

2026-2027

School

HANDBOOK SUPPLEMENT



KIPP COOPER NORCROSS
LANNING SQUARE PRIMARY

Contact Information

School Information

KIPP Lanning Square Primary	School Directory
Grades Served	Kindergarten – 4th Grade
Phone	856-966-9600
Fax	856-583-6006
Address	525 Clinton St, Camden, NJ 08103
Website	kippnj.org/schools/kipp-lanning-square-primary
Instagram	kipp_lsp

Leadership & Family-Facing Staff

Name	Role
Meredith Schoyer	**School Leader**
Megan Pauley	**Assistant School Leader**
Alondra Branch	**Assistant School Leader**
Maggie Jennings	**Assistant School Leader**
Amanda Ruffner	**Assistant School Leader, Special Education**
Shamira Hawkins	**Assistant School Leader, School Culture**
Emily Ball	**Social Worker**
Daanyaall Coleman	**Social Worker**
Tasha Terry	**Director of School Operations**
Sachari Salas Herrera	**School Operations Manager**

School Hours

KIPP has an extended day. Our students start earlier and end later than many other schools, which sets them up for success in college and career.

Regular School Day: 8:45 AM – 3:45 PM, Monday through Friday
Students may not be dropped off before 8:45 AM — no KIPP staff are on duty outside prior to that time.
Abbreviated School Day: 8:45 AM – 1:15 PM, On Select Days
Students may not be dropped off before 8:45 AM — no KIPP staff are on duty outside prior to that time.

Doors open at 8:45 AM. Students must arrive by 9:00 AM.
Students arriving after 9:00 AM are considered tardy and must sign in at the main office.

Mission, Vision, and Values

Mission

The mission of KIPP Cooper Norcross Academy (KCNA) is to create a network of schools in Camden, New Jersey that instills in students the desire and ability to succeed in college in order to change the world.

Vision and Values

LSP Values — L.E.A.D.

Value	Definition
L — Love self, others, learning	We recognize, appreciate, and encourage others. We develop compassion, tolerance, and respect.
E — Excel and achieve	We work diligently and stay focused on tasks. We build the habits necessary to excel in all facets of life.
A — Act like a leader	We take accountability and responsibility for our actions. We speak up and advocate for ourselves and our community.
D — Develop and grow	We collaborate and work together to achieve the greatest outcome. We share ideas, responsibilities, and resources.

Our student values are:



Academic Belief

At KIPP Lanning Square Primary, we believe that every child — regardless of background or circumstance — has the intellectual capacity to achieve at the highest levels. We hold high expectations for all students because we believe those expectations are an expression of love and respect. Our teachers design rigorous, joyful learning experiences that meet students where they are and propel them forward. We measure student growth through mastery of grade-level standards, and we celebrate every step of the journey.

Students at LSP are graded based on their mastery of grade-level standards. Progress reports and report cards reflect student mastery through writing samples, reading level assessments, and math quizzes and tests. Proficiency bands are:

Proficiency Bands K-4	Score Range	Mastery?
Advanced	85% and above	Yes
Mastery	70% – 84%	Yes
Approaching Mastery	50% – 69%	No
Below Mastery	30% – 49%	No
Far Below Mastery	Below 30%	No

Course Offerings

KIPP Lanning Square Primary serves students in Kindergarten through 4th grade.

LSP students receive instruction in the following core subject areas:

- English Language Arts (ELA) – including reading, writing, and speaking & listening
- Mathematics
- Science
- Social Studies
- Social-Emotional Learning (SEL)

Students also receive instruction throughout the week in:

- Physical Education
- Music
- Performing Arts

Extra Curricular Offerings

We believe in educating the whole child. Lanning Square Primary offers a robust in-house afterschool program that operates daily until 5:30 PM and begins in September. Spaces are limited. Submit your application at Back to School Night in August

Afterschool Program Hours: Daily until 5:30 PM (beginning September) The program includes homework help, enrichment time, recess, and dinner.

Possible enrichment offerings include:

- Girl Scouts - Kumdo - Art
- Spanish - Drumming - Basketball
- Cooking - Yoga - Violin
- Dance - Cultural Appreciation - Team-Building

Arrival and Dismissal Logistics

Arrival

Doors open at 8:45 AM. All students must arrive by 9:00 AM.
No KIPP staff are outside for arrival before 8:45 AM — please do not drop off early.

Families with students in Grades K-1 (or families with multiple siblings): Drop off in the parking lot through the main entrance.

Families with students in Grades 2-4: Drop off at the Fifth Street entrance (next to the CFS Head Start Pre-K entrance) to limit parking lot traffic.

Students arriving after 9:00 AM must enter through the main entrance and will be marked tardy.
Students can still receive breakfast as long as they arrive by 9:30 AM.

Dismissal

Dismissal: 3:45 PM – 4:00 PM

IMPORTANT: The main office is closed to visitors and parents 30 minutes before dismissal.
No early dismissals are permitted during the following windows:

- Full Days: 3:15 PM – 3:45 PM
- Half Days: 12:45 PM – 1:15 PM

Kindergarten and 1st grade students exit out Door B.
2nd, 3rd, and 4th grade students exit out Door C.
Siblings across LSP and LSM can be picked up on Broadway.

The daily dismissal list is finalized at 10:00 AM. All dismissal changes must be called to the main office before that time.

Recess Policy

Recess provides scholars with a short break, fresh air, and informal participation in positive social and physical activities.

