

STUDENT AND FAMILY HANDBOOK | 2018-2019

KIPP 
COLUMBUS
MIDDLE

Dear Students and Families,

Welcome to KIPP Columbus and the beginning of the 2018-2019 school year! This is a particularly special year as we just completed our 10th year at KIPP Columbus. There is indeed much to celebrate and much to look forward to!

We are honored to be working with you and your child this year. This Student and Family Handbook provides general school information as well as more details about our policies and procedures.

We hope you find it informative and helpful, and thanks in advance for reviewing. In addition, please feel free to call our team at 614-263-6137 or email us at kcooffice@kippcolumbus.org if you have any questions, at any time!

What a great opportunity it is to partner as your children continue the journey to and through college. Here's to a wonderful year ahead!

Respectfully,



Hannah D. Powell

Executive Director

KIPP Columbus

www.kippcolumbus.org

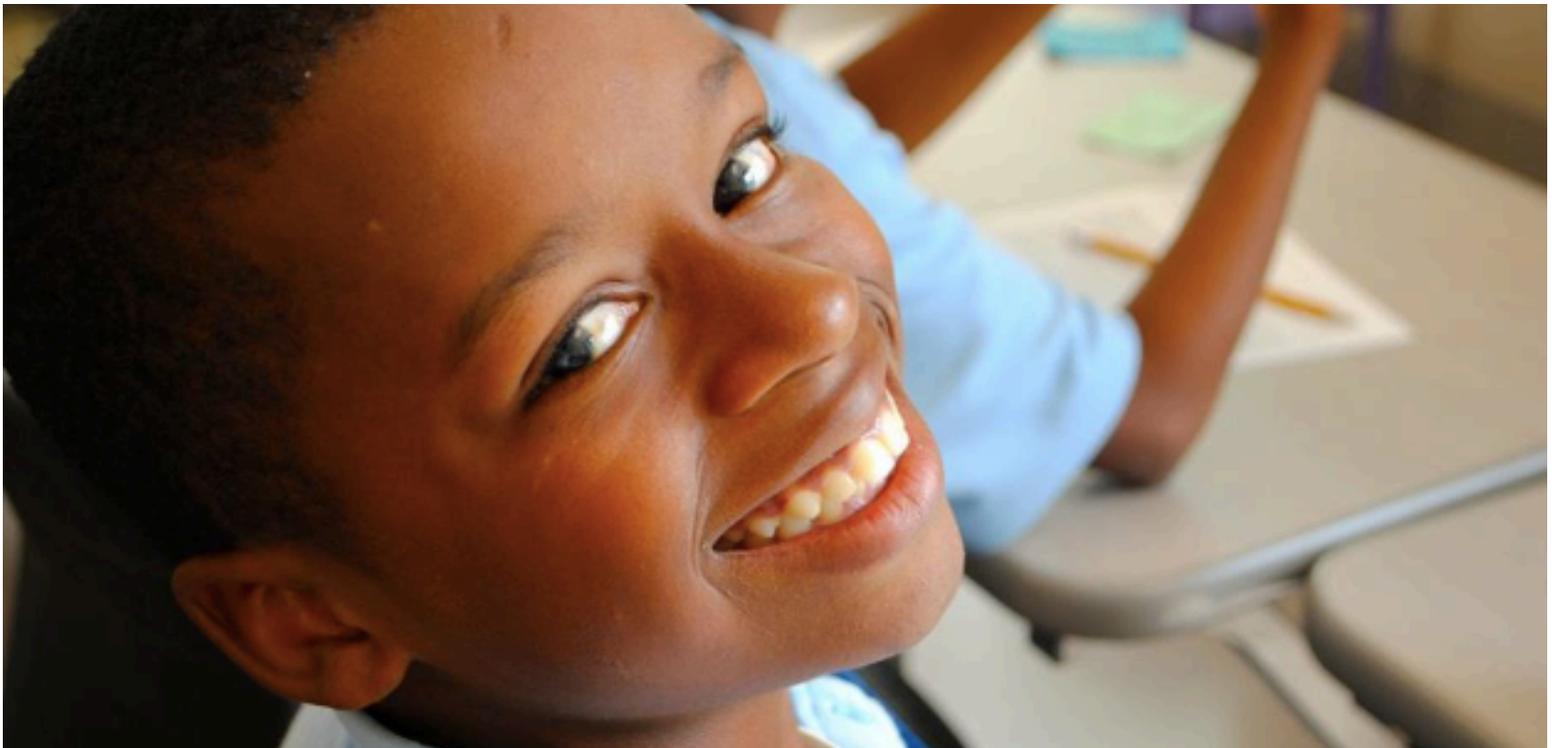




TABLE OF CONTENTS

CAMPUS-WIDE INFORMATION

Contact Information.....	4
School calendar and hours....	5
Mission and KIPP information...6	
Values.....	7
Entering and leaving campus.	9
Transportation.....	10
Attendance.....	11
Uniform.....	13
Nutrition and Meals.....	14
Miscellaneous Information.....	15
After School Programming....	20
Code of Conduct.....	21
Levels of Consequences.....	23
Distributing Statement.....	29

SCHOOL SPECIFIC SECTION

Academics.....	29
Culture of Achievement.....	32

CONTACT INFORMATION

KIPP Columbus Early Learning Center

Childcare and Pre-Kindergarten

2800 INSPIRE Drive

Columbus, Ohio 43224

614-706-3300 x 2

Karla Kendrick, Program Director, karla.kendrick@ymcacolumbus.org

KIPP Columbus Primary

Grades K -1

2800 INSPIRE Drive

Columbus, Ohio 43224

614-706-3300 x 1

Mallory Milara, School Leader, mmilara@kippcolumbus.org

KIPP Columbus Elementary

Grades 2 – 5

2900 INSPIRE Drive

Columbus, Ohio 43224

614-263-6137

Danielle Thompson, School Leader, dthompson@kippcolumbus.org

KIPP Columbus Middle

Grades 2 – 5

2900 INSPIRE Drive

Columbus, Ohio 43224

614-263-6137

Ashley Ferguson, School Leader, aferguson@kippcolumbus.org

KIPP Columbus High

Grades 9 -11

2980 INSPIRE Drive

Columbus, Ohio 43224

Alex Thanos, School Leader, athanos@kippcolumbus.org

To schedule a meeting with a teacher or leader

Please call the main office at the numbers above to schedule a time with your child's teacher(s). Please note that teachers will only be available to meet before or after school or during their planning periods.

