



**KIPP**   
**COLUMBUS**

**FAMILY HANDBOOK**  
**2021-2022**



## Letter from the **Head of Schools**

KIPP Columbus Students and Families,

Welcome to the 2021-2022 school year! We enter this year with excitement, joy and gratitude for this community. We know this will be an impactful year.

Our teachers and leaders have been working diligently over the past several weeks and months to prepare to welcome our KIPPsters back to campus. While the impact of the ongoing COVID-19 pandemic remains unknown, I am confident that through strong partnership, we will successfully navigate challenges together, providing our KIPPsters with a safe, excellent and inspiring experience.

Now more than ever, it is the relationships: those between teacher and student; family and school that matter most. This will be a dynamic year and we are committed to our partnership and to meeting the needs of our KIPPsters, centering equity, excellence and empathy at the foundation of our work.

Thank you for your continued and ongoing support and partnership.

**Ciji Pittman**  
Head of Schools  
KIPP Columbus  
[www.kippcolumbus.org](http://www.kippcolumbus.org)

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## CONTACT INFORMATION

### **School Support Team**

2980 INSPIRE Drive  
Columbus, Ohio 43224  
614-263-6150

Ciji Pittman, Head of Schools, [cpittman@kippcolumbus.org](mailto:cpittman@kippcolumbus.org)  
Dustin Wood, Director of Student Life, [dwood@kippcolumbus.org](mailto:dwood@kippcolumbus.org)

### **Early Learning Center (ELC)**

Daycare and Pre-Kindergarten  
2800 INSPIRE Drive  
Columbus, Ohio 43224  
614-706-3300 x 2

Carol Haynes, Executive Director, [Carol.Haynes@kiddieacademy.net](mailto:Carol.Haynes@kiddieacademy.net)

### **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](mailto:mcallender@kippcolumbus.org)

### **KIPP Columbus Elementary (KCE)**

Grades 2 - 5  
2900 INSPIRE Drive  
Columbus, Ohio 43224  
614-263-6137

Rebecca Hammer, School Leader, [rhammer@kippcolumbus.org](mailto:rhammer@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](mailto:ejoseph@kippcolumbus.org)

### **KIPP Columbus High (KCH)**

Grades 9 -12  
2980 INSPIRE Drive  
Columbus, Ohio 43224  
614-676-0020

Malik Moore, School Leader, [mmoore@kippcolumbus.org](mailto:mmoore@kippcolumbus.org)

### **To schedule a meeting with a teacher or leader**

Please call the main office at the numbers above to schedule meetings with your child's teacher or leadership team. Please note that teachers will only be available to meet before or after school.

### **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 our 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 and we would be happy to connect virtually with your family.

*After COVID-19, we will reopen campus safely in stages and you are welcome to observe your child when it is safe. When possible, just call the main office to arrange a time. Thank you for your partnership!*

# CALENDAR

KIPP Columbus 2021 -2022 School Calendar														
July (2021)					Details					January				
M	T	W	TH	F						M	T	W	TH	F
28	29	30	1	2	June 28-July 5: KCO Closed for Holiday					3	4	5	6	7
5	6	7	7	9	August 2-3: New KIPP Team Members Professional Development					10	11	12	13	14
12	13	14	15	16	August 4-13: Professional Development					17	18	19	20	21
19	20	21	22	23	August 16-18: New Student Orientations					24	25	26	27	28
26	27	28	29	30	August 19: First Day ALL Students					31				
August					September 3: No School, Professional Development					February				
M	T	W	TH	F	September 6: KCO Closed, Labor Day					M	T	W	TH	F
2	3	4	5	6	September 24: No School, Professional Development						1	2	3	4
9	10	11	12	13	Oct 15: No School, Professional Development					7	8	9	10	11
16	17	18	19	20	Oct 18: KCO Closed, Fall Break					14	15	16	17	18
23	24	25	26	27	Nov 11: No School, Professional Development					21	22	23	24	25
30	31				Nov 12: No School, Family Conferences					28				
September					November 21-26: KCO Closed, Thanksgiving Break					March				
M	T	W	TH	F	December 20-31: KCO Closed Winter Break					M	T	W	TH	F
		1	2	3	January 3: No School, Professional Development						1	2	3	4
6	7	8	9	10	January 17: KCO Closed, Martin Luther King, Jr. Day					7	8	9	10	11
13	14	15	16	17	February 3: No School, Professional Development					14	15	16	17	18
20	21	22	23	24	February 4: No School, Family Conferences					21	22	23	24	25
27	28	29	30		February 21: KCO Closed, Presidents' Day					28	29	30	31	
October					March 11: No School, Professional Development					April				
M	T	W	TH	F	April 15: No School, Professional Development					M	T	W	TH	F
				1	April 18-22: KCO Closed, Spring Break									1
4	5	6	7	8	May 13: No School, Professional Development					4	5	6	7	8
11	12	13	14	15	May 30: KCO Closed, Memorial Day					11	12	13	14	15
18	19	20	21	22	June 3: Last Day of School, Students					18	19	20	21	22
25	26	27	28	29	June 4: KIPP Columbus High Graduation					25	26	27	28	29
November					June 7: Last Day, Teachers   School Teams					May				
M	T	W	TH	F	June 13-June 30: Summer School   Summer Experience					M	T	W	TH	F
1	2	3	4	5	June 20: KCO Closed, Juneteenth					2	3	4	5	6
8	9	10	11	12						9	10	11	12	13
15	16	17	18	19						16	17	18	19	20
22	23	24	25	26						23	24	25	26	27
29	30				<b>KEY</b>					30	31			
December					School Closed for Students/ New Team Member PD					June				
M	T	W	TH	F	School Closed for Students/ PD					M	T	W	TH	F
		1	2	3	New Student Orientation							1	2	3
6	7	8	9	10	First & Last Day of School					6	7	8	9	10
13	14	15	16	17	School Closed					13	14	15	16	17
20	21	22	23	24	End of Quarters					20	21	22	23	24
27	28	29	30	31	Family Conferences					27	28	29	30	
Quarters		Dates					Instructional Days (172 Total)							
First		August 19 - October 29					47							
Second		November 1 - January 21					42							
Third		January 24 - March 25					41							
Fourth		March 28 - June 3					42							

