



SCHOOL YEAR 2020-2021

HYBRID SCHOOL HANDBOOK

KIPP COOPER NORCROSS ACADEMY SCHOOLS

KIPP LANNING SQUARE PRIMARY

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



[Our Commitment to You & Our Guiding Principles for Reopening](#)

[Key Dates & Model \(A vs. B Cohorts vs 100% Remote\)](#)

[Keeping Students and Staff Safe and Healthy](#)

[Health and Safety Measures](#)

[Symptoms or Student Tests Positive for COVID-19](#)

[Quarantine Room Protocol](#)

[Family Member Tests Positive for COVID-19](#)

[Key Systems for Hybrid School](#)

[Student Materials](#)

[Student Arrival Procedures](#)

[Student Bus Procedures](#)

[Student Uniform Procedures](#)

[Student Attendance Procedures](#)

[Student Late Arrival Procedures](#)

[Student Breakfast & Lunch Procedures](#)

[Student Bathroom, Hand Washing, and Hand Sanitizing Procedures](#)

[Student Classroom Materials Procedures](#)

[Student Recess Procedures](#)

[Student Early Dismissal Policy](#)

[Student Dismissal Procedures \(including inclement weather days\)](#)

[Student Late Pick-up Procedures](#)

[How KIPP is Communicating to Families about COVID-19 Positive Cases](#)

[How will KIPP keep families notified?](#)

[How is KIPP defining “close contact?”](#)

[How is KIPP determining if a student is a “close contact” to a positive COVID-19 person?](#)

[Will KIPP ever need to shut down a grade, the school, or the entire KIPP district?](#)

[Academics & Culture in Hybrid School](#)

[Student Academics in Hybrid School](#)

[School Culture Practices and Procedures in Hybrid School](#)

[Student Code of Conduct](#)

[HIB \(Harassment, Intimidation, Bullying\) Policy](#)

[Alcohol and Substance Abuse Policy](#)

[Acceptable Use Policy](#)

[KIPP Policies for Hybrid School](#)

[ATTENDANCE POLICY](#)

[EARLY DISMISSAL POLICY](#)

[IMMUNIZATIONS POLICY](#)

[INCLEMENT WEATHER POLICY](#)

[LATE PICK-UP POLICY](#)

[MEDICATION POLICY](#)

[SCHOOL EMERGENCY DRILL PROCEDURES](#)

[SPORTS PHYSICALS POLICY](#)

[SWITCHING FROM HYBRID SCHOOL TO 100% REMOTE SCHOOL POLICY](#)

[TECHNOLOGY POLICY](#)

[TRANSPORTATION POLICY](#)

[VISITOR POLICY](#)

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:

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
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-Thursdays.

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

- 8:15am - Doors Open!
- 8:15-9:00am - Breakfast and SEL
- 9:00-10:00am - Math
- 10:00-10:30am - Math Office Hours + Bathroom/Water Break
- 10:30-11:30am - Guided Reading
- 11:15am-12:15pm - Recess & Lunch
- 12:15-12:45pm - Specials
- 12:45-1:45pm - ELA
- 1:45-2:00pm - Pack Up
- 2:00pm - 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	<p>Adjustments have been made to the school building to ensure safety of all students and staff. Here are some examples of improvements:</p> <ul style="list-style-type: none"> • 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	<p>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:</p> <ul style="list-style-type: none"> • 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:



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.

