

Excerpts from the IPA Parent/ Student Handbook on ACCEL Schools and IPA Policies

ATTENDANCE POLICIES

Faithful school attendance is critical to a successful school experience. While some elements of a missed classroom experience can be made up, certain other facets cannot be reproduced or repeated. Attendance policies at Inkster Preparatory Academy are strictly adhered to and enforced.

Any student with 30 or more unexcused absences must repeat the grade.

Your understanding of this policy and cooperation is greatly appreciated. Additional absences may result in possible probation or unenrollment.

If you arrive late or must pick up your child early, please call the office (313-278-3825) where you will need to sign your child in and out.

Excused Absence

1. Categories: There are four categories that Inkster Preparatory Academy accepts as a valid excused absence (documentation required):

- Personal illness of a student or a doctor's visit
 - Illness resulting in 3 or more absences require a doctor's note at re-entry.
- Death or emergency within the immediate family.
- Religious instruction and/or obligations (arranged in advance) and verified by written parental excuse.

Unexcused Absence

An unexcused absence is an absence not considered by the school to be legitimate or where the school's attendance policies have not been followed. Examples would include:

- Family trips/ vacation.
- An absence for which the school did not receive parental contact within the specified time.
- Students who leave campus without permission from the school office.
- Students who do not complete the Inkster Preparatory Academy program as the result of leaving school prior to the end of our nine-month school year will be considered withdrawn. Unexcused absences will be assessed for each day missed.
- **Unexcused absences can mean unsatisfactory progress.**

Transportation will not be considered as an accepted reason for an excused absence.

After 10 consecutive absences, students will be automatically withdrawn from Inkster Prep.

Students absent during the school day are not permitted to attend or participate after school activities/ events no matter the location

School Uniform/ Dress Code

All IPA students are required to wear school uniform daily. Uniform includes: Maroon Shirt or IPA Spirit T-Shirt, Maroon, Navy Blue or Black Sweater / sweatshirt (solid color), Khaki, Navy Blue or Black Pants.

Clothing Items Not Permitted

Hoodie, Jeans, Leggings, Shorts/ Skirts above finger tips, Tank Tops, Crocks, Open Toe Shoes

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Arrival and Dismissal

- a. K-3 Students will be allowed into the gym at 7:50 am and will be taken to the cafeteria to eat breakfast
- b. 4-8 Students will report directly to their classroom
- c. Students will be dismissed at 3:00.
 - a. Students must be picked up from IPA by 3:15
 - b. Students participating in 21st Century after school program must be picked up by 5:30 pm

Early Dismissal

- To ensure the safety of all students and allow staff to focus on an orderly dismissal process, parents and guardians may not enter the building, call the office to request student dismissal changes, or pick up students between **2:30 PM and 3:00 PM** each day.
- The final 30 minutes of the school day are dedicated to preparing students for dismissal and ensuring they arrive safely at their designated transportation location. Interruptions during this time can create confusion and delay the dismissal process for all students.

Homework Policy

1. Homework is provided weekly and distributed on Monday to be returned the following Monday
2. Parents are expected to assist their child with completion of homework including
 - a. Providing a space to complete homework that is free of distractions
 - b. Reading with their student daily for 20 minutes
 - c. Signing homework for return
3. Failure to complete homework assignments will negatively affect student grades and overall student progress

STUDENT EXPECTATIONS/BEHAVIOR POLICIES

To establish the best possible learning environment for the student, as well as to provide for the health, safety and welfare of all students and academy employees, the following categories of misconduct have been adopted along with the guidelines for consequences when a student engages in such misconduct. These standards of conduct apply to all students, for all activities.

If any student is found engaging in compromising activities on or off campus, the school, with the endorsement of the Board and administration, will take disciplinary action, in accordance with Federal and State law.

Anti-Bullying Policy

The Inkster Preparatory Academy Board of Directors recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. IPA finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

I. Definitions

Bullying is defined as intentional, unwanted aggressive behavior that involves a real or perceived power imbalance and is repeated, or has the potential to be repeated, over time. Bullying may be physical, verbal, social/relational, written, electronic (cyberbullying), or psychological in nature.

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Examples of bullying may include:

- Repeated teasing, name-calling, or verbal harassment
- Threats or intimidation
- Repeated physical aggression or unwanted physical contact
- Spreading rumors or intentionally damaging a student's reputation
- Excluding someone from a group on an ongoing basis
- Repeated harassment through social media, text messages, email, or other electronic means
- Encouraging others to target, harass, or isolate a student

Bullying differs from normal peer conflict or isolated incidents. **A single disagreement, argument, rude comment, accidental action, or one-time conflict between students does not typically constitute bullying.** While such behaviors may still violate school rules and require intervention, bullying involves a pattern of behavior that is repeated over time and is intended to cause physical, emotional, social, or psychological harm.