## HOURS

### SCHOOL HOURS

On campus instructional hours are 8:30 AM - 3:30 PM. (Doors open at 8:30 AM.)

## SOCIAL MEDIA AND WEBSITE

### Connect with us on social media

For the most up to date information and updates, follow us on social media. We post upcoming events, share important announcements like school closings, etc., and also regularly highlight great happenings, visitors, and the *many* achievements of our KIPPsters!

Find us on each platform below:

- **Facebook:** Search and like 'KIPP Columbus'
- **Instagram:** Search and follow 'kippcolumbus'

### Website

For our calendar, events, and other important announcements, you can also visit our website at [www.kippcolumbus.org](http://www.kippcolumbus.org).

**KIPP COLUMBUS** HOME ABOUT KIPP FAMILIES JOIN OUR TEAM SUPPORT KIPP  ENROLL Select Language

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## 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 over 240 KIPP schools in 28 regions serving over 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 four times the national average.

Founded in 2008 with 50 students in 5<sup>th</sup> grade, KIPP Columbus has grown to serve nearly 2,000 students from infant to 12<sup>th</sup> grade on our campus in Northeast Columbus. This year, KIPP Columbus will serve nearly 2,000 students in grades infant through 12<sup>th</sup> grade. KIPP Columbus continues to rank as one of the top five schools for academic growth of any school in the state of Ohio, and is a top performing urban school in the state for academic growth. In our first class of graduating high school seniors in the spring of 2020, 100% of students were accepted to college with over \$7 million in merit scholarships from colleges and universities earned -- and 84% matriculated to college in fall of 2020, despite the global pandemic which is 10% more than the KIPP network average in a non-pandemic year.

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 laptops in each classroom to AP advanced coding courses, state-of-the-art facilities, exceeded by the exceptional team, athletics program and dynamic club offerings like theater, choir, and more, and access to healthy and nutritious meals prepared by our in-house chef and team.

### Our Values

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

Value	Description	Enduring Questions
<b>Integrity</b>  <i>"Integrity is doing the right thing even if no one is watching."</i>	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.	Does the choice you just made reflect your values?  What has led you to make that choice? That decision?
<b>Navigate</b>  <i>"The beautiful thing about learning is nobody can take it away from you."</i> -B. B. King	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.	Will you continue to navigate toward college?  Are you navigating forward?
<b>Seek</b>  <i>"It's not the answer that enlightens, but the question."</i>	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	How will you use the information you have sought out to get to college?