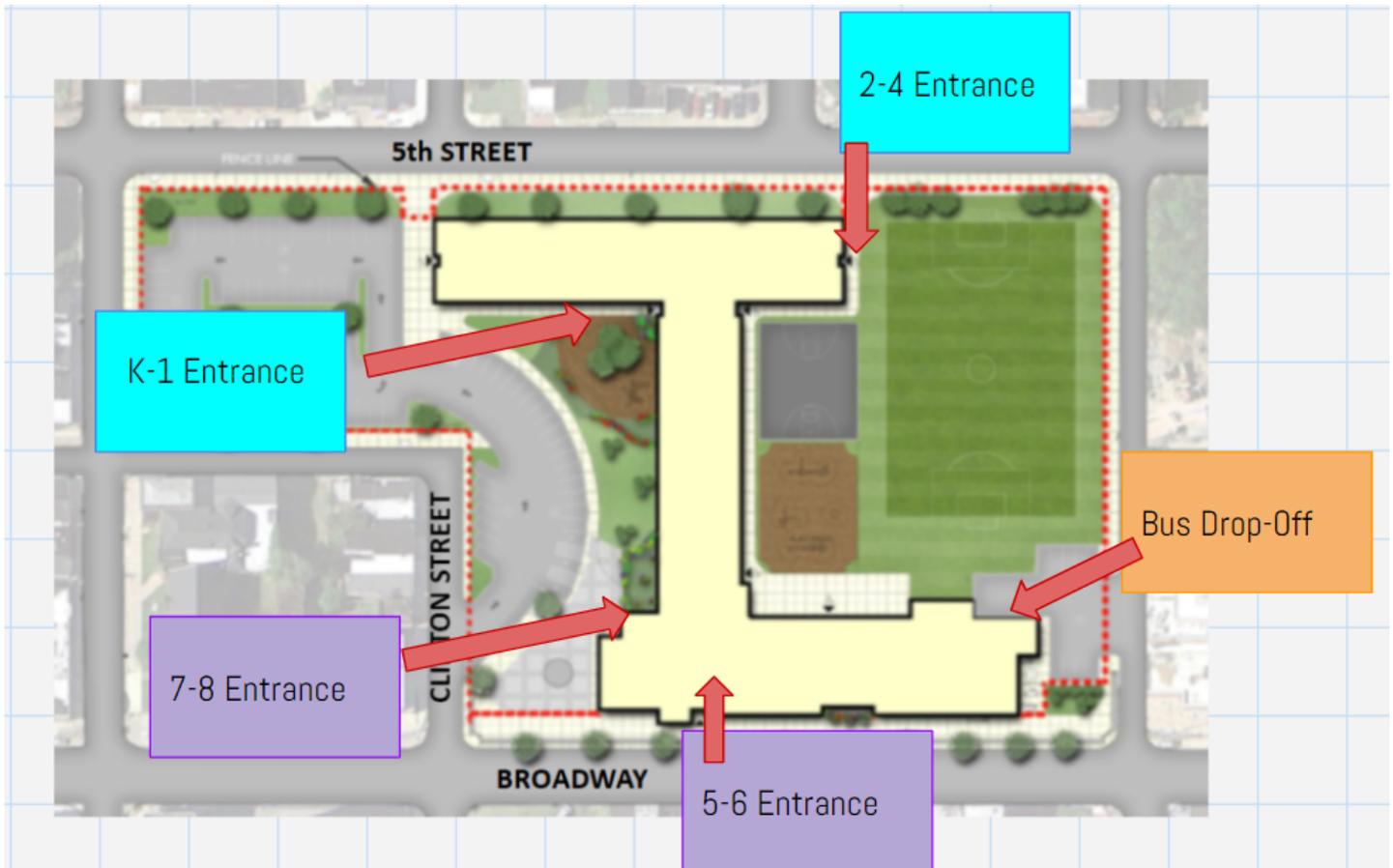
Key Systems for Hybrid School

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.

Student Arrival Procedures



As a safety measure due to COVID19, we will use different entrances for each grade-span for arrival this year. This is to ensure that students are spaced out with six foot social-distancing as they travel to their classrooms, and so that grade-spans do not mix with one another. We recognize that this will be a time-consuming process for our families with multiple siblings, but this procedure is necessary to ensure safety for all students. We recommend thinking through your drop-off plan in advance, recognizing that unfortunately many of the streets around our building are one-ways. Some example individualized plans:

- **If you have a kinder & 5th grade student:** drop off the 5th grader at the parking loop for them to walk to the Broadway entrance, & proceed to kinder entrance
- **If you have a 2nd and 8th grader:** drop off the 2nd grader at the 5th street entrance and drop off your 8th grader at the 5th street gate for them to walk around the parking loop to the main entrance

Each student must be dropped off at their designated entrance. Students' temperatures, quarantine status, and cohort (A days or B days) will be checked prior to entering the building. If a student has a temperature above 100.4 degrees, is supposed to be on a mandatory quarantine, or is present on the incorrect day, they

will be immediately brought to our quarantine room for pick-up by their guardian. For this reason, we require that you check your student's temperature prior to leaving home.

