



Original art by KIPP Columbus student, **Esther Simon**

**KIPP**  
COLUMBUS

**FAMILY HANDBOOK**  
**2022-2023**



## Letter from the Superintendent

KIPP Columbus Students and Families,

Welcome to the 2022-2023 school year!

Our team has been working diligently this summer as we continue to return in a strong, committed way from the COVID-19 pandemic.

We are so excited to continue on the journey with you, and to welcome to the journey our new KIPP families, to ensure every KIPPster has the skills and confidence to pursue paths of opportunity and choice; so they can lead fulfilling lives and create a more just world.

Your partnership on this path is not only warmly received, but necessary, to create an academically excellent and joyful learning experience.

Thank you in advance as together, we enter into what is sure to be a dynamic and impactful year.

In partnership,

A handwritten signature in black ink, appearing to read "Ciji Pittman". The signature is fluid and cursive, with a long, sweeping underline.

**Ciji Pittman**

Superintendent

KIPP Columbus

[www.kippcolumbus.org](http://www.kippcolumbus.org)

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## CONTACT INFORMATION

### **School Support Team**

2980 INSPIRE Drive  
Columbus, Ohio 43224  
614-263-6137, press 6

Tyrone Nadir, Managing Director of Elementary Schools, [tnadir@kippcolumbus.org](mailto:tnadir@kippcolumbus.org)  
Dustin Wood, Director of Student Life, [dwood@kippcolumbus.org](mailto:dwood@kippcolumbus.org)

### **KIPP Columbus Primary (KCP)**

Grades K - 1  
2800 INSPIRE Drive  
Columbus, Ohio 43224  
614-263-6137, press 2

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, press 3

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, press 4

Dr. Feon Battiste, Resident School Leader, [fbattiste@kippcolumbus.org](mailto:fbattiste@kippcolumbus.org)

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

Grades 9 -12  
2980 INSPIRE Drive  
Columbus, Ohio 43224  
614-263-6137, press 5

Anthony King, School Leader, [anking@kippcolumbus.org](mailto:anking@kippcolumbus.org)

### **Scheduling Meetings**

To schedule a meeting with a teacher or leader please call the main office at the numbers listed above to schedule meetings with your child's teacher or a member of the leadership team. We will respond within 48 school hours. Requests for meetings with a member of the leadership team may include any member of the school's leadership team and it is not guaranteed that it will include the School Leader. Please note that teachers will only be available to meet before or after school.

## PARTNERSHIP, MUTUAL RESPECT, AND ACCOUNTABILITY

We are incredibly grateful that you have decided child(ren) to KIPP Columbus!

As scholars, families, and staff, we each must fulfill our responsibilities, and we each must be held accountable for doing so. With that belief, we have created a community commitment for families to help us best support your children.

### 2022-23 COMMUNITY COMMITMENTS

#### OUR VALUES (KIPP STAFF COMMITMENTS)

- We value a strong partnership between our family and our child's school. We understand that we need to work as a team to best support our children.
- We take responsibility and ownership for upholding any family next steps after meetings.
- We are solutions based and willing to problem-solve if issues arise at school.
- We follow all school protocols when it comes to arrival, dismissal, early drop off, late pick ups.
- We understand that a child is most successful at school when their basic needs are met. This includes a good night's rest and, when sending in food, ensuring it is nutritious.

#### RESPONSIBILITIES

- We prioritize sending our children to school on a daily basis. We understand and adhere to the attendance protocol listed below.
- We do not drop off our child early at school (before 8:00 AM) and pick up daily before 4:00 PM.
- We check our child's homework and log into PowerSchool to periodically check on our child's grades.
- We prioritize attending family meetings, conferences and family events.

#### COMMUNICATION

- We model using respectful language with all staff members.
- We call or text back the school as soon as we see the message, even if it is to inform the school that we are at work.
- We update our contact information when we move or our phone number's change.
- If you need to reach your child, please contact the front office.