“Bullying” is any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils
2. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress
3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

This policy applies to all “at school” activities in the District, defined as: in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. “At school” includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or telecommunications service provider is owned by or under the control of the IPA.

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All reports of bullying will be investigated promptly. Students, families, and staff are encouraged to report concerns so that appropriate interventions and supports can be provided. Retaliation against any individual who reports bullying or participates in an investigation is strictly prohibited and may result in disciplinary action.

Behavioral Expectations

School Wide Behavior

Students at Inkster Preparatory Academy have the right to be treated with respect by their teachers and classmates. They are to be treated equally and fairly with dignity. All students should be included in all activities and made to feel welcome in all activities of the Academy. Teachers work to facilitate internal discipline within each child. Staff members work as coaches for children, helping them to make good decisions and reflect on bad decisions in order to determine a better choice next time.

There are school wide behavior expectations posted throughout the buildings. These behaviors are modeled and taught to students' multiple times throughout the school year. Behaviors that are considered major infractions are listed in the Code of Student Conduct and consequences for these behaviors are determined by the School Leader. The Code of Student Conduct explains student's rights and responsibilities, discipline procedures, including suspensions and appeals. If there is insignificant improvement in the child's behavior, the parent may be scheduled to spend a day with his/her child to observe the classroom dynamics.

Lunch Behavior and Program

A daily hot lunch program is offered to all students at IPA from an outside food service. Menus are distributed to parents monthly and posted on our website at www.barberprepk.com. All foods served in the food service program as well as any other activities in which food is served must adhere to the wellness policy mandated by USDA. Foods must satisfy nutritional standards established by USDA.

Cafeteria Rules

While in the cafeteria students are expected to:

1. Stay at assigned table
2. Use quiet voices when conversing with other students
3. Use good table manners
4. Raise hand when something is needed
5. No sharing food
6. All students are expected to participate in cleaning their table area including; disposing trash, wiping down table, sweeping floor around table.
7. No food or drinks are permitted outside of the cafeteria

****BLUE TAKIS and Chewing Gum ARE NOT PERMITTED AT IPA –***

Inkster Preparatory Academy is a nut free environment, therefore, all food items must adhere to this policy. This includes peanut butter.

“Fast Food” is not permitted in the cafeteria by law.

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STUDENT CODE OF CONDUCT

Character Education Code of Student Conduct

The Code of Student Conduct provides behavior guidelines for development of good social skills, students as responsible citizens, and learning centered school culture. All stakeholders—students, parents, administration, faculty, and support staff— enter a partnership in responsibility to build positive character in our students that prepares them for college, work, military, parenthood, and community service.

Progressive Discipline Policy

Inkster Preparatory Academy (IPA) is committed to maintaining a safe, respectful, and productive learning environment for all students. To support student success, IPA utilizes a progressive discipline approach that provides opportunities for intervention, reflection, and behavior improvement before more serious disciplinary actions are considered.

Behavior Referrals

- After **three (3) behavior referrals**, parents/guardians will be required to participate in an **MTSS (Multi-Tiered System of Supports) meeting**. During this meeting, the MTSS team, school staff, and family will review behavioral data, identify underlying concerns, and develop a **Behavior Improvement Plan** with targeted interventions and supports.
- If a student demonstrates continued noncompliance with the Behavior Improvement Plan and accumulates **five (5) behavior referrals**, a **Behavior Contract** will be implemented to establish clear expectations, responsibilities, and consequences.
- Students who accumulate **six (6) behavior referrals** may be referred to the Board of Education for consideration of expulsion or removal from the Academy, in accordance with Board policy, applicable laws, and due process requirements.

Suspensions

- Students who accumulate **three (3) suspensions** during a school year may be referred to the Board of Education for consideration of removal from the Academy, in accordance with Board policy, applicable laws, and due process requirements.
- ***On the third (3rd) incident of fighting students will be removed from IPA***

IPA reserves the right to accelerate disciplinary consequences when student behavior poses a threat to the safety, well-being, or educational environment of students, staff, or the school community. Serious offenses, including but not limited to fighting, weapons, threats, bullying, harassment, or conduct that endangers others, may result in immediate disciplinary action regardless of the number of prior referrals or suspensions.

Failure to Follow Prescribed Intervention Strategy: Separate Violation

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

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Staff Authority

The authority of any member of the school staff extends to all Academy students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

School Activities

A student who is suspended from school for any reason will not be allowed on school premises to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays.)

Participation in School Activities

At Inkster Preparatory Academy, we believe that positive behavior should be recognized and rewarded. To promote a safe, respectful, and productive learning environment, students must maintain a minimum number of PBIS (Positive Behavioral Interventions and Supports) points to participate in school-sponsored incentive activities, celebrations, dances, field trips, and other special student events.