Student Bus Procedures

Students who live 2.0+ walking miles from the school (as calculated by Camden City School District - CCSD) or who have bussing as an accommodation in their IEP/504 plan qualify for bussing to school thru CCSD. Bus assignments will be communicated to families as soon as we receive them from the transportation commission (typically we receive these just a few days before school starts).

If your student will be riding the district bus to school, you must check your child's temperature prior to sending them on the bus to school. Their temperature will be checked at the bussing student entrance when their bus arrives to Lanning Square, and any students with a temperature above 100.4 degrees will be sent straight to the quarantine room for guardian pick-up.

Masks will be required at all times on the bus. As a reminder, face shields alone or masks with vents/valves are not permitted.

We will be following all CDC guidelines regarding the number of students allowed on a school bus and the spacing of seating. These guidelines are constantly changing, so we will not detail them here. For more information on current CDC school bus guidelines, you can search www.cdc.gov for "school bus."

Student Uniform Procedures

All students are required to wear their school uniform while attending school in person.



- Face masks are now a part of the school uniform. All students will be provided with 2 cloth masks on their first day of school. 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. Additional shirts may be purchased from Flynn O’Hara (by the ShopRite in Cherry Hill).
- Guardians may also choose to purchase their students a school sweatshirt from Flynn O’Hara (not provided by the school), as our building does have powerful air-conditioning! Students may also choose to layer a plain, long-sleeved shirt under their uniform shirt.
- Students must wear khaki bottoms (can be purchased anywhere).
- Students may wear any closed-toed shoes, provided they do not have roller wheels.

Student Attendance Procedures

Our doors open at 8:15am, and students who arrive after 8:30am will be marked tardy. If your student will be absent for the day, please inform your student’s teacher **and the main office** of the reason for the absence. You can advise our main office of the reason for your student’s absence in three ways:

- Email our attendance team (preferred) - LSattendance@kippnj.org
- Text Miss Dee, our School Operations Manager - 856-350-5678
- Call our main office and inform our receptionist or leave a voicemail - 856-966-9600, option 1

Student Late Arrival Procedures

We ask that you make every effort to drop off your students on time on a daily basis, so that your student does not miss any instruction. SEL instruction begins promptly at 8:30am.

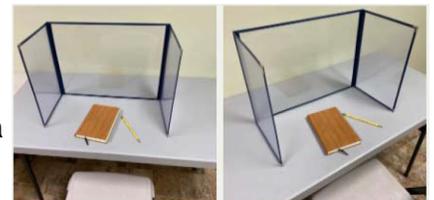
All tardy students must enter through our main entrance, located by our flagpole on Clinton & Broadway. As we have a large student population, you can expect that they will need to wait in line for entry. Our security guard and operations team will be present to ensure social distancing, but if you are dropping off a student late to school it is your responsibility to ensure their safety outside of the building while they await entry.

Students who arrive late will have their temperatures checked at the door (or directly inside at our check-in desks) and any students with temperatures above 100.4 degrees will be immediately brought to our quarantine room for guardian pick-up.

Tardy students will be directed to their classrooms, where breakfast will be available to them until at least 9am.

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 days that students are not in-person for school, students who sign up for meal deliveries will receive breakfast and lunch meals for the days (and weekend) they are not in school. *To sign up, text our hotline @ 856-295-1999.*



Student Bathroom, Hand Washing, and Hand Sanitizing Procedures

Each student will have scheduled bathroom breaks throughout the day, and will be permitted to visit the restrooms at other times as needed. Social distancing will be followed in the restrooms (for example: limited number of students in the restroom at a time, only certain urinals/sinks turned on to maintain spacing). Students will be instructed on proper hand washing and will be reminded by teachers to wash their hands after using the restroom. Students will also have access to hand sanitizer in the hallways, at the entrance/exit to their classroom, and in their individual supply box in their desk. Students will be reminded to use hand sanitizer before and after eating.

Student Classroom Materials Procedures

All LSP students will receive an individual storage box with supplies, which they will store in their desk every day. These supplies will be different for each grade-level but will include: headphones, scissors, crayons/markers, glue sticks, pencils, paper, tissues, hand sanitizer, and a water bottle. Teachers will remove these supply boxes from desks each day and replace them with the box for the next student (in other words: students will not share them with the student who uses their desk on the opposite day - they will have their own designated supply box).