#### Attendance Responsibilities:

- Doors Open at 8:00am and Dismissal is at 3:30pm
- Students are tardy at 8:31am (unless their bus arrives late)
- <Important>** 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.
- 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. Please email any notes to: [kipppoffice@kippcolumbus.org](mailto:kipppoffice@kippcolumbus.org)
- Truancy is considered:
  - 30 consecutive hours (~4 days)
  - 42 hours within a month (~6 days),
  - 72 or more hours in a school year (~10 days)
- \*New\*** Front offices will be closed each day between 3:00-3:30 as we prepare to close the day strong and dismiss students. **Requests for student pickups during this time will be postponed until dismissal.**

## 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.

### School Hours

#### Monday - Thursday

- 8:00 AM – Doors Open (8:31 AM – Tardy Time)
- 3:30 PM – Dismissal

#### Friday

- 8:00 AM - Doors Open (8:31 AM - Tardy Time)
- 1:00 PM - Dismissal

### Tardy Time

Students are considered **tardy after 8:31 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. Any time after 8:30 AM and before 3:30 PM counts as instructional hours for attendance.

### 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 Middle: 614-263-6137

KIPP Elementary: 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,

physician's statement or a family visit to the school is required. Extreme and/or emergency situations will be given appropriate consideration by school leaders.

2. Quarantine of the home - Limited to length of quarantine as determined by the Health Department.
3. Death of a relative - Limited to three (3) days unless reasonable cause is shown for longer absence.
4. Observance of religious holidays.
5. Emergency, or set of circumstances which in the good judgment of the School Leader, constitutes as good and sufficient cause for absence from school. Limits set by school official in charge for the case at hand.
6. Educational Travel - Must be prearranged, or it is considered unexcused. Limit of one (1) such trip of five (5) school days in any school year.
7. Doctor or dental appointments – Should be scheduled after school or on Saturdays whenever possible. These appointments are excused for ½ day and students are expected to be in school for the other ½ day so as to avoid missing instructional time.
8. Court appearances, appointments - Must provide proof of the appearance or appointment. Limited to length of appointment and the necessary travel time.

### **Tuancy**

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:

### **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
  - A student must have the flexibility in their schedule to qualify for Early Release
    - Must be on track to graduate: Testing Requirements/Credit Requirements
  - An alignment between the opportunity they are pursuing and their post-secondary plans
  - Attendance of 95% or higher (measured by attendance first day of school through September 20th for first semester)
  - Cumulative GPA of 3.0 or Higher (as measured by cumulative GPA 9-11th grade for semester 1)
  - Cumulative GPA of 3.0 or Higher for Quarter 2 (By Friday, December 9th) to qualify for Semester 2 Early Release
- Students are required to request early release to the School Leader by September 30th at the beginning of the school year and by December 9th before the second semester begins.
  - No other early release applications will be considered outside of these windows.
- The School Leader and Manager of KIPP Forward must both approve the students request for early release which will then be submitted to the Superintendent for final approval.

- The KCH Early Release Pathways are outlined below:
  - Community Service: KCH Students will have an opportunity to complete Community Service Initiatives on our Campus.
  - Career: KCH Students will have an opportunity to leave campus for Career Opportunities
  - Internships: KCH Students will have an opportunity to leave campus for Internship Opportunities

## UNIFORM

**Purpose:** KIPP Columbus is a uniform school and students are expected to be in uniform every, single day. Uniforms support students keeping focus on what is most important during the school day, ensuring they are able to fully participate in instruction and co-curricular activities.

**NOTE:** On rare or specific special occasions (i.e. spirit weeks), schools will have specific dress down days with instructions on what can be worn. On **ALL** other school days, the full uniform is required.

### 2022-23 School Uniform

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

- **Shirt:** KIPP Shirt  
*Includes KIPP light blue or navy 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:

- Hoodies under uniform shirts
- 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. Students who arrive out of uniform will not be permitted to go to class or participate in school activities until they are in uniform.

**Note:** School will provide uniform pieces and notify families. If a student refuses to wear a uniform, they are picked up from school. Students will not be sent to class unless in uniform. If a family cannot pick up a student who is refusing to wear a KIPP provided uniform, they will be ISS for the day and OSS the following 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 once*, the student will need to be picked up from school for the day. Additional instances in which students arrive out of uniform will result in additional consequences and loss of privileges.

If you need assistance in obtaining a uniform, please reach out to your child's school social worker.

