



KIPP® Detroit Public Schools

Imani Academy

2023-2024

KIPPster & Family Guide

School Colors

Carolina Blue + Gold

School Mission, Vision, and Values

Mission

Together with our families and communities, we create joyful and identity-affirming schools where students achieve excellent and equitable academic outcomes. We believe doing this ensures that our students are prepared to pursue any path they choose — college, career, and beyond — so they can lead fulfilling lives and build a more just world.

Vision

Every child grows up free to create the future they want for themselves and their communities.

Values

Community: What I consider mine, I will build and nurture.” This school belongs to ALL of us (children, parents, staff, the community)!

Agency: We believe deeply in a sense of agency. The families of Detroit are best positioned to dictate their future and bring it to fruition.

Restoration: We are restorative-minded. We see challenges as opportunities to learn and grow; and know that, by finding and repairing the root cause, we can be made better by the presenting obstacle in front of us.

Excellence: We possess an internal bar for excellence—our goal is to surpass ordinary standards and prove the possible.

School Logo

Our logo is this Adinkra symbol used in Ghana [West Africa]; the translation means “all is well!” It is a symbol of hope, providence, and faith! If we are to live our values of restoration and agency... we, essentially, need to trust that “all is well!” While there may be a presenting obstacle in front of us, we believe that we have the capability and agency in us to find a solution. students too! This logo is a visual symbol for our name KIPP Detroit: Imani Academy (Imani also translates into “Faith” in Swahili).



We have faith in the limitless potential of our students. We have hope and faith that the work we do today will transform their lives and, in turn, our students will have the agency necessary to positively impact the world around them.

Attendance

We want to see our students every day! We are building a strong foundation and their presence is critical to a strong start! At KIPP Detroit Imani Academy, we believe that children do best in school when they are on time and present every single day. Our curriculum is ambitious; so, as our students work hard to master the knowledge and skills needed to excel in school and in life, their presence every day is essential!

We understand that children can become ill; and, in that case, we ask you to keep your child home for their own safety and the safety of others. We also understand that emergencies do arise. If you know your child is not going to be in school on a certain day, please call the main office to let us know. Their presence at school is our top priority; as such, we will call or text you if your child is not present in school and you have not notified us. Please understand that we are required, by law, to investigate the cause of absences.

Excused Absences

The following factors are considered reasonable excuses for absences:

- illness
- recovery from an accident
- required court attendance
- professional appointments
- observation of a religious holiday

A written statement explaining the cause for absence may be requested.

Unexcused Absences

Missing class impacts academic achievement; repeated absences may be reflected in the student's grades. If a student is repeatedly absent the principal, teacher(s), student and parent/guardian will meet to identify and address the root cause(s) of the repeated absences. In the most serious cases of repeated absenteeism a student may be retained, a home visit may be conducted and/or CPS may be called, and a student may be un-enrolled from the school.

3 absences: The KDIA office team will connect with you to have a meeting about your child's attendance and will work with you to come up with solutions to ensure your child is in school each and every day.

5 absences: A meeting with the Superintendent will be scheduled to discuss your child's attendance.

10 absences: KDIA will send a letter home via certified mail documenting the number of absences. In addition, the school may call CPS to ensure a student's safety and whereabouts. In cases of repeated absenteeism, students have likely missed too much instruction to sufficiently master the content needed to pass to the next grade.

Removal From Enrollment due to Absenteeism

When all of the above efforts have been made and the school is still unable to confirm a student's whereabouts, students will be un-enrolled from the school .

Tardy Policy

Students and families commit to coming to school every day on time. Our instructional day begins as soon as KIPPsters arrive. Tardiness to school will impact a student's ability to obtain critical instruction. Continued tardiness impacts academic achievement since it causes a student to miss material and skills covered at the start of the school day!

We do recognize that students may be tardy in the event of a doctor's appointment or unexpected life event. To ensure that students are in class and able to access a full lesson we ask that these instances be limited.

