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
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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 Hours

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

School Calendar
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.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
<th>Enduring Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity</td>
<td>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.</td>
<td>Does the choice you just made reflect your values? What has led you to make that choice? That decision?</td>
</tr>
<tr>
<td>Navigate</td>
<td>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.</td>
<td>Will you continue to navigate toward college? Are you navigating forward?</td>
</tr>
<tr>
<td>Seek</td>
<td>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.</td>
<td>How will you use the information you have sought out to get to college? What information do you need in order to make the best decision for you? For others?</td>
</tr>
<tr>
<td>Persevere</td>
<td>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.</td>
<td>What will you do when it’s hard? If negative energy is bringing you down (destructive self talk), how are you going to persevere through it?</td>
</tr>
<tr>
<td>Imagine</td>
<td>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.</td>
<td>Can you imagine another option? Another solution? Can you imagine a</td>
</tr>
</tbody>
</table>
| Unthinkable that must be thought. | “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. | better way?  
What will work for you? |
| Responsibility | 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. | Are you acting responsibly through it? |
| Responsibility | "We must exchange the philosophy of excuse - what I am is beyond my control - for the philosophy of responsibility." -Barbara Charline Jordan | |
| Empathy | 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. | When watching television, adults could comment on the feelings of the characters… "That girl looks really excited about meeting a new friend!"
When reading books, adults can draw attention to how characters in the book might feel… "The character, Scout, in this book seems really upset. Why do you think she is upset?"

- More information about KIPP Columbus and our schools can be found through our website at [www.kippcolumbus.org](http://www.kippcolumbus.org)
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.
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.

<table>
<thead>
<tr>
<th>Write Up</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Write Up</td>
<td>Warning and Call Home</td>
</tr>
<tr>
<td>2nd Write Up</td>
<td>1 Day Bus Suspension</td>
</tr>
<tr>
<td>3rd Write Up</td>
<td>3 Day Bus Suspension</td>
</tr>
<tr>
<td>4th Write Up</td>
<td>5 Day Bus Suspension</td>
</tr>
<tr>
<td>5th Write Up</td>
<td>30 Day Bus Suspension</td>
</tr>
</tbody>
</table>

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.
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 back)

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
  - NO necklaces, rings, wristbands, or bangles
  - 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.
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.
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.
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.

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

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.
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.
## PRIMARY TIER
### GRADES K - 5

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short-Term Suspension</strong>&lt;br&gt;<strong>Suspended 0 - 5 Days; Repeated Tier 1 behavior will result in Tier 2 consequences</strong></td>
<td><strong>Long-Term Suspension</strong>&lt;br&gt;<strong>Suspended 6 – 10 Days; Possible Expulsion</strong></td>
</tr>
<tr>
<td>School Bus Disruption</td>
<td>DRUGS&lt;br&gt;Use, possess, distribute alcohol, tobacco, or drugs</td>
</tr>
<tr>
<td>Bullying, Cyber bullying, Harassment, or Threats</td>
<td>WEAPONS&lt;br&gt;Firearms</td>
</tr>
<tr>
<td>Fighting</td>
<td>Explosive Device</td>
</tr>
<tr>
<td>Theft</td>
<td>Weapons (Knife, etc.)</td>
</tr>
<tr>
<td>Weapon Look-Alike</td>
<td>INCITING PANIC&lt;br&gt;False Alarms (i.e., pulling fire alarm, calling 911, bomb threats, etc.)</td>
</tr>
<tr>
<td>Sexual Harassment / Touching</td>
<td></td>
</tr>
</tbody>
</table>

### 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 in 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 the 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.
“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
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 (both weekly and quarterly) 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 each night. Preparation is an important part of the KIPP Columbus curriculum, and all students are expected to complete their nightly homework. If a student discovers that he or she will be unable to complete an assignment, the family should contact their teacher by phone no later than the night before it is due. Extensions may be granted by the teacher only if the family calls first and discusses his or her concerns.

Homework in Kindergarten will take approximately 15-20 minutes per night to complete. Homework in First Grade will take approximately 20-25 minutes per night. Each night, students will complete a math, phonics, and writing worksheet. Students will also practice 5 weekly sight words for Friday’s spelling test, and read books on their reading level for 15 minutes.

Make-Up Work
The teacher will determine any missing work that should be completed following a student’s absence. The time generally allowed to complete this work will be the number of days that the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

Late, incomplete, or missing assignments (including for excused or unexcused absences) must be made up as soon as possible.

If a student serving an out of school suspension or an expulsion, he/she will receive a homework packet from teacher before the leave, ensuring the student has access to nightly homework while out of school.

Grading, Report Cards, and Promotion / Retention
Please see below for the outline of the grading policies.
Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – Exceeds Expectations</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>3 – Meets Expectations</td>
<td>70% – 89%</td>
</tr>
<tr>
<td>2 – Below Expectations</td>
<td>50% - 69%</td>
</tr>
<tr>
<td>1 – Significantly Below Expectations</td>
<td>Below 50%</td>
</tr>
</tbody>
</table>

Courses
Students will receive grades in the below courses:

- Mathematics
- English Language Arts – Reading
- English Language Arts – Writing
- Enrichment:
  - Music
  - Art
  - Physical Education
  - Social Studies

Report Cards
Families will receive Report Cards at the end of every quarter. The quarter ending dates are listed below:

- Quarter 1: October 25, 2018
- Quarter 2: January 17, 2019
- Quarter 3: March 21, 2019
- Quarter 4: May 31, 2019

Families will also receive the results of their child’s latest weekly assessment in weekly folders following each assessment. Please call or email 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 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 final decision to promote a student shall rest solely with the School Leader, with appropriate
input from the students teacher(s), the professional staff, and families.