### 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.

# CALENDAR

KIPP Columbus 2022-2023 School Calendar														
July (2022)					Details					January				
M	T	W	TH	F	July 4-8: KCO Closed	M	T	W	TH	F				
27	28	29	30	1	August 1-2: New KIPP Team Members Professional Development	2	3	4	5	6				
4	5	6	7	8	August 3-12: Professional Development	9	10	11	12	13				
11	12	13	14	15	August 8-9: Back to School Family Days	16	17	18	19	20				
18	19	20	21	22	August 15: New Student Orientation (K, 2, 6, 9th Grade)	23	24	25	26	27				
25	26	27	28	29	August 16: First Day of School for All Students	30	31							
August					September 5: KCO Closed, Labor Day	February								
M	T	W	TH	F	October 14: End of Quarter 1	M	T	W	TH	F				
1	2	3	4	5	October 24: No School, Family Conferences			1	2	3				
8	9	10	11	12	October 25: No School, Professional Development	6	7	8	9	10				
15	16	17	18	19	October 26-28 : KCO Closed, Fall Break	13	14	15	16	17				
22	23	24	25	26	November 21-25: KCO Closed, Thanksgiving Break	20	21	22	23	24				
29	30	31			December 19-January 2: KCO Closed, Winter Break	27	28							
September					January 3: No School, Professional Development	March								
M	T	W	TH	F	January 13: End of Quarter 2	M	T	W	TH	F				
			1	2	January 16: KCO Closed, Martin Luther King, Jr. Day			1	2	3				
5	6	7	8	9	February 16: No School, Family Conferences	6	7	8	9	10				
12	13	14	15	16	February 17: KCO Closed	13	14	15	16	17				
19	20	21	22	23	February 20: KCO Closed, Presidents' Day	20	21	22	23	24				
26	27	28	29	30	March 10: No School, Professional Development	27	28	29	30	31				
October					March 20: End of Quarter 3	April								
M	T	W	TH	F	April 7: No School, Professional Development	M	T	W	TH	F				
3	4	5	6	7	April 10-14: KCO Closed, Spring Break	3	4	5	6	7				
10	11	12	13	14	May 26: Last Day of School, Students	10	11	12	13	14				
17	18	19	20	21	May 29: KCO Closed, Memorial Day	17	18	19	20	21				
24	25	26	27	28	May 30-31: No School, Teacher Work Days	24	25	26	27	28				
31					June 3: KIPP Columbus High Graduation									
November					June 12-June 30: Summer School   Summer Experience	May								
M	T	W	TH	F	June 19: KCO Closed, Juneteenth	M	T	W	TH	F				
	1	2	3	4	<b>KEY</b>	1	2	3	4	5				
7	8	9	10	11	School Closed for Students/ New Team Member PD	8	9	10	11	12				
14	15	16	17	18	School Closed for Students/ PD	15	16	17	18	19				
21	22	23	24	25	New Student Orientation	22	23	24	25	26				
28	29	30			First & Last Day of School	29	30	31						
December					School Closed	June								
M	T	W	TH	F	End of Quarters	M	T	W	TH	F				
			1	2	Family Conferences				1	2				
5	6	7	8	9	<b>SCHOOL HOURS</b>	5	6	7	8	9				
12	13	14	15	16	Monday - Thursday: 8:00a - 3:30p	12	13	14	15	16				
19	20	21	22	23	Fridays: 8:00a - 1:00p	19	20	21	22	23				
26	27	28	29	30		26	27	28	29	30				
Quarters		Dates			Instructional Days (170)									
First		August 16-October 14			43									
Second		October 17-January 13			43									
Third		January 17-March 17			40									
Fourth		March 20-May 26			44									

## HOURS

### SCHOOL HOURS

On campus instructional hours are 8:00 AM - 3:30 PM Monday through Thursday. (Doors open at 8:00 AM.)  
 On Fridays, our instructional hours are 8:00 AM - 1:00 PM (Doors still open at 8:00 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'
- **Class Dojo:** For Grade K-5 families, we are continuing to use Class Dojo as a way to communicate directly with your child's teacher and get updates from them
- **Emergency Alerts:** Our school sends out communications through a platform called SchoolMessenger. Families who opt into text messaging can receive alerts directly to their phone. Permissions for this can be completed directly in an electronic form that is sent out at the beginning of the school year. It is important that we have updated contact information and ask that any time it changes you contact the school to update the information. Information can be updated by calling KIPP Columbus at 614-263-6137 or emailing [kipoffice@kippcolumbus.org](mailto:kipoffice@kippcolumbus.org).