- Recess will be held indoors or outdoors depending on conditions.
- Students are expected to dress appropriately for the weather.
- Parent requests for indoor recess during cold weather create supervision challenges, as teachers are required to be outside with students. If a student has a medical reason preventing outdoor participation, please contact the school nurse.

Uniform Policy

All LSP students are required to wear the complete uniforms every day. Our uniform policy builds a sense of pride within our school community and ensures students look professional while remaining comfortable as they learn.

Required Tops (one of the following)

- Royal blue LSP t-shirt
- Royal blue LSP short sleeve polo
- Royal blue LSP long sleeve polo
- Royal blue LSP crew neck sweatshirt
- Any school-sanctioned LSP shirt earned throughout the year (iReady, State testing, etc.)

Only LSP shirts and crewnecks are allowed. Non-LSP sweatshirts/jackets must be stored in cubbies at the start of the day.

Bottoms

- Any appropriate bottoms are permitted. Bottoms must fit the student's current size — not baggy or extremely tight. Cargo-style pants and pants with holes or cut-out designs are not permitted.
- Belts are recommended.
- Makeup and false fingernails are not allowed.
- Sleeveless or midriff shirts/blouses are not permitted.
- Jewelry should be minimal and may be asked to be removed if distracting.
- No hats or hoodies are permitted inside the building.
- Shoes must be closed-toed. Athletic or dress shoes permitted — sandals, flip flops, heels, platforms, and wheeled/light-up shoes are not permitted.

Uniform Violations

Any accessory or clothing item that becomes a distraction will be sent home with a note and treated as a violation if brought back. Students dressed improperly may be required to call parents/guardians to bring compliant clothing. Repeated or intentional violations will result in additional consequences.

Ordering Uniforms – Flynn & O'Hara

How to Order	Details
Online	www.flynnohara.com
Phone	(856) 931-8838
In-Store	Garden State Pavilions, 2240 W. Marlton Pike, Cherry Hill, NJ 08002
Store Hours	Mon 10am–7pm | Tue–Wed 10am–6pm | Sat 10am–5pm

Parent Involvement

Parent- Teacher Communication

Every Thursday, important communications will go home to families in your student's binder, including flyers, notices, academic and behavioral progress reports, and other documents requiring parent/guardian attention. Please check your student's binder every Thursday.

Each student will have a Daily Log documenting choices made and reporting missing homework, tardiness, and other important information. Parents are expected to review and sign the Daily Log each day.

Parents are strongly encouraged to first address any concerns with your child's classroom teacher. Parents will not be allowed to address concerns with teachers during instructional time. If an issue cannot be resolved, escalate to the grade level chair, then the assistant principal, and finally the school leader.

Parents who come to LSP requesting to meet with a teacher or school leader the same day may be asked to schedule an appointment for another time.

Report Card Conference Dates:

Quarter	Conference Dates
Quarter 1	November 19-20, 2026
Quarter 2	February 10, 2027
Quarter 3	April 28, 2027
Quarter 4	June 16, 2027

Visitors

To ensure the safety of our students and staff, all visitors — including parents — must check in at the main office and be arranged by the classroom teacher first. Our visitor system requires sign-in using a photo ID (driver's license preferred). Visitors will be issued a badge that must be worn while in the building.

- Even regular visitors must sign in each time using our visitor system.
- Please sign out at the main office before leaving.
- Visitors not following security procedures or being disruptive may be asked to leave.
- The main office closes to visitors 30 minutes before dismissal (3:15–3:45 PM on full days) or (12:45-1:15 PM on half days)

Birthday Policy

LSP recognizes the importance of birthdays and will do its best to make each student's birthday special while respecting families who choose not to participate.

If families wish to celebrate their child’s birthday at school, the following guidelines must be followed:

- Families must notify the child’s teacher(s) at least one day prior.
- Birthday treats may be sent on the scheduled day and will be distributed at a time determined by the classroom teacher.
- All birthday treats must be store-bought, sealed, and nut-free.

Recommended Supplies

The supplies listed below are recommended but not mandatory.

Supplies for Students to Bring to School

- Backpack
- One change of clothes to keep in cubby (including socks and underwear) — especially recommended for Kindergarten and 1st grade

Supplies to Keep at Home for Homework

- Child-safe scissors
- Pencils (plenty)
- Large eraser
- Glue
- Crayons
- Reading books (students should read at least 20 minutes every night)
- Paper (for writing and drawing)

Bathroom Accidents

Students of any age who have a bathroom accident with no extra clothes will follow the procedure below:

- The student will wait in the nurse's office until a change of clothes is secured.
- Parents/guardians will be notified to bring clothes to school as soon as possible.
- If a student has frequent bathroom accidents, parents should follow up with the student's Primary Care Provider.

Students may use the restroom at the teacher's discretion throughout the day.

Please notify the school if your child has any unique restroom needs.

We ask that each student in Kindergarten and 1st grade keep a change of clothes (pants, shirt, underwear, and socks) stored at school for emergencies. Soiled uniform items will be sent home to be cleaned.

Personal Electronic Device Policy Summary

To ensure students can thrive in a distraction-free environment that promotes academic excellence, social-emotional growth, and character development, KIPP Cooper Norcross schools implement a strict No Cell Phone Policy during school hours, including recess.

For all official policies and additional important information, visit the KIPP Cooper Norcross Regional Student & Family Handbook at:

https://kippnj.org/school-resources/

KIPP COOPER NORCROSS PUBLIC SCHOOLS

kippnj.org

This is a school supplement only. To access official district policies, see the KIPP Cooper Norcross Regional Student & Family Handbook at: https://kippnj.org/school-resources/