



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

**KIPP**  
COLUMBUS

**FAMILY HANDBOOK**  
**2023-2024**



## Letter from the Superintendent

KIPP Columbus Students and Families,

Welcome to the 2023-2024 school year!

We are so excited to continue on the journey with you, and to welcome to the journey our new KIPP families, to support every KIPPster in cultivating their skills and confidence so that they may pursue paths of opportunity and choice, 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.

**Ciji Pittman**

Superintendent

KIPP Columbus

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

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## 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)).

## 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)  
Breen Slaughter, Managing Director of Secondary Schools, [bslaughter@kippcolumbus.org](mailto:bslaughter@kippcolumbus.org)  
Kathleen Vaughan, Director of Student Life (5-12), [kvaughan@kippcolumbus.org](mailto:kvaughan@kippcolumbus.org)

### KIPP Columbus Primary (KCP)

Grades K - 1  
2860 Community 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  
Kenya Brooks, School Leader, [kebrooks@kippcolumbus.org](mailto:kebrooks@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.

### Visiting Campus

KIPP Columbus encourages and welcomes visitors to campus! While on campus, we ask that all visitors respect our grounds and refrain from the following: unsafe driving, littering, loitering and/or disruptive behavior, and disrespect toward staff. Please be sure to park in the assigned locations for visitors and be prepared to be checking into our Raptor system if you are entering the building or signing a student out of the building. For more information regarding KIPP Columbus's Visitors Policy, click [HERE](#).

## CALENDAR

KIPP Columbus 2023-2024 School Calendar														
July (2023)					Details					January (2024)				
M	T	W	TH	F						M	T	W	TH	F
3	4	5	6	7	July 3 - July 4: KCO Closed; 4th of July					1	2	3	4	5
10	11	12	13	14	August 1-2: New KIPP Team Members Professional Development					8	9	10	11	12
17	18	19	20	21	August 3-14: Professional Development					15	16	17	18	19
24	25	26	27	28	August 15-16: New Student Orientation					22	23	24	25	26
31					August 17: First Day ALL Students					29	30	31		
August					September 1: No School, Professional Development					February				
M	T	W	TH	F	September 4: KCO Closed, Labor Day					M	T	W	TH	F
	1	2	3	4	October 12: No School, Family Conferences								1	2
7	8	9	10	11	October 13: No School, Professional Development					5	6	7	8	9
14	15	16	17	18	October 16-18 KCO Closed, Fall Break					12	13	14	15	16
21	22	23	24	25	November 7: KCO Early Release Day, General Election					19	20	21	22	23
28	29	30	31		November 20 - 24: KCO Closed, Thanksgiving Break					26	27	28	29	
September					December 21-January 3: KCO Closed, Winter Break					March				
M	T	W	TH	F	January 4: No School, Professional Development					M	T	W	TH	F
					January 5: No School, Family Conferences									
				1	January 15: KCO Closed, Martin Luther King, Jr. Day									1
4	5	6	7	8	February 19: KCO Closed, Presidents' Day					4	5	6	7	8
11	12	13	14	15	March 11: KCO Closed					11	12	13	14	15
18	19	20	21	22	April 1-5: KCO Closed, Spring Break					18	19	20	21	22
25	26	27	28	29	May 3: No School, Planning day					25	26	27	28	29
October					May 24: Last Day, 12th grade Students					April				
M	T	W	TH	F	May 29: Last Day, K-11 Students					M	T	W	TH	F
2	3	4	5	6	May 27: KCO Closed, Memorial Day					1	2	3	4	5
9	10	11	12	13	May 30-31: Professional Development, last day for staff					8	9	10	11	12
16	17	18	19	20	June 1: KIPP Columbus High Graduation					15	16	17	18	19
23	24	25	26	27	June 19: KCO Closed, Juneteenth					22	23	24	25	26
30	31									29	30			
November					SCHOOL HOURS					May				
M	T	W	TH	F	M-Th: 8:20-3:30					M	T	W	TH	F
		1	2	3	F: 8:20-1:00							1	2	3
6	7	8	9	10	<b>KEY</b>					6	7	8	9	10
13	14	15	16	17	School Closed for Students/ New Team Member PD					13	14	15	16	17
20	21	22	23	24	School Closed for Students/ PD					20	21	22	23	24
27	28	29	30		School Closed for Students/Planning Day					27	28	29	30	31
December					New Student Orientation					June				
M	T	W	TH	F	First & Last Day of School					M	T	W	TH	F
				1	Last Day of School, 12th Grade					3	4	5	6	7
4	5	6	7	8	Early Release Day					10	11	12	13	14
11	12	13	14	15	School Closed					17	18	19	20	21
18	19	20	21	22	End of Quarters					24	25	26	27	28
25	26	27	28	29	Family Conferences									
Quarters		Dates					Instructional Days (172 Total)							
First		August 17 - October 11					38							
Second		October 19 - December 20					40							
Third		January 8 - March 15					47							
Fourth		March 16 - May 29					47							
							172							

## HOURS

### SCHOOL HOURS

On campus instructional hours are 8:20 AM - 3:30 PM Monday through Thursday. (Doors open at 8:00 AM.) On Fridays, our instructional hours are 8:20 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'
- **ParentSquare:** For families of students in grades K through 12, we are using ParentSquare 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 [kippoffice@kippcolumbus.org](mailto:kippoffice@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).