### 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

Proving what is possible in  
Public Education.

WATCH THE VIDEO

#1 For academic growth  
of any community school in Ohio.

## MISSION AND VALUES

### **Mission and Vision**

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose – college, career, and beyond – so they can lead fulfilling lives and create a more just world.

KIPP Columbus will create a system of schools where students develop the knowledge, skills, and character necessary 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, empowering all students to become active and engaged citizens as they shape their futures and positively affect their communities.

### **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 280 KIPP schools in 28 regions serving over 175,000 students and alumni.

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 three classes of graduating high school seniors in the spring of 2020, 2021, and 2022, 100% of students were accepted to college.

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

### **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.

### **Antibullying/Social Media and Consequences**

Harassment in ANY form (including online and through all forms of social media), which creates an intimidating, hostile, or demeaning environment for education, is not tolerated at KIPP Columbus. We are a Team and Family and students should be kind and engage with each other online and social media in respectful and healthy ways.

Students that bully each other online or through social media can face school consequences for any bullying, harassment, postings, AND/OR circulating posts/videos/content. Consequences will vary based on the context and content but can include up to suspension or expulsion from KIPP Columbus.

## 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.

### Transportation Changes

Please notify the front office of any transportation changes **by 1 PM** to allow for time to plan and communicate those changes to our team and students by the end of the school day.

### 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.

- 
- Remain 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.)*
- Respect the space and keeping the bus clean. *(Leave a space better than you found it.)*
- Respect 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. Suspensions can go into effect on the same day of the incident (if it happens in the morning) if the incident creates or created an unsafe environment for other students on the bus.

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

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 without prior write ups:

- 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 sit in their assigned bus seat
- Possessing anything unsafe (i.e. weapons, lighters, etc.) or drug related

### Transportation Issues

For issues related to your child's route or stop, or to request a change of address or stop, please first contact Columbus City Schools Transportation department at (614) 365-5074.

## TEACHING AND LEARNING

At KIPP Columbus, we employ evidence-based strategies, proven curricula, and individualized support to ensure all students can live out the INSPIRE values and succeed on a path of their choice after graduation. We seek to engage students in grade-level content and skills so they can drive their own learning.

We know that this important work must happen alongside families. We are excited to partner with you in supporting your students' 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, Dance, Spanish, 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>● World History</li> <li>● Alg. 1/Geo</li> <li>● Physical Science</li> <li>● ELA 1</li> <li>● PE</li> <li>● Intro. To Media</li> <li>● Drama 101</li> <li>● Alg. 1 Fundamentals</li> </ul>
	10th-12th	<ul style="list-style-type: none"> <li>● English Language Arts I, II, American Literature, AP Seminar, AP Government, AP Language, World Literature</li> <li>● Algebra I, Geometry, Algebra II, Pre-Calculus, Chemistry, Environmental Science</li> <li>● World History, US History</li> <li>● Health</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>○ Theater</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Computer Science Discoveries</li> <li>○ Visual Arts/Adv. Art</li> <li>○ Drama</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> </ul> </li> </ul>
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**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%

## **Supporting Academic Success**

### **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.

### **\*New\* Progress Reports**

Families will receive a Progress Report once every two weeks that will include a student's current grades in all courses and number of absences. Families should discuss student progress with their students and communicate with teachers and school leadership to discuss progress and concerns.

### **Report Card**

Families will receive two report cards per year, one in the Winter and one in the Spring following the conclusion of the grading cycle.

### **Promotion and Retention**

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

- 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 exceptionalism, previous retention, student age, and social emotional development.

### 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 2022-2023

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.

### 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
- 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.
- Attendance - students who are truant for more than 10% of the school year are automatically at risk for retention

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 will 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.

