KIPP COLUMBUS

Academics/Student Life Operations Policy Guide
(Students and Families)

2020-2021
(August - December ONLY)

WELCOME TO THE 2020-2021 SCHOOL YEAR

Dear Students and Families:

Welcome to the 2020-2021 School Year! While we wish we had the opportunity to greet every KIPPster with a warm welcome on campus next week, we are excited to connect with them in new ways.

Our teachers and staff have been thoughtfully preparing and are ready to provide and facilitate joyful, rigorous, and impactful learning experiences for every student. Our teachers are creative, innovative, and committed to bringing care, connection, and community to each interaction and space; this year will certainly be an impactful and memorable one.

This Academics and Student Life Operations Policy Guide contains important information as it relates to the first six weeks of our school year (August 24th- October 2nd) while KIPP Columbus students engage in remote (online-only) learning activities. We will be in touch with updated information once a determination regarding the academic delivery model has been made for October 2nd and beyond.

As always, we are thankful for your partnership, and we look forward to the year ahead!

Respectfully,

Hannah D. Powell
Executive Director, KIPP Columbus

Ciji Pittman
Head of Schools, KIPP Columbus

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Purpose of this Guide

We are so excited to welcome families to the 20-21 school year! While we may be starting this year differently, our commitment to our KIPPsters remains the same. This guide is meant to act as an addendum to our traditional KIPP Columbus Family Handbook and help guide students and families through our remote learning experience.

If you have any questions about this guide, please do not hesitate to reach out to your school leader.

KIPP Columbus Primary (KCP)
614-706-3300 x 1
Maggie Callender, School Leader, mcallender@kippcolumbus.org

KIPP Columbus Elementary (KCE)
614-263-6137
Danielle Thompson, School Leader, dthompson@kippcolumbus.org

KIPP Columbus Middle (KCM)
614-263-6137
Edwige Joseph, School Leader, ejoseph@kippcolumbus.org

KIPP Columbus High (KCH)
614-676-0020
Alex Thanos, School Leader, athanos@kippcolumbus.org

Commitment to Diversity Equity and Inclusion and Anti-Racism

We have an unequivocal commitment to anti-racism at KIPP Columbus.. This year, we will be launching a holistic review of our policies, program, curriculum, and more, and mandatory, on-going Diversity, Equity and Inclusion (DEI) training will be required for all staff. We will work together to create an organizational DEI vision that we will bring to life everyday along with various commitments to ensure that KIPP Columbus is a place where everyone can be their best, full self.

General School Information

Overview
KIPP Columbus will open the school year remotely for the first 6 weeks (August 24-October 2). This decision was not made lightly, and a decision will be made concerning "KIPP on Campus" no later than September 18th.   Additionally, some families may opt into KIPP at Home for the entire first semester of the school year. The information below outlines specific details for any time students are working remotely this school year.

School Year Launch
We are launching our 2020-21 school year remotely.
- 'KIPP On Campus' Option: Remote, virtual only learning from August 24, 2020 to October 2, 2020.
- 'KIPP At Home' Option: Will remain in the virtual learning environment through December.

Remote Learning Hours
Our remote learning hours are 9 AM - 3:30 PM, Monday - Friday for ALL students.

Family Communication
The primary tool that will be used to support daily communication for all K-12 families will be ClassDojo. Families can use this app to message teachers and get updates on what is happening in the school community.

Schools will be distributing codes to families for how to access their KIPPsters ClassDojo account. More information on how to setup and access ClassDojo can be found here.

Meal Pick-Up Weekly
KIPP Columbus will distribute meals to families from 9am-12p and 4pm-6pm every Tuesday. Families are encouraged to come to KIPP and pick up 7 breakfasts and 7 lunches per child in their home.

Attendance Overview
Students will be counted as present by engaging with Google Classroom. So long as a student logs into their Google Classroom and interacts with posted assignments they will be counted as present for that day.

For more information regarding attendance in the remote environment, please review the 'Attendance' section of this document.

Daily Advisory
Each school will have a daily morning advisory/morning meeting for at least 15 minutes every school day. This is a space for students to check-in with their teacher/KIPP staff member, ask questions and get general information on upcoming events and build community with one another.

Learning Platforms
We want to simplify how many tools and learning platforms students interact with on a daily basis. To keep things simple, the primary tools that a student/family needs to know in order to be able to engage in remote learning are:

1. **GoogleClassroom:** Where all of a KIPPsters work will be posted and links to their blended learning programs.
2. **Zoom:** How a student will access their synchronous (real-time) instruction.
3. **ClassDojo:** How all families across K-12 will stay informed about what is happening at their KIPPsters' school and be able to communicate directly with teachers.

KIPP Columbus will be releasing tutorial videos for families on how to access these three platforms before the launch of school on our website at KIPPColumbus.org.