## 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.

### 2023-24 COMMUNITY COMMITMENTS

#### KIPP STAFF VALUES

- We value the diversity and individuality of our students and will celebrate our differences.
- We value a strong partnership between our school and our students' families. We understand that we need to work as a team to best support our students.
- We are solutions-based and willing to work with families to problem-solve issues that arrive at school.
- We provide a warm, safe and caring learning environment for our students.
- We have high expectations for our students and help every child to develop a love of learning.

#### KIPP STAFF RESPONSIBILITIES

- We will provide high-quality instruction and research-based instructional practices to equip our students for academic and life-long success.
- We will teach courses through interesting and challenging lessons that promote student achievement.
- We will participate in professional development opportunities to improve teaching and learning.
- We will support the formation of partnerships with families and the community.

#### KIPP STAFF COMMUNICATION

- We will model respectful language with all students and families.
- We will communicate regularly with families about student progress.
- We will respond to family communication within 48 school hours of having received the request.
- We will actively participate in collaborative decision making and consistently work with families and colleagues to make school an accessible and welcoming place for students and families.

#### OUR FAMILY VALUES

- 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.

#### OUR FAMILY 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.

#### OUR FAMILY 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.
- We will contact the front office if we need to reach our child.

### Attendance Responsibilities:

- Doors Open at 8:00am and Dismissal is at 3:30 PM (1:00 PM on Fridays)
- Students are tardy at 8:21 am (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: [kippoffice@kippcolumbus.org](mailto:kippoffice@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 PM - 3:30 PM (12:30 PM - 1:00 PM on Fridays) 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.

### Ohio House Bill 410

Ohio law states that attendance is now taken in terms of hours missed, **not days absent**. Each day of school equals seven hours. Each **hour** of school missed will be calculated and reported as either Unexcused or Excused time missed from school. According to the law, if your child misses a certain number of hours, they will be considered **Excessively Absent** or **Habitually Truant**. The following describes the definitions and steps taken by the school district regarding school attendance:

#### Warning Notification

A warning notification will be sent out to inform you of when your child is getting close to reaching habitual truancy or excessive absences. This notification may come in different forms, such as by letter, phone call, automated message or email. If you receive this notification, please turn in excuses as soon as possible to avoid your child becoming habitually truant or excessively absent from school.

ALL time missed from school (excused and unexcused), except any time where a medical excuse is provided. This time is calculated from late arrivals, early dismissals, and full day absences.

#### Excessively Absent Status

If excessive absences are reached, a letter will be sent home to notify you and the school will continue to monitor your child's attendance. No plan is required at this time.

A student will become Excessively Absent if they reach one or more of the following:

- Absent 38 or more hours in one school month, **with** or **without** a legitimate excuse; or
- Absent 65 or more hours in one school year, **with** or **without** a legitimate excuse.

#### Habitually Truant Status

Only unexcused time counts toward habitual truancy hours. This time is calculated from late arrivals, early dismissals, and full day absences. \*According to the law, no student shall be suspended, expelled, or removed from school solely on the basis of unexcused absences.

A student will become Habitually Truant if they reach one or more of the following:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without a legitimate excuse; or
- Absent 72 or more hours in one year without a legitimate excuse.

If a student becomes Habitually Truant, the following will occur:

School will notify the parent/guardian in writing of the student's truancy status.

- Parent/guardian will be invited to meet with the school absence intervention team to develop an
- absence intervention plan for the student.
- Intervention plan will be implemented and attendance will be monitored for 60 days.

- If attendance does not improve during the 60-day plan, the absence intervention team will decide if truancy needs to be filed on the student with juvenile court. However, during the 60-day plan, **if the student reaches 30 or more consecutive unexcused absences, or 42 or more unexcused absences in one school month, the truancy team is required by law to file truancy with the juvenile court.**

## School Hours

### Monday - Thursday

- 8:00 AM - 8:19 AM – Doors Open/Breakfast
- **8:20 AM** – School begins. *If students are not in class by this time, they are marked “tardy.”*
- 3:30 PM – Dismissal

### Friday

- 8:00 AM - 8:19AM – Doors Open/Breakfast
- **8:20 AM** – School begins. *If students are not in class by this time, they are marked “tardy.”*
- 1:00 PM - Dismissal

## Tardy Time

Students are considered **tardy after 8:20 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 8:20 AM and before 3:30 PM counts as instructional hours for attendance.

Students who do not attend school for 72 or more consecutive hours will be withdrawn from school.

## 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) within three (3) days upon the student's return to school.

## 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 three (3) days after your child has returned to school. For an absence to be excused, it must come from a doctor or be written by a family member for one of the reasons below.

## 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 two (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. Bereavement (Death of an Immediate Family Member) - Limited to three (3) days for unless reasonable cause is shown for longer absence. (Documentation should be provided to the attendance office.)
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 officials in charge of 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. (A note from the provider documenting the student's appointment must be provided upon return to school.)
8. Court appearances, appointments - Must provide proof of the appearance or appointment. Limited to length of appointment and the necessary travel time.