### **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).

### **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.

### **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.

### **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. 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)
- Morgan Skaff, KCE Social Worker, Grades 3 & 4, [mskaff@kippcolumbus.org](mailto:mskaff@kippcolumbus.org)
- Zach Usmani, KCE Social Worker, Grades 2 & 5: [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: [kharper@kippcolumbus.org](mailto:kharper@kippcolumbus.org)

## NUTRITION AND MEALS

### Our Nutrition Program

Our nutrition program at KIPP Columbus includes FREE breakfast and lunch. These meals are provided in partnership with AVI Food Systems. Meals are available free of charge to KIPP Columbus students. Students with specific food allergies will be accommodated as long as the specific needs are reported and shared with the main office. Breakfast is ONLY available until 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 student 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](#).

### **The Village**

For many years, we have gathered together with families across all of our schools for the Village. The Village is a parent group that meets regularly to connect with the campus-wide and school leadership teams, receive updates on upcoming events, programming, athletics, and share other key instructional updates.

For the 2022-23 school year, we will hold campus-wide Village meetings on the following dates:

- Quarter 1: Thursday, October 13, 2022
- Quarter 2: Thursday, January 12, 2023
- Quarter 3: Thursday, March 16, 2023
- Quarter 4: Thursday, May 18, 2023

## 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

## \*New\* 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:** Student athletes must have attendance of 95% in order to participate in athletics. 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 Nicole Gardner, Director of Athletics and Extracurricular Activities, at [ngardner@kippcolumbus.org](mailto:ngardner@kippcolumbus.org).

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.

### **\*New\* Cell Phones**

Cell phones are to be turned off and stored at all times during the day. We are not responsible for any property that a student chooses to bring to school. We strongly recommend that students not bring cell phones to school. Should students bring their phones, all phones for Grades 5 - 8 are turned in, locked and stored securely, and returned in the afternoon before dismissal. Students are not permitted to use their phones until after the 3:30pm dismissal bell. If you need to reach your KIPPster, please call the KIPP Front Office.

- If any KIPP Columbus student is on their phone during the school day, it will be kept and picked up by a parent or guardian.
- If a student is on their phone a second time, the phone will be kept for one week and picked up by the student's family.
- If a student is on their phone a third time, the phone will be kept through the end of the semester.

In all grades K-12, cell phones cannot be a distraction during the school day. Students who have their cell phones powered on during the school day will receive disciplinary action up to and including having their cell phone confiscated (and being required to have it picked up by a family member or guardian) and/or further disciplinary action including not being permitted to bring a cell phone to school.

### **Personal Property Disclaimer**

KIPP Columbus is NOT responsible for any loss of or damage to personal property while on campus. This includes cell phones or any other property of any sort.

## **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 Superintendent 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>
<p><b>Note:</b> Behaviors that are significantly disruptive to our learning community or a threat to the health or safety of members of our learning community are also subject to significant disciplinary measures up to and including expulsion from KIPP Columbus.</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>Refusal to follow directions or failure to fix.</p> <p>Unauthorized Use of Internet (for pornography or sexually explicit content)</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.e. pulling fire alarm, calling 911, bomb threats, causing chaos)</p> <p><b>EXPLOITATION</b> Possessing or circulating child pornography</p> <p><b>SEXUAL ACTIVITY</b> Engaging in any form of sexual activity on campus</p>
<p><b>Note:</b> Behaviors that are significantly disruptive to our learning community or a threat to the health or safety of members of our learning community are also subject to significant disciplinary measures up to and including expulsion from KIPP Columbus.</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 Superintendent 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 Superintendent 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:

- **Alternative Interventions and/or Consequences:** Alternative interventions such as counseling and intervention programs, small group interventions, and community partner programming may be utilized as an alternative to suspension as deemed appropriate by School Leaders.
- **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 is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age or handicap status. KIPP Columbus wishes to stress that it is the responsibility of every member of the KIPP Columbus community to observe and uphold the principles of equal opportunity as they affect staff, faculty and student in all aspects of school life. It is the responsibility of every member of the KIPP Columbus community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including expulsion.

### **Harassment and Bullying**

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

Examples of inappropriate behavior include:

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

### **Sexual Harassment**

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

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

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

### **Response to Harassment**

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

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

As soon as possible, the adult notified will report to the School Leader and/or Director of Student Life 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.

### **School Safety Plan**

Each year, we work with law enforcement, school safety officials, families, teachers, and staff 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. Copies of our safety plan are available in the main office.

## **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.”*

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