Aim High School Student/Parent Handbook
(Spring 2018)

Introduction

At Aim High School, we believe strong teacher-student relationships and parent involvement are vital aspects of your child’s school experience. This handbook provides information that will be helpful as you and your student navigate the hallways of Aim High. Additional information is available on our website at www.aimhighschool.com or by calling us at 248-702-6922.

Parent—School Agreement

Congratulations on your student’s enrollment and welcome to Aim High School. Aim High School is a proven educational model for students with learning and social differences. Your student is in a school that honors those differences and provides the environment, support, and opportunity for them to thrive and excel academically, behaviorally, and socially. Aim High School cannot cure or make learning disabilities disappear. We strive to provide your student an academic and social experience where they realize their true potential and are enabled and empowered to move on to adulthood to lead independent, productive, and positive lives.

To be successful, a school needs a positive, effective, and supportive working relationship between school administration, teachers, parents, and students based on shared values, high expectations that reflect a student’s potential, and an understanding and acceptance of the roles all of us have to create an environment in which students are secure and can take responsibility for their learning and personal development. Please read through the expectations we have of ourselves at Aim High School and the expectations we have of our parents and indicate your commitment to these tenets by signing the Enrollment Contract Together, by respecting and following these tenets, we will create a strong foundation on which your student will grow and reach their true potential.

What you can expect of Aim High School:

- A safe and welcoming environment where learning can prosper
- Positive, supportive and structured classroom environments with low student to teacher ratio
- An ethos where students are valued as individuals
- Challenging and stimulating work which meets the needs of the individual student
- Regular and clear information on student progress and opportunities and encouragement for parents to meet teachers
- A focus on developing strong values, work habits, accountability, personal growth, social skills, and well-developed self-esteem of our students
- Faculty who have a strong sense of who your student is and their specific strengths and weaknesses
- Certified teachers who are experts in content area and utilize a variety of learning methods
- Faculty who work to maintain a level of discipline conducive to learning
- Student achievement results that reflect the student's potential, but also non-academic results like behavior improvements, social skills, and life skills
- Homework that’s assigned to support your student’s academic growth in accordance with our objectives for your student. Homework time is supported in the school after 7th hour. Any requests for homework above and beyond our requirements must be approved of by the Head of School
- Commitment to providing transition guidance for success after Aim High School
Enrollment means you’ve entrusted us with your student and value our professional expertise and devoted care. We do not govern by popular opinion nor do we have to justify our existence or defend every action, policy, or decision.

**What we expect of our Parents:**

- Understand, accept, and support the aims and ethos of the school; trust in the school's values and methods
- Understand, accept, and trust in the school's values. Acknowledge that the school has your child's best interests in mind
- Encourage and recognize your student’s achievements and provide understanding and compassion when there are set backs. Follow the recommended plans from the school to overcome set-backs
- Understand that school life and home life are symbiotic and cannot work against or undo each other
- Use communication channels appropriately and respectfully. Be courteous and respectful to Aim High faculty and staff, other parents and students, and all those affiliated with the Aim High community
- Understand and respect that we will not discuss other students with you. All students are unique—especially at Aim High School. Do not compare your student to other students
- Be patient—academic, behavioral, and social changes take time. By working together, we will elevate the expectations for your student in accordance with their progress
- Understand and respect our teachers’ job and scope of responsibility
- Assure your child is well rested, eats a healthy breakfast, and is provided a healthy and adequate lunch
- Provide a quiet, distraction free place at home for study
- Parents like teachers need to model the behavior they want their child to exhibit (including integrity, use of technology, respect, attention, positive attitude, fortitude, accountability, and healthy lifestyle)
- Check your student’s planner, regularly monitor their grades online, review Monday progress reports, and communicate with your student’s teachers in a timely manner about concerns
- Be positive with your student about their work, the Aim High School program, and uphold any restrictions you agree to with the administration to enforce positive behaviors. Provide clear boundaries and expectations at home in coordination with boundaries and expectations set for your student at school
- Work with your student to ensure regular attendance and punctuality. Enable them to complete their school day by encouraging them to stay through difficult times and limit appointments and vacations during the school year. Aim High provides many three-day weekends and breaks to give our students rest and the opportunity to engage in other activities. More than ten absences per semester may result in the need for your student to attend summer school to complete credits (at the discretion of the Head of School)

**Attendance, Absences, and Early Dismissal**

Attendance is essential to maintaining academic standards and earning credit toward graduation. Students are expected to arrive for classes, field trips, and extra-curricular activities on time and prepared.