To observe your child

You are welcome to observe your child at any time throughout the day. When possible, please call the main office to arrange a time. We ask that you sit in the back of the classroom and do not engage with your child, the teacher, or other students to help everyone remain focused. Thank you for your partnership!

SCHOOL CALENDAR AND HOURS

School Hours

- 8:00 AM – Doors Open (All Schools)
- 8:15 AM – Tardy Time (All Schools)
- 3:45 PM – Dismissal (All Schools)

KIPP Columbus School Calendar

Month	Date	Description
August	15 – 16 17 31	New Student Orientation – Grades K, 5, & 9 First Day – All Students, Quarter 1 Begins Staff Professional Development – No School
September	3 21 24	KIPP Columbus Closed (Labor Day) Staff Professional Development – No School Family/Teacher Conferences – No School
October	25 26 29 30	Quarter 1 Ends Staff Professional Development – No School KIPP Columbus Closed (Fall Break) Quarter 2 Begins
November	19 – 23	KIPP Columbus Closed (Thanksgiving Break)
December	24 – 31	KIPP Columbus Closed (Winter Break)
January	1-4 7 17 18 21 22	KIPP Columbus Closed (Winter Break) Staff Professional Development – No School Quarter 2 Ends Staff Professional Development – No School KIPP Columbus Closed (MLK Jr. Day) Quarter 3 Begins
February	15 18 19	Staff Professional Development – No School KIPP Columbus Closed (Presidents' Day) Family/Teacher Conferences – No School
March	21 22 25	Quarter 3 Ends Staff Professional Development – No School Quarter 4 Begins
April	19 22-26	Staff Professional Development – No School KIPP Columbus Closed (Spring Break)
May	27 31	KIPP Columbus Closed (Memorial Day) Last Day – All Students, Quarter 4 Ends
June	4	Last Day – Instructional Staff

MISSION AND VALUES

Mission

KIPP Columbus will create a system of schools where students develop the intellectual, academic, and social skills needed to understand and take action on issues they encounter in everyday life. By establishing a rigorous, safe, and personalized learning environment, KIPP Columbus will foster a culture of responsibility and service and empower all students to become active and engaged citizens.

About KIPP

KIPP, the Knowledge Is Power Program, is a national network of free, open enrollment, college preparatory public schools dedicated to preparing students for success in college and life. There are nearly 225 KIPP schools in 31 regions serving nearly 100,000 students. Nationally, KIPP students are enrolling in college at a rate of almost 80 percent, nearly doubling the national averages, and graduating at three times the national average.

Founded in 2008 with 50 students in 5th grade, KIPP Columbus has grown to serve nearly 1,700 students from infant to 11th grade on our campus in Northeast Columbus. By 2020, KIPP Columbus will serve nearly 2,000 students in grades preK-12. In 2017, KIPP Columbus had the highest amount of academic growth of any urban school in Ohio. KIPP Columbus was also given the 2017 Momentum Award by the Ohio Department of Education for exceeding expected growth for the year and earning straight As in value-added measures on the state report card.

The KIPP Columbus Team includes passionate teachers and staff committed to finding a way or making one so that all of our students can go to and through college. Our campus provides college-level technology from individual student laptops to AP advanced coding courses, state-of-the-art facilities, exceeded by the exceptional team, athletics program and dynamic club offerings like theater, choir, and more, and access to healthy and nutritious meals prepared by our in-house chef and team.

Our Values

At KIPP Columbus, we teach KIPPsters INSPIRE values to help them grow as scholars and people. Please see more about these values below.

Value	Description	Enduring Questions
<p>Integrity</p> <p><i>“Integrity is doing the right thing even if no one is watching.”</i></p>	<p>KIPP Columbus will be a place where all members of the community operate with integrity. Students will explore how their own values operate when they make choices and decisions. When a person operates with integrity, that person is able to make choices that reflect their values. Creating synergy and connectedness between decisions, choices, behaviors and values will be a central operating practice.</p>	<p>Does the choice you just made reflect your values?</p> <p>What has led you to make that choice? That decision?</p>
<p>Navigate</p> <p><i>“The beautiful thing about learning is nobody can take it away from you.”</i> -B. B. King</p>	<p>Students will be empowered to direct their own journey and travel through systems that can be discriminatory and often hard to understand. Families of KIPP Columbus are valued partners in their child’s education, and will be supported with tools to “navigate the system” as well.</p>	<p>Will you continue to navigate toward college?</p> <p>Are you navigating forward?</p>
<p>Seek</p> <p><i>“It’s not the answer that enlightens, but the question.”</i></p>	<p>We will instill the value of asking questions and seeking creative solutions to everyday problems in the world around us. Seeking knowledge and new ideas deliberately and consistently will be catalysts to ensure that we are always doing our best to get better and increase our awareness.</p>	<p>How will you use the information you have sought out to get to college?</p> <p>What information do you need in order to make the best decision for you? For others?</p>
<p>Persevere</p> <p><i>“Determination and perseverance move the world; thinking that others will do it for you is a sure way to fail.”</i> - Marva Collins</p>	<p>The value of perseverance is having endurance to pursue a challenging goal, regardless of the obstacles or trials that may keep you from achieving it. As the leaders of KIPP Columbus help all students climb the mountain to college, we will honor stories of perseverance and encourage all students to overcome the obstacles that can potentially keep college from becoming a reality.</p>	<p>What will you do when it’s hard?</p> <p>If negative energy is bringing you down (destructive self talk), how are you going to persevere through it?</p>
<p>Imagine</p> <p><i>“To achieve the impossible, it is precisely the</i></p>	<p>Creativity will be valued at KIPP Columbus, and the ability to imagine the world as a better place will be fostered through our ideas, our interactions, and our community.</p>	<p>Can you imagine another option? Another solution?</p> <p>Can you imagine a</p>