A student is at risk for retention if he/she applies to one or more of the following:

• he/she is truant (absent) for 10% or more of the required school days
• has low achievement on the STEP Reading Assessment (Kindergarten: below a STEP 3, 1st Grade: below a STEP 6)
• has low achievement of the NWEA MAP norm-referenced assessment (below 26% percentile)

Factors
Teachers and the School Leaders will consider at least the following factors in arriving at decisions on promotion or retention. Factors are applicable in all grade levels.

• The student’s level of academic aptitude, achievement, and growth;
• The student’s level of social and emotional development and the student’s ability to effectively interact with other students in his/her current grade level;
• The student’s attendance patterns (absences, tardiness, early checkout, excused, or unexcused) and its effect on the student’s progress;
• Any other factors thought to be appropriate by the School Leader, teacher(s), and professional staff.

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).

Intervention
All students will receive targeted interventions based on their individual needs. Additionally, in compliance with the third grade reading guarantee, the school will assess annually the reading skills of each student enrolled in kindergarten through third grade by September 30th and will identify students who are reading below grade-level.

For students reading below grade-level, the School will:

• Provide written notification to the student’s family that includes the following:
  • A statement that the student has been identified as having a substantial deficiency in reading;
  • A description of the current services that are provided to the student;
  • A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency;
• A statement that if the student receives a score within a certain range on the assessment to measure English and language arts skills, the student will be retained unless the student is exempt; and
• A statement that the assessment is not the sole determination of promotion and that additional evaluation and assessments are available to assist the School and family in knowing whether the student is reading at or above grade level and is ready for promotion.

• Provide intensive reading instruction to the student immediately following identification of a reading deficiency, including research-based reading strategies that have been shown to be successful in improving reading among low-performing readers and targeted at the student’s identified deficiencies.

• Develop a reading improvement and monitoring plan (RIMP) within 60 days after receiving the student’s results on the diagnostic assessment. The plan must include:
  • Identification of the student’s specific reading deficiencies;
  • A description of the additional instructional services and support that will be provided to the student to remediate the identified reading deficiencies;
  • Opportunities for the student’s family to be involved in the instructional services and support;
  • A process for monitoring the extent to which the student receives the instructional services and support;
  • A reading curriculum during regular school hours that does all of the following: assists students to read at grade level; provides scientifically based and reliable assessment; and provides initial and ongoing analysis of each student’s reading process; and
  • A statement that if the student fails to attain a score in the range designated by the Ohio Board of Education on the assessment to measure skill in English language arts expected by the end of the 3rd grade, the student will be retained in the 3rd grade.
Overview and Purpose
At KIPP Columbus Primary, we 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.

We create a culture of achievement to accomplish three goals:
1. Create a school-wide environment that supports college-ready learning
2. Maximize learning time and minimizing distractions
3. Help KIPPsters grow as scholars who treat everyone with respect

Approach
At KIPP Columbus Primary, three major components contribute to our culture of achievement.
• Clear Expectations & Directions
• Community & Celebration
• Consistent Consequences & Communication

Please find more information below.

Clear Expectations & Directions
• School Rules:
  1. Work Hard
  2. Be Nice
  3. Stay Safe
  4. Learn!
• KIPPsters will also practice the following behaviors throughout the day:
  • SLANT (Sit Up, Listen, Ask & Answer Questions, Nod, Track the Speaker)
  • HALL (Hands at Side, All Eyes Forward, Line Straight, Lips Sealed)
• Volume Levels
  • Level 3: Recess Voice
  • Level 2: Restaurant Voice
  • Level 1: Whisper Voice
  • Level 0: Silent

Community & Celebration
• KIPPsters participate in daily morning meetings with their class and monthly INSPIRE Assemblies with their grade level to celebrate their growth and values

Consistent Consequences & Communication
• Families receive an update on how their child behaved each day on their child's Daily Log. Find more information about the color chart below.

<table>
<thead>
<tr>
<th>Color</th>
<th>Notes (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPIRE Leader (Yellow)</td>
<td>Only 1 or 2 KIPPsters every day! 😊</td>
</tr>
<tr>
<td>Ready to Learn (Green)</td>
<td>All KIPPsters begin the day on this color</td>
</tr>
<tr>
<td>Turn It Around (Orange)</td>
<td>Cool down in class, 5 minutes off of recess time</td>
</tr>
<tr>
<td>Reflection (Red)</td>
<td>Cool down in buddy class or School Leader’s office (and phone call home), loss of recess</td>
</tr>
</tbody>
</table>

• Students can move up and down the colors throughout the day
• Students will miss a portion of afternoon recess to complete missing homework
• Please contact your child’s teacher for any questions about your child’s behavior each day

**Suspensions & Expulsions:**
A KIPP, our number one concern and promise to you is to ensure our students are safe. Therefore, if a student displays one or more of the below behaviors, he/she will receive a more severe consequence and a potential suspension/expulsion:
• Bringing an actual sharp weapon (could be used to hurt others)
• Intentionally causing severe physical or emotional harm to another student.
• Sexual misconduct
• School bus disruptions
• Severely hurting or injuring another student or staff member
• Stealing valuable materials
  Putting oneself in serious danger
• Bullying, cyber bullying, harassment or threats
• Using, possessing, distributing alcohol, tobacco, or drugs