If a student is repeatedly tardy, the principal, teacher(s), student and parent/guardian will meet to identify and address the root cause(s) of the repeated tardiness. In the most serious cases of repeated tardiness a student may be retained, a home visit may be conducted and/or CPS may be called, and a student may be un-enrolled from the school.

Early Dismissal

KDIA aims to make the most of each instructional moment with students. Please make every attempt **not** to take your student out of school early. Continued or excessive early dismissals will impact a student's ability to obtain critical instruction. Three early dismissals will be counted as an absence. In the most serious cases of repeated absenteeism a student may be retained, a home visit may be conducted and/or CPS may be called, and a student may be un-enrolled from the school.

In the rare event that a student needs an early dismissal, the following procedures must be followed:

- If a student is seriously ill, the teacher or staff member will call his/her legal guardian.
- The legal guardian must come into the Main Office and sign the student out of school.
- The student must make up for all missed work.

Note: To ensure an orderly end to the school day, KDIA reserves the right to limit early dismissals between 3:15-4:00 pm Monday-Thursday and 1:15-2:00pm on Friday. Early dismissals will be granted in emergencies only.

School Closings

School closings will be reported to the local television news stations; please ensure you are watching the local television news stations for the announcement of the closing of school. Additionally, an automated school messenger service will notify families by phone if there is a school closure due to a last-minute cancellation (building flooding, power outage, facility malfunction, or other emergency).

Arrival and Dismissal

School begins at 7:50am. As such, KIPP Detroit Imani Academy students need to arrive to school at 7:50am each morning. They will enter through the parking lot on the west side of the building, off of Westwood. KDIA staff will be outside each morning to support in directing traffic and ensuring students enter the building safely. KDIA does not have a before-care program; as such, students should not enter the building prior to 7:50am. If you need to make arrangements for before-care, please contact Friendship Child Care.

Dismissal begins at 4:00pm on Mondays through Thursdays, and 2:00pm on Fridays. All students will remain inside the building. We ask that families remain outside the building during this time. This is to ensure the safety of all students and staff. KDIA staff members will again be outside and will radio to staff members in the building to send your child outside.

Dress Code

The KIPP Detroit Imani Academy student uniform consists of:

- a KDIA polo shirt
- navy blue uniform pants or skirts (any brand)
- close-toed gym shoes (any brand, any color)

It is important that students have appropriate footwear each and every day since they will have daily recess and physical education. **If a student does not wear appropriate shoes to school, they may have to sit out of recess and/or physical education for their own safety and the safety of others.**

All KDIA students will receive their first uniform shirt for FREE! Additional uniform polo shirts will be available for purchase from the main office for \$10 each. When the weather gets cooler, KDIA sweaters will be available for purchase from the Main Office.

Prohibited Items

- Hats, non-religious head-scarves, bandanas
- Tight-fitted/short skirts, dresses, skorts, shorts
- Sunglasses worn in school
- Rubber bands around wrists
- Bare midriffs, cropped tops, bare back exposed blue jeans (cannot replace navy uniform pants)
- Missing buttons, torn/ripped, holed clothing
- Outerwear/coats in class
- Hooded sweatshirts during school hours
- Clothes that hang off the waist/sagging pants
- Purses or handbags

Academics

KIPP's mission is to ***create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose.*** Our goal is to provide your KIPPster with a strong foundation so that they may live the life of their dreams. Our academic program is rigorous and we are confident that your KIPPster will flourish under the guidance of a skilled, passionate team of educators who are committed to transforming the world through education.