<p><i>unthinkable that must be thought."</i></p>	<p>"Thinking outside of the box" and encouraging opportunities for reflection will be core-operating practices within the KIPP Columbus learning community. Students will more fully apply their capacity to envision the world as a better place from both a macro and micro level.</p>	<p>better way? What will work for you?</p>
<p>Responsibility</p> <p><i>"We must exchange the philosophy of excuse - what I am is beyond my control - for the philosophy of responsibility."</i> -Barbara Charline Jordan</p>	<p>Preparedness and responsibility to one's community are central values that will be instilled in all members of KIPP Columbus. We have a collective responsibility to make a positive impact on our community, while instilling an awareness of personal responsibility and ownership for our actions and outcomes. Members of the KIPP Columbus learning community will be accountable, dependable, conscientious participants.</p>	<p>Are you acting responsibly through it?</p>
<p>Empathy</p> <p><i>"Seek first to understand and then be understood."</i> -Covey</p>	<p>Empathy is a way of thinking that is intentionally caring and compassionate. Empathy isn't just a way of thinking, but also a way of responding; it is an action. As our mission states, we want to empower our students to become more active and engaged citizens and by teaching the value of empathy, we deliberately provide opportunities for students to become more kind and caring individuals. It is our intention to spur tolerance and understanding that will set up the foundation for positive relationships and means of compromise. As students employ empathy, a platform to engage in critical consciousness is formed. Modeling empathy is the best teaching tool for this value.</p>	<p><i>When watching television, adults could comment on the feelings of the characters...</i> "That girl looks really excited about meeting a new friend!"</p> <p><i>When reading books, adults can draw attention to how characters in the book might feel...</i> "The character, Scout, in this book seems really upset. Why do you think she is upset?"</p>

- **More information about KIPP Columbus and our schools can be found through our website at www.kippcolumbus.org**

ENTERING AND LEAVING CAMPUS

Dropping Off Students

To drop off your student, please follow the simple steps below:

- Stop at security and display your Family Campus Pass (see below). **Failing to display a campus pass may result in being denied entry.**



- Pull up to the unloading area at your child's school.
- Wait for a staff member to safely help your child out of the car.
- **Students may enter school beginning at 8:00 AM.**
- Please do **NOT** leave your child unattended by dropping them off before doors open at 8:00 AM. **Doing so may result in losing drop off privileges on campus.**
- If this happens more than three times, your child will need to ride the bus to access campus or walk to school.

Walking to Campus

If your child walks to school, they should enter campus at the Agler Road entrance. There is a sidewalk along the entrance drive, which students can use to walk up to the building(s). Just like for students who are dropped off, walkers will not be able to enter the building until 8:00 AM.

Bike Riders

Students may ride their bicycle to school. Once at school, bike riders must use the bike rack near the front entrance. Bikes are not allowed in the school building, even in inclement weather. Students are responsible for locking up their own bikes. KIPP Columbus is not responsible for lost bikes left on campus. At dismissal, bike riders will join the walkers, and walk their bikes to the Agler Road entrance. Students must WALK their bikes when on the KIPP Columbus campus.

Picking Up Students

To pick up your child, please follow the simple steps below:

- Stop at security and display your Family Campus Pass.
- Pull up to the pick-up area at your child's school.
- Please remain in the car rider line and respectful of other families and guests that are waiting patiently in line as well.
- Remain in your car with your child's pick up pass displayed.
- Wait in your car for your child to be escorted safely to your vehicle.
- **Students will begin coming out to vehicles at 3:45 PM.**
- If you pick up your child late more than three times a quarter, your child's School Leader will meet with you to alternative pick-up arrangements.

SCHOOL BUSES

Bus Privileges

The bus is an extension of the school. The behavior, character, and values we expect of every KIPPster in school is also expected on the bus. **The bus is a privilege and can and will be taken away from students that demonstrate poor behavior and fail to live up to KIPP's expectations.** This can be difficult, for students and families, but happens every year to maintain a safe and calm environment for the rest of the students to and from school. Thank you in advance for your support in making the bus and safe and reliable way to school for ALL students.

Bus Expectations

To ensure the bus reflects our school's values and culture, there is a basic list of expectations that ALL students must meet. Failing to meet the expectations below will result in suspension or even permanent removal from the school bus.

- Keep hands and feet to yourself – NO exceptions.
- Remain in your seat, and seated, at ALL times.
- Not eating or drinking on the bus.
- No profanity of any kind. *(There are young KIPPsters on each bus.)*
- Speaking in a calm and respectful manner.
- Respecting the space and keeping the bus clean.
- Respecting the driver.

Consequences

To ensure safety for ALL students on the bus, the following consequences are in place for students who fail to live up to KIPP's expectations.

Write Up	Consequence
1 st Write Up	Warning and Call Home
2 nd Write Up	1 Day Bus Suspension
3 rd Write Up	3 Day Bus Suspension
4 th Write Up	5 Day Bus Suspension
5th Write Up	30 Day Bus Suspension

Any student who attempts to ride the bus while suspended will *automatically* move to the next level of consequence. **Finally, students may lose the bus permanently** for any of the following:

- Fighting on the bus
- Behavior that requires significant intervention or support
- Vandalizing the bus
- Behavior that significantly distracts the driver and impacts their ability to safely drive the bus and transport our students.

ATTENDANCE

Tardy Time

Students are considered **tardy after 8:15 AM**.

Reporting a Child's Illness

If your child is going to miss school because of illness, please call the main office before 8:15 AM. Please leave a message to make us aware of the absence. If a student is not present and the school has not been notified that he or she will be absent, the school will call the family at home or work. All student absences should be followed up the next day with a note signed by a family, guardian or doctor.

Documenting Absences

You must provide a doctor's note or other documentation for each absence. Notes should be turned in to the main office within the first **2 days** after your child has returned to school. For an absence to be excused, it must come from a doctor or be written by a family member for one of the reasons below.

Excused Absences

Absences are only **excused** in the following instances:

1. Personal illness – Our schools require a note from a family member for any absence due to illness to be excused. Our schools require a note or certificate of a physician if the absence for illness lasts **more than 2 days**. After a student has been absent four times for illness in a nine-week period, physician's statement or a family visit to the school is required. Extreme and/or emergency situations will be given appropriate consideration by school leaders.
2. Quarantine of the home - Limited to length of quarantine as determined by the Health Department.
3. Death of a relative - Limited to three (3) days unless reasonable cause is shown for longer absence.
4. Observance of religious holidays.
5. Emergency, or set of circumstances which in the good judgment of the School Leader, constitutes as good and sufficient cause for absence from school. Limits set by school official in charge for the case at hand.
6. Educational Travel - Must be prearranged, or it is considered unexcused. Limit of one (1) such trip of five (5) school days in any school year.
7. Doctor or dental appointments – Should be scheduled after school or on Saturdays whenever possible. These appointments are excused for ½ day and students are expected to be in school for the other ½ day so as to avoid missing instructional time.