PBIS points are earned through demonstrating the school's behavioral expectations, making positive choices, showing respect, responsibility, and readiness to learn. Students who do not meet the required PBIS point threshold may be assigned an alternative educational activity during the event.

Participation in student events is considered a privilege that reflects a student's commitment to contributing positively to the school community. Specific point requirements will be communicated to students and families prior to each event.

Athletics and Club Participation Eligibility

Participation in athletics and extracurricular clubs is a privilege that provides students with opportunities to develop leadership, teamwork, responsibility, and school pride. To participate, students must maintain both academic and behavioral eligibility throughout the season or club session.

Academic Eligibility

To participate in any sport or club, students must:

- Maintain a minimum cumulative **2.5 GPA**.
- Earn a **C (70%) or higher in all classes**.
- Remain in good academic standing throughout the season or club session.

Students who fail to meet academic eligibility requirements may be placed on probation or removed from participation until eligibility requirements are met.

Behavioral Eligibility

Students participating in sports or clubs are expected to serve as positive representatives of Inkster Preparatory Academy.

To remain eligible, students must:

Excerpts from the IPA Parent/ Student Handbook on ACCEL Schools and IPA Policies

- Follow all school rules and expectations.
- Demonstrate respectful, responsible, and safe behavior.
- Maintain good attendance and conduct.

Students who receive a **behavior referral or suspension during the sports season or club session may be removed from the team or club at the discretion of school administration.**

At Inkster Preparatory Academy, academics and character come first. Students are expected to be scholars, leaders, and positive representatives of our school both on and off the field, court, stage, and in all extracurricular activities.

**Excerpts from the IPA Parent/ Student Handbook
on ACCEL Schools and IPA Policies
Inkster Preparatory Academy Parent/Student Compact**

At Inkster Preparatory Academy, we believe student success is achieved through a strong partnership between students, families, and the school. Regular attendance, positive behavior, academic effort, leadership, and family engagement are essential to ensuring every student reaches their full potential. By signing below, we agree to work together to support academic achievement, character development, and a positive school culture.

Parent/Guardian Commitment

As a parent/guardian, I agree to:

- Read, understand, and support all IPA policies, procedures, and expectations outlined in the Parent/Student Handbook.
- Ensure my child attends school every day, arrives on time, and is prepared to learn.
- Reinforce school rules, behavioral expectations, and positive decision-making at home.
- Support my child's teacher and partner with school staff to ensure my child's success.
- Participate in ongoing communication with the school and maintain an active connection through Class Dojo and other school communication platforms.
- Monitor my child's academic progress, attendance, grades, and homework completion.
- Read with my child for at least 20 minutes daily and/or review and sign reading logs as required.
- Attend parent-teacher conferences, MTSS meetings, and other school meetings when requested.
- Participate in family engagement activities, school events, volunteer opportunities, and school programs whenever possible.
- Encourage my child to demonstrate leadership, responsibility, perseverance, accountability, and respect in all areas of life.
- Work collaboratively with the school to support my child's academic, social, emotional, and behavioral growth.

Student Commitment

As a student, I agree to:

- Attend school every day, arrive on time, and come prepared to learn.
- Follow all school rules, expectations, and classroom procedures.
- Be kind, respectful, responsible, and safe at school and during school activities.
- Complete assignments, participate actively in class, and ask for help when needed.
- Read independently for at least 20 minutes each day and maintain my reading log as required.
- Demonstrate the Leader in Me 7 Habits by:
 - Being proactive and taking responsibility for my actions.
 - Beginning with the end in mind by setting goals and working toward them.
 - Putting first things first by prioritizing my learning and responsibilities.
 - Thinking win-win and working cooperatively with others.
 - Seeking first to understand, then to be understood.
 - Synergizing by valuing teamwork and diverse perspectives.
 - Sharpening the saw by taking care of my physical, emotional, and academic well-being.
- Take pride in being a positive representative of Inkster Preparatory Academy.
- Strive to be a leader both in and out of the classroom.

School Commitment

Excerpts from the IPA Parent/ Student Handbook on ACCEL Schools and IPA Policies

As a school, we agree to:

- Provide a safe, supportive, and engaging learning environment for all students.
- Maintain high academic and behavioral expectations.
- Deliver high-quality instruction that challenges and supports all learners.
- Communicate regularly with families regarding student progress, attendance, behavior, and school events.
- Partner with families to support student success and address concerns promptly.
- Recognize and celebrate student achievement, growth, leadership, attendance, and positive behavior.
- Provide opportunities for students and families to engage in school activities, events, and leadership opportunities.
- Foster a culture of respect, collaboration, and continuous improvement.