A sample class schedule is below:

Time	Activity
7:50am	Arrival + Breakfast
8am	Community Circle
8:15am	Heggerty (Phonemic Awareness)
8:30am	Bathroom Break
8:35am	CKLA Begins (Phonemic Awareness)
10am	EL Education (Reading Comprehension
11am	Literacy Centers/Small Group Instruction
11:30am	Lunch/Recess/Bathroom Break
12pm	Gym
12:55pm	Bathroom Break
1:15pm	Math
2:15pm	Math Centers/Small Group Instruction
3pm	Bathroom Break
3:15pm	Science/Social Studies
3:50pm	Pack Up

The Importance of Communication

One of the keys to our success at KIPP Detroit Imani Academy is the partnership we will build between families and the school. This partnership is important because, together, we are the adults who are a consistent presence in their lives. Our ability to work together is directly connected to their success. On the first day of school, your child will be provided with a list of staff names and contact information so that you can reach out directly to your child's teachers if you have any questions or concerns.

Because we believe in partnership and transparency, all students will receive mid-quarter progress reports as well as end-of-quarter report cards. Parent teacher conferences will be held at the end of Quarters 1 and 3. Outside of these designated times, parents are able to access grades through a Powerchool parent portal. Our goal is to keep you informed of your KIPPsters progress; adults working together to ensure their success.

Placement, Promotion, and Retention

KIPP's mission is to *create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose*. And, as committed educators, at the heart of KIPP Detroit is our promise of offering a high-quality education where KIPPsters are prepared, holistically, for success in the next grade and beyond.

KIPP Detroit Imani Academy does not practice social promotion. At KDIA, grade placement and promotion are based on mastery of grade-level instructional objectives. A determination of placement or promotion will be made by an administrator at KIPP Detroit Imani Academy. Upon admittance, a student will be evaluated by the KIPP Detroit Imani Academy academic team and placed in the appropriate grade-level. A student will be promoted to the next grade-level when they have achieved the instructional objectives set forth by the present grade.

If your KIPPster's trajectory indicates that retention may be a possibility, you will be notified well in advance. Additionally, we will ensure every effort is made to support our KIPPsters throughout the academic year with academic interventions.

We fully understand that retention is a complicated concept with implications for your KIPPster. And, as educators who want kids to thrive, we take this decision seriously. While it may sound contradictory, we believe a successful retention is one which gives the student time to mature and/or develop the academic skills needed for future success.

Student Behavior

Parents choose KIPP because of its high expectations, rigorous curriculum, and joyful environment! Our students' behavior has a direct impact on their ability to learn, our teachers ability to teach, and other students' ability to learn as well. For these reasons, our team takes behavior very seriously. The safety and learning environment of our students and staff is our number one priority.

KIPP Detroit Imani Academy is a school of choice. As a school of choice, we reserve the right to maintain high academic and behavioral standards. Every parent wants a safe, loving, environment that provides their child with a strong foundation.

To keep our students safe, fighting and/or physically aggressive behaviors are not tolerated. We do understand that students may get upset or angry, however we will work to provide social-emotional support that helps our students appropriately process the issues that arise, rather than taking them into their own hands. At KIPP...

- ❑ students may not hit anyone, push anyone, push past anyone, or bite anyone either as the aggressor or in retaliation.
- ❑ students may not hit, kick, or push past an adult.
- ❑ students may not be generally aggressive towards property or furniture (no hitting walls, kicking desks, throwing things, etc).

- students must always be exactly where instructed by an adult. They cannot roam the halls without permission.

If this occurs, the behavior protocol is as follows:

- Teacher will immediately notify administration for classroom removal
- Teacher will document behavior in Powerschool Pro
- Administration will notify family immediately via phone call
- Administration will partner with family to collaborate on restorative next steps

Depending on the extremity of the behavior, the parent may be expected to pick up their child before the end of the academic day.

Restorative Interventions

Restorative Practice is a whole school teaching and learning approach that focuses on fostering a sense of community within classrooms to prevent conflict, and on reacting to misconduct by encouraging students to accept responsibility and rebuild relationships. It puts the responsibility on individuals to be truly accountable for their behavior and to repair any harm caused to others as a result of their actions.