8. Court appearances, appointments - Must provide proof of the appearance or appointment. Limited to length of appointment and the necessary travel time.

Students who miss more than 6 days total (unexcused or excused) in one quarter, or 10 days total (unexcused or excused) throughout the entire school year may be subject to retention. Any student who reaches truancy **is in jeopardy of being retained.**

Truancy

KIPP Columbus adheres to the Ohio Revised Code as it relates to code recognizing chronically absent students.

Truant Students are described as any child who is absent without legitimate excuse for absence from school for:

- 30 consecutive hours (~4 days), or;
- 42 hours within a month (~6 days), or;
- 72 or more hours in a school year (~10 days).

KIPP Columbus is required by law to report students who reach truancy to appropriate local agencies including but not limited to Juvenile Probate Court and Child Protective Services.

UNIFORM

School Uniform

Students are required to wear the KIPP uniform every Monday through Friday. (Pictured right.)

The Kinder through 8th Grade uniform is the following:

- A **KIPP light blue polo shirt**. KIPP Columbus shirts must be tucked in at all times.
- All **khaki bottoms (pants, shorts, skirt, or skorts)** must be an appropriate size and fit with a belt for any pants with a belt loop.
- Solid White Undershirt
- Solid White Socks
- Shoes cannot light up or have wheels. They should be closed toed.
- Headbands – No more than 1 (gray, navy, white, or black)

Students in ALL grades may not wear the following:

- Belts or belt buckles with multiple colors or flashy designs
- Rubber bands, wristbands, or bangles.
- Open toed shoes, sandals, or heels (shoes).
- Hats or Bandanas
- Jewelry
 - o NO necklaces, rings, wristbands, or bangles
 - o Earrings are allowed if smaller than size of nickel.
- Fake nails
- Gang related attire
- Any makeup that has coloring (no lipstick).



Uniform Store

For your convenience, we have a uniform store for students in Grades K - 8 located in our middle school that will sell polo shirts, khaki pants (various sizes), white undershirts, and white socks. The store can accept payment by cash or credit cards and is open during the school day by visiting the main office at each school.

We also have a uniform store for our high school students located in our high school main office that will sell the uniform shirt, ties, and vests. The store can accept payment by cash or credit cards and is open during the school day

NUTRITION AND MEALS

Our Nutrition Program

Our nutrition program at KIPP Columbus includes FREE breakfast and lunch. These meals are provided in partnership with AVI Food Systems. Meals are available free of charge to KIPP Columbus students. Students with specific food allergies will be accommodated as long as the specific needs are reported and shared with the main office. Breakfast is ONLY available until 8:15 AM daily. Students arriving after the tardy time will not receive breakfast as classes have already started.

Nutrition Standards

The Healthy Hunger-Free Kids Act (HHFKA), a national school lunch program has been implemented at KIPP Columbus. We have incorporated greater amounts of organic foods, fruits and vegetables, all whole grains, lower levels of calories, etc.

The goal is to increase the overall number of healthy meals students are eating, particularly since school lunches are such an important source of nutrition. In addition to the nutritional meal guidelines, the act also encourages the use of more local and farm fresh produce, school gardens, and healthier snack and drinks choices.

Peanut and Peanut Butter Free School

Due to significant food allergies of some KIPPsters, we are a peanut and peanut butter free school. Students are not able to bring peanuts or foods with peanut butter to KIPP. This includes for any packed lunches. Thank you in advance for ensuring that ALL KIPPsters are *safe* and can freely enjoy their meal times at KIPP without worrying about this food allergy.

Birthdays

Birthdays are special in the life of any child. For families who want to bring in a snack for a child's birthday, families must follow this process:

1. Family calls the office **at least one week in advance to identify the date to bring the birthday snack.**
2. There must be enough snacks for each student in the class (typically 25-30).
3. The snacks must follow the guidelines listed above.
4. The snacks must arrive by 3:30 pm (*at the latest*) on the day of the celebration, in order to be shared with the class by 3:45 pm.

MISCELLANEOUS INFORMATION

School Closings (Inclement Weather)

If Columbus City Schools close due to bad weather, KIPP Columbus is closed. Watch NBC 4, ABC 6, or WBNS 10, and FOX 28 for announcements related to school closings. We also post updates on our school website (www.kippcolumbus.org) and on our Facebook page.

In the event that weather conditions make travel to school hazardous and unsafe, but Columbus City Schools do not close, it is recommended that families exercise caution when bringing their children to school. Please note that there are times when Columbus City Schools may be in session but KIPP Columbus is closed due to weather. It is important to check the local news or check Facebook to ensure you have accurate information.

Student Records

At any time, families of KIPP Columbus students may access their child's file by checking with the School Leader, who will allow the file to be viewed in the office. For safety purposes, no student files will be allowed out of the administrative office. Copies of student records can be made for families if requested.

Immunization Requirements

Ohio State law requires that all children entering elementary school be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, 2 Hepatitis A, 3 Hepatitis B, and Varicella.

Before a child can be permitted to enter and attend school (subject to the 14-day initial waiver requirement), families must present documentation that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. KIPP Columbus must receive a certificate of immunization no later than **September 30, 2018**.

These requirements can be waived only if a properly signed health or religious exemption is filed with the school. This exemption form can be found in the main office if needed.

Nationwide Children's Hospital Health Clinic

We have a partnership with the Nationwide Children's Hospital to provide on-site health services with a hospital clinician several times each week. The clinic functions much like a doctor's office and can see students who are sick in addition to other scheduled needs like sports physicals or prescription refills (if originally issued through Nationwide Children's).

Illness During School Hours

If a student becomes ill or injured during the school day and is not well enough to stay in class, the family may be called to pick the student up. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If your child has needs we do not know about, we cannot provide for those needs. If your child has an emergency, we must be able to reach you. If your child is hurt and requires medical attention, and we are unable to reach you, the school will seek medical attention.

If a child needs to take any prescribed medicine, please send it to school with a note indicating the type of medication, dosage, and time of administration along with the medicine in its original sealed container.

Family Involvement

We are a TEAM and Family! In addition to the partnership responsibilities listed in the Commitment to Excellence, families are expected and encouraged to participate in their children's learning the following ways:

- ***The Village Meetings***

Each school will be holding The Village meetings throughout the year. These meetings are opportunities for us to connect with our families and discuss upcoming events and ways for families to be involved with the school.