Course Offerings

School	Grades	Courses
KIPP Columbus Primary	Kindergarten-1st	● Reading ● Writing ● Foundational Literacy Skills ● Math ● Social Studies ● Science ● Learning Links (Art, Music, PE)
KIPP Columbus Elementary	2nd-5th	● Reading ● Writing ● Math ● Social Studies ● Science ● Learning Links (Art, Music, PE)

KIPP Columbus Middle	6th-8th	- Reading - Writing - Math - Social Studies - Science - Learning Links (Social Justice, PE)
KIPP Columbus High	9th	- English Language Arts (ELA) - Composition - Algebra I or Geometry - Biology - World History - Wellness/PE
	10th-12th	- English Language Arts (ELA) - Geometry or Algebra II - Biology, Chemistry, or Environmental Science - US History, American Government - Wellness/PE - Electives - Spanish I - Spanish II - Theatre - Drama - Computer Science - Advanced Placement - AP English Literature - AP English Language - AP Calculus AB - AP Calculus BC - AP Computer Science Principles - AP Computer Science A

KIPP Columbus 2020-2021 School Year Calendar

August				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	TH	F
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5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEMESTERS
Semester 1: August 24 - December 18
Semester 2: January 5 - June 3

KIPP AT HOME ENROLLMENT
Semester 1: August 24 - December 18

KIPP ON CAMPUS ONLINE (REMOTE) ONLY
August 24 - October 2

A decision regarding the instructional model thereafter will be made no later than September 18

August 10 - 21: Professional Development
August 24: First day for students
September 4: Professional Development
September 7: KIPP Columbus - Labor Day
October 2: Professional Development
October 5: KIPP Closed - Fall Break
November 3: KIPP Closed - Election Day
November 23-27: KIPP Closed - Thanksgiving Break
December 21-31: KIPP Closed - Winter Break
January 1 (2021): KIPP Closed - Winter Break
January 4: Professional Development
January 18: KIPP Closed - Martin Luther King Jr. Day
February 12: Professional Development
February 15: KIPP Closed - President's Day
March 12: Professional Developmen
April 2: Professional Development
April 5 - 9: KIPP Closed - Spring Break
May 7: Professional Development
May 31: KIPP Closed - Memorial Day
June 3: Last Day for Students
June 4: Last Day for Teachers
June 5: High School Graduation

School Closed
First & Last Day of School
School Closed for Students/ PD days

HOURS (Monday - Friday)
Student: 9a - 3:30p

January				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
M	T	W	TH	F
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

KIPP Columbus General Contact Information
2900 INSPIRE Drive
Columbus, Ohio 43224
614-263-6137
General Email, kippoffice@kippcolumbus.org

School Support Team
2980 INSPIRE Drive
Columbus, Ohio 43224
614-263-6150
Ciji Pittman, Head of Schools, cpittman@kippcolumbus.org
Dustin Wood, Director of Student Life, dwood@kippcolumbus.org

Early Learning Center (ELC) / Operated by the YMCA of Central Ohio
Daycare and Pre-Kindergarten
2800 INSPIRE Drive
Columbus, Ohio 43224
614-706-3300 x 2
Karla Kendrick, Director, karla.kendrick@ymcacolumbus.org

KIPP Columbus Primary (KCP)
Grades K -1
2800 INSPIRE Drive
Columbus, Ohio 43224
614-706-3300 x 1
Maggie Callender, School Leader, mcallender@kippcolumbus.org

KIPP Columbus Elementary (KCE)
Grades 2 – 5
2900 INSPIRE Drive
Columbus, Ohio 43224
614-263-6137
Danielle Thompson, School Leader, dthompson@kippcolumbus.org

KIPP Columbus Middle (KCM)
Grades 6 – 8
2900 INSPIRE Drive
Columbus, Ohio 43224
614-263-6137
Edwige Joseph, School Leader, ejoseph@kippcolumbus.org

KIPP Columbus High (KCH)
Grades 9 -12
2980 INSPIRE Drive
Columbus, Ohio 43224
614-676-0020
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 virtual meeting with your child's teacher or leadership team. Please note that teachers will only be available to meet virtually before or after school or during their planning periods (when we return for 'KIPP On Campus').

Visiting during COVID-19

Due to the COVID-19 pandemic, visitors will not be able to enter our buildings for the health and safety of ALL students and staff. We will update all of our families when this is possible again. Virtual meetings with your child's teachers or leadership team are still available.

Connecting with KIPP

Connect with us on social media
For the most up to date information, follow us on social media. We post upcoming events, share important announcements and regularly highlight happenings, visitors, and the *many* achievements of our KIPPsters!

Find us on each platform below:

- **Facebook:** Click here.
- **Twitter:** Click here.
- **Instagram:** Click here.