## Extended Absence Approval Process

If family plans call for a student to miss five or more consecutive school days, a Prearranged Extended Absence Form must be completed and reviewed by the School Leader. The form must be returned to the school office at least one week PRIOR to the student's absence for approval by the Superintendent.

## Early Release Policy

- All students must take a minimum of (five)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

### 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:** 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 uniform, they will be subject to disciplinary consequences at the School Leader's discretion. Additional infractions will result in a family meeting and may have additional consequences.

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

### Uniform Expectations

KIPP TOP:	PANTS:
<p><b>Allowed:</b></p> <ul style="list-style-type: none"> <li>KIPP Navy or Attendance All-Star T-shirt (KCP ONLY)</li> <li>KIPP Dresses with a Polo underneath (Khaki or Navy) (KCP ONLY)</li> <li>White, Black or Navy Long-Sleeve Shirts under polo (in colder months) (KCP ONLY)</li> <li>Navy, White &amp; Black Sweaters/Cardigans are permitted (KCP ONLY)</li> <li>KIPP T-Shirts (KCP and KCE ONLY)</li> <li>KIPP Light Blue or Navy Polo Shirt</li> <li>KIPP White or Blue Oxford button down shirt (KCH ONLY)</li> <li>KIPP Crew Neck Sweatshirt</li> <li><u>Ties/Bowties:</u> All students may choose to wear either a tie or a bow tie daily. Any neck or bow tie is allowed so long as it is school appropriate. (KCH ONLY)</li> <li><u>Head Coverings and Headbands:</u> Full head coverings should only be worn for religious purposes. Students may choose to wear headbands at school. No bandanas are allowed. No hats, bonnets, or durags will be allowed during the school day.</li> </ul>	<p><b>Allowed:</b></p> <ul style="list-style-type: none"> <li>Navy slacks or khaki pants Navy or khaki shorts or skirts may also be worn but must be at least knee length.</li> </ul> <p>Skirts must have shorts or tights worn under them.</p>
SHOES:	NOTE:
<p><b>Allowed:</b></p> <ul style="list-style-type: none"> <li>Close-toed shoes</li> <li>Crocs are permitted</li> </ul>	<p>Students are only permitted to wear the items on the "Allowed" lists to school. Student may <b>NOT</b> wear any of the following items to school:</p> <ul style="list-style-type: none"> <li>Tank/sleeveless/crop-tops</li> <li>Hoodies (not even under clothing)</li> <li>Ski Masks/"Shiesty" Masks</li> <li>Bonnets</li> <li>Du Rags</li> <li>Sleep Scarves</li> <li>Hats</li> <li>Bandanas</li> <li>Blankets</li> <li>Pajamas (or pajama bottoms)</li> </ul> <p><i>*During Spirit Week(s), School Leadership will communicate to students and families if there has been a change to the uniform policy. Students will ONLY be permitted to dress out of uniform during Spirit Week and with the permission of the School Leadership Team.</i></p>

**Student-Athlete/Club Uniform Expectations**

No athletic/extracurricular KIPP attire may be worn in substitution of the uniform unless otherwise communicated by SLT (ex. Pep Rally, special school events, etc)

**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.)

## 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 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.

### Damage to KIPP Columbus Owned Technology

Parent(s)/guardian(s) are responsible for their student's use of the device, including any damage to or loss of the device. A student whose device is lost or damaged, whether accidentally or intentionally, will not receive another device from KIPP Columbus. In these events, students will still be responsible for submitting all of their assignments for their courses on time.

### 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.

### Anti-bullying/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.

## 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.

### ELEMENTARY COURSE OFFERINGS

#### 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>● Science</li> <li>● Social Studies</li> <li>● Learning Links (Music, PE)</li> </ul>
KIPP Columbus Elementary	2nd-5th	<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 (Music, Art, Dance, Spanish, and PE)</li> </ul>

### MIDDLE SCHOOL COURSE OFFERINGS

KIPP Columbus Middle	6th-8th	<ul style="list-style-type: none"> <li>● Reading</li> <li>● Writing</li> <li>● Close Reading</li> <li>● Math</li> <li>● Social Studies</li> <li>● Science</li> <li>● Learning Links (Theater, Band, Art)</li> </ul>
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### HIGH SCHOOL COURSE OFFERINGS

Graduation Requirements: The state of Ohio requires students who will graduate from high school in the year of 2023 and beyond to earn their high school diploma in three ways\*:

1. Earning a minimum of 20 credits in specified coursework;
2. Showing proficiency on required assessments (i.e. Ohio State Tests in Algebra 1 and English II); and
3. Earning two of diploma seals that align with student goals and interests.