- ***Family Conferences***

Both the family and child must attend conferences to meet with teachers to go over report cards. If you are unable to attend a scheduled Family-Teacher conference, you must contact the main office to arrange for an alternate time to meet.

It is important that the school and families work together to ensure all of our students will have the ability to attend the college of their choice.

- ***Family Night Events***

Each school will host a series of Family Nights. These activities include concerts, dance performances, community nights, and special events just for families such as financial literacy and resume creation and revision.

The dates for these events will be shared in September and all families are invited to attend.

If there are other ways you would like to be involved, please reach out to your child's teacher or school leaders to explore those opportunities. We are grateful for your partnership as we work together to help your child make it to and through college. 😊

Visitors and Visitor Policy

KIPP Columbus has an open-door policy that welcomes families and visitors in classrooms at any time (beginning after Labor Day). All visitors, including family, must first sign in, show a form of identification, and receive their visitor identification badge in the main office before going elsewhere in the building.

This policy is strictly enforced to ensure the safety of ALL students. Visitors failing to wear the proper identification on campus will be immediately asked to leave the school/campus premises. Failure to do so will result in a call and report to the Columbus Police Department.

School Safety Plan

Each year, we work with law enforcement, school safety officials, families, teachers, staff, and the Department of Homeland Security to draft a school safety plan. This plan ensures that we have planned and prepared for emergencies. Our school team spends time training each year on the necessary drills and procedures to maintain the safety of every KIPPster.

For any questions regarding our school safety plan, please contact Dustin Wood, Director of Operations, at dwood@kippcolumbus.org.

Toys, Games & Gadgets

Students are not permitted to bring toys of any kind to school. All toys, cards, games and electronics (including cell phones, tablets, and other smart devices) not specifically authorized by the School Leader will be confiscated and returned only to a family member at a scheduled conference. Lost, misplaced, or stolen items **will not be reimbursed or replaced**, as they are not permitted on school grounds.

Personal Belongings

Students at KIPP Columbus are not allowed to have the following items at school:

- Peanuts and any foods with Peanut-Butter
- Gum
- Candy
- Soda
- Any illegal substance
- Weapons *and* toy weapons
- Stuffed animals or dolls
- Nintendo DS, Sony PSP, or any other electronic toys
- Radios, iPods, mp3 players

As such, KIPP Columbus will not be responsible for lost or missing items on the list above, as students are not permitted to bring them to school.

Phone Procedures

- **Reaching Teachers**

Teachers can be reached on their classroom phones during school hours. Keep in mind that they may not answer while they are teaching but they will return your call within 24 hours. If you or your child is trying to call a teacher but they don't answer, please leave a message explaining the reason for the call, your full name and telephone number and allow 24 hours for them to return your call. **Classroom phone numbers for your child's teachers will be provided during the first week of school.**

- **Messages for Students**

Families should communicate with their child before and after school. KIPP Columbus is committed to keeping phone lines open for emergencies. Please try to limit calls to the school to pass on messages to students except when absolutely necessary.

- **Student Cell Phones**

Students are permitted to carry a cell phone to school if it is for emergency use **only**. **The school WILL NOT be responsible for lost or stolen phones, and if the phone rings or is seen during the school day, it will be confiscated (it should be shut off and out away during the entire day).** The only way a student may get a confiscated phone back is by bringing in a family member to retrieve it from a school leader.

Please **do not** contact your child through their cell phone during the 8:00am – 3:45pm school day. Please call the main office if any changes/messages need communicated. Thank you for helping ensure our KIPPsters are able to stay focused as they climb the mountain to and through college! 😊

Bathroom Policy

At KIPP Columbus, a common hand signal will be used school-wide to indicate the immediate need to use the bathroom. Students are allowed to use the bathroom at the teacher's discretion and are encouraged to go during independent work time. We ask families to notify the school if a child has a unique medical needs requiring special bathroom accommodations.

AFTER SCHOOL PROGRAMMING

Programs Overview

Our after school program is an extension of the school day that provides academic and enrichment programming for students.

- Grades K – 1: Afterschool Program by the YMCA
The YMCA offers academic support and intervention, a healthy dinner, and student activity groups daily in their afterschool program.
Please Note: This program costs money for students to participate.
- Grades 2 – 8: KIPP Connect by the Boys and Girls Club of Columbus
The BGCC provides specific programming around academic tutoring and support, character education, and club programming geared towards a variety of student interests, the arts, and athletic activities. A healthy dinner is also provided during the program.
- Grades 9 - 10: Clubs and Athletics
KIPP provides access to a variety of athletics offerings and clubs geared towards students passions and interests. These clubs and opportunities are provided by KIPP Columbus staff members and change throughout the year.

Enrolling in the afterschool program

To apply for the wait list for afterschool programming, please contact the school at 614-263-6137.

Family Nights

Throughout the year, we will be hosting a series of family nights. Each night has a different theme and is open to ALL students and families to attend. These nights will feature creative activities and programs, fun visits from our local partners like the Columbus Zoo and COSI, prizes and awards, and more.

Check the school calendar or visit www.kippcolumbus.org for more information.

ATHLETICS

Character Education

As part of our approach to character education, we believe that athletics offers students a chance to develop sportsmanship and teamwork. The lessons learned through sports extend into students lives and help them develop the knowledge, skills, and character necessary for success in college and life.

Sports Offered

KIPP Columbus has several competitive sports teams that compete against other schools locally each season.

Season	KCM Sports (6 th –8 th Grade)	KCH Sports (9 th – 11 th Grade)
Fall (Aug – Oct)	Soccer Volleyball (Girls) Cross Country	Soccer Girls Volleyball (Girls) Cross Country Football (Boys) Drill Team
Winter (Nov – Jan)	Basketball Cheerleading	Basketball Cheerleading
Spring (Mar – May)	Track and Field	Track and Field

Eligibility

To participate, students must demonstrate academic and behavioral excellence.

- **Academic Expectations:** Students must maintain a 2.5 or higher grade point average (GPA) *and* be passing their classes.
 - **For Middle School:** Students must be passing all of their classes to be eligible to participate.
- **Character Expectations:** Students who receive suspensions, teacher referrals, or bus write-ups will be held out of practice and games and *may* be removed completely from a team.
- **Physical Form:** Students **MUST** have an up to date physical form on file in the main office from a physician to be eligible.

Try-Outs

Each sport will have an open tryout to select students to participate. All students are welcome to try-out for a sport and may try out for a sport each.

