

KAPPA FAMILY PANDEMIC HANDBOOK

Fall 2020



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1. KAPPA Organization Chart 2020-2021

<p>Administration Principal Penny, <i>Principal</i> Professor Smith, <i>Assistant Principal (Science, Math, Arts, and PE Supervisor)</i> Professor Heiderscheid, <i>Assistant Principal (ELA, History, LOTE, SpEd, and ENL Supervisor), IB Support</i></p>	
<p>English Department Professor Cummings Professor Krantz, <i>IB Teacher</i> Professor Piven, <i>IB Teacher, DTL</i></p>	<p>History Department Professor CK, <i>IB Teacher, EE & IB Coordinator, DTL</i> Professor Cutler, <i>GTL 10</i> Professor Paulson, <i>Students Services Coordinator</i> Professor Wang, <i>ENL Teacher</i></p>
<p>Science Department Professor Akther Professor Boyle, <i>IB Teacher, Recruitment Specialist</i> Professor Tucker, <i>DTL</i></p>	<p>Math Department Professor Moore, <i>GTL 11</i> Professor Trujillo Professor Van Etten, <i>ENL Teacher, DTL</i></p>
<p>Arts Department Professor Rinker, <i>Art Teacher</i></p>	<p>Physical & Health Education & Department Professor Gruin, <i>DTL, 11th & 12th Grade, Health</i> Professor Mavrek, <i>9th & 10th Grade, Health</i></p>
<p>Foreign Language Department Professor Canales, <i>Spanish Teacher</i> Professor Mateo, <i>IB Teacher</i> Professor Pena, <i>UFT Chapter Leader, IB Teacher, DTL</i></p>	<p>Guidance Department Professor Kamanga, <i>12th Grade, CAS Advisor</i> Professor Lambertson, <i>10th & 11th Grade</i> Professor Standish, <i>9th & 10th Grade</i></p>
<p>Instructional Support Department Professor Beggs, <i>IEP Teacher, IB Teacher</i> Professor Cockrell, <i>ENL Teacher</i> Professor Emanuele, <i>SpEd Teacher</i> Professor Gallin, <i>SpEd Teacher, GTL 12</i> Professor Green, <i>TOK Teacher</i> Professor LeBron, <i>SpEd Teacher</i> Professor Norris, <i>SpEd Teacher, DTL</i> Professor Vettom, <i>SpEd Teacher, GTL 9</i></p>	<p>Support Staff Dean Alvarez, <i>Pupil Secretary</i> Dean Borg, <i>Paraprofessional</i> Dean Galan, <i>Paraprofessional</i> Dean Gomez, <i>Purchasing & Payroll Secretary</i> Dean Rodriguez, <i>Paraprofessional</i> Dean Suarez, <i>School Aide</i></p>

ABBREVIATIONS: GTL= Grade Team Leader DTL= Team Leader

To email a staff member, use the following formula:

Title.LastName@kappainternational.org (For "Professor" use "Prof")

Example: **Professor Heiderscheid** = prof.heiderscheid@kappainternational.org

2. KAPPA Rationale and Guiding Principles for Reopening

KAPPA's Rationale for this Fall Program:

In case of school closures or changes, we maintain continuity of instruction with a focus on high quality instruction.

DOE's Guiding Principles for Reopening:

Key values that guide all of our work and decision-making:

- Physical and mental health of our students, teachers, staff, and families;
- Greater equity among students with respect to the education they receive and the learning environment in which they receive it—whether virtual or in-person;
- Academic achievement for students through high-quality instruction, tailored enrichment, and culturally responsive educational practices that allow students to see themselves reflected in the materials and lessons of their education;
- Social-emotional and trauma-informed support for all students;
- Community and continuity all year among students, and between students and teachers/staff;
- Priority support for students and families who have trouble accessing and engaging in remote learning;
- Deeper empowerment of our families as essential partners in their children's education
- Frequent, consistent, and transparent communication with families, schools, and partners

Student Attendance Policy

- **Daily:** Students complete "Daily Attendance Fall 2020" Form from [Prof.Paulson](#) by 8:55 am
- **Every Period:** Student attendance taken during LIVE zoom lessons
- **Absences:** Students who miss live lessons are marked absent (even with a doctor's note).
- **Excused Absences-** Same policy as in-person: If you miss school due to being sick or appointments, send medical documentation to Dean Alvarez to be included in student files to dean.alvarez@kappainternational.org.
- **Missed Work:** Students who miss live lessons can access lessons and make up work on Google Classroom
- **Teacher Absences:** If a teacher is absent and misses a live lesson, they will email students and Kinvolve parents prior to the lesson informing them of the absence. Students will receive an independent lesson in Google Classroom to complete during the designated live lesson time. Students will be marked excused in Jumprope for this class.