School Instagram Accounts
Each school will be creating an Instagram account and inviting families via email and/or ClassDojo. These instagram accounts will feature things like KIPPsters of the week, upcoming events and activities, and are a great way for families to engage with and keep abreast of what is happening at their KIPPster's school.

You can follow each respective school at the handles below:
- KCP: @kippcolumbusprimary
- KCE: @kippcolumbuselementary
- KCM: @kippcolumbusmiddle
- KCH: @kippcolumbushigh

Sending us highlights for social media
If you have things you want us to spotlight on our social media channels, send it to us anytime at spotlight@kippcolumbus.org!

Website
For our calendar, events, and other important announcements, you can also visit our website at www.kipp columbus.org.

Newsletters (K-12) Family Newsletters

Each month, we will be sending a campus-wide family newsletter highlighting key updates and family information, learning highlights, and upcoming events (on campus or virtual) for the month. These will come out on the first day of each month and be posted to our website and social media as well.

<div style="background:#1F3864;color:white;text-align:center;font-weight:bold;padding:8px;">Engaging with Remote Learning</div>

How to Log into a Chromebook
All student work during the remote learning period can be accessed via the internet using a KIPP Columbus provided Chromebook. To log into a Chromebook KIPPsters need to:
- Power up the chromebook with the power icon in the right hand corner of the chromebook
- Enter your KIPP Columbus provided Google Account username into the Username field
- Enter your KIPP Columbus provided Google Account password into the password field
- Click Login
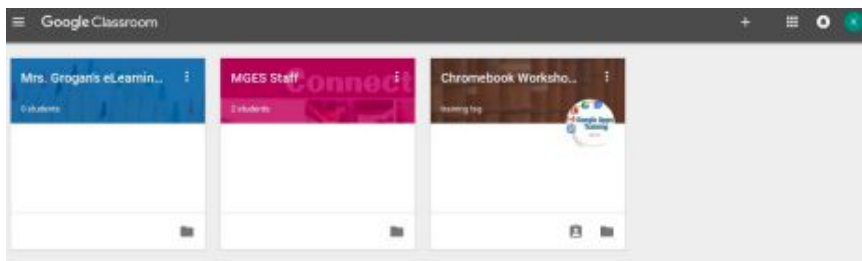- Select your profile picture
- Click OK

How to Access Student Work and Classes
To access a KIPPSters work, they need to log into GoogleClassroom. To access GoogleClassroom your student can simply click the Google Classroom icon on their chromebook or go to https://classroom.google.com

Sign In via the KIPP Columbus provided Google Account information.

Your KIPPster will then be logged into their GoogleClassroom where they will be able to see all of the classes that they are enrolled in.

KIPPsters choose the class that they want to access by clicking the title of the class.

All student work including access to blended learning programs, synchronous (real-time) classes via Zoom links can be accessed through GoogleClassroom.

Accessing Blended Learning Programs
We are excited to be able to offer students blended learning opportunities that complement the instruction they receive in their virtual classroom. Blended learning programs are self-paced virtual learning programs that adapt and adjust to how students learn.

Each school uses different blended learning programs:

- K-5
    - Lexia: Reading program
    - Zearn: Math program
    - Accelerated Reader: Supplemental reading program used in 5th grade
- 6-8
    - IXL: Reading, Science, Social Studies and math program
- High School
    - Winward: ACT preparatory blended learning program for 10th and 11th grade.

To access these programs a student will sign-in through Clever. To access, Clever, a student simply needs to sign-in using their Google account.

Engaging in Synchronous (Real-Time) Classes
During every school day, students will be expected to login to their classes at specific times for synchronous (real-time) instruction. Your child's teachers will be in contact with you regarding your school's daily schedule.

All synchronous (real-time) instruction will be delivered through Zoom. The links to the Zoom classes will be posted in your child's GoogleClassroom account.

KIPPsters are expected to keep their cameras on and be fully engaged and present during live classes.

Homework Help
We are excited to share that in addition to your child's teacher and KIPP staff being available for support, families and students can reach out to the Columbus Metropolitan Library (CML) which is offering a dedicated homework help line for students/families.

The homework help is available to students Monday through Friday, 9AM - 5PM.

To contact the CML homework help line:
- Text 614-810-4457
- Call at 614-645-2275
- Or visit their website at https://www.columbuslibrary.org/school-help

Tech Support During Remote Learning
Chromebook Log-in:
You will need your student's Gmail account to log-in. If you do not know your students Gmail account information or you are experiencing issues signing in, please contact:

KIPP Primary: djordan@kippcolumbus.org   KIPP Elementary: hgriesinger@kippcolumbus.org
KIPP Middle: hgriesinger@kippcolumbus.org KIPP High: kbarclay@kippcolumbus.org

Google Classroom:
If you have any issues logging in to your students Google classroom account, please contact:
KIPP Primary: amehta@kippcolumbus.org   KIPP Elementary: lgnau@kippcolumbus.org
KIPP Middle: lgnau@kippcolumbus.org   KIPP High: amehta@kippcolumbus.org

Please complete this form if you have any issues and/or need to report damage.