## KIPP Columbus High - Course Progression

Content	9th Grade	10th Grade	11th Grade	12th Grade	Total Credits
English/ Language Arts	ELA I (1.0 credit)	ELA II (1.0 credit)	AP English Language or CCP English (1.0 credit)	AP English Literature (1.0 credit)	4.0 credits
Math	Algebra I (1.0 credit)	Geometry (1.0 credit)	Algebra II (1.0 credit)	Precalculus / AP Calculus AB (1.0 credit)	4.0 credits
Science	Physical Science (1.0 credit)	Chemistry (1.0 credit)	Biology (1.0 credit)	AP Environmental Science (1.0 credit)	4.0 credits
Social Studies	AP World History (1.0 credit)	AP US History (1.0 credit)	AP US Government (1.0 credit)	Elective(s)	3.0 credits plus additional electives credits
Electives	Physical Education ( $\frac{1}{4}$ credit/semester)	<p>Students will get the opportunity to take courses below:            Spanish (1.0 credits per course)            Introduction to Media (<math>\frac{1}{2}</math> credit)            Advance Media (1 credit)            Art (<math>\frac{1}{2}</math> credit)            Seminar (1.0 credit)            Health (<math>\frac{1}{2}</math> credit)            Weightlifting (<math>\frac{1}{2}</math> credit)            Yoga (<math>\frac{1}{2}</math> credit)</p> <p>Total electives credits (not including Physical Education) equals</p>			

\* For more detailed information regarding Ohio's graduation requirements, reach out to a member of the High School Leadership Team.

### 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.

### Grades

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.

### K-5 Grading Policy

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. These performance bands are outlined below:

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

### **6-12 Academic Grading Policy**

In Grades 6-12, students earn traditional letter grades. Students will receive an overall grade for each course as well as a Grade Point Average (GPA). This helps students and families track their progress towards high school graduation and college or other post-secondary paths. This grading scale is outlined below:

<b>Grade</b>	<b>GPA Points</b>	<b>Level of Mastery</b>
A	4.0	90.0% - 100%
B	3.0	80.0% - 89.9%
C	2.0	70.0% - 79.9%
D	1.0	60.0% - 69.9%
F	0.0	50.0% - 59.9%

### **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.

### **\*New\* Interim Reports and Report Cards**

Families will receive an Interim Reports and quarterly Report Cards 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.

Interim Reports and Report Cards will be distributed on the follow dates:

	<b>Interim Report</b>	<b>Report Card</b>
<b>Quarter 1</b>	September 15th	October 23rd
<b>Quarter 2</b>	November 17th	January 10th
<b>Quarter 3</b>	February 9th	March 22nd
<b>Quarter 4</b>	April 26th	June 5th <i>(Mailed to address on file)</i>

### **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.

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 proficiency score on the 3rd grade English Language Arts Ohio State Test
- A proficiency subscore 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

NOTE - KIPP Columbus will share more information about the 2023-24 Third Grade Reading Guarantee when it is announced by the Ohio Department of Education.

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 Ashley Gould at [agould@kippcolumbus.org](mailto:agould@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 social worker at your child's school 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 and families

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)
- Zach Usmani, KCE Social Worker, Grades 2 & 5: [zusmani@kippcolumbus.org](mailto:zusmani@kippcolumbus.org)
- Vivian Hodges, KCE Social Worker, Grades 3 & 4, [vhodges@kippcolumbus.org](mailto:vhodges@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)

## 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

Meals will be prepared daily on site and delivered to either classrooms or common dining spaces 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 foods in 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 2023-24 school year, we will hold campus-wide Village meetings on the following dates:

- August 30, 2023
- September 27, 2023
- October 25, 2023
- November 29, 2023
- January 31, 2023
- February 28, 2023
- March 27, 2023
- April 24, 2023
- May 29, 2023

## 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

### **\*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.
- **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 in 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).

### Sporting Events Spectator Policy

KIPP Columbus takes sportsmanship very seriously and promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating acts directed at student-athletes, officials, or team representatives will not be tolerated, and are grounds for removal from the site of competition.

While attending a sporting event, KIPP Columbus will be enforcing the following guidelines in an effort to create a safe and enjoyable environment for our athletes, officials and guests:

- Children under the age of 16, **WILL NOT BE ADMITTED** to any athletic event without adult supervision.
- All guests are subject to screening by designated KIPP Safety & Security members and staff, including the use of handheld metal detector wands.
- Bags or purses are not permitted. Wallets and wristlets no larger than 5 in. x 8 in. will be allowed. All items entering venues will be subject to inspection.

- Spectators will be required to sit in the bleachers, except when they are purchasing items from the concession stand or using the restrooms. Anyone not following these guidelines will be removed from the stadium.
- Loitering IS NOT permitted inside or outside of the stadium area.
- If you leave an event, you must be prepared to pay to re-enter.
- The KIPP Columbus policy for a weapons, tobacco, alcohol and drug free environment will be enforced on all school property.
- Supervision of NON PARTICIPATING students will end 30 minutes following the conclusion of the contest. Students still on campus after those 30 minutes will be escorted off campus and may be restricted from attending future sporting events.

## STUDENT LIFE

### 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.

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

Cell phones and other devices have become a big distraction to learning and a disruption to the school environment. Beginning in the 2023-24 school year, Yondr will be used in support of our move to a cell phone/device free school. 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 cellphones to school. Should students bring their phones, all phones for Grades 6 - 12 are placed into an individualized YONDR pouch. Students will lock their pouches upon entry into the building and unlock them as they exit for 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. The School Leadership Team will not investigate any lost, stolen or damaged personal property.