	to ensure that we are always doing our best to get better and increase our awareness.	What information do you need in order to make the best decision for you? For others?
<p><b>Persevere</b></p> <p><i>“Determination and perseverance move the world; thinking that others will do it for you is a sure way to fail.”</i> - Marva Collins</p>	The value of perseverance is having endurance to pursue a challenging goal, regardless of the obstacles or trials that may keep you from achieving it. As the leaders of KIPP Columbus help all students climb the mountain to college, we will honor stories of perseverance and encourage all students to overcome the obstacles that can potentially keep college from becoming a reality.	<p>What will you do when it's hard?</p> <p>If negative energy is bringing you down (destructive self talk), how are you going to persevere through it?</p>
<p><b>Imagine</b></p> <p><i>“To achieve the impossible, it is precisely the unthinkable that must be thought.”</i></p>	Creativity will be valued at KIPP Columbus, and the ability to imagine the world as a better place will be fostered through our ideas, our interactions, and our community. “Thinking outside of the box” and encouraging opportunities for reflection will be core-operating practices within the KIPP Columbus learning community. Students will more fully apply their capacity to envision the world as a better place from both a macro and micro level.	<p>Can you imagine another option? Another solution?</p> <p>Can you imagine a better way?</p> <p>What will work for you?</p> <p>Who on your team might approach this differently?</p>
<p><b>Responsibility</b></p> <p><i>“We must exchange the philosophy of excuse - what I am is beyond my control - for the philosophy of responsibility.”</i> -Barbara Charline Jordan</p>	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?
<p><b>Empathy</b></p> <p><i>“Seek first to understand and then be understood.”</i> -Covey</p>	Empathy is a way of thinking that is intentionally caring and compassionate. Empathy isn’t just a way of thinking, but also a way of responding; it is an action. As our mission states, we want to empower our students to become more active and engaged citizens and by teaching the value of empathy, we deliberately provide opportunities for students to become more kind and caring individuals. It is our intention to spur tolerance and understanding that will set up the foundation for positive relationships and means of compromise. As students employ empathy, a platform to engage in critical consciousness is formed. Modeling empathy is the best teaching tool for this value.	<p><i>When watching television, adults could comment on the feelings of the characters...</i> “That girl looks really excited about meeting a new friend!”</p> <p><i>When reading books, adults can draw attention to how characters in the book might feel...</i> “The character, Scout, in this book seems really upset. Why do you think she is upset?”</p>

For more information about KIPP Columbus, visit our website ([www.kippcolumbus.org](http://www.kippcolumbus.org)).

## COMPUTER & INTERNET USAGE

### Acceptable Use of Technology

On and off campus, student use of the Internet and computers at KIPP Columbus is a privilege.

KIPP Columbus students should not participate in any of the following activities when using the Internet or KIPP Columbus computers and Chromebooks:

- Sending or displaying offensive pictures, using obscene language, harassing, insulting, threatening or abusing other network users;
- Participating in activity that encourages the use of drugs, alcohol or tobacco, or that promotes any illegal activity;
- Posting, sending or displaying any personal identification information of anyone under 18;
- Using the Internet for financial gain;
- Damaging or disrupting equipment or software;
- Using others' passwords or accounts;
- Posting anonymous messages or messages with a false identity;
- Manipulating 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;
- Engaging in computer piracy, hacking, or any tampering with hardware or software;
- Using the Internet for any illegal activity, including violation of copyright or other laws;
- Participating in 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 online 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.

### Required Technology Acceptable Use Agreement (Student and Family)

Prior to receiving a computer for remote learning or using the internet on campus, students and families must both sign and agree to the KIPP Columbus Technology Acceptable Use Agreement.

Any student or family that does not complete the required agreement will not be able to request or use a KIPP Columbus computer or the on campus network.

### Computer Monitoring

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

## SCHOOL BUSES

### Bus Privileges

The bus is an extension of the school. The behavior, character, and values we expect of every KIPPster in school is also expected on the bus. There are young children on the bus and our students are both KIPPsters themselves and role models to our younger students. **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 it is essential to maintain a safe and calm environment.

### COVID-19 and Buses

Due to COVID-19 and to ensure the buses are as safe as possible, students will be seated no more than two students per seat and assigned to a specific seat on their bus. **Every student must sit in their assigned seat and wear a face covering while riding the bus to and from school for their safety and to limit the spread of germs on the bus.** Failing to do so will result in a bus write up and potential removal from the bus for the safety of your KIPPster and all KIPPsters riding the bus.

### 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.

- Wear a face covering at all times while riding the bus.
- Remain in your **assigned** seat, and seated, at ALL times.
- Keep hands and feet to yourself – NO exceptions.
- 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. *(Leave a space better than you found it.)*
- Respecting the driver.

### Consequences

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

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

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.
- Refusing to wear a face covering or sit in their assigned bus seat

### Transportation Issues

For issues related to your child's route or stop, or to request a change of address or stop, please first contact our Operations team in the main office.

