Phone Number:	Marc Tan 718.637.7054 Deanna Ackerman 917.538.9067

Alcohol and Substance Abuse Policy

We are committed to the safety and well-being of all scholars and their families in our schools. All staff receive training and education on substance abuse prevention and intervention to ensure we are creating and maintaining a safe learning environment for all scholars. We recognize the harmful effects of drugs, alcohol, steroids and tobacco on scholar development, success, and life outcomes. As a result, we are committed to implementing wellness and recovery strategies to promote prevention, intervention, referral for evaluation, referral for treatment and continued care for drug, alcohol, steroids and tobacco use and abuse. For a summary of our Alcohol and Substance Abuse Policy, please contact your school's main office.

Acceptable Use Policy

Access to KIPP's internet network and technology is a privilege and must be treated as such by all users of the network and its associated systems. Our technological resources are intended to be used for educational activities. To ensure that our network remains secure, each and every user must protect the rights of the community. By using the school's systems, each student agrees to follow our Acceptable Use Policy and all applicable laws. For a summary of our Acceptable use policy, please contact your school's main office.

KIPP Policies for Hybrid School

ATTENDANCE POLICY

KIPP NJ schools will continue to follow the New Jersey Department of Education regulations, which define **EXCUSED** absences as:

- 1.) Religious observance [N.J.S.A. 18A: 36-14 through 16 and N.J.AC. 6A:32-8.3(j)]
- 2.) College visit up to 3 days (grades 11 and 12 only)

Days missed due to illness, appointments, or any other reason are considered **UNEXCUSED**. Students are responsible for making up any missed assignments in a reasonable amount of time set by the teachers.

If a student attends the incorrect school day for hybrid school, the student will be sent home to log on to remote school. If the student does not attend remote school, then the student will be marked absent. If a student does not attend the assigned in-person day, the student will be marked absent.

EARLY DISMISSAL POLICY

We strongly encourage students not to leave early during their in person days at school. Please plan any appointments for days when your student is remote. The school office will need to be notified by 10am if your student requires an early dismissal. The school office will close at 1:45pm each day and students will not be dismissed until the scheduled dismissal time at 2pm.

IMMUNIZATIONS POLICY

New Jersey law requires all students, starting in Kindergarten, to have current immunizations on file at the school [N.J.A.C. 8:57-4]. Students who turn 11 years old are required to get their boosters. Required vaccinations include all DTAPs, Hepatitis, MMRs, Varicelas, and IPV's prior to starting school. If you do not have current immunizations on file at your child's school, then you will not be allowed to attend hybrid school and therefore will be assigned 100% virtual school. If you have questions about the status of your child's immunizations, please contact your school nurse at CamdenNurses@kippnj.org.

INCLEMENT WEATHER POLICY

Given that schools across Camden are on different reopening schedules, KIPP will make the call as to what students will do on a school day when there is inclement weather. Families will be notified via school social media accounts and "all-call" or "all-text" messages. Please make sure the main office has a current phone number on file for your student.

LATE PICK-UP POLICY

To ensure the safety of students and staff, students **MUST** be picked on time during their in person days. If you are unable to arrive at school on time for dismissal you must call the school office to make us aware of what time you will arrive for your student. More than 3 late pick-ups will result in a meeting with the Director of School Operations to determine solutions for this issue

MEDICATION POLICY

All medications are to be administered by the school nurse. In order for prescription medications to be given in school, a written **Medication Administration Form** must be completed by the physician that provides the name of the drug, dose, time it is to be taken, and the diagnosis or reason the medication is needed. The **Asthma Action Plan** is the form that needs to be completed for all students who are asthmatic. If your student has seizure disorders, allergies, etc., a form needs to be completed as well. All forms will need to be completed upon each new school year. Please contact your school nurse for copies of these forms at CamdenNurses@kippnj.org. All prescription medications brought to school must be in their **original** container and appropriately labeled by the pharmacist. Parents must drop off and pick up all medications in the main office. No medications will be released to students. All medications not picked up by the last day of the school year will be discarded. **Please note that medications cannot be administered without the appropriate forms completed.**

SCHOOL EMERGENCY DRILL PROCEDURES

New Jersey State law requires all schools to conduct school emergency drills, even during the pandemic. The state has provided guidance for schools on how to conduct drills during the pandemic. In the event of a real emergency, families will receive an “all-call” or “all-text.” As a result, it is extremely important that you provide the main office with up-to-date contact numbers. This is the fastest way for us to notify all families as school staff may not be able to answer phone calls or respond to texts during an emergency.

SPORTS PHYSICALS POLICY

Any student participating in a sport, including athletic teams or squads, must have a sports physical on file at the school within 365 day prior to the first day of practice. Sports physicals require a cardiac assessment. Please contact your school nurse for answers to questions and for a copy of the Sports Physical form at CamdenNurses@kippnj.org.

SWITCHING FROM HYBRID SCHOOL TO 100% REMOTE SCHOOL POLICY

We understand that circumstances may change. Students who are currently participating in hybrid school and wish to switch to 100% remote learning school must submit their request to their school’s main office. Below are the two reasons a person may request to switch from hybrid to remote school:

- **Transfer until the end of the quarter:** If a family member requests for their student to switch to remote school, they may do so by contacting the school’s main office. However, the student will not be able to switch back to hybrid school after this request has been approved.
- **14-day quarantine:** If a student has been exposed to COVID-19 or has a confirmed case of COVID-19 and needs to stay home for a two-week period for quarantine, then the student can switch from hybrid school to remote school. Once the student is able to return from quarantine, the student can resume attending hybrid school.

TECHNOLOGY POLICY

All students are expected to take care of their technology while at school *and* at home. Students are required to follow our Acceptable Use Policy. Students who attend hybrid school will still have classes at home and are required to use their technology. If your student’s computer device encounters a problem, please place a tech ticket and someone from our KIPP technology team will reach out to you as quickly as possible.

[Tech Ticket Request Form](https://sites.google.com/apps.teamschools.org/remotelearning/tech-support)

<https://sites.google.com/apps.teamschools.org/remotelearning/tech-support>

TRANSPORTATION POLICY

Students who receive District or KIPP bus transportation are required to follow KIPP’s expectations for behavior on the bus. KIPP is also following the state’s guidance for bus transportation meaning the number of students is limited on the bus and students/adults must wear masks on the bus at all times.

All students are expected to arrive at their bus stop at least 10 minutes prior to the designated pick-up time in order to keep the bus on schedule.

KIPP's Expectations While on the Bus:

- Wear a mask at all times, which means no consumption of food or beverages
- Remain seated in assigned seat at all times
- Obey all directions from the bus driver and bus monitor
- Keep head, arms and hands inside the bus at all times
- Yelling or obscene gestures will not be tolerated
- Refrain from loud talking, or creating unnecessary confusion, which may divert the driver's attention and may result in a serious accident
- Keep all aisle ways clear of books, packages, coats, and other objects
- Do not throw any objects out of the bus window
- Do not stand or sit on the bus floor
- Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others

KIPP's General Expectations for Bussing:

- Students may only get off the bus at their designated bus stop unless the main office has given proper authorization in advance
- Students may not bring unplanned guests or friends on the bus
- All bus changes must be made through the school's main office
- All requests for bus transportation must be made to the school's main office

VISITOR POLICY

Due to the pandemic, family members are not allowed to enter the school unless in case of an approved emergency or approved meeting deemed essential to the student's needs. Unfortunately, this means no family visits for arrival, birthday celebrations, lunch, or general observation. A family member may drop off a necessary item for their student in the main office only.