Student Recess Procedures

Social distancing and masking will be enforced during recess. Students will have outdoor recess every day (weather-permitting) or indoor recess in their classroom when there is inclement weather. Students will not be permitted to use the playground during recess except in very limited situations where a custodian is available after the recess period to disinfect the equipment before the next group uses it. At recess, teachers will lead structured activities for students that do not involve sharing materials: hula hoops, soccer, red light / green light, etc. Masks will be required during recess.

Student Early Dismissal Policy

This year, each hybrid student will only have 17 in-person days of school. Your student's time in the building this year will be precious and limited, and for that reason we strongly encourage you to schedule all appointments during breaks, days off of school, or on Friday afternoons (our half days). However, we understand that emergencies happen. If you need to early dismissal your student on a given day, you must inform our main office 24 hours in advance by doing one of the following:

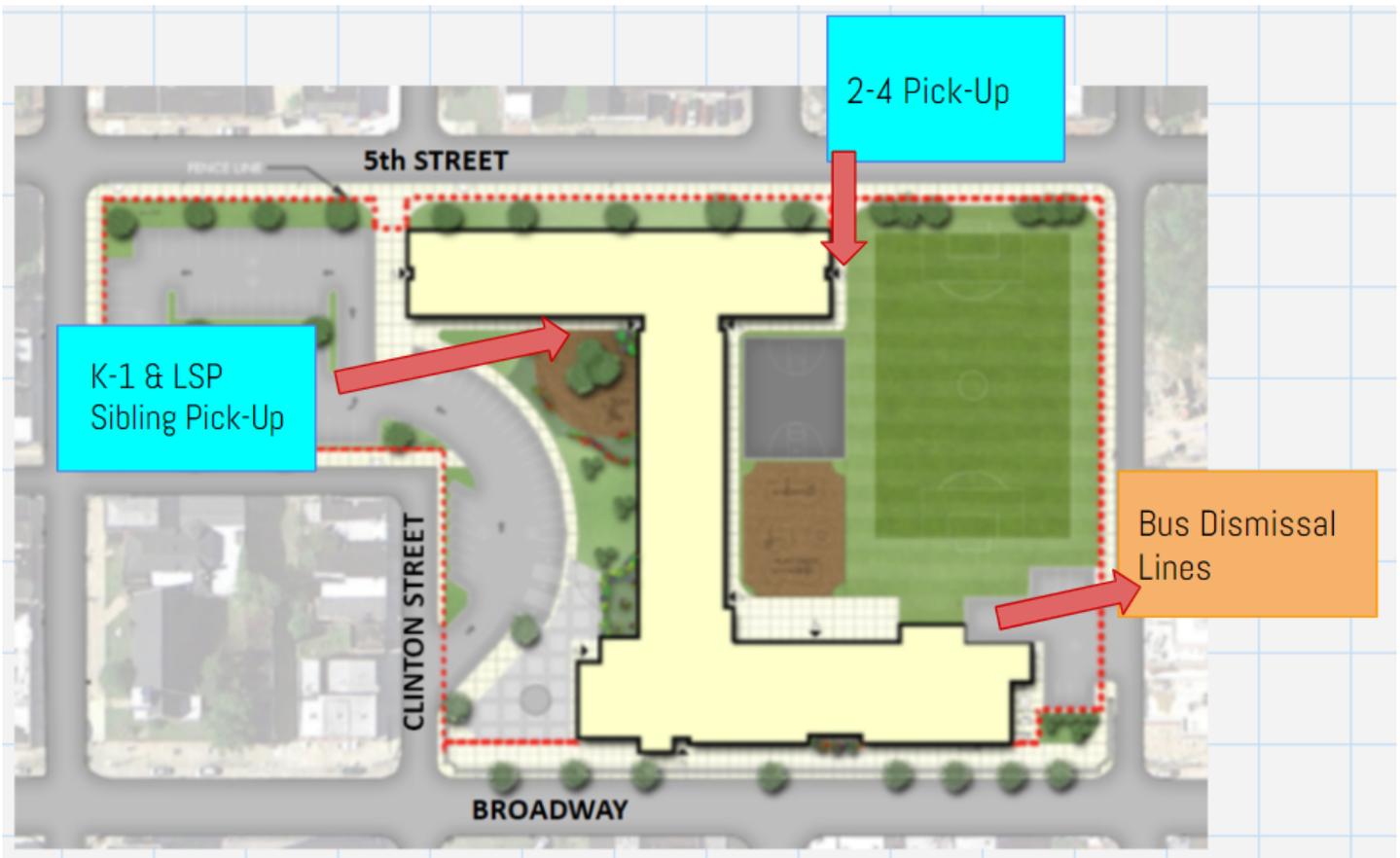
- Email our attendance team (preferred) - LSattendance@kippnj.org
- Text Miss Dee, our School Operations Manager - 856-350-5678
- Call our main office and inform our receptionist or leave a voicemail - 856-966-9600, option 1