Acceptable Use of Technology
On and off campus student use of the computers at KIPP Columbus is a privilege.

KIPP Columbus students must agree that they will not participate in any of the following activities when using KIPP Columbus computers:
- Sending or displaying offensive pictures, using obscene language, or harassing, insulting, threatening or abusing other network users;
- Any activity that encourages the use of drugs, alcohol or tobacco, or that promotes any activity prohibited by law or KIPP policy;
- Posting, sending or displaying any personal identification information of anyone under 18;
- Using the Internet for financial gain;
- Damaging or disrupting equipment, software or system performance;
- Using others' passwords or accounts;
- Posting anonymous messages or messages with a false identity;
- Trespassing in or deleting files, info, or data that does not belong to you;
- Downloading or printing files or messages that are profane, obscene, or that use language that offends others;
- Playing unauthorized games;
- Computer piracy, hacking, or any tampering with hardware or software;
- Using the Internet for any illegal activity, including violation of copyright or other laws;

- Activities that allow a computer or network to become infected with a virus or other destructive influence.

KIPP Columbus will educate all students about appropriate virtual behavior, including how to interact with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response. Violating this policy could result in loss of a student's online, Internet, and/or computing device privileges, or could result in other disciplinary actions based on the situation and circumstances.

Computer Monitoring
All KIPP Columbus computers are considered school property and they are monitored through a software called GoGuardian. GoGuardian monitors the internet and virtual activity of students and sends notifications for any inappropriate content that a student may access on their school computer.

Remote Behavior Expectations
For students struggling with behavior expectations in remote classes, teachers will follow the tiered approach below to get support for the student.

- Redirect the student and use the tools of the virtual classroom (private chat, muting, breakout room, etc.) to have a restorative conversation and re-engage the KIPPster.

- If the behavior is so disruptive that instruction cannot continue, the KIPPster can be removed from the virtual classroom.
    - If a KIPPster is removed from the virtual classroom, the teacher will follow up with the family as soon as is feasible that same day to check in and facilitate the restorative conversation with the KIPPster.

- If the student is disruptive to the point of a removal from the virtual classroom **multiple** times in a week, please contact the Dean of Student Life for them to reach out and support that KIPPster.

Internet Safety
Your student now has 24-hour access to the internet, and we want to make sure that your child stays safe with this resource. Below are some recommended tips and helpful resources:
- Use Internet devices in a central location at home, rather than behind closed doors.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your child about cyberbullying encouraging them to be kind and to communicate clearly online.

For additional information on internet safety, families are encouraged to the Federal Trade Commissions Guide to keeping children safe online at https://www.consumer.ftc.gov/topics/protecting-kids-online

Attendance

We want our KIPPsters to engage in learning every day. If we can be supportive to families/students at any time, please do not hesitate to reach out. The health and safety of everyone in our KIPP community remains our top priority, and we appreciate you staying in contact with us regarding your child's engagement in school.

Attendance During Remote Learning
ALL Schools:
- Daily attendance will be taken by a student interacting with material that has been assigned on a KIPPster's GoogleClassroom.
- Students are expected to access their synchronous (real-time) classes on the assigned day and complete their asynchronous (self-paced) work on the assigned day.

Reporting a Child's Illness for remote learning
If your child is going to miss school because of illness, please email a note to the main office or provide a doctor's note for that absence via email as well. kippoffice@kippcolumbus.org.

(Note: More detail will be provided regarding Truancy, etc. at a later date.)

At KIPP Columbus, we strive to create excellent and equitable experiences for our students and families across schools. This grading policy is meant to ensure that there is transparency concerning the key elements of our shared academic expectations.

K-5 Academic Grading Policy

Gradebook Categories

We want it to be easy to understand how and why a student earns the grades that they do at KIPP Columbus.

Students' grades are composed of two categories: Work Habits and Mastery. These categories will allow students to get credit for and be held accountable to both synchronous (real-time) and asynchronous (self-paced) learning that occurs during the remote learning period and be able to translate to in-person learning as well.

Category	Description
WORK HABITS (EFFORT)	This is a measure of the student's work ethic and effort outside of the classroom. This includes but is not limited to: exit tickets, blended learning assignments, test corrections, etc. Students will be graded in this category for completion, however teachers can still provide students with feedback on the accuracy of their work.
MASTERY (ACHIEVEMENT)	This serves as a snapshot of students' mastery of the content. The mastery of each major grade level skill will be reported out, based on their standards performance on formative and summatives. Students will be graded in this category for accuracy.