Absence and tardiness are at times necessary. Illness, family emergencies, health appointments, college visits, and family trips are considered excused absences.

Students are responsible for the timely completion of missed work. Please contact the office staff before the start of the school day when possible, so we can inform our teaching staff. Unexcused absences are absences without a valid reason as defined by the AHS administration. Multiple unexcused absences may result in
academic penalties. More than ten absences per semester may result in the need for your student to attend summer school to complete credits.

If a student becomes ill during the school day, they should notify a teacher or staff member. We will utilize the contacts listed on the Emergency Card, in the order listed, to notify you about the illness and make arrangements for the student to be picked up. Students who are seriously ill - high fever or vomiting - MUST be picked up and will not be sent home on the shuttle.

Early dismissal - please notify our office at 248.702.6922 if your student will be picked up or needs to leave early. The student should sign out before leaving.

**Academic Integrity**

Honest academic achievement is the hallmark of a successful education. Students are therefore to avoid plagiarism, copying of others’ work, and all other dishonest means of completing assigned work. Students are also responsible for not letting others copy their academic work. Penalties for plagiarism and cheating include loss of grades and parental contact.

**Administrative Discretion**

Aim High School respects and acknowledges the individuality of each of our students and thus reserves the discretion to amend rules, disciplinary action, and expectations based on a student's academic, social, and personal needs.

**Bell Schedule**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop-off</td>
<td>7:30 - 8:40</td>
<td>Lunch</td>
<td>12:25 – 1:00</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:45 - 9:35</td>
<td>Period 5</td>
<td>1:05 – 1:55</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:40 - 10:30</td>
<td>Period 6</td>
<td>2:00 – 2:50</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:35 - 11:25</td>
<td>Period 7</td>
<td>2:55 – 3:45</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:30 - 12:20</td>
<td>Pick-up</td>
<td>3:45 – 5:30</td>
</tr>
</tbody>
</table>

**Calendar**

A printable calendar is available on our website and sent home at the beginning of the school year. We maintain an up-to-date Google calendar which can also be accessed online. Our calendars contain important dates for you to be aware of during the year: vacation days, events, end of quarter/semester, parent-teacher conferences, and other dates that we believe will help you plan for the year. You will be informed of any additions or changes to the calendar as those updates become available.

**Communication**

Communication is an important component of maintaining strong relationships between our staff and families. Parents are welcome to email and call the staff to discuss questions or concerns regarding their student. Progress reports and report cards will be utilized throughout the year to keep parents apprised of student academic progress. Parent-teacher conferences by appointment provide face-to-face opportunities to discuss student progress and performance. Electronic notifications and our monthly newsletter keep you informed of events and announcements. Additional information may be communicated via our website or from individual staff members. Please ensure we have your current contact information on file.
Crisis Management Procedures

Aim High School has developed a detailed *Crisis Management Handbook* that serves as a guide for Aim High School to ensure that students, parents, teachers, staff and administrators both *feel safe,* and *are safe* at Aim High School. In order to develop a safe school environment in today’s world, Aim High School has developed a comprehensive framework to prevent, prepare, and respond to a range of crisis-level incidents that could potentially impact our school. The term "crisis" implies that such an event affects the school community and requires immediate and effective response by school staff. Over the course of a school year, incidents arise which require immediate, informed and effective response on the part of school staff. Although the specific response to a particular crisis will vary depending on the facts and individuals involved, the Crisis Management Handbook sets forth a framework that can be tailored to the situation to improve the response to threats and traumatic events and ensure that Aim High School remains a safe and secure environment, or in the event of a crisis, is restored to a safe and secure place for students.