## TEACHING AND LEARNING

### Course Offerings

School	Grades	Courses
KIPP Columbus Primary	Kindergarten-1st	<ul style="list-style-type: none"> <li>● Reading</li> <li>● Writing</li> <li>● Foundational Literacy Skills</li> <li>● Math</li> <li>● Learning Links (Music, PE, Social Studies, Science)</li> </ul>
KIPP Columbus Elementary	2nd-5th	<ul style="list-style-type: none"> <li>● Reading</li> <li>● Writing</li> <li>● Social Emotional Learning (SEL)</li> <li>● Math</li> <li>● Social Studies</li> <li>● Science</li> <li>● Learning Links (Music, Art, Social Justice, and PE)</li> </ul>
KIPP Columbus Middle	6th-8th	<ul style="list-style-type: none"> <li>● Reading</li> <li>● Writing</li> <li>● Math</li> <li>● Social Studies</li> <li>● Science</li> <li>● Learning Links (Social Justice, PE, Drama)</li> </ul>
KIPP Columbus High	9th	<ul style="list-style-type: none"> <li>● English Language Arts (ELA)</li> <li>● Composition</li> <li>● Algebra I or Geometry</li> <li>● Biology</li> <li>● World History</li> <li>● Wellness</li> </ul>
	10th-12th	<ul style="list-style-type: none"> <li>● English Language Arts I, II, American Literature</li> <li>● Algebra I, Geometry, Algebra II, Pre-Calculus</li> <li>● Biology, Chemistry, Environmental Science</li> <li>● World History, US History</li> <li>● Wellness</li> <li>● Junior and Senior Seminar</li> <li>● Electives                             <ul style="list-style-type: none"> <li>○ Spanish I</li> <li>○ Spanish II</li> <li>○ Spanish III</li> <li>○ Theatre</li> <li>○ Computer Science Discoveries</li> <li>○ Visual Arts</li> <li>○ Drama</li> </ul> </li> <li>● Advanced Placement Courses                             <ul style="list-style-type: none"> <li>○ AP Government</li> <li>○ AP English Literature</li> <li>○ AP Calculus AB</li> <li>○ AP Calculus BC</li> <li>○ AP Computer Science Principles</li> <li>○ AP Computer Science A</li> </ul> </li> </ul>

## Grading Policy

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.

#### K-1 Grades

Students' grades are composed of two categories: Work Habits and Mastery.

Category	Description
<b>WORK HABITS (EFFORT)</b>	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.
<b>MASTERY (ACHIEVEMENT)</b>	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.

#### 2-5 Grades

At KIPP Columbus Elementary (grades 2-5) all assignments entered into the gradebook are aligned and graded for mastery, not completion. In addition, on all standards, students will have at least one opportunity to practice the skill with feedback before being formally graded on it.

Grades are entered into the gradebook based on total points, with more important assignments worth more points.

#### Student Grades - K-5

In Kindergarten through 5th grade, students earn "Performance Bands" as grades instead of 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%

### **Due Dates, Deadlines, and Missing Work**

Students are expected to submit work on time. Students are more likely to complete high-quality work if they complete assignments to the best of their ability, and on time. Teachers will communicate a due date for each assignment. Students are expected to work hard to complete the assignment before that time and ask for help when they need it. If students miss a due date, they will have the opportunity to submit the missing work. Please contact the student's teacher for each school's missing work policy with regards to timelines for submission, etc.

### **Extended Absences & 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.

Students will never be exempt from assessments and still need to demonstrate that they have the knowledge and skills associated with the grade level content on these assessments.

### **Assessments & Retakes**

Learning depends on mistakes, but only when there's a way to review mistakes and an opportunity to correct them. Students can show improved performance by retaking 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 assign a grade for each skill.

### **Promotion and Retention**

A student in grades Kindergarten through 5th grade will be considered for retention based on the following crit

- Semester grades Below Target for ELA and/or Mathematics
- Low proficiency or growth on STAR 360 Reading, DIBELS, and Math assessments
- Truant for more than ten percent of the required attendance days of the current school year. NOTE - COVID-19 absences do not count towards promotion,

The Ohio Department of Education's Third Grade Reading Guarantee supports students in early grades towards reading proficiency. Per this policy, students cannot be promoted from 3rd grade to 4th grade if they do not meet one of the following 3 benchmarks

- A scaled score of 683 or higher on the 3rd grade English Language Arts Ohio State Test
- A subscore of 46 or higher on the reading section of the 3rd grade English Language Arts Ohio State Test
- Using Star Reading Third Grade Proficiency Assessment as an alternative assessment, earn a scaled score of 945 or higher

When determining retention, we will work with the family and consider 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 student's grade in a course by a letter grade, percentage points, and a Grade Point Average. A Grade Point Average is determined by averaging the grades a student earns in every course for a semester.

<b>Letter Grade</b>	<b>Threshold</b>	<b>Unweighted GPA Points</b>	<b>AP Course GPA Points</b>
<b>A+</b>	98-100	4.33	5.33
<b>A</b>	92-97	4.0	5.0
<b>A-</b>	90-91	3.66	4.66
<b>B+</b>	88-89	3.33	4.33
<b>B</b>	82-87	3.0	4.0
<b>B-</b>	80-81	2.66	3.66
<b>C+</b>	78-79	2.33	3.33
<b>C</b>	72-77	2.0	3.0
<b>C-</b>	70-71	1.66	2.66
<b>D+</b>	68-69	1.33	2.33
<b>D</b>	62-67	1.0	2.0
<b>D-</b>	60-61	0.66	1.66
<b>F</b>	49-59	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 can learn from mistakes and stay on a pathway towards on time graduation. Often, 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 year 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). Courses either carry 1.0 credits or 0.5 credits. A 0.5 credit course holds less weight in determining a student's GPA than a 1.0 credit course.