Student Grades

In Kindergarten through 5th grade, students earn "Performance Bands" as grades. Rather than a traditional letter grade system, this helps our students and families focus on the growth that they can continue to make rather than feeling evaluated or judged.

Performance Bands (PBs)	PB Score Ranges
Far Below Target	50-59%
Below Target	60-69%
Approaching Target	70-79%
Target	80-89%
Above Target	90-100%

Completion Grading vs. Mastery Grading

Completion assignments are those that students should receive credit for completing with their best effort. Assignments that fall into the Work Habits buckets will be graded for completion. This includes blended learning, exit tickets, asynchronous (self-paced) learning assignments. Mastery assignments should be graded for proficiency and accuracy. This includes formative and summative assessments.

Due Dates, Deadlines, and Missing Work

Students are expected to submit work on time, frequently with few exceptions made. Students are more likely to complete high quality work and be at or above target in each course if they complete assignments to the best of their ability, and on time. Teachers will communicate out a due date for each assignment and students are expected to work hard to complete the assignment before that time and ask for help when they need it. If a student misses this due date, they will have the opportunity to submit the missing work.

Exempt Assignments

If a student is absent for more than five school days, teachers may choose to exempt a student from assignments. For this to occur, a student and their family must communicate and partner with the teacher to create a plan that makes the most sense for the student. There should be documentation (doctor's note, etc) that clearly outlines the compelling reason that a student missed that much school. This could include reasons related to coronavirus.

It is important to note that students will never be exempt for assessments or the knowledge and skills they should be acquiring over the course of the school year.

Assessments & Retakes

Learning depends on mistakes, but only when there's a way to review mistakes and an opportunity to correct them. Teachers will create opportunities for a student to show improved performance by allowing students to retake assessments on which they score below 70%. Students will be required to attend a minimum of one intervention/reteach session before retaking the assessment. The higher of the two grades will be the one that is entered into the gradebook.

Report Card Overview

On a report card, families will get a Work Habits grade for each subject (Reading & Writing, math) per semester. This will help families know specifically which subjects their student needs more support in and how to leverage the subjects they are excelling in.

For mastery, we want to communicate clearly the grade-level skills that students are on target for, and which need improvement, rather than give one grade for an assessment or subject. The standards-level data from both formative and summative assessments will be used to roll up to a grade for each skill.

Progress Reports

Progress Reports allow KIPP Columbus to share information about a student's performance within the same buckets - work habits and mastery. Progress Reports will be sent home to families electronically (mail when necessary), once a month.

Promotion and Retention

A student in grades Kindergarten through 5th grade will be considered for retention if 3 or more of these criteria are met:
- Average semester grade in mathematics is far below target
- Average semester grade in ELA is far below target
- Lower than 25th%ile on Star 360 Reading Assessment
- Lower than 25%ile on Star 360 Math Assessment
- Truant for more than ten percent of the required attendance days of the current school year

In 3rd grade, a student cannot be promoted to 4th grade if he/she does not meet one of the following 3 thresholds:
- A scaled score of 683 or higher on the 3rd grade English Language Arts Ohio State Test
- A subcore of 46 or higher on the 3rd grade English Language Arts Ohio State Test
- A RIT score of 194 or higher on the Winter, Spring, or Summer STAR test

When considering retention, other factors will be considered with the family when making a final decision such as whether or not the student has an exceptionality, previous retention, student age, and social emotional development.

6-12 Academic Grading Policy

Grade Scales & Grade Point Average (GPA)

Grade scales include displaying a students grade in a course by a letter grade, percentage points, and a Grade Point Average. A Grade Point Average is determined by averaging out the grades a student earns in every course for a semester.

Letter Grade	Threshold	Unweighted GPA Points	AP Course GPA Points
A+	98-100	4.33	5.33
A	92-97	4.0	5.0
A-	90-91	3.66	4.66
B+	88-89	3.33	4.33
B	82-87	3.0	4.0
B-	80-81	2.66	3.66
C+	78-79	2.33	3.33
C	72-77	2.0	3.0
C-	70-71	1.66	2.66
D+	68-69	1.33	2.33
D	62-67	1.0	2.0
D-	60-61	0.66	1.66
F	49-69	0.0	0.00

High School Summer School/Credit Recovery Grades

Credit recovery is an essential way that KIPP Columbus High School ensures that all students have the ability to learn from mistakes and stay on a pathway towards on time graduation. Oftentimes, credit recovery includes taking a self-directed course through a partner program such as Edmentum.

If a student takes a credit recovery course, the original grade is not replaced; instead, the new grade is added to the transcript. The grade reflected on the transcript for the credit recovery course will be the same as the grade the student earned in the recovery course. (Ex. If a student fails chemistry during the school and passes chemistry in summer school with a B, the F and B will both show-up on this student's transcript).