The objective of crisis management at Aim High School is to prevent avoidable crisis-level incidents through identifying warning signs, providing necessary support and resources and preparing comprehensive plan for crisis management. In the event a crisis occurs, the objective becomes to respond quickly and effectively to minimize disruption and physical, mental, and emotional harm to students. In the aftermath of the crisis, the objective remains to minimize physical, mental, and emotional harm to students, and to restore the school to a safe and secure environment.

| Prevent                          | Identify warning signs for violent behavior, suicide, gang activity, etc.  
|                                 | Provide support and resources to students, parents, staff, teachers  
|                                 | Secure building for natural disasters  
| Prepare                         | Identify school crisis team  
|                                 | Identify school response protocol  
|                                 | Identify reporting procedures  
|                                 | Collaborate with first responders  
| Respond                         | Implement crisis management plan quickly  
|                                 | Secure students  
|                                 | Secure building  
|                                 | Communicate with first responders  
| Restore                         | Minimize physical, mental, and emotional harm  
|                                 | Provide counseling and other resources as necessary  
|                                 | Restore learning and teaching environment  
|                                 | Restore school services and facility.  
|                                 | Evaluate incident and response, improve crisis management plan as appropriate |
Prepare Protocol—The School Crisis Team - Core Members:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Michael Earls</td>
</tr>
<tr>
<td>Board President</td>
<td>Gwen Dunlap</td>
</tr>
<tr>
<td>Board Member (Legal Advisor)</td>
<td>Lisa Herrick</td>
</tr>
<tr>
<td>Works with designated Legal Specialist on Crisis Management</td>
<td>Kelly Fitzsimmons</td>
</tr>
<tr>
<td>Director of Development/Media Spokesperson</td>
<td>Kelly Fitzsimmons</td>
</tr>
<tr>
<td>Marketing Director- materials, web updates, other communications</td>
<td>Stephanie Ritter</td>
</tr>
</tbody>
</table>

Standard Protocol for Head of School and Crisis Team for all crisis incidents:

- Disseminate information regarding personnel response protocol for various types of critical incidents.
- Practice fire, severe weather, bomb threat, lock-down and other safety drills with staff, teachers and administrators.
- Include students in practice drills as appropriate.
- Identify students that will require additional assistance to vacate, lock-down or otherwise respond in crisis situation.
- Prepare and practice chain of communication.

The Head of School may call a meeting of the school’s crisis team in response to any situation in the school when he thinks the team’s intervention is needed. Depending on the situation, support groups for students, parents and faculty may be instituted. Members of the crisis team will continue to be available on an as-needed basis. Crisis team members will work with the faculty to determine which close friends/colleagues may need increased intensive follow-up. Crisis team members will continue to keep related schools informed and provide counseling as needed. The crisis team members and school-based counselors will continue with smaller group and individual counseling for those more significantly affected.

Please contact the Head of School if you would like a copy of the Crisis Management Handbook or have any questions regarding Aim High School’s crisis management policy.

Curricular Policies - Grades, Assignments, Advisor

To aid families in facilitating student success, AHS makes grades and assignments available online. You will receive login information during the first week of school if you do not currently have an account. We suggest that all students maintain an academic planner and course binders. Some students are required to do so as
determined by their teachers. All students are assigned a school email for submitting completed work, accessing assignments, and communicating with teachers.

Aim High students are expected to complete and submit all assigned work and to report any circumstances that may affect their ability to complete or make up work. Students are strongly encouraged to meet with a teacher or staff member to develop a plan if struggles to complete assignments exist. Incomplete work may affect the student's course grade. Teachers are available after school to help students with coursework.

An academic advisor is assigned to every student to help track progress toward graduation requirements. Students will have the opportunity to meet with their advising teacher throughout the year.