Please note that in order for us to legally mark a student as “present” for an in-person day of school, the student must be present in the school building for at least 4 hours.

Our office will close daily at 1pm to early dismissals, in order for our operations team to set-up for dismissal and maintain a safe, socially-distanced office environment.

This year, each student will be permitted a maximum of three early dismissals in our hybrid quarter (quarter 4). Early dismissals will be tracked in our system, and any guardian approaching three early dismissals for the year will be required to have a meeting with our School Operations Manager, Assistant School Leader, Director of School Operations, and/or our School Leader.

Student Dismissal Procedures (including inclement weather days)



Dismissal is at 2pm. All guardians must make a plan to pick up their student at 2pm on their in-person days. In order to pick up your student, you must have their dismissal number. Dismissal numbers will be shared with you during teacher welcome calls, which will occur by April 21st. When you arrive to pick up your student at the designated entrance, you will inform the teachers at that entrance of the dismissal number of your student(s). Your student(s) will then be called down for you. During dismissal, students will be waiting in their classrooms for you to minimize contact with other groups of students. There will be no changes to this plan if there are inclement weather days, as students will be waiting indoors no matter the weather.

We appreciate your patience with this system during our first week of school as we work out these new dismissal logistics!

If there are any restrictions on who may pick up your student, or to update your release list, please contact our main office by:

- Texting or calling Miss Dee, our School Operations Manager - 856-350-5678
- Calling our main office and speaking to a receptionist - 856-966-9600, option 1

Student Late Pick-up Procedures

Late pick-ups are highly discouraged as they pose safety concerns in light of COVID-19 restrictions. A guardian is considered late to pick up their student if they do not arrive by 2:14pm.

We understand that there may - on rare occasion - be emergency or extenuating circumstances which may cause you to pick up your student late. If you arrive at 2:15pm or later to pick up your student, you must come to our main entrance (by the flagpole) and wait outside in a socially-distanced line until our operations team is able to call down your student. If you arrive late, you can anticipate delays in picking up your student as they will be in their classroom (remaining grouped with their class) which may be a significant distance from our main entrance.

All guardians must have a solidified plan to pick up their student at 2pm on their in-person days. All guardians must also think through a back-up plan for ensuring their student is picked up by 2pm in the event that Plan A falls through. **Late pick-ups are a significant burden to your student's teacher**, as we are not permitted to combine students into "late rooms" this year after dismissal ends. Instead, your student's teacher must wait with their students until the entire class is picked up, which disrupts their ability to attend Content Team Meetings, Grade-Level Meetings, and other important professional development sessions. If you continually arrive late to pick up your student, you can expect to be required to attend a mandatory meeting with the Grade-Level Chair, Assistant School Leader, Director of School Operations, and/or School Leader.

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 Miss Dee, our School Operations Manager, at 856-350-5678 or by email at dmuniz@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: @KIPP_LSP Facebook: KIPP Lanning Square Primary	Social media sites for important information and events
www.lspresources.com	Information about family resources, our weekly family newsletter, and more!

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

Your child’s day will include socioemotional learning, math (both whole class and small group instruction), reading/writing (both whole class and small group instruction), enrichment (music, PE, and/or art), lunch and recess (recess will occur in-person only).

Student grades will be comprised of the following:

- **Work Habits:** this will be a combination of graded class work (class exit tickets) and progress on blended learning (computer based programs such as iReady and RAZ Kids). This grade shows if your child is building good habits that will support them throughout their education like effort, independence, and responsibility.
- **Reading Level:** This part of your child’s report card shows if your child is on grade level for reading and, if not, how far they are from their grade level reading goal.
- **Mastery:** This category lets you know how your child did on assessments throughout the quarter. It includes how your child performs on smaller quizzes as well as larger quarterly assessments. Based on the assessments given, your child earns a grade ranging from **Above Target** to **Below Target** on each skill that we worked on this quarter. See chart below for an explanation of the grades.