### **Calculating Final Grades | Middle & High School Weights for 2021-2022**

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. 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. Please contact the student's teacher for each school's missing work policy with regards to timelines for submission, etc.

### **Assessments & Retakes**

Students can show improved performance by retaking assessments on which they score below 70%. Students must attend a minimum of one intervention/reteach session before retaking the assessment. The higher of the two grades will be entered into the gradebook.

### **Report Cards**

The grading window for the first semester will close on December 18th with report cards finalized on January 4th and sent home to families the week of January 18th. The second semester will close on the last day of school (June 3rd) with report cards finalized and sent out the week of June 7th.

### **Promotion, Retention, and Graduation**

**Grades 6-8 Retention Considerations:** A student will be considered for retention in grades 6-8 based on documented poor performance in the following areas.

- Grades - number of failing classes
- Behavior - suspension, class removals
- Assessment Scores - STAR proficiency and growth
- Attendance - students who are truant for more than 10% of the school year are automatically at risk for retention

**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 determining retention, we will work with the family and consider whether or not the student has an exceptionality, previous retention, student age, and social emotional development. If retention would cause a student to be 22 years old and still in high school, then promoting the student to the next grade level should be strongly considered.

### **Student Support Services**

### **Special Education Supports**

All students will have access to the full continuum of special education services. It is our goal that all of our diverse learners have the support they need to be successful and thrive on campus.

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](mailto:bleduc@kippcolumbus.org).

### **English Language Learning Supports**

All students will have access to the full continuum of English Language Learning services. For more information about the English Language Learning supports offered at KIPP Columbus, please contact TESOL Teacher Andrew Carroll at [acarroll@kippcolumbus.org](mailto:acarroll@kippcolumbus.org), or Bridget Leduc, Assistant Director of Student Services at [bleduc@kippcolumbus.org](mailto:bleduc@kippcolumbus.org).

### **McKinney-Vento Supports**

The federal Every Student Succeeds Act prioritizes the needs and barriers of vulnerable youth, including students experiencing homelessness. Accordingly, the McKinney-Vento Homeless Children and Youth Program has guided the work to ensure that homeless children have equal access to the same high-quality educational opportunities as non-homeless children and youth. If your family is experiencing homelessness, please contact the KIPP Columbus McKinney-Vento liaison, Bridget Leduc at [bleduc@kippcolumbus.org](mailto:bleduc@kippcolumbus.org) to learn more about the resources for which your family may be eligible.

### **Child Find**

The Individuals with Disabilities Education Act (IDEA) requires that a state identify, locate, and evaluate all children with a disability residing in the state, regardless of the severity of the disability. (Federal Regulation: 34 C.F.R. 300.128). If your child has a disability or you suspect a disability, please contact your child's school or the Assistant Director of Student Services, Bridget Leduc at [bleduc@kippcolumbus.org](mailto:bleduc@kippcolumbus.org).

### **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. If you have any questions or concerns regarding mandated reporting, please contact the Assistant Director of Student Services, Bridget Leduc, at [bleduc@kippcolumbus.org](mailto:bleduc@kippcolumbus.org).

### **Public Records Policy**

All records of KCO are public, unless they are specifically exempt from disclosure under the Ohio Revised Code. "Record" includes any document or device, whether paper, electronic, or other format, which is created or received under the jurisdiction of this office and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

### **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.

### **Family Support Services**

KIPP Columbus is dedicated to providing families with the support they need to be successful. This can include response to family emergencies such as; loss of housing or critical utilities such as electric, water, or gas. 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:

### **Contact information for all Social Workers**

- Jenean Stokes, KCP Social Worker, Grades K & 1: [jstokes@kippcolumbus.org](mailto:jstokes@kippcolumbus.org)
- Ericca Granter, KCE Social Worker, Grades 2 & 5: [egranter@kippcolumbus.org](mailto:egranter@kippcolumbus.org)
- Zach Usmani, KCE Social Worker, Grades 3 & 4: [zusmani@kippcolumbus.org](mailto:zusmani@kippcolumbus.org)
- Cimone Calloway, KCM Social Worker, Grades 6-8: [ccalloway@kippcolumbus.org](mailto:ccalloway@kippcolumbus.org)
- Rebecca Lancaster, KCH Social Worker, Grades 9-12: [rlancaster@kippcolumbus.org](mailto:rlancaster@kippcolumbus.org)
- Keyshawn Harper, KCH Social Worker, Grades 9-12: [kharp@kippcolumbus.org](mailto:kharp@kippcolumbus.org)

## ATTENDANCE

### Attendance Matters

We want your child to be in school every day - it helps each of our KIPPsters on the climb to and through college. We appreciate your partnership in ensuring your child is in school and learning each and every day. It matters. However, we do know there are days when your child may not be able to attend school, and the information below will provide you guidance on what to do if and when this happens.