3. Overview of Student Program Terms & Bell Schedule

Student Program Terms for Fall 2020

- **In-person** learning (physically at KAPPA for blended students 1-2 days in-person)
- **Remote** learning (online at home; includes live and independent lessons)
- **LIVE** lessons (synchronous on DOE Zoom with teachers and classmates)
- **Independent** lessons (asynchronous work; students can have support from teachers)
- **In-person** students: Attend specifically assigned days (cannot come on non-assigned days)
- All remote and blended students participate in exact same LIVE and independent lessons

New Bell Schedule For All Remote Classes (In Person, Live, and Independent)

PERIOD	TIME	NOTES
Period 1	8:55-9:40	Complete "Daily Attendance Fall 2020" Form from Prof.Paulson by 8:55 am
Period 2	9:43-10:28	
Period 3	10:31-11:16	
Period 4	11:19-12:04	Lunch period; instructional lunch once a week with PE
Period 5	12:07-12:52	
Period 6	12:55-1:40	
Period 7	1:43-2:28	

4. Parent/Guardian Forms

Forms	Details
Blue card Lunch Form	Dean Alvarez will reach out to you if you need to finish this Google Form Lunch Form Application myschool https://www.myschoolapps.com/
Media Consent	DOE Media Consent Google Form https://forms.gle/DxnQ2Z9ZESGoF2BH7
Device requests & issues	Complete Prof. Paulson's Form here for tech issues or email ecabrera@schools.nyc.gov Awaiting support: https://www.nycenet.edu/technicalsupportforfamily
DOE iPad Delivery	Complete the DOE Device Request Form today . Alvarez will schedule pickup appointments after it arrives- We cannot do drop-in visits . https://coronavirus.schools.nyc/remoteteachingdevices
Remote	For a fully remote program, complete https://www.nycenet.edu/surveys/learningpreference
Testing Consent	All in-person students receive PAPER consent forms for parent signatures to submit to Alvarez

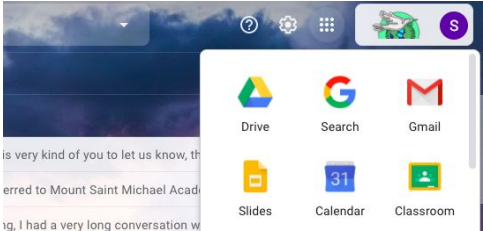
5. DOE & KAPPA CALENDAR 2020-2021 [here](#)

Sept. 16-18, Wed - Fri	KAPPA Kickoff! Remote Launch to onboard all students
Oct. 1, Thursday	Start of in-person learning days at KAPPA for blended students
Oct. 12, Monday	Columbus Day, school closed
Oct. 22, Thursday	Senior Night - check Senior Google Classroom for news (<i>virtual, not at KAPPA</i>)
Nov. 3, Tuesday	Election Day, fully remote instructional day for all (no in person school)
Nov. 11, Wednesday	Veterans Day, schools closed
Nov. 12, Thursday	VIRTUAL evening parent teacher conferences (<i>virtual, not at KAPPA</i>)
Nov. 13, Friday	VIRTUAL afternoon parent teacher conferences (<i>virtual, not at KAPPA</i>)
Nov. 26-27, Thurs - Fri	Thanksgiving Recess, schools closed
Dec. 24 - Jan. 1 Thurs - Fri	Winter recess, schools closed
Jan. 18, Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
Feb. 1, Monday	PD Day, fully remote (students do not attend school, <i>more details pending</i>)
Feb. 12, Friday	Lunar New Year, schools closed
Feb. 15-19, Mon - Fri	Midwinter Recess, schools closed
March 18, Thursday	Evening parent teacher conferences for high schools (<i>more details pending</i>)
March 19, Friday	Afternoon parent teacher conferences for high schools (<i>more details pending</i>)
March 29- April 2, Mon - Fri	Spring Recess, schools closed
May 13, Thursday	Eid Al-Fitr, schools closed
May 31, Monday	Memorial Day, schools closed
June 3, Thursday	Chancellor's Day for staff. Students not in attendance. (<i>more details pending</i>)
June 25, Friday	Last day of school for all students. (<i>more details pending</i>)