Calculating GPAs

Grade Point Averages are calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. A student's GPA may range from 0.0 to a 4.33 (unless also taking Advanced Placement courses, in which the GPA may range from 0.0 to 5.33). It is important to note, that a

0.5 credit course then, would hold less weight in determining a student's GPA then a 1.0 credit course each semester.

Calculating Final Grades
Middle & High School Weights for 2020-2021
Each semester is worth 50% of a student's overall grade for the year. Semester assessments are counted as a mastery grade in each semester.

Semester	Weight
Semester 1	50%
Semester 2	50%

Due Dates, Deadlines, and Missing Work
Students are expected to submit work on time, frequently with few exceptions made. Teachers will communicate out a due date for each assignment and students are expected to work hard to complete the assignment before that time and ask for help when they need it.   If a student misses this due date, they will have up to the remainder of that unit of instruction to submit the missing work. It is important to note that the student is more likely to complete high quality work and be at or above target in each course if they complete assignments to be the best of their ability, and on time.

Exempt Assignments
If a student is absent for more than five school days, teachers may choose to exempt a student from assignments. For this to occur, a student and their family must communicate and partner with the teacher to create a plan that makes the most sense for the student. There should be documentation (doctor's note, etc) that clearly outlines the compelling reason that a student missed that much school.   This could include reasons related to coronavirus.

It is important to note that Students will never be exempt for assessments or the knowledge and skills they should be acquiring over the course of the school year.

Assessments & Retakes
 Teachers will create opportunities for a student to show improved performance by allowing students to retake assessments on which they score below 70%. Students will be required to attend a minimum of one intervention/reteach session before retaking the assessment. The higher of the two grades will be the one that is entered into the gradebook.

Progress Reports
Progress Reports are where we can share more detail with families. We set Progress Report frequency timelines at every 2 weeks, so that families receive regular and predictable communication. Schools may determine the best vehicle by which to send home progress reports every 2 weeks (physically sending home, emailing, etc).

Report Cards
The grading window for the first semester will close on December 18th with report cards finalized on January 4th and send home to families on January 5th. Tentatively scheduled virtual family conferences will occur from Wednesday, January 5th - Friday, January 7th with families being able to reserve a specific time to meet with their KIPPsters teacher.

Promotion, Retention, and Graduation

Grades 6-8 Retention Considerations: A student will be considered for retention if they are failing multiple courses, performing well behind grade-level expectations on standardized assessments and/or have missed a significant amount of school.

Grades 9-12 Retention Considerations: A student must meet the following minimum criteria in order to keep their standing in their current class cohort:

- To be considered a junior, a student must earn at least 12 credits by the start of their junior year.
- To be considered a senior, a student must earn at least 17 credits by the start of their senior year.
- To graduate from KIPP Columbus High, a student must earn 20 credits in a predetermined distribution of subject areas and fulfill all other requirements set forth by the state of Ohio and KIPP Columbus in order to graduate.

When considering retention, other factors will be considered with the family when making a final decision such as whether or not the student has an exceptionality, previous retention, student age, and social emotional development. still in high school, then promoting the student to the next grade level should be strongly considered.

Graduation:

State of Ohio Graduation Requirements		Academic Honors Diploma *Note: All but one of the below must be satisfied.	
Course	Minimum	Course	Minimum
English Language Arts	4 Credits	English Language Arts	4 Credits
Health	½ Credit	Health	½ Credit
Mathematics	4 Credits	Mathematics	4 Credits
Science	3 Credits	Science	4 Credits
Social Studies	3 Credits	Social Studies	4 Credits
Fine Arts	1 Credit	Fine Arts	1 Credit
Physical Education	½ Credit	World Languages	3 Credits
Health	½ Credit	Physical Education	½ Credit
		Health	½ Credit
		GPA	3.75 on a 4.33 scale
		ACT	27 or higher

Student Support Services

All student support services (special education and 504) will still be delivered in the remote setting. It is our goal that all of our diverse learners have the support they need to be successful and thrive in the remote space.

For specific questions regarding the services for students with disabilities or requiring other specialized services, please reach out to your KIPPsters case manager or the Assistant Director of Student Services, Bridget LeDuc at bleduc@kippcolumbus.org.

Student Services Delivery model in the remote setting

- KIPP Columbus is committed to providing exemplary programming and services for students with disabilities throughout remote learning. To the greatest extent possible, remote services will be delivered in line with your KIPPster's Individualized Education Program (IEP) or 504 Plan.