Questions

For questions about our sports programs, feel free to contact Dustin Wood, Director of Operations, at dwood@kippcolumbus.org.

CODE OF CONDUCT

KIPP Columbus fosters a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and other staff. The rules of conduct and discipline contained within this Student Code of Conduct are established to ensure safety and a strong culture of achievement in our classrooms. Students who violate the Code of Conduct, the rights of others, or who violate campus rules shall be subject to these consequences.

A discipline violation includes the planning of or conspiring to commit an offense. Certain offenses may result in the filing of charges by the Columbus Police Department depending on the nature of the misconduct. School Leaders are required by law to report certain activities to the Columbus Police Department.

Right and Responsibilities

The purpose of this section of the Plan is to provide a brief description of the more important rights and responsibilities of students. Within each school, the School Leader has the responsibility for maintaining a strong learning environment for ALL students.

Guidelines for Disciplinary Action

KIPP staff shall adhere to the following guidelines:

- Discipline shall be administered when necessary to protect students, staff, or property; maintain essential order and discipline; and promote a strong learning environment.
- Students shall be treated fairly. Discipline shall be based the circumstances of each case. Factors to consider shall include but are not limited to the following:
 - Seriousness of the offense;
 - Student's age;
 - Student's disciplinary history;
 - Intent or lack of intent at the time the student engaged in the conduct;
 - Self defense;
 - A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
 - Potential effect of the misconduct on the school environment;
 - Any mitigating factors.

School leaders have been designated with the authority to:

- Assess and implement the culture of achievement plans in cooperation with teachers and staff;

- Remove a student from campus for non-disciplinary reasons or pending a conference;
- Investigate allegations of student misconduct which includes questioning students, and searching a student or the student's belongings if there is reasonable suspicion that the student has violated a specific rule or law and the school administration reasonably expects that the search could produce evidence of that violation;

The Executive Director has been designated to conduct hearings concerning expulsion of students and to issue orders of expulsion upon determination of guilt as a result of such hearings.

Procedures for Student Discipline Referrals

Most offenses are considered minor violations of the Student Code of Conduct and, therefore, a written report of such offenses is ordinarily not required to be filed with the School Leader or other members of the leadership team.

A teacher with knowledge that a student has violated the Student Code of Conduct with a Tier 1 or Tier 2 offense must document the incident and share it with the School Leader. The School Leader may reach out to the family to discuss the incident depending on the details of what occurred.

Procedures for Student Removal by Teachers

Teachers should not remove a student from the classroom without prior approval from the School Leader. No student should be sent from the classroom to an administrative office for discipline with prior communication with that school leader. The school leader shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct. A teacher should call a school leader to their class for a student:

- Who has been documented by the teacher to repeatedly interfere with the teacher's ability to teach or with classmates to learn;
- Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with students in the class or with the ability of the student's classmates to learn.
- If a leader removes a student from class, they may place the student into another appropriate classroom, into in-school suspension, or contact the family if the situation warrants.

Levels of Consequences

In order for us to maintain a strong learning environment focused on achievement, we have adopted the following tiers that outline consequences for students who are not living up to KIPP's values.

SECONDARY TIER GRADES 6 - 11		
Tier 1 Short-Term Suspension <i>Suspended 0 – 5 Days</i>	Tier 2 Intermediate Suspension <i>Suspended 3 - 5 Days</i>	Tier 3 Long-Term Suspension; <i>Suspended 6 – 10 Days;</i> Possible Expulsion
School Bus Disruption Bullying, Cyber bullying, Harassment, or Threats <i>(Moves to Tier 2 if repeated)</i> Insubordination Unauthorized Use of Internet Vandalism (able to be fixed) Profanity Gambling Cheating/Plagiarism	Fighting Sexual Harassment Theft Trespassing Vandalism (involving repairing or replacing furniture or property)	ACADEMIC MISCONDUCT Abuse of computer hardware and/or software DRUGS Use, possess, distribute alcohol, tobacco, or drugs WEAPONS Weapon/Firearm Look-Alike Firearms Weapons (Knife, etc.) Explosive Device ASSAULT Physical Assault Sexual Assault Serious Bodily Injury
	INCITING PANIC <i>False Alarms (i.e. pulling fire alarm, calling 911, bomb threats, etc.)</i>	

Additional Situations

School leaders have the ability to suspend or expel students for additional situations depending on the context and the impact on the learning environment.

Procedures and Due Process for Short Term Suspension

Before imposing a short-term suspension, the School Leader shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, an explanation of the evidence against the student. A chance to present the student's version of events shall also be provided.

At this point, written notice shall be provided within 24 hours of the decision to impose suspension at the last known address of the family. Where possible, notification also shall be provided by telephone. The family of the student and the student shall have the opportunity to present the student's version of the incident and to ask clarifying questions in an informal conference.

Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension.

Long Term Suspension

In accordance with Ohio State Law, the Executive Director reserves the right to suspend and/or expel a student. A student who has committed any one of the actions listed below is subject to long term suspension (defined as a period of more than five days up to ten days) or expulsion from school. In addition, a student who commits any of the acts previously described as causes for short-term suspension may, instead or in addition, be subject to a long-term suspension at the School Leader's discretion only if the student has committed the act on multiple occasions.

- Commit, or attempt to commit arson on school property
- Possess, use, attempt to use, or transfer of any firearm (including toy weapons, BB guns, or air-propelled guns), knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school
- Assault any other student or staff member
- Possess or use alcohol, tobacco, or other forms of illegal drugs.
- Intentionally cause physical injury to another person, except when student's actions are reasonably necessary to protect him or herself from injury
- Vandalize school property causing major damage
- Commit any act which school officials reasonably conclude warrants a long-term suspension

Procedures and Due Process for Long Term Suspension

The School Leader may impose a long-term suspension (for a period of up to 10 days). Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. In extreme circumstances, the Executive Director may expel the student from school.

Upon determining that a student's action warrants a possible long-term suspension, the School Leader shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions.

The School Leader also shall immediately notify the student's family in writing within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the family. Such notice shall provide a

description of the incident or incidents, which resulted in the suspension and shall indicate that a formal hearing will be held on the matter, which may result in a long-term suspension (or expulsion).