Check for updates to this calendar

<https://www.schools.nyc.gov/about-us/news/2020-2021-school-year-calendar>

6. Overview of Instructional Platforms for Remote Learning

STEPS	EXPLANATION
Check your schedule on Jumprope	Go to jumpro.pe to log in with your KAPPA email ending in @kappainternational.org and password (OSIS ID #)
Review your GC dashboard	<p>https://classroom.google.com/ or right click the boxes on your email and click on "Classroom"</p>  <p>You can organize your Classrooms to follow the order of your schedule (drag and drop)</p>
Google classroom	<p>Log in with your KAPPA email ending in @kappainternational.org Click on your Google Classroom Dashboard for an overview of all classes, including your Daily Attendance Fall 2020 and Grade Team classroom</p>
Live Lessons: Doe Zoom	<p>To retrieve your DOE account: https://idm.nycenet.edu/students/start.form You do not need to download the app; you can "join from your browser" Log in with your DOE email account ending in @nycstudents.net If you've already logged in beforehand, select "SSO" and enter NYCDOE Need help? See here</p>

Student Login for KAPPA Remote Instruction

LOGINS	ACCOUNTS YOU NEED
KAPPA EMAIL	<p>First initial + last name.cohort#@kappainternational.org JumpRope (login=kappa email address and password= OSIS ID) Google Classroom</p>
DOE EMAIL	<p>name##@nycstudents.net Zoom live lessons (username) name## Teacher Office Hours/ support during independent lessons</p>
EDGENUITY	<p>If you have an Edgenuity class, https://saisd.learn.edgenuity.com/Login/Student Username- Paulson will email it to your KAPPA email Password- Your OSIS ID# then click on your classes and work at your own pace Questions about Edgenuity? Email prof.paulson@kappainternational.org</p>

7. Communication With Families & Students

Fall Family Communication Plan

- **All meetings are virtual and online** as per campus building policy, including IEP meetings, Townhalls, Parent Teacher Conference, Senior and College Night, etc.
- Virtual townhalls throughout the semester. Townhalls will be through Zoom. These will be recorded and added to the school website kappainternational.org for families who could not attend. With Administration and Grade Teams
- **Dates & Topics of Townhalls:**
 - September 16-18, 2020 Wed-Friday: Virtual KAPPA Kickoff for Remote Launch
 - October 2, 2020 Friday: Family Conversation For Remote Instruction & Safety
 - October 22, 2020 Thursday: Senior Night
 - December: We will send you the upcoming dates for our next Family Townhall

Homeroom Teachers & Attendance Team

- Instead of Crew, teachers have a Homeroom: a small group of students for weekly communication with families regarding attendance and grades
- Guidance will have counseling sessions via Zoom or teletherapy over the phone
- The School Attendance Team contacts parents regarding student attendance

8. KAPPA Covid School Safety Plans For Students

School Safety Plans and Procedures

- KAPPA strictly follows all DOE safety precautions and policies
- There is a Building Response Team led by Principal Penny
- There is a Covid Activation Plan led by Principal Penny
- Students who attend KAPPA in person learning days will follow strict safety guidelines as per DOE, including but not limited to:
 - Temperature and mask checks at morning scanning
 - Students and parents must sign covid testing consent forms for randomized testing
 - No shared spaces in the colocated school: cafeteria, gym, and auditorium closed
 - Staying in a “pod” all day in the same classroom in small groups, including lunch
 - Lunch is delivered to students in their classrooms to minimize movement
 - To minimize exposure: stay in same classroom with 2 or 3 teachers maximum
 - Single use bathroom rules that are logged
 - Sharing of any materials is prohibited, including laptops and headphones
 - Hand sanitizer, masks, disinfectant wipes, sinks with soap available to all students
 - Staggered dismissal and end of day procedures

9. DOE GUIDELINES FOR INTERNET ACCEPTABLE USE AND SAFETY

Prohibited Behaviors	Descriptions
<p>From DOE Internet Acceptable Use Policy</p>	<p>Users have no right to privacy while using the Department’s Internet Systems. The Department monitors users’ online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on Department-provided devices, such as files, e-mails, cookies, and Internet history.</p> <p>The Department reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The Department will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the Department’s Internet Systems.</p>
<p>Examples of Prohibited Behavior</p> <p>1) Causing harm</p>	<p>1. Causing harm to others, damage to their property or Department property, such as:</p> <ul style="list-style-type: none"> ● Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on Department web pages, or professional social media sites; ● Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office; ● Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others; ● Sending, posting, or otherwise distributing chain letters or engaging in spamming; ● Damaging computer equipment, files, data or the Department’s Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others’ electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the Department’s educational or business environment; ● Using the Department’s Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others; ● Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for Department, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or ● Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
<p>Examples of Prohibited Behavior</p> <p>2) Unauthorized access</p>	<p>2. Gaining or attempting to gain unauthorized access to the Department’s Internet Systems, or to any third party’s computer system, such as:</p> <ul style="list-style-type: none"> ● Malicious tampering, phishing or hacking activities; ● Intentionally seeking information about passwords belonging to other users;