Math & Literacy Performance Band Key	
Above Target	Your child is performing above grade level expectations. Please celebrate your child’s accomplishments so far, and continue to challenge your child to ensure they still make a full year of growth.
Target	Your child is at grade level expectations. Please celebrate your child’s accomplishments so far, and continue to challenge your child to ensure they still make a full year of growth.
Approaching	Your child is close to meeting grade level expectations. Please celebrate your child’s accomplishments so far, and work with your teacher to help your child reach grade level performance.
Below	Your child is performing below grade level expectations. Please celebrate your child’s hard work so far, and work with your child’s teacher to determine what interventions and supports need to be put in place to help your child succeed.
Far Below	Your child is performing far below grade level expectations and is in jeopardy of retention. Please celebrate your child’s hard work so far, and work with your child’s teacher to determine what interventions and supports need to be put in place to help your child succeed.

School Culture Practices and Procedures in Hybrid School

KLSP School-Wide Expectations

At KIPP Lanning Square Primary, we have four school rules meant to keep our community focused on learning, having fun, and being safe (emotionally and physically). We explicitly teach our students these rules, these behaviors, and why they are important. These are some of the behaviors we expect to see from all of our students. Teachers uphold these expectations with all students in our school at all times of day.

	Work Hard	Be Nice	Be Safe	Take Responsibility
Virtually	Follow all directions (MVP). Complete work. Audible voice. Active listening (tracking, non-verbal signals). Signal for help when needed.	Keep the video on (unless excused due to circumstance). Stay on mute unless it is your turn to speak. Use kind words or signals.	Put the computer on a flat surface. Use computer correctly.	Be on time. Computer charged. Materials ready. Correct work. Use emogers. Acknowledge and restore impact on others.
Classrooms	Follow all directions (MVP). Complete work. Audible voice. Active listening (tracking, non-verbal signals). Signal for help when needed.	Participate in celebrations. Use kind words or signals (please, thank you, excuse me, compliments). Clean up messes, even if they aren't yours.	Wear your mask. Walking feet. Use materials for their purpose. Sit with all 4 chair legs down.	Correct classwork. Complete classroom job. Ask for help when needed. Pick up your trash. Put materials away. Use emogers. Acknowledge and restore impact on others.
Hallways	Silent in lines. Keep up with your line. Remain 6 feet apart. Follow all directions (MVP).	Wave if you want to say hi. Clean up any border, materials, trash, etc. off the floor, even if it isn't yours.	Wear your mask. Walking feet & hands to self. Look forward. Use the walking path.	If you bump into someone, show a sorry signal. Brush it off if someone bumps into you. Use emogers. Acknowledge and restore impact on others.
Restrooms	Wash hands for 2 minutes. Throw toilet paper in the toilet. Throw trash in the trash can. Flush the toilet.	Use the bathroom quickly.	Wear your mask. Only sit on the toilet. Leave if classmates are playing and tell an adult.	Clean up after self or if you see another mess. Use emogers. Acknowledge and restore impact on others.
Meal (in class)	Eat your food (don't play). Follow all directions (MVP).	Use kind words or signals (please, thank you, excuse me, compliments). Ask your friends about themselves.	Walking feet. Hold the tray with two hands. Stay in your seat unless given permission to leave. Mask on when out of seat. Clean hands before and after.	Finish your lunch. Put all trash on the tray. Clean up spills. Pick up trash off the floor, even if it is not yours. Use emogers. Acknowledge and restore impact on others.
Recess	Stay with class in the section.	Use kind words or signals (please, thank you, excuse	Stay 6 feet apart. No sharing of equipment.	If you bump into someone, show a sorry signal.

	Follow all directions (MVP).	me, compliments). Invite others to play.	Wear your mask.	Brush it off if someone bumps into you. Use emogers. Acknowledge and restore impact on others.
Dismissal	Follow all directions (MVP).	Use kind words or signals (please, thank you, excuse me, compliments).	Walking feet. Hands to self. Look forward. Wear your mask.	Listen/watch for your name. Use emogers. Acknowledge and restore impact on others.