- Remote instruction will be taking place from August 24th to October 2nd. Student services staff will provide specially designed instruction through a variety of remote platforms and services. Below, you will see possible modes of specialized services. We tailor our specialized services to meet the individual needs of the student. Please note that your KIPPster's case manager will be in touch to discuss exactly what your student's services will look like between August 17th and August 24th.
  Student Services Delivery Examples
    - **Daily/Weekly synchronous (real-time) assistance** from an Intervention Specialist or Paraprofessional during general education lessons
    - **Daily/Weekly small group synchronous (real-time) lessons** from an Intervention Specialist or Paraprofessional
    - **Daily/Weekly 1:1/small group asynchronous (real-time) assignment support** from an Intervention Specialist or Paraprofessional
    - **Weekly/Monthly synchronous (real-time) or Teletherapy Services** from Social Workers, Speech and Language Pathologists, Occupational Therapists, or Physical Therapist

Family Support Services

KIPP Columbus is dedicated to providing families with the support they need to be successful during the remote period. KIPP Columbus provides a wealth of different services for families in need. For additional information regarding any of these services, please contact your KIPPster's school social worker:

Social Workers
School social work services are provided by licensed social workers on campus. School social workers ensure that students are physically, socially, and emotionally ready to learn. Some of the services provided by our social workers include:

- Short-term support (in the classroom whenever possible) to KIPPsters who are having behavior, social, or emotional difficulties
- Behavior and social skills groups
- Developing behavior plans
- Individual counseling
- Community resources and referrals
- Consultation and support for families
- Crisis support for KIPPsters, families, and staff

Families are encouraged to contact their school social worker to learn more about available services and resources. Any sensitive information shared is confidential unless the release of information is required by law or a family gives permission.

How to contact a Social Worker
- Families with concerns are encouraged to email their school social worker directly. Families can expect a response from the school building social worker within 24-48 hours.
- Teachers with concerns are encouraged to email their school social worker directly. Families can expect a response from the school building social worker within 24-48 hours.

Contact information for all Social Workers
- Jenean Stokes, KCP Social Worker, Grades K &1: jstokes@kippcolumbus.org
- Ericca Granter, KCE Social Worker, Grades 2 & 5: egranter@kippcolumbus.org
- Zach Usmani, KCE Social Worker, Grades 3 & 4: zusmani@kippcolumbus.org
- Cimone Calloway, KCM Social Worker, Grades 6-8: ccalloway@kippcolumbus.org
- Rebecca Lancaster, KCH Social Worker, Grades 9-12: rlancaster@kippcolumbus.org
- Keyshawn Harper, KCH Social Worker, Grades 9-12: kharper@kippcolumbus.org

Meal Distribution:

KIPP Columbus will distribute meals to families from 9am-12p and 4pm-6pm every Tuesday. Families are encouraged to come to KIPP and pick up 7 breakfasts and 7 lunches per child in their home.

Additional Support Offered:

COTA Passes
- Social workers will support families in applying for COTA passes if needed to make it to KIPP Columbus on Tuesdays to pick-up meals.
    - [COTA routes to school meal distribution sites](#)
    - [COTA routes to food pantries](#)
    - [COTA Pass Purchasing Locations](#) (Kroger)
    - [COTA Discounted Fair Instructions](#)

Additional Distribution Sites
- Families that are unable to access campus via COTA can be supported in finding meal distribution sites closer to their home.
    - [CCS Meal Distribution Sites](#)
    - **Reynoldsburg Meal Distribution Site:**
        - Mondays, 10am-1pm: Reynoldsburg High School Livingston Campus at 6699 East Livingston Avenue
    - Food Services Recommended by 211 based on the family's location

KIPP Columbus Emergency Relief Fund
KIPP Columbus is committed to assisting families with extenuating circumstances in accessing support to meet their basic needs (physical safety, shelter, food, utilities,) when other social service support has been exhausted. KIPP Columbus believes in the power of community, and seeks to partner with our families to ensure there are limited barriers to students developing the skills and confidence needed to pursue the paths they choose, lead fulfilling lives, and create a more just world. Support from the KIPP Columbus Emergency Relief Fund is intended to provide short-term assistance, while also working to link families with long-term solutions.

Families experiencing severe hardship will be encouraged to apply for assistance through the KIPP Columbus Emergency Fund, and connected with additional community resources.