	<ul style="list-style-type: none"> ● Disclosing a user’s password to the Department’s Internet Systems to other individuals. However, students may share their Department password with their parents. ● Modifying passwords belonging to other users; ● Attempting to log in through another person's account; ● Attempting to gain access to material that is blocked or filtered by the Department; ● Accessing, copying, or modifying another user’s files without authorization; ● Disguising a user’s identity; ● Using the password or identifier of an account that does not belong to the user; or ● Engaging in uses that jeopardize access into others’ accounts or other computer networks.
<p>Examples of Prohibited Behavior</p> <p>3) Commercial purposes</p> <p>4) Unlawful activities</p>	<p>3. Using the Department’s Internet Systems for commercial purposes, such as:</p> <ul style="list-style-type: none"> ● Using the Department’s Internet Systems for personal financial gain; ● Conducting for-profit business activities, personal advertising, or other non-Department business communications; ● Engaging in fundraising (except as set forth in the Chancellor’s Regulation A-610); or ● Using the Department’s Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee. <p>4. Engaging in criminal or other unlawful activities.</p>
<p>Parent Agreements on expectations for Zoom (added from Townhall session)</p>	<p>Appropriate environment during Zoom sessions.</p> <ul style="list-style-type: none"> ● Face the screen, back to a wall so it is not distracting ● Not lying on bed <p>Appropriate apparel during Zoom sessions.</p> <ul style="list-style-type: none"> ● Be fully dressed as if you are at school ● Shirt and pants/skirt <p>Appropriate actions during Zoom sessions.</p> <ul style="list-style-type: none"> ● Act like you would in school ● Be nice! Appropriate language, no cursing ● Be respectful to classmates ● Be fully present- when you can, turn on your cameras
<ul style="list-style-type: none"> ● Social Media Tip Sheet https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship/parent-social-media-guide-for-students-over-13 ● Internet Acceptable Use Policy https://www.schools.nyc.gov/about-us/policies/internet-acceptable-use-policy 	

10. Free and Low Cost Internet Options

Topic	Descriptions
Free/Low Cost Internet Options	<p>There are several free or low-cost internet options available to NYC students and families. Free household Wi-Fi or special accommodations for 60 days:</p> <ul style="list-style-type: none"> ● Comcast ● Charter Communications/Spectrum ● Altice https://www.alticeadvantageinternet.com/ <p>Please see official announcement on the DOE website: https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/free-and-low-cost-internet-options</p>
Low Cost Internet Options	<p>Charter offers Spectrum Internet Assist a plan that starts at \$14.99/month. To qualify, one or more members of your household must be a recipient of one of the following assistance programs: https://www.spectrum.com/browse/content/spectrum-internet-assist</p> <ul style="list-style-type: none"> ● National School Lunch Program (NSLP) ● Community Eligibility Provision (CEP) of the NSLP ● Supplemental Security Income (for applicants age 65+ only) <p>Verizon https://www.verizon.com/info/low-income-internet/</p> <p>Verizon offers the Lifeline program, a plan that starts at \$19.99/month. To qualify:</p> <ul style="list-style-type: none"> ● Your annual income is at 135% or less than of the U.S. federal poverty guidelines ● You, or someone in your household, participates in a qualifying federal assistance program: <ul style="list-style-type: none"> ○ Supplemental Nutrition Assistance Program (SNAP) (formerly known as food stamps), or ○ Medicaid, or Supplemental Security Income (SSI) ○ Federal Public Housing Assistance (FPHA) ○ Veterans Pension and Survivors Benefit ○ Tribal Programs (and live on federally-recognized Tribal lands) <p>For more eligibility information, visit Lifelinesupport.org</p>
Free Internet Sites in NYC	<p>There are many places across the city where you can connect to the internet for free. Locations include:</p> <ul style="list-style-type: none"> ● All \New York Public Libraries https://www.nycgo.com/attractions/new-york-public-library ● Several public spaces in Lower Manhattan https://www.downtownny.com/wifi ● LinkNYC kiosks https://www.link.nyc/