### Deliveries to School

KIPP Columbus will NOT accept non-emergency or non-academic deliveries. These items include but are not limited to food deliveries (i.e. from Uber Eats, DoorDash, etc.), floral deliveries, balloon deliveries, etc.

## 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.

## **STUDENT CODE OF CONDUCT**

### **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.

### **Inspection of Property**

Any property entering campus is subject to inspection by the School Leadership Team and/or the KIPP Columbus Security Team.

### **Surveillance Tools**

KIPP Columbus reserves the right to utilize video surveillance and other technology or tools in order to enhance the safety and security of students, staff, families, community members and guests who enter our campus.

## **Student Code of Conduct Violations**

The following Code of Conduct is in effect while students are under the authority and supervision of school personnel and/or during all school related activities and events, even when said events occur off of school grounds. The following infractions constitute major violations of the KIPP Columbus Code of Conduct.

***Consequences will be issued at the discretion of the School Leader or designee and could include detention, suspension from school, or a recommendation for expulsion.*** Additionally, this Code of Conduct applies to school buses, extracurricular events and alternative education programs. It may also apply to conduct that occurs on property now owned or controlled by KIPP Columbus, but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by KIPP Columbus, or conduct that, regardless of where it occurs, is directed at a KIPP Columbus official or employee, or the property of such official or employee. This Code of Conduct includes any misconduct by a student that is directed at a regional official or employee or the property of the official or employee, regardless of where the misconduct occurs.

## **DEFINITIONS OF SPECIFIC VIOLATIONS**

### **ACADEMIC MISCONDUCT**

To use another's thoughts, ideas, or words as his/her own. Providing work for another KIPPster to copy or submit or using unauthorized devices or materials. Academic misconduct may result in receiving no credit for the assignment as well as other consequences.

### **ALCOHOL**

To use, possess, distribute, or conceal any alcoholic beverage or intoxicant of any kind while on campus or on school buses

### **ARSON**

To cause or create a risk of physical harm and/or property damage by means of fire or explosion. Under no circumstance should a KIPPster cause a fire or attempt to create a fire on campus or at any school-sponsored activities (unless permitted and supervised by school personnel during the course of classroom instruction or experiment).

### **ASSAULT/BODILY INJURY**

To intentionally cause serious physical harm/injury or threaten to cause physical harm/injury to any person.

"Bodily injury" includes:

- a cut, abrasion, burn, or disfigurement
- physical pain
- illness
- impairment of the function of a bodily member, organ or mental faculty
- any other injury to the body, despite how long.

## **BULLYING/HARASSMENT/INTIMIDATION/THREATENING BEHAVIOR**

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student, more than once. In situations of bullying/harassment, the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act includes violence within a dating relationship. This behavior is prohibited on school property, at a school-sponsored activity, or may apply to off campus conduct that occurs outside of the school's educational activities or programs if such conduct creates a hostile, offensive or intimidating environment within the school. In the event of a one-time incident, school leadership shall determine and implement discipline to their discretion.

## **DISRUPTION OF CLASS**

Persisting in behavior that is determined by a teacher or staff member to be disruptive to the normal operation of the class. Disruptive behavior includes violence, force, threats/intimidation, excessive noise, passive resistance, or other disorderly conduct that causes or attempts to cause disruption to the normal classroom operation.

## **DISRUPTION OF SCHOOL**

**Persisting in** behavior that is determined by a teacher or staff member to be disruptive to the normal operation of the school. Disruptive behavior includes violence, force, threat, noise, passive resistance, inciting panic, reckless horseplay/buying/selling/trading property during the school day or other disorderly conduct that causes or attempts to cause disruption to the normal school operation.

## **DRESS CODE VIOLATION**

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. \*(Visit "Uniform" Policy on p.14 of this handbook for more information.)

## **DRUGS**

To use, possess, sell, conceal, distribute or negotiate distribution of any drugs. To be under the influence of any drugs while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers. "Drugs" include but are not limited to the following:

- Narcotic drug
- Hallucinogenic drug
- Amphetamine
- Barbiturate
- Marijuana
- Steroid
- Other controlled substances, drug paraphernalia, look-alike drugs or intoxicants

## **EXPLOITATION**

To knowingly possess, bring, transmit, conceal, sell (or offer to sell) or circulate any child pornography through school owned or personal devices. This includes material which is offensive, obscene, sexually explicit, gang related, violent, and/or pornographic.

## **FAILURE TO FIX/REPEATED VIOLATIONS**

To persist in inappropriate behavior or escalate to a point of danger to self or others. This includes behavior that a staff member has previously discussed with a KIPPster as being unacceptable/inappropriate for the learning environment.

## **FALSE ALARMS/INCITING PANIC/BOMB THREATS/TAMPERING with EMERGENCY EQUIPMENT**

- To destroy, damage, tamper with, remove or deploy any fire safety equipment, automated electronic defibrillator or other device that's intended use is for an emergency situation.
- To cause any school building or related property (including off-campus, school-sponsored events) to be evacuated.
- To cause panic, alarm or inconvenience by a false alarm, a threat, the false activation of a fire alarm, or by circulating any information, verbal or written (including through electronic means/social media) that indicates any emergency or danger exists or may exist when the person knows/has reason to know that the information or alarm is false.