Eligibility

The following families or individuals may be eligible to apply for a one time (annually) monetary assistance grant from KIPP Columbus:
- Families with current KIPP Columbus students
- Current KIPP Columbus students that are emancipated minors
- Current KIPP Columbus students or age 18 or older that are responsible for caring for themselves

KIPP Columbus will consider the following factors when determining eligibility:
- Family provides clear documentation of requested need
- Family has exhausted available community supports
- Family is actively engaged with resources to support path to independence
- Urgency of family situation in relation to availability of community supports

Requests and Application Process
Families requesting support from the **KIPP Columbus Emergency Relief Fund** will be asked to work with a Student Services Team member to leverage community support that may be available to meet the families' needs. Please see below for Student Services team member contact information:

- **Jenean Stokes**, KCP Social Worker, Grades K &1: jstokes@kippcolumbus.org
- **Ericca Granter**, KCE Social Worker, Grades 2 & 5: egranter@kippcolumbus.org
- **Zach Usmani**, KCE Social Worker, Grades 3 & 4: zusmani@kippcolumbus.org
- **Cimone Calloway**, KCM Social Worker, Grades 6-8: ccalloway@kippcolumbus.org

- **Rebecca Lancaster**, KCH Social Worker, Grades 9-12: rlancaster@kippcolumbus.org
- **Keyshawn Harper**, KCH Social Worker, Grades 9-12: kharper@kippcolumbus.org

Grant Administration Process

Once a family's application has been reviewed, KIPP Columbus staff will communicate the decision with the family, and provide ongoing support.

If an application is denied:
- The Assistant Director of Student Services will connect with the family within 7 days of the application.
- A KIPP Columbus Social Worker will assist the family in securing other means of assistance from applicable community resources.

If an application is approved:
- The Assistant Director of Student Services will connect with the family within 7 days of the application.
- A KIPP Columbus Social Worker will be available to assist the family throughout the process of receiving grant support.

Mandated reporting
- All KIPP Columbus staff members are considered mandated reporters. This means all KIPP Columbus Staff members are obligated to report any suspected abuse or neglect to Franklin County Children's Services as soon as possible.

Meal Service
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. During remote learning, meals are available for pick up each week on Tuesdays from 9:00 AM to 12:00 PM and 4:00 PM to 6:00 PM. These pick-ups include 14 free meals (7 days of breakfast and 7 days of lunch) for every student.

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. None of our remote learning meals or products contain peanut butter or peanuts.

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, 2020.**

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 Nursing and Clinic
We have three full-time nurses supporting our students every day on campus. These nurses are staffed and still able to be reached for health or wellness questions and concerns during remote learning. Our nurses are fully licensed and work on site through Nationwide Children's Hospital to provide on-site health services. They are available daily to see students who are sick in addition to other scheduled needs like sports physical or prescription refills (if originally issued through Nationwide Children's).

Please contact your school's front office to speak with our nurses about scheduling well visits, sports physicals, and with general questions related to your child's health.

Family Involvement
We are a TEAM + 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. Due to COVID-19, these will be held virtually throughout the fall. 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. See below for the virtual Village Meetings for our fall semester.

SEPTEMBER:
3rd: KCE & KCP; 8th: KCM; 10th: KCH

OCTOBER
1: KCM & KCP

NOVEMBER
5th: KCE & KCP; 10th: KCM; 19th: KCH

DECEMBER:
3rd: KCP

- *Virtual Family Night Events*
  We are hosting a series of Family Nights for fall semester. Many of these will be done virtually throughout the fall and then return to on-campus programming (hopefully) later in the year! These activities include talent shows, concerts, movie nights, dance performances, community nights, and other special events. The dates for these events will be posted on our website and all families are encouraged and invited to attend. The virtual fall Family Nights are listed below for fall semester.

  Additionally, we are hosting a number of bigger Family Nights for ALL KCO families (anything marked KCO below)on the first of each month. They're our "Family on the First" events and listed below so mark your calendars!

  - **September 1st: Family On the First - KCO Virtual Field Day**
  - September 16th: KCO Welcome Back Virtual Dance Party
  - September 25th: KCO Friday Food Truck Festival (in the KCO Bus Lot)
  - **October 1st: Family On The First - KCO Columbus Zoo Virtual Family Night**
  - October 9th: KCH Homecoming *(will be creatively adjusted if KIPP Columbus is still remote)*
  - October 14th: KCP Family Fun Night
  - October 28th: KCO Virtual Glow in the Dark Halloween Dance Party with Skatezone
  - **November 1st: Family on the First - KCO Skate Zone Family Night Curbside Rink Party**
  - November 3rd: KCO Election Day Student Voting
  - November 5th: KCM Quarter 1 Awards Celebration
  - November 11th: KCO Kahoot Virtual Game Show Competition
  - November 18th: KCP Kindergarten Showcase
  - November 19th: KCP 1st Grade Showcase
  - **December 1st: Family on the First - KCO COSI Interactive Videoconferencing Science Night**
  - December 10th: KCE Learning Link Showcase

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.

Curriculum/Supply Kits
KIPPsters in grades K-5 will each receive a thematic curriculum kit that will enable KIPPsters to have access to project based learning. These kits may include things like science projects, social studies projects, writing projects, etc. that will help keep your KIPPster engaged in hands-on learning even during the remote learning period. These curriculum kits will be refreshed once a month and be made available for families to come to campus to pick-up.

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 Student Life, at dwood@kippcolumbus.org.