The ways KDIA implements restorative practice can look like:

- In-school Restorative Circles
- Small Group Interventions
- Self-Accountability Activity Chart
- Parents as partners [Adjusted School Day; Parent Connection]

Adjusted School Day

One option for our restorative next steps process could include the option to place the KIPPster on half days. The KIPPster would report to school promptly at 7:50am, however they would need to be picked up immediately following lunch. Your KIPPster will still be required to submit all assignments assigned by teachers, including the weekly homework packet. The goal of this option is to help your KIPPster be able to consistently demonstrate school appropriate behaviors and meet all expectations outlined in the Student & Family Guide with a shorter day, in the belief that this will help them get readjusted to the learning environment. The half-day option would be required for **two weeks**, after which, the KIPPster, parent, and administration will meet to re-evaluate the need for additional support.

Parent Connection

With our belief in community and viewing our families as partners, a part of our restorative next steps for our KIPPsters could include a parent or family member accompanying their child in the classroom. The parent [family member] would be required to:

- Provide additional support to KIPPster in the learning environment
- Help maintain a safe learning environment for all KIPPsters and teachers
- Help KIPPster develop school appropriate habits and skills [decision making]

Your KIPPster will still be required to submit all assignments assigned by teachers, including the weekly homework packet. The goal of this option is to help your KIPPster be able to consistently demonstrate school appropriate behaviors and meet all expectations outlined in the Student & Family Guide with your support, in the belief that this will help them get readjusted to the

learning environment. The parent connection option would be required for **two weeks**, after which, the KIPPster, parent, and administration will meet to re-evaluate the need for additional support.

Anti-Bullying Policy

Students deserve to learn in a place where they are emotionally safe. Bullying is contrary to Michigan law and KIPP policy, and a serious and punishable offense.

Bullying includes cyber-bullying and means any severe or repeated physical or verbal act, including communications made in writing or electronically, directed toward a student(s), that can have one or more of the following effects:

1. Placing the student in reasonable fear or harm.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

All students and parents who witness or hear about bullying are responsible for reporting it to the school. Every time bullying is reported, an incident report will be documented and stored. A range of consequences, including out of school suspensions, may be applied depending on the frequency and severity of the infraction.

Out of School Suspension and Expulsion

KIPP Detroit Imani Academy is an organization who believes in transformation through education. We want KIPPsters IN school to receive a transformational educational experience. This requires us to maintain the conditions necessary for a safe and rigorous learning environment. In short, we are responsible for the safety and welfare of our students and staff AND maintaining conditions where learning is prioritized. We will not tolerate behavior that creates an unsafe environment, a threat to safety, or undue disruption of the educational environment. In addition to restorative practices and in-class strategies to intervene, some levers to maintain safety and integrity of learning environments are: Out of School Suspension, measures to guard against persistent disobedience/gross misconduct/CSC, and Long-Term Suspension.

Out of School Suspension: Short-Term Suspension

- For certain conduct, as specified in the Code of Conduct, a student may be removed from a class/subject/or activity for 1-9 days by a KDIA administrator..
- A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610.

Persistent Disobedience /Gross Misconduct/CSC Against Another Academy Student

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the Academy regardless of the location of the conduct.

Expulsion: Long-Term Suspension

- Expulsion is defined as the permanent exclusion of a student from the Academy.
- For certain conduct, as specified in the Code of Conduct, KIPP Detroit Academy reserves the right to remove a student from the Academy. For example: in compliance with State and Federal laws KDIA shall expel any student who possesses a dangerous weapon or commits physical or verbal assault against another student or a teacher.

Due Process

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed.

Out of School Suspension: Short-Term Suspension

Except when emergency removal is warranted, a student must be given at least oral notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. KIPP Detroit Imani Academy shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent of KIPP Detroit Imani Academy.

Expulsion: Long-Term Suspension

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and must also be given an opportunity to appear before the KDIA Board of Directors with a representative to answer the charges. The Board shall act by providing a written decision on any appeal of an expulsion or request for reinstatement.