## **FIGHTING/VIOLENCE**

To hit, push, kick, hit with an object, or fight with another person. Fighting includes mutual involvement in an incident that involves physical violence, *regardless of who initiated the incident*. A KIPPster whose intentional behavior directly leads to a fight between two or more students will be considered a participant in the fight and may receive consequences.

## **GAMBLING**

Playing a game for money or other consideration on school grounds. Gambling includes, but is not limited to betting pools, organized sports betting, casual betting and any other form of wagering. KIPPsters who bet on a school-related activity or sporting event may also be banned from that activity/event.

## **HATE SPEECH**

To use derogatory verbal, written, or symbolic communication regarding race, gender, sexual orientation or religious beliefs that would be considered threatening, harmful, or that would likely to provoke a violent response.

## **INSUBORDINATION**

Refusal to comply with any reasonable instruction/request(s) of school or regional staff during any period of time when the student is under the authority of KIPP Columbus personnel (e.g. a KIPPster refusing to identify themselves by name when requested by a staff member).

## **PROFANITY/ABUSIVE LANGUAGE (General)**

To use profane, vulgar, abusive, obscene language while in school or class. Profanity is defined as any language that a majority of the society deems inappropriate in a school setting.

## **PROFANITY/ABUSIVE LANGUAGE DIRECTED AT AN ADULT/STAFF MEMBER**

To use profane, vulgar, abusive, or obscene language while in school or class. Profanity is defined as any language that a majority of the society deems inappropriate in a school setting. Abusive language that is directed at a staff member or KIPPster will be treated more severely.

## **SEXUAL MISCONDUCT**

To engage in sexual contact that is severe, persistent and pervasive that it creates an intimidating, hostile or offensive educational environment. Sexual contact includes pinching, grabbing, suggestive comments/jokes, welcome or unwelcome sexual advances, requests for sexual favors, or other physical or verbal communication of a sexual nature.

## **SOCIAL MEDIA MISUSE**

To commit an electronic act that is harmful, offensive, or aggressive toward another KIPPster or staff member, including the use of a social media platform (e.g. Instagram, Snapchat, TikTok, etc.) through the use of a cell phone, computer, personal communication device or other electronic communication device in that it disrupts the learning environment.

## **THEFT**

Taking, receiving (or attempting to take or receive) property of KIPP Columbus, another KIPPster, staff member, visitor, or guest without permission to do so. KIPP Columbus will make a reasonable effort to recover or obtain restitution, but **is not held responsible for stolen items**.

## **TOBACCO**

To carry, possess, or use any tobacco product or a lighter while attending school or any school function either home or away. Tobacco products include, but are not limited to the following;

- Cigarettes or look-a-like cigarettes
- E-cigarette and/or other vaping devices and/or cartridges
- Cigars
- Pipe tobacco
- Chew tobacco or snuff
- Any other matter or substance that contains tobacco and/or nicotine.

Reasonable Suspicion of Smoking - Any KIPPster who has a very strong odor of cigarette/vape smoke may be associated with recent smoking and may be disciplined for smoking on school grounds.

## **TRESPASSING/SKIPPING CLASS/LEAVING SCHOOL GROUNDS**

Leaving campus and/or entering campus property before, during or after school hours without express permission of an appropriate school official. A KIPPster shall not assist another person in trespassing, including opening or propping a door for entrance to the building, transporting another person for the purpose of trespassing, or being a "look out" for students who are attempting to trespass or skip class.

## **VANDALISM**

To intentionally cause (or attempt to cause) damage to or deface school property or the personal property of KIPPsters, KIPP Columbus staff, visitors or guests. This includes but is not limited to buildings, grounds, equipment, materials, computers or other technology. In accordance with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children. (ORC 2307.70)

## **WEAPONS**

Weapons (to include less than lethal). To use, possess, sell, or distribute any weapon designed to cause pain, harm or injury on school property, at school sponsored activities, or by utilizing social media. These weapons include, but are not limited to, oleoresin capsicum (OC) spray, pepper spray, mace, pocket chains, tasers or other electronic control weapons (ECW) or electronic control devices (ECD), whips, sharp objects, or other objects fashioned for use as a weapon.

Dangerous Weapon other than a firearm, explosive, incendiary or poison gas. To use, possess, sell, or distribute a weapon, device, instrument, material, or substance, animate or inanimate, which is used for, or is capable of causing death or serious bodily injury on school property, at school sponsored activities, or by utilizing social media. Dangerous weapons include, but are not limited to knives, swords, razors, needles, metal knuckles, martial arts devices or other dangerous instruments which could be mistakenly identified or used as a dangerous weapon.

\*Firearms. To use, design, produce, handle, transmit, transport, sell, conceal, distribute or possess any firearm, the frame or receiver of any such weapon, any firearm ammunition, holster, or firearm silencer; on school property, at school sponsored activities, or by utilizing social media which will be, is designed to be, or may readily be converted to expel a projectile by the action of an explosion, compressed air, spring or other mechanical means. This includes but is not limited to, zip guns, starter guns and flare guns. This also includes any "look-alike" firearm, pellet gun, BB gun, or other object which could be mistakenly identified as a firearm.