The notification provided shall be in the dominant language used by the family. At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

Other Administrative Disciplinary Options

KIPP Columbus recognizes that each individual student may have a unique challenge in or out of the classroom. Because we strive to find solutions for all of our students, a variety of other disciplinary and supportive programs may be put in place. These are not limited to, but can include:

- **Behavior Plan:** A plan where students and staff generate goals around reducing negative behaviors over a short period of time. Students may have a daily behavior chart targeting specific behaviors that each teacher fills out and the family signs each night. This plan is kept as a part of the student's records and the plan is ceased once the negative behaviors have successfully been changed to more positive actions. The school leadership or the teachers for that particular student may create the behavior plan.
- **Homeroom or Instructional Group Switch:** A temporary or permanent move to alter group or individual dynamics may be made by the school leadership in consultation with the teachers for that particular student.

Alternate Instruction

Arrangements will be made between the school and each individual for the delivery of services, pick-up/delivery or work, and/or the make-up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for students with disabilities.

Human Rights Policy

KIPP Columbus brings together a diverse group of individuals. It is guided by the principle that respect for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age or handicap status. KIPP Columbus wishes to stress that it is the responsibility of every member of the KIPP Columbus community to observe and uphold the principles of equal opportunity as they affect staff, faculty and student in all aspects of school life. It is the responsibility of every member of the KIPP Columbus community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including expulsion.

Harassment and Bullying

Harassment in any form of uninvited or unwanted physical or verbal behavior, which creates an intimidating, hostile, or demeaning environment for education, is not tolerated at KIPP Columbus.

Examples of inappropriate behavior include:

- Verbal or physical abuse or threats
- Sexual harassment
- Obscene or demeaning remarks, jokes, or insults
- Uninvited pressure to participate in illegal activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- False accusations of harassment
- Retaliation toward someone making a complaint about harassment

Sexual Harassment

Sexual harassment can be a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's advancement or participation in a school activity.
- Such conduct has the purpose or effect of interfering with a person's work or academic performance, or intimidating or humiliating a person.

Creating a harassment free environment requires the diligent effort of our community. We must continually improve our practices.

Response to Harassment

KIPP Columbus is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify the School Leader, Assistant School Leader, or if you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the School Leader or Executive Director.

As soon as possible, the adult notified will report to the School Leader and/or Executive Director. The School Leader or Executive Director will notify the authorities, if necessary. The School Leader or Assistant School Leader will investigate the matter in a swift and equitable manner. The school follows the *Ohio Department of Education model policy* on anti-harassment, anti-intimidation, or anti-bullying to guide the investigation. The School Leader will communicate the final decision directly to the parties involved.

Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required by law to report suspected child maltreatment *immediately* when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed—physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

DISTRIBUTING STATEMENT

“The KIPP Columbus is a community school established under Chapter 3314. of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.”

ORC 3314.041

KIPP COLUMBUS MIDDLE: **ACADEMICS**

Curriculum Overview

KIPP Columbus is based on proven methods of success at KIPP schools and best practices from institutions nationwide. Every aspect of the instructional program has been deliberately chosen to ensure that each KIPP Columbus student graduates with the intellectual, academic, and social skills needed to understand and take action on issues they encounter in everyday life.

The KIPP Columbus curriculum is driven by clear performance standards for what students should know and be able to do. For each grade level, standards are based on national and state curriculum frameworks. Teachers will use regular assessments to measure how well students are mastering the standards, and families will receive regular progress reports to monitor the progress of their child.

Homework

KIPP Columbus students have homework every night. Preparation is an important part of the KIPP Columbus curriculum, and no student is excused from any assignment without the permission of his or her teacher prior to the due date. If a student discovers that he or she will be unable to complete an assignment, he or she must contact the teacher no later than the night before it is due. Extensions may be granted by the teacher only if the student calls first and discussed his or her concerns. There is a limit on the number of extensions depending on the grade level.

Make-Up Work

All missed work must be completed and all work needing completion or correction must be fixed. It is the student's responsibility to consult with each of his/her teachers to make sure he or she is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, the he or she will have one day to make up any missed work.

Cheating and Plagiarism

Cheating is a serious offense and the first offense will immediately result in-school or out-of-school consequences. If a student copies another student's work, gives another student his or her work, or lets another student look at his or her work or test, it is considered cheating.

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of language, ideas, and thoughts of another author (or person) and representation of them as one's original work.

The first time the offense happens, the teacher will notify the family and the School Leader, and a grade of zero will be given to the student on the

assignment. If a student cheats or plagiarizes a second time, a conference with the student, family, teacher, and School Leader is required. If a student cheats on a test, quiz or other assignment, the student will receive a grade of zero.

Grading, Report Cards, and Promotion / Retention

Please see below for the outline of the grading scale and policies.

Grading Scale	
A	93-100
A-	90 – 92
B+	87 – 89
B	83-86
B-	80-83
C+	77-79
C	73-76
C-	70-72
D+	67 – 69
D	63-66
D-	60-62
F	0-59

Report Cards

Families will receive Report Cards at the end of every quarter. Families will also receive a bi-weekly Progress Report that includes information on how their child performed on the most recent assessment. Please call your child's teacher if you have any questions on how your child is progressing.

Promotion and Retention

We recognize that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Families will receive bi-weekly progress reports and full report cards at the end of each quarter. Teachers will also provide important updates on student progress to families and students during Family-Teacher Conferences.

Promotion of a student from one grade to the next shall be based solely on the individual student meeting applicable promotion criteria. The decision to promote a student shall rest solely with the School Leader, with appropriate input from the student's teacher(s), the professional staff, and families.

A student may be retained if he/she:

- Truant (absent) for 10% or more of the required school days
- Failing one or more core courses
- Scores below the 25th percentile on the NWEA MAP Assessment

Students with Disabilities

Promotion and retention of previously identified students with disabilities will be determined by the policy above, but shall also consider the student's individualized educational plan (IEP).

KIPP COLUMBUS MIDDLE: CULTURE OF ACHIEVEMENT

Overview and Purpose

At KIPP Columbus Middle, we will establish and maintain a strong culture of achievement to ensure our KIPPsters gain the knowledge, skills and character strengths necessary to climb the mountain to and through college and lead a life filled with opportunity and choice.

Our culture of achievement will accomplish three goals:

1. Create a school-wide environment that supports and nurtures rigorous, college-ready learning
2. Keep the main thing the main thing by maximizing learning time and minimizing distractions
3. Ensure our KIPPsters grow as good people who treat everyone with respect and empathy

Core Beliefs

In order to establish and maintain a strong culture of achievement that achieves these goals, our team must believe in the following statements:

1. ALL of us can and WILL learn.
2. If there is problem, we look for a solution. If there's a better way, we find it.
3. Our families are our most valued partners in this work.
4. It is our responsibility to help our KIPPsters grow as scholars and as people everyday.
5. We learn from our mistakes. Each day is a new day.