Also, we want to be sure you are taking care of your child and your family during the COVID-19 pandemic. Any child who is sick and displaying symptoms of COVID-19, or has been in close contact with someone who has COVID-19, should stay home.

### School Hours

- 8:30 AM – Doors Open (8:51 AM – Tardy Time)
- 3:30 PM – Dismissal

### Tardy Time

Students are considered **tardy after 8:51 AM**.

### Hours and Impact on Attendance

The Ohio Department of Education counts attendance in HOURS and not days. This means when a student leaves an hour early from school, they're absent for an hour. Every hour matters for a child's education but it matters even more now that every hour of every day is counted towards your child's attendance. Please ensure they're on time to school and stay for the full school day.

### Reporting a Child's Illness

If your child is going to miss school because of illness, please call the main office before 9:00 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. All student absences should be followed up the next day with a note signed by a family, guardian or doctor.

KIPP Primary: 614-706-3300

KIPP Elementary: 614-263-6137

KIPP Middle: 614-263-6137

KIPP High: 614-676-0020

### Excused and Unexcused Absences

In the event a student is sick (any reason including COVID), a student will be marked with an unexcused absence. To receive an excused absence, the front-office staff (office assistants) must receive written communication (emails, letter, fax, etc.) from the student's legal guardian(s).

### Documenting Absences

You must provide a doctor's note or other documentation for each absence. Notes should be emailed to [kippoffice@kippcolumbus.org](mailto:kippoffice@kippcolumbus.org) within a week 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.

### Additional Excused Absences

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, a 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 the 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.

Students who miss more than 6 unexcused days (staying home with siblings, vacations, etc.) total in one quarter, or 10 unexcused days total throughout the entire school year may be subject to retention. Any student who reaches truancy (being chronically absent from school) **is also in jeopardy of being retained.**

### **Truancy**

KIPP Columbus adheres to the Ohio Revised Code as it relates to 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).

Each **hour** that student is out of school counts towards truancy in Ohio. We are required by law to report students who reach truancy to local agencies.

### **Early Release Policy**

- All students must take a minimum of 5 courses at KIPP Columbus High throughout their senior year.
  - A fourth English class (ELA IV or a more rigorous alternative)
  - A fourth math class (Pre-Calculus or a more rigorous alternative)
  - Social studies or approved alternative
  - Science or approved alternative
  - Senior Seminar
- A student must submit an application for approval, in which they must demonstrate the following:
  - A compelling rationale for early release
  - An alignment between the opportunity they are pursuing and their post-secondary plans
  - Attendance of 95% or higher
  - Cumulative GPA of 3.0 or higher
- Students are required to request early release to the School Leader in the month before the school year starts and two weeks before the second semester begins. No other early release applications would be considered outside of these windows.
- The School Leader and Manager of KIPP Forward must both approve the students request for early release.

## UNIFORM

### Face Coverings

ALL students (K-12th Grade) must wear a face covering or mask at all times during the school day.

- Students that have a disability or medical condition that makes it difficult or unsafe to wear face-coverings during the school day may wear a face shield during instructional time.
- All students will wear a face-covering during class, transitions, arrival and dismissal, and in hallways.
- Students that opt not to or refuse to wear a mask will have to be picked up from school.
- Face coverings must be school appropriate (no inappropriate language or graphic imagery); in the event that a face covering is not appropriate the school will provide an alternative face covering.

Requests for exceptions must be accompanied by a doctor's note and submitted to the health services team.

### Mask Issues

For any student that refuses to wear a mask for 15 minutes or longer, we will contact the family for support. If the KIPPster is unable to properly wear, they must be picked up for the remainder of that school day. Repeatedly refusing to wear the mask may result in a short-term suspension from school.

### 2021-22 School Uniform

Students should wear the following uniform across all schools this year:

- **Shirt:** KIPP Shirt  
*Includes KIPP light blue or navy (new in 2021) polo shirt, KIPP white Oxford button down shirt, KIPP crew neck sweatshirt, or a KIPP Columbus shirt.*
- **Pants:** Navy slacks or khaki pants (jeans are **NOT** permitted).  
- Navy or khaki shorts or skirts may also be worn but must be at least knee length.  
- Skirts must have shorts or tights worn under them.
- **Shoes:** Close-toed shoes (sandals, slide on shoes, or flip flops are **NOT** permitted).

### Not Permitted

Students may **NOT** wear any of the following items to school:

- Bonnets
- Hoodies
- Do Rags
- Sleep Scarves
- Hats
- Bandanas

### Arriving Out of Uniform

KIPP Columbus is a uniform school and students should be in uniform every day. If a student arrives out of uniform, we will reach out to your family to notify you, talk with the student, and ask for your support to have their uniform brought to campus to change. If this happens more than two times, the student will need to be picked up from school for the day.