Explosive, Incendiary, or Poison Gas. To use, possess, sell, negotiate, broker, or distribute any destructive device on school property, school sponsored activities, or by utilizing social media, which would include a bomb, a grenade, an improvised explosive device of any kind, a rocket having a propellant charge, or a missile having an explosive or incendiary charge. This includes any weapon that will, or that may be readily converted to expel a projectile by the action of an explosive or other propellant.

## Levels of Consequences

In order for us to maintain a strong learning environment focused on student learning and achievement, we have adopted the following tiers that outline potential consequences for more significant behavior issues. The tiers below indicate where behavior would typically fall, however more severe and/or repeated behavior may move up a tier and, therefore, result in more severe disciplinary measures. **Note: The consequences outlined below are NOT mandatory. The School Leaders (or designee) will investigate Code of Conduct infractions and assign appropriate consequences at their discretion.**

GRADES K - 5	
Tier 1   In-School or 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>ACADEMIC MISCONDUCT</b> Abuse of computer hardware and/or software</p> <p><b>DISRUPTION OF CLASS</b> Behavior that disrupts the classroom/learning environment</p> <p><b>DRESS CODE VIOLATION</b> Refusal to dress in KIPP Columbus uniform</p> <p><b>FAILURE TO FIX/REPEATED VIOLATIONS</b> Failure to fix inappropriate behaviors.</p> <p><b>INSUBORDINATION</b> Refusal to comply with reasonable requests/instruction of staff members.</p> <p><b>PROFANITY/ABUSIVE LANGUAGE (General)</b> Use of profane or offensive language</p> <p>Sexual Harassment (including unsolicited sexting) / Touching</p> <p><b>SOCIAL MEDIA MISUSE</b> To commit a harmful/aggressive act toward a KIPPster/staff member in a way that disrupts the learning environment.</p> <p><b>THEFT</b> Take or receive property belonging to another person or entity.</p> <p><b>TRESPASSING/SKIPPING/LEAVING SCHOOL GROUNDS</b></p>	<p>Bullying, Cyber bullying, Harassment, Intimidation or Threatening behavior</p> <p><b>DISRUPTION OF SCHOOL</b> Behavior that is a disruption to normal school operation</p> <p><b>FIGHTING/VIOLENCE</b>  Firearm Look-Alike</p> <p>HATE SPEECH</p> <p><b>PROFANITY/ABUSIVE LANGUAGE DIRECTED AT ADULT/ STAFF</b></p> <p><b>Repeated Theft</b></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   In School or 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>DISRUPTION OF CLASS</b> Behavior that disrupts the classroom/learning environment</p> <p><b>DRESS CODE VIOLATION</b> Refusal to dress in KIPP Columbus uniform</p> <p><b>PROFANITY/ABUSIVE LANGUAGE (General)</b> Use of profane or offensive language</p> <p><b>SOCIAL MEDIA MISUSE</b> To commit a harmful/aggressive act toward a KIPPster/staff member in a way that disrupts the learning environment.</p> <p><b>TRESPASSING/SKIPPING/LEAVING SCHOOL GROUNDS</b></p> <p>Unauthorized Use of Internet (<i>for pornography or sexually explicit content</i>)</p>	<p><b>ACADEMIC MISCONDUCT</b> Abuse of computer hardware and/or software</p> <p>Bullying, Cyber bullying, Harassment, or Threatening behavior</p> <p><b>DISRUPTION OF SCHOOL</b> Behavior that is a disruption to normal school operation</p> <p><b>FAILURE TO FIX/REPEATED VIOLATIONS</b> Failure to fix inappropriate behaviors.</p> <p><b>FIGHTING</b></p> <p><b>GAMBLING</b> Playing games for money or other considerations.</p> <p><b>INSUBORDINATION</b> Refusal to comply with reasonable requests/instruction of staff members.</p> <p>Sexual Harassment (including unsolicited sexting) / Touching</p> <p><b>THEFT</b> Take or receive property belonging to another person or entity.</p> <p><b>VANDALISM</b> Vandalism (involving repairing or replacing furniture or property)</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 K - 12

Tier 3 Behaviors (Recommendation for Expulsion)	
<p><b>ALCOHOL</b> Use, possess, or distribute alcohol</p> <p><b>ARSON</b> Cause harm/damage to property by means of fire</p> <p><b>ASSAULT/BODILY HARM</b> Physical Assault Sexual Harassment or Assault Serious Bodily Injury Serious Bodily Injury</p> <p><b>DRUGS</b> Use, possess, distribute alcohol, tobacco, or drugs</p> <p><b>EXPLOITATION</b> Possessing or circulating child pornography</p>	<p><b>FALSE ALARM/INCITING PANIC/BOMB THREAT/TAMPERING WITH EQUIPMENT</b> False Alarms (<i>i.e. pulling fire alarm, calling 911, bomb threats, causing chaos</i>)</p> <p><b>SEXUAL MISCONDUCT</b> Engaging in any form of sexual activity on campus</p> <p><b>TOBACCO</b> Use, possess, or distribute tobacco or tobacco products, including vaping devices/e-cigarettes.</p> <p><b>WEAPONS</b> Weapon/Firearm Look-Alike Firearms Weapons (Knife, etc.) Explosive or Incendiary Device</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 Out of School Suspension\***

In accordance with Ohio State Law, the Superintendent or her designee 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.