**Dress**
While we know personal expression is important, students should dress in a manner appropriate for the educational environment. AHS administration reserves the right to determine the appropriateness of a student's clothing choice. Students may be asked to change clothes under some circumstances.

**Events**
Throughout the year, Aim High School hosts several events to which our families are invited: Your attendance and participation are encouraged and welcome!

**Extracurricular Opportunities**
Extracurricular activities are an important part of exploring interests, enhancing the educational experience, and making students better college candidates. Clubs and extracurricular activities are available throughout the year. If a student would like to start a club or has an idea for an extracurricular activity, he or she should talk to an Aim High staff member.

**Field Trips**
Field trips are an important component of the education your student receives at Aim High, allowing students to learn outside of the classroom environment. Giving permission for your student to be transported to activities, events, and performances by parents, Aim High staff driving private vehicles, and contracted transport vehicles is completed by signing the field trip permission portion of the *Parent Permission Form*. After signing, you will receive notice of field trips and school functions, but you will not have to sign another permission slip each time. Also, in signing the form you do not give up your right to allow/not allow your child to participate in any event.

**Food**
Student should bring their own lunches and snacks. Allowing eating in the classrooms or places other than the lunch room is at the discretion of each teacher/staff member.

**Immunization Records**
The State of Michigan Heath Department requires that we have every student’s immunization records on file. We know that there are circumstances in which families have chosen to waive or delay certain vaccines. Please note that a medical waiver can be obtained from your physician. Effective January 2015, all newly
enrolled and incoming 7th grade students must obtain a nonmedical waiver from your local/county health department.

**Medication Policy**

In compliance with the Michigan School Laws, teachers and support staff may not administer any medication without parent consent. The *Medication Permission & Severe Allergy Information Form* MUST be completed for all prescription and non-prescription medications that your child requires or may need during the school day. Prescription medicines MUST be in a marked container with your child's name, name of medication, dosage, and any specific directions for administration. Should dosage, medication, or any other information change, you are required to contact the school. You may be asked to complete and sign a new form. If your child’s medication requires equipment for administration (spoon, dropper, etc.), you are responsible for supplying these items labeled with your student's name. A supply of prescription medication must be kept at school. Prescribed medication may not be transported between home and school on a daily basis.

**Non-Discrimination Policy**

Aim High School admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Aim High School does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admissions policies, or athletic or other school-administered programs.

**Permission to Publish**

Students who attend Aim High School may occasionally be asked to participate in school publicity, paper or electronic publications, and/or public relations activities. These activities may include recordings and/or photographs that may be published, displayed, distributed, or broadcast outside by the school. Publication activities may include use of the student’s name, photograph, art, written work, voice, verbal statements, or portrait (video or still) in school publicity. Additionally, your student’s likeness, name, parents’ names, and contact information may be included in the school yearbook, newsletter, directory, and/or other school publications if produced. Aim High School makes every effort to use your and your student’s information appropriately and with safety in mind. You may choose to opt-out by signing the Permission to Publish portion of the *Parent Permission Form*.

**Safety and Security**

One of our priorities at Aim High School is to provide an atmosphere where our students and staff feel safe. These rules of conduct and disciplinary actions are created to maintain an orderly and safe environment for ALL.

**Fire Alarms**

Activating or tampering with the AHS fire alarm system in any way is forbidden and will result in suspension.

**Illegal Substances**

AHS is a smoke free campus. The use or possession of alcohol (any content level), illicit or illegal drugs are strictly prohibited at AHS. In addition, students found with any form of drug paraphernalia at AHS or school functions will be subject to suspension. The distribution, sale, or receipt of alcohol (any content level), illicit, or illegal drugs at AHS or school functions is grounds for expulsion.
Incendiary Devices
Use of any incendiary or explosive devices (including lighters and fire crackers) at AHS or school functions is strictly forbidden and may result in suspension or expulsion.

Language and Gestures
Profanity, vulgar language, obscenities, inappropriate comments or gestures are not appropriate for the school setting and will not be tolerated.