### Uniform Store

For additional convenience, families can purchase uniforms on campus or order additional uniforms directly from [School Days](#) in their store (73 N Stygler Road - approximately 3 miles from campus) or online.

### 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 9:00 AM daily. Students arriving after the tardy time will not receive breakfast as classes have already started.

### On-Campus Meals during COVID-19

Meals will be prepared daily on site and delivered to either classrooms or common dining spaces (allowing for social distancing where possible) each day for breakfast and lunch. If your student has dietary restrictions and needs to bring breakfast/lunch from home, please ensure that it's packed and with your child when they arrive at school.

### Outside Food

Outside food is only permitted as a packed lunch or packed breakfast. Breakfast and lunch must be consumed at designated times in designated spaces. Students should not bring items that require refrigeration or reheating/cooking.

KCP and KCE students may also bring a snack to be consumed during the designated snack time only. KCM and KCH families should not send students to campus with additional snack items.

No students will be permitted to have food delivered to campus.

### 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 be peanut free as outlined above.
4. The snacks must arrive by 3:00 pm (*at the latest*) on the day of the celebration, in order to be shared with the class by 3:15 pm.

## AFTER SCHOOL PROGRAMS

### 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 Kiddie Academy  
Kiddie Academy offers academic support and intervention, a healthy dinner, and student activity groups daily in their afterschool program.  
*Please Note: This program costs \$60 a week for students to participate.*
- Grades 2 – 8: Boys and Girls Club of Columbus (BGCC)  
The BGCC provides free 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 2 – 8: After School All Stars (ASAS)  
The ASAS also provides free 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 6 - 8: Columbus Urban League (CUL)  
The CUL will provide specific programming in business, robotics, and coding for middle school students. This programming will help students develop basic skills in both areas and will also put them on an early path towards computer science courses offered in KIPP Columbus High.
- Grades 9 - 12: Clubs and Athletics  
KIPP provides access to a variety of Ohio High School Athletic Association (OHSAA) athletics offerings and student enrichment clubs geared towards students' passions and interests. These free clubs and opportunities are provided by KIPP Columbus staff members and change throughout the year.

### Enrolling in the afterschool program

To apply for the waitlist for after school programming, please fill out the application form [HERE](#).

### 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. During COVID-19, events will largely be held remotely for the safety of our students and school community.

Check the school calendar or visit [www.kippcolumbus.org](http://www.kippcolumbus.org) for more information.

## ATHLETICS

### Character Education

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

### Sports Offered

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

Season	KCM Sports (6 <sup>th</sup> –8 <sup>th</sup> Grade)	KCH Sports (9 <sup>th</sup> – 12 <sup>th</sup> Grade)
Fall (Aug – Oct)	Soccer Volleyball (Girls) Cross Country	Girls Volleyball (Girls) Football (Boys) Soccer Drill Team Cross Country
Winter (Nov – Jan)	Basketball Cheerleading	Basketball Cheerleading
Spring (Mar – May)	Track and Field	Track and Field

### Eligibility

To participate, students must demonstrate excellence. That includes:

- **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.
- **Attendance Expectations:** Students must be present in school to participate in that day's practices or athletics contests. Students that are not in school are not eligible to participate for that day's events.
- **Character Expectations:** Students who receive suspensions or bus write-ups will be held out of practice and games and *may* be removed completely from a team.
- **Final Forms:** Students MUST have an up to date physical form on file in Final Forms online portal 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 Jerell Lewis, Athletics and Wellness Coordinator, at [jlewis@kippcolumbus.org](mailto:jlewis@kippcolumbus.org).

### The Student Experience

Our commitment to an increasingly antiracist KIPP Columbus means we must prioritize the student experience. We must create an environment that is loving, inclusive, joyful and rigorous. We must create an environment where students feel valued and seen and where students are encouraged to be problem solvers and independent thinkers. Every KIPP Columbus student is empowered and encouraged to own their school community in ways that build a positive and loving environment. At KIPP Columbus, students are invested in their teachers, their teammates and their own work leading to outstanding academic outcomes and self-confidence to conquer, and problem solve challenges.

We will not build the vision above by happenstance. Our students (and we, the adults) will form habits, whether we plan for these habits or not. The purpose of building our vision is so that we can intentionally build a campus culture filled with joy, positivity, and a vibrant classroom culture.

### RESTORATIVE PRACTICES

A key pillar of our student experience involves the use of restorative practices when behavior issues arise. Restorative practices focus on learning from incidents, problem solving, and repairing harm. There are a few key elements of restorative practices outlined below that we will utilize in all of our schools.

#### Restorative Conversations

After a behavior incident and when the student is calm, a Restorative Conversation can help guide him/her through reflection, problem solving, and repairing harm. Rather than chastising a student for his/her behavior, Restorative Conversations help identify root causes and place responsibility on students to understand the impact of their behavior and take steps to make things better.