The School Leader may impose an out-of-school suspension (for a period of up to 10 days) for a violation of the KIPP Columbus Student Code of Conduct. Such a suspension may be imposed only after the student has been found guilty at a suspension hearing (informal or formal). Before imposing a **short-term suspension** (i.e. fewer than 6 days), 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 via an informal suspension hearing.

At this point, written notice shall be provided within 24 hours of the decision to impose suspension. Notification will be provided by email and/or telephone on file. Such notice shall provide a description of the incident or incidents, which resulted in the suspension and/or recommendation for expulsion.

In cases of **long-term suspension** (i.e 6 or more days of suspension), 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 a formal conference. Such notice and opportunity for a formal 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 formal conference shall take place as soon as possible after the suspension.

*\*No student in grades pre-kindergarten through three shall be issued an out-of-school suspension unless the student has committed a firearm, bomb-threat, or knife offense; or other criminal offense that results in serious bodily injury or property damage; or where the student's out-of-school suspension or expulsion is necessary to protect the immediate health and safety of the student, fellow classmates, or school personnel. Any suspension issued to a student in grades pre-kindergarten through three due to safety or health concerns shall not exceed ten (10) days.*

### **Procedures and Due Process for Long Term Suspension and/or Recommendation for Expulsion**

The School Leader may recommend expulsion from KIPP Columbus based on the 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 email address on file. Where possible, notification will also 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.

### **Emergency Removal**

If a student violates the Code of Conduct by causing danger or threat of danger to any person (including him/herself) or property, the School Leader or designee, will have the student removed from school without warning. Once removed, the student may not return to the building until a parent meeting is held.

## Right to Appeal

If a student has been suspended or expelled from school, the parent or legal guardian has a right to appeal before the Director of Student Life (in cases of suspension), the Board of Directors (in cases of expulsion) or the designee.

### Suspension

Parents and guardians, have the right to appeal a suspension and present evidence why a School Leader (or designee) violated due process and erred in assigning a suspension to a student. A request for an appeal must be made in [writing](#) and received in the Director of Student Life's office within three days of the date on the suspension letter.

### Expulsion

Parents and guardians, through the appeals process, have the following rights:

- 1) To appeal the expulsion to the Board of Education, or the Board's appointed designee, if applicable. A request for an appeal must be made in writing and received in the Board office within fourteen (14) calendar days of the original notice of expulsion.
- 2) To be granted a hearing before the Board of Education (or designee) in order to be heard against the expulsion.
- 3) To request that the appeal hearing be held in executive session.
- 4) To be represented in an appeal hearing.

Expulsion may be subject to extension pursuant to RC §§ 3313.66(F), if the pupil was 16 years of age or older at the time of such violation.

Superintendent may seek the pupil's permanent exclusion, if the pupil is convicted of or adjudicated a delinquent child for a violation listed in RC §§ 3313.662(A), and if the pupil was 16 years of age or older at the time of such violation.

## 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 ceases 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 students 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**

Bullying, harassment or intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student, more than once. In situations of bullying/harassment, the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act includes violence within a dating relationship. This behavior is prohibited on school property, at a school-sponsored activity, or may apply to off campus conduct that occurs outside of the school's educational activities or programs if such conduct creates a hostile, offensive or intimidating environment within the school. In the event of a one-time incident, school leadership shall determine and implement discipline to their discretion. Bullying or harassment in any form 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. If a student is experienced sexual harassment, gender-based discrimination or other sexual misconduct, they can file a report with a School Leader. KIPP Columbus must take students to report signs of student abuse, including contacting Franklin County Children's Services.

## **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.

## **Mandated Reporting of Suspected Child Abuse or Neglect**

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 School Leader’s office of each building.

## SCHOOL BUSES/TRANSPORTATION

### 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 may 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 1:00 PM (Monday through Thursday) and 11:00 AM (Friday)** 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 keep 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 has 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
5th Write Up	Recommendation for Bus Expulsion

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.

### Parking on Campus

All vehicles must be registered in order to park on campus. Visitors will need to be checked in by security personnel at the gate.

Vehicle registration and student pick up tags must be displayed at all times while on campus. All vehicles must adhere to speed and parking regulations, avoid littering or loitering on campus, and refrain from displaying or playing explicit or loud music.

Vehicles that are deemed to be a safety hazard or parked in restricted areas in violation of this policy shall be towed at the owner's expense. KIPP Columbus will not be responsible or liable for any potential or actual damages to vehicles towed due to violations of this policy.

## 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

*The 2023-24 Family Handbook and Student Code of Conduct is intended to be consistent with the Board Policies and Administrative Guidelines, but that to the extent of any inconsistency, the Board Policies and Administrative Guidelines control.*