Shared Commitment

Together, we understand that education is a partnership. We commit to working collaboratively to ensure a safe, positive, and productive learning environment where all students can grow academically, socially, emotionally, and as leaders.

We understand that student success is strengthened when students attend school regularly, families remain actively engaged, and the school and home work together toward common goals.

Acknowledgement

By signing below, we acknowledge that we have read, understand, and agree to follow the expectations outlined in this compact and the Inkster Preparatory Academy Parent/Student Handbook.

Parent/Guardian Signature

Date

Student Signature

Date

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Inkster Preparatory Academy**

Student Technology & Internet Use Agreement

Inkster Preparatory Academy (IPA) provides students with access to computers, software, networks, and the Internet to support learning, research, communication, and educational growth. Access to school technology is a privilege, not a right. To ensure a safe and productive learning environment, students and parents/guardians must agree to the following expectations.

Student Responsibilities

Responsible Use

As a student, I agree to:

- Use school technology, devices, accounts, and Internet access for educational purposes only.
- Use only the Chromebook, laptop, or device assigned to me by Inkster Preparatory Academy.
- Follow all teacher and staff directions regarding the use of technology.
- Access only websites, applications, and programs approved by school staff.
- Use my assigned account and never share passwords or login information with others.
- Report any damaged equipment, inappropriate content, or security concerns to a staff member immediately.

Device Care & Responsibility

As a student, I agree to:

- Handle my device with care and use it responsibly at all times.
- Keep my device clean and free from stickers, markings, food, and liquids.
- Plug in and charge my device as directed by school staff.
- Properly shut down, store, and put away my device at the end of each school day.
- Keep my device in its assigned location when not in use.
- Never eat or drink while using or sitting near a school-issued device.
- Immediately report any damage, malfunction, or loss to a teacher or administrator.
- Understand that school-issued devices remain the property of Inkster Preparatory Academy and are provided solely for educational purposes.

Digital Citizenship & Internet Safety

As a student, I agree to:

- Practice safe and responsible behavior online.
- Never share personal information, including my address, phone number, passwords, or other private information.
- Communicate respectfully and appropriately in all digital spaces.
- Immediately notify a teacher or administrator if I encounter inappropriate content, suspicious messages, or unsafe online behavior.

Cyberbullying & Harassment

Excerpts from the IPA Parent/ Student Handbook on ACCEL Schools and IPA Policies

As a student, I agree to:

- Not engage in cyberbullying, harassment, intimidation, threats, or any behavior that negatively impacts another student, staff member, or member of the school community.
- Not use technology to spread rumors, share embarrassing content, post inappropriate comments, or create harmful messages.
- Understand that cyberbullying occurring on or off campus that disrupts the educational environment may result in school disciplinary action.

Academic Integrity

As a student, I agree to:

- Complete my own work and use technology honestly and responsibly.
- Not copy, plagiarize, cheat, or use artificial intelligence, websites, or applications in ways that violate teacher expectations.
- Use technology to support learning and academic growth.

Device Removal from School Property

School-issued devices must remain on school property unless prior approval has been granted by school administration. Students who remove a device from school grounds without authorization may be subject to disciplinary action, and the incident may be considered theft of school property.

Parent/Guardian Responsibilities

As a parent/guardian, I agree to:

- Review this agreement with my child and reinforce responsible technology use.
- Encourage safe and appropriate online behavior.
- Support the school's efforts to teach digital citizenship and Internet safety.
- Ensure my child follows all expectations regarding the care and use of school-issued technology.
- Understand that while IPA utilizes Internet filters and monitoring systems, no filtering system can guarantee complete protection from all online content.

Financial Responsibility

Parents/guardians understand and agree that they are financially responsible for school-issued devices that are intentionally damaged, negligently damaged, lost, stolen due to student negligence, or not returned upon request.

A replacement fee of **\$150.00** will be assessed for any lost, unreturned, or damaged device requiring replacement or significant repair. Additional fees may be assessed for chargers, cases, or other accessories that are lost or damaged.

Consequences for Misuse

Failure to comply with this agreement may result in:

Excerpts from the IPA Parent/ Student Handbook on ACCEL Schools and IPA Policies

- Loss of technology privileges;
- Parent conferences;
- School disciplinary action, including referrals and suspensions;
- Financial responsibility for damaged, lost, or unreturned equipment; and/or
- Additional consequences as outlined in the IPA Parent/Student Handbook.

IPA reserves the right to monitor, review, and access any activity conducted on school-owned devices, networks, accounts, or Internet services. Students should have no expectation of privacy when using school technology.

Acknowledgment

We have read and understand the Inkster Preparatory Academy Student Technology & Internet Use Agreement. We agree to follow these expectations and understand that failure to do so may result in disciplinary action, financial responsibility, and/or the loss of technology privileges.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Grade: _____