- From Chicago Public Schools

#### Goal of Restorative Conversations

The goal of Restorative Conversations is to identify who was affected and how to repair harm—not to agree upon every detail of what occurred. Restorative Conversations help turn behavior incidents into learning opportunities.

#### Restorative Circles

Restorative Circles are used in conflict mediation and community building. Circle rituals and structures are used to think through questions and issues, or to de-escalate or resolve conflicts that involve or affect multiple people.

### LOGICAL CONSEQUENCES

A second key pillar of our student experience involves using logical consequences when responding to minor issues. Logical consequences are directly related to children's behaviors and help them to fix their mistakes.

#### Goals of Logical Consequences

- The goal of logical consequences is to help children develop internal understanding, self-control, and a desire to follow the rules.
- Logical consequences are respectful of the child's dignity.
- Logical consequences are related to the child's behavior.
- The belief underlying the use of logical consequences is that with reflection and practice children will want to do better.

\* From Responsive Classroom philosophy and resources which can also be found [here](#).

### Three Guardrails of Logical Consequences:

1. Respectful: Respect is conveyed through words and nonverbal gestures.
2. Relevant: The consequence is logically tied to the student's action.
3. Realistic: The consequence should be something the student and the teacher can follow through on.

## ADDITIONAL CODE OF CONDUCT GUIDELINES

### 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 on 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 learning environment 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 or their designee may conduct hearings concerning expulsion of students and to issue orders of expulsion upon determination of guilt as a result of such hearings.

### Levels of Consequences

In order for us to maintain a strong learning environment focused on student learning achievement, we have adopted the following tiers that outline consequences for more significant behavior issues.

GRADES K - 5	
Tier 1 Short-Term Suspension (Suspended 0 - 5 Days, <b>repeated behavior can be Tier 2</b> )	Tier 2 Long-Term Suspension (Suspended 6 – 10 Days; <b>Possible Expulsion</b> )
<p><b>Repeated</b> Bullying, Cyber bullying, Harassment, or Threats</p> <p>Fighting</p> <p><b>Repeated</b> Theft</p> <p>Firearm Look-Alike</p> <p>Sexual Harassment (including unsolicited sexting) / Touching</p> <p><b>INCITING PANIC</b> False Alarms (i.e. pulling fire alarm, calling 911)</p>	<p><b>DRUGS</b> Use, possess, distribute alcohol, tobacco, or drugs</p> <p><b>WEAPONS</b> Firearms or Weapons (Knife, etc.) or Explosive/Incendiary Device</p> <p><b>ASSAULT</b> Sexual Assault</p> <p><b>EXPLOITATION</b> Possessing or circulating child pornography</p>

GRADES 6 - 12

Tier 1   Short-Term Suspension (Suspended 0 – 5 Days, <b>repeated can be Tier 2</b> )	Tier 2   Long-Term Suspension (Suspended 6 – 10 Days; <b>Possible Expulsion</b> )
<p><b>Repeated</b> Bullying, Cyber bullying, Harassment, or Threats</p> <p>Unauthorized Use of Internet (<i>for pornography or sexually explicit content</i>)</p> <p>Sexual Harassment (including unsolicited sexting) / Touching</p> <p>Vandalism (involving repairing or replacing furniture or property)</p> <p>Theft</p> <p>Fighting</p>	<p><b>ACADEMIC MISCONDUCT</b> Abuse of computer hardware and/or software</p> <p><b>DRUGS</b> Use, possess, distribute alcohol, tobacco, or drugs</p> <p><b>WEAPONS</b> Weapon/Firearm Look-Alike Firearms Weapons (Knife, etc.) Explosive or Incendiary Device</p> <p><b>ASSAULT</b> Physical Assault Sexual Harassment or Assault Serious Bodily Injury</p> <p><b>INCITING PANIC</b> False Alarms (<i>i.e. pulling fire alarm, calling 911, bomb threats, causing chaos*</i>)</p> <p><b>EXPLOITATION</b> Possessing or circulating child pornography</p>

**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 in the table above is subject to long term suspension (defined as a period of more than five days up to ten days) or expulsion from school.

**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:

- **Pick-Up:** Alternative classroom placements or in-school suspension are not always possible. If a leader is unable to help a particular student return to class and their learning, the student will need to be picked up for the day. We will strive to avoid this scenario whenever possible but also require each families' partnership and support should this be necessary to maintain the health and safety of ALL students.
- **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 and family 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 they affect staff, faculty and student in all aspects of school life. It is the responsibility of every member of the KIPP Columbus community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including expulsion.

### **Harassment and Bullying**

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

Examples of inappropriate behavior include:

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

## Sexual Harassment

Sexual harassment can be a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

## Response to Harassment

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

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

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

## Abuse

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

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

## DISTRIBUTING STATEMENT

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

ORC 3314.041