KIPP Columbus Middle Rules

We have four rules that have been established at KIPP Columbus Middle.

1. Respect Yourself
2. Respect Your Teacher
3. Respect Your Teammates
4. Respect Your Space

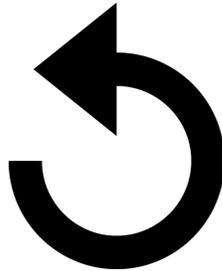
Approach

At KIPP Columbus Middle, three major components contribute to our culture of achievement.

Clear Expectations



Consistent Discipline



Community



Clear Directions & Expectations

The best way we can build a culture of achievement is to help KIPPsters know *exactly* what is expected of them at every moment of the day. KIPPsters appreciate and thrive on rules and boundaries; they struggle and languish in ambiguity.

The below table describes the various strategies we will use each day to help ensure our KIPPsters have clear directions and expectations.

Strategy	Description	Rationale
School Rules	KIPP Columbus Middle will have four school rules that are communicated and enforced every day: <ol style="list-style-type: none"> 1. Respect Yourself 2. Respect Your Teacher 3. Respect Your Teammates 4. Respect Your Space 	KIPPsters will understand that every adult has the same expectations for them. Our expectations do not change in certain classes or with certain adults.
School Wide Systems, Routines & Procedures	Across our school, we will use the same systems, routines and procedures. They include: <ul style="list-style-type: none"> • SLANT • HALL • PETSYS • Noise Levels • Hand signals • Routines for transitioning between spaces 	<p>KIPPsters will have the opportunity to practice important behaviors in the same way every single day.</p> <p>KIPPsters will not have to guess how to do simple things.</p> <p>KIPPsters will have a consistent, familiar, and safe</p>

		experience at school each day.
Behavior Management Cycle	<p>All teachers receive extensive training and practice on how to use a behavior management cycle in their class to give and enforce clear directions. The steps of the cycle are:</p> <ol style="list-style-type: none"> 1. Give clear, concrete, observable, sequential directions that relate to KIPPster movement, voice or participation. Use a cue word our countdown to help KIPPsters know when to start. 2. Narrate three students who are following the directions. 3. Correct or redirect off task behavior through non-verbal reminders or issue consequences privately. 4. Reconnect positively with off task students as soon as possible. 	<p>KIPPsters receive explicit, relevant directions from their teacher that set them up for success.</p> <p>KIPPsters can see other students who are doing the right thing and have the opportunity to make a good choice.</p> <p>KIPPsters receive public praise for doing the right thing and not publicly embarrassed for a bad choice.</p> <p>KIPPsters know they can turn around their day at any time!</p>



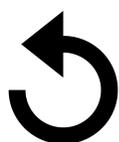
Community & Celebration

Our KIPPsters and teachers will have time each day and week to build community and celebrate KIPPsters who are doing the right thing and demonstrating our values.

The below table describes the various strategies we will use to build community and celebrate KIPPsters!

Strategy	Description	Rationale
KIPP Incentive System	KIPP Columbus Middle will use a incentive system to provide positive rewards to students. Students will receive deposits in Classroom Dojo that will earn additional opportunities throughout the year.	KIPPsters will understand that being good feels good and making positive choices leads to positive outcomes.
INSPIRE Values	<p>KIPP Columbus has seven values that we will teach to our KIPPsters and model as adults to help them grow as people:</p> <ul style="list-style-type: none"> • Integrity 	KIPPsters will understand that living the values is HOW you can climb the mountain to and through

	<ul style="list-style-type: none"> • Navigate • Seek • Persevere • Imagine • Responsibility • Empathy <p>Each month, our school will focus on a new value. We will host an INSPIRE challenge each month to help our KIPPsters apply the value applies to their lives.</p>	<p>college.</p> <p>KIPPsters will hear consistent language from teachers.</p> <p>KIPPsters will connect the values to their everyday life.</p>
INSPIRE Assemblies	<p>Each month, the grade level will participate in INSPIRE Assemblies with their fellow teammates and teachers. Each INSPIRE Assembly will include:</p> <ul style="list-style-type: none"> • Discussion of Value • INSPIRE Awards for each class • Other awards (attendance, growth goals, etc.) • Possible student performance 	<p>KIPPsters will participate in a joyful celebration of their good choices each week.</p> <p>KIPPsters will see models of the values among their own classmates</p>
Micro-moments	<p>Our teachers will make “in-the-moment” connections to the values dozens of times throughout the day!</p> <p>Eg: “Wow, Jazmyne, you are showing a lot of empathy by allowing Daniel to be the line leader.”</p>	<p>KIPPsters are hearing about and getting feedback on the values every day.</p> <p>KIPPsters connect their daily choices to the values.</p>



Consistent Discipline

When KIPPsters don't make a positive choice or don't follow the rules, they will receive a predictable, consistent, appropriate consequence that helps them understand how to make a better choice in the future.

The below table describes the various strategies we will use to give consistent consequences to KIPPsters.

Strategy	Description	Rationale
<p>Classroom Dojo</p> <p><i>*Some KIPPsters may need a behavior plan that supplements or replaces Classroom Dojo..</i></p>	<p>All classrooms in grades 6-8 will use Classroom Dojo to communicate to students the impact of their choices. KIPPsters will earn deposits for the choices they make in a given day. Students who are not making positive choices will be given a deduction and may earn additional consequences. All families have access to Classroom Dojo and can view your child's account at any time.</p> <p>.</p>	<p>KIPPsters connect their choices to their future goals.</p> <p>KIPPsters can visually see the impact of their choices at any time.</p> <p>Families receive consistent and regular information about their child's behavior each night.</p>
<p>KIPPster Reflection</p>	<p>Teachers and leaders will lead KIPPsters through the same process when addressing or correcting misbehavior. The KIPPster...</p> <ol style="list-style-type: none"> 1. Admits mistake or choice 2. Understands rule that was broken or impact on Team & Family 3. Describes a better choice 4. Apologizes publicly and makes amends 	<p>KIPPster have the opportunity to learn from their sad choices or mistakes</p> <p>KIPPsters connect their choices or mistakes to the larger Team & Family</p>

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