Cell Phones

Students should not bring cell-phones or other electronics into the school building. If parents/guardians feel their child needs to bring his/her cell phone for safety reasons, **it is the child's responsibility to ensure the phone is turned off and put away in the child's backpack. The school is not liable for any cell phone brought to the school.** If a student's phone rings or is visible during the day, it will be confiscated and can only be turned over to the student's parent or guardian.

Food/Drink

Breakfast and lunch are provided for all students. We request that students do not bring outside food/drink for breakfast. If a student brings breakfast from home, it should be eaten before he or she arrives.

If students choose, they may bring lunch. The lunch must be brought in a bag or box that is clearly labeled with the child's name. Food powers our brain; as such, please see our notes for a successful lunch:

- **Nut free.** We are a nut-free school. Please refrain from bringing any items that contain peanuts, peanut butter, or seeds of any kind (sunflower, sesame, etc).
- **Nutritious choices.** We have an extended school day; a nutritious lunch helps power our KIPPsters development. If your KIPPster is bringing a lunch from home, we kindly ask that you provide items that support our KIPPsters physical well-being.
 - Packed lunches should include:
 - at least one portion of fruit and one portion of vegetables every day.
 - meat, fish, eggs, or a non-dairy protein,
 - a starchy food such as any type of bread
 - dairy

- Refrain from: For example: please refrain from sending [hot] chips, candy, juice, soda/pop, and cookies. If chips are sent to school, we ask that caregivers select the appropriate sized bag.

Commitment to Excellence

Student Commitment

I fully commit to KDIA in the following ways:

- I will arrive at KDIA every day by 7:50 am and remain at KDIA until 4:00pm (Monday - Thursday) and 2:00pm on Friday.
- I will complete all classwork and homework with high quality.
- I believe my choices at KDIA will set me up for success in my future.
- I will go to high school and graduate and decide to lead a life that pursues my passions.
- I understand that mistakes are chances to learn. If I make a mistake, I will take responsibility and work to fix it.
- I will actively participate, show excitement, and celebrate others.
- I will do the right thing, even when no one is watching.
- I will show kindness to help create a safe and happy school.
- I will treat my team and family the way I want to be treated.
- If I need help, I will ask. If I need help with my homework, I will call my teachers.
- I will never give up on myself or my teammates.

Parent/Guardian Commitment

We fully commit to KDIA in the following ways:

- I will ensure my child attends school everyday from 7:50 am-4:00pm Monday through Thursday and 7:50 am-2:00 pm on Friday.
- I understand school attendance is crucial to my child's success. I will not let my child miss more than four days of school all year.
- I will ensure my child completes all homework with high quality every night.
- I will assist, encourage and support my child to and through high school to ensure they are able to lead a life that purses their passions.
- I will actively participate and celebrate my child's learning.
- I will treat others the way I would like to be treated.
- If I need help, I will ask. If my child needs help, I will make sure he or she calls a teacher.
- I will monitor my child's use of social media and report any inappropriate behavior of others to the school.
- I will maintain an open line of communication with my child's teachers, office team, and school administrators to ensure they have updated contact information.
- I will attend report card conferences two times per year.
- I will do my best to stay involved and engaged in KDIA events to support my child.

Teacher Commitment

We fully commit to KDIA in the following ways:

- I will come to school prepared everyday from 7:15am-4:15pm.
- I will internalize and implement effective lessons from our curriculums that honor our students' experiences and allow them to share their voices.

- I will actively communicate with families and be available to address family concerns
- I will ensure all KIPPsters learn by doing whatever it takes and by continuing to improve my craft.
- I believe all KIPPsters will go to and graduate from high school and beyond.
- I understand that mistakes are chances to learn. If I make a mistake, I will take responsibility and work to fix it.
- I will treat all students, team, and family the way I would like to be treated.
- I will provide a safe and joyful learning experience for all my students.
- I will show appreciation for others and for our opportunities.
- I will do my best to stay involved and engaged in community events to support my students outside of school.