KIPP Lanning Square Primary Incentives

We use a variety of incentive systems to motivate students and to support their learning and development. We celebrate our students for their social-emotional, behavioral, and academic growth! We use PBIS systems to positively reinforce prosocial skills and academic habits. We use Culture of Achievement systems to reinforce academic effort and progress with things like F&P, iReady, and RAZ. We will communicate any incentives to a child’s family either by their folder, a text, or a phone call.

KIPP Lanning Square Primary Consequences

We use a variety of consequences (logical consequences like making up work or cleaning up a mess, time outs to reset, and/or suspension) to reinforce that certain choices and behaviors are not okay because they disrupt the classroom community from learning and hurt relationships with their peers. We engage in restorative conversations with students to promote mutual understanding and problem solving. Consequences are predictable and transparent because we teach them to students. Our consequences align to behaviors, so we use them consistently across all students, unless specified by a tier 2 or 3 behavior plan. We will communicate any consequences to a child’s family either by their folder, a text, or a phone call.

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:	Sharon Kwon Assistant School Leader HIB Coordinator for Grades K-1	Rameerah Anderson Assistant School Leader HIB Coordinator for Grades 2-4
Email Address:	ssuk@kippnj.org	randerson@kippnj.org
Phone Number:	856-966-9600	856-966-9600

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

This year, each hybrid student will only have 17 in-person days of school. Your student's time in the building this year will be precious and limited, and for that reason we strongly encourage you to schedule all appointments during breaks, days off of school, or on Friday afternoons (our half days). However, we understand that emergencies happen. If you need to early dismissal your student on a given day, you must inform our main office 24 hours in advance by doing one of the following:

- Email our attendance team (preferred) - LSattendance@kippnj.org
- Text Miss Dee, our School Operations Manager - 856-350-5678
- Call our main office and inform our receptionist or leave a voicemail - 856-966-9600, option 1

Please note that in order for us to legally mark a student as “present” for an in-person day of school, the student must be present in the school building for at least 4 hours.

Our office will close daily at 1pm to early dismissals, in order for our operations team to set-up for dismissal and maintain a safe, socially-distanced office environment.

This year, each student will be permitted a maximum of three early dismissals in our hybrid quarter (quarter 4). Early dismissals will be tracked in our system, and any guardian approaching three early dismissals for the year will be required to have a meeting with our School Operations Manager, Assistant School Leader, Director of School Operations, and/or our Principal.

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

Late pick-ups are highly discouraged as they are a significant burden on our staff and pose safety concerns in light of COVID-19 restrictions. A guardian is considered late to pick up their student if they do not arrive by 2:14pm.

We understand that there may - on rare occasion - emergency, extenuating circumstances which may cause you to pick up your student late. If you arrive at 2:15pm or later to pick up your student, you must come to our main entrance (by the flagpole) and wait outside in a socially-distanced line until our operations team is able to call down your student. If you arrive late, you can anticipate delays in waiting for your student as they will be in their classroom (remaining grouped with their class) which may be a significant distance from our main entrance.

All guardians must have a solidified plan to pick up their student at 2pm on their in-person days. All guardians must also think through a back-up plan for ensuring their student is picked up by 2pm in the event that Plan A falls through. **Late pick-ups are a significant burden to your student's teacher**, as we are not permitted to combine students into “late rooms” this year after dismissal ends. Instead, your student's teacher must wait with their students until the entire class is picked up, which disrupts their ability to attend Content Team Meetings, Grade-Level Meetings, and other important professional development

sessions. If you continually arrive late to pick up your student, you can expect to be required to attend a mandatory meeting with the Grade-Level Chair, Assistant School Leader, Director of School Operations, and/or School Principal.

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,
KIPP Hybrid School Handbook - p. 22

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/remoteteaching/tech-support)

<https://sites.google.com/apps.teamschools.org/remoteteaching/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. All students in grades ____ must have an adult or middle/high school sibling accompany them at pick-up and drop-off. If a student in grades ____ does not have an adult or middle/high school sibling present at drop-off, the student will be brought back to school.

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 (example: medication, student glasses) for their student in the main office only.

If you have a need to visit the Lanning Square building that you believe falls into the above category, you must contact our main office (856-966-9600, option 1) at least 24 hours in advance to explain the need to an

operations teammate. Our operations team will then bring the need to our Director of School Operations or Principal for their review.