Physical Violence
No form of physical violence will be tolerated at Aim High School. Administration will investigate all incidences of violence and take appropriate disciplinary action which may result in immediate expulsion depending on the severity of the incident.

Pornography
The possession, transmission, or viewing of pornography or illicit images and material is strictly prohibited and may result in suspension or expulsion.

Theft
Taking, receiving, or being in possession of another person’s property without permission of the owner, regardless of monetary value, is theft. Person(s) involved in theft will be subject to suspension and be expected to make restitution to the owner(s). Any additional offense or continuation of the behavior is grounds for expulsion.

Threats and Harassment
The AHS administration, faculty, and staff will swiftly respond to conduct, whether intentional or unintentional, which subjects another person to unwanted comments or unwanted actions because of race, sex, color, religion, creed, national origin, ancestry, age, sexual orientation, gender identity, gender expression, disability, height, weight or other harassment or activity which robs the person of his/her dignity and self-esteem. If a student feels that he or she is being harassed, an administrator should be immediately notified. Threats against AHS or the welfare of students and AHS personnel are grounds for suspension or expulsion.

Trespassing
AHS wishes to be a good neighbor. Therefore, all those that come onto our campus are to refrain from trespassing or littering on the properties surrounding AHS.

Vandalism
Vandalism to the AHS building(s) or property or that of personnel, students, or neighbors is strictly prohibited and will result in school discipline. AHS may intervene if acts of vandalism directed at an individual are judged to be intimidation or harassment. School discipline may include restitution, suspension, or expulsion.

Weapons
The possession of any weapon, including but not limited to guns or knives, is not allowed in or around AHS or at any school function. Any object including facsimiles of weapons, used to threaten or otherwise create concern in the AHS community will be treated as if the object were a weapon. Violation of this rule will result in suspension and is grounds for expulsion.
School Closing
If school is cancelled because of unsafe weather conditions, we notify the Detroit School Closing Alliance who in turn notifies most local media outlets. "Aim High School" will be displayed on local morning news stations' websites and broadcasts under "School Closings." We also post our school closings on the front page of our website (www.aimhighschool.com) and send an email notification.

We do not make our school closing decisions based on the decisions of any local school districts. We base our decisions on the safety of our students and the significant distance some travel. If at any time you feel the roads are unsafe due to the weather in your area, don't hesitate to keep your student home. We will make arrangements for missing assignments. Safety is our top priority.

Severe Weather Procedures
If there is a tornado alert or other severe weather, students will take cover in the school if a “warning” is given. Students will not be allowed to leave the school during a “warning.”

Standardized Testing
Aim High students are currently given the opportunity to take the ACT at the school with appropriate accommodations in place. Parents are responsible for fees incurred.

Technology Use
To maintain an academic, distraction-free, and internet safe environment, Aim High School has developed these technology use policies:

- Use of electronic devices should be primarily as an educational aid. Students may use computers, laptops, calculators, and mobile devices for educational purposes with teacher/staff permission.
- Headphones for listening to music or to reduce distractions are allowed with teacher/staff permission.
- Recreational electronics, video games, cell phones, iPods, and iPads may be used before and after school. Permission from a teacher/staff member must be obtained to use these items during the school day (including during lunch time).
- Electronics need to be stored in backpacks during class time unless otherwise indicated by teachers/staff.
- Technology and internet resources must be utilized legally and ethically. Copyright and other laws should be respected when using text and graphics found online.
- Electronic devices should not be used to bully or harass any individuals nor to transmit or view material, images, or text deemed inappropriate by teacher, staff, or administration.
- Protection of students from predators, identity theft, and other technological dangers is of utmost importance. Sharing personal information - name, address, photo, etc. - with people or companies online is not allowed without teacher and parent permission.
- All online tools (Dropbox, Google Docs, Gmail, etc.) should be used in the manner intended and as instructed by teachers and staff members.
- Passwords should be kept private for security purposes.
- Technology privileges may be suspended or disciplinary action may be taken for failure to comply with any of these policies.
- Administration reserves the right to amend policies as needed.