



Student Handbook

2017-2018

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian, Please complete the following form and return to the office.

Mrs. Dawn Lynk-Jones
Principal

From: The Parent/Guardian of: (1). _____
(2). _____
(3). _____
(4). _____
(5). _____

To: The Academy of International Studies

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of AIS's rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

Signature of Parent or Guardian

Date

Student Handbook Acknowledgement

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

Signature of Student

Date

Equal Opportunity/Nondiscrimination Statement

The Academy of International Studies does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Dawn Lynk-Jones, Principal
Academy of International Studies
2609 Hanley
Hamtramck, MI 48212
313-873-9900

The School District's complaint procedure may be obtained from the school office.

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 313-873-9900 before 9:00 a.m. to explain the reason for the absence. Failure to do so shall result in an unexcused absence.

The school participates in the Wayne County Erase Truancy Program. Students that accumulate more than 10 unexcused absences will be referred to the Wayne County Prosecutor's Office. Failure to ensure that your minor child attends school may result in criminal prosecution.

Tardies

Students are considered tardy at 8:15. After 8:15 students should report to the main office to receive a tardy pass. Students tardy 10 or more times in a quarter will be subject to receiving an I or Incomplete for that quarter. Students will also be placed on probation.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

Radio WWJ 950am

Television: Fox2, WXYZ, and WDIV

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. Students will not be released unless signed-out by a parent, guardian, or parent designee.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Parking

The school has one location available for school visitor parking.

Those dropping off and picking up children may do so in the front of the building location during the following hours: 8:00 and 8:30 and 3:30 and 4:00.

Parents that want to visit the building during school hours are asked to park in the lot on Poland opposite the school.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

K	00-10 minutes
1	00-25 minutes
2	20-35 minutes
3	25-40 minutes
4	30-45 minutes
5	35-60 minutes
6	60+ minutes helps build stamina
7	60+ minutes helps build stamina
8	60+ minutes helps build stamina

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. You will find below the grading scale for the 2017-18 School Year:

A+ 98-100%

A	94-97%
A-	90-93%
B+	88-89%
B	84-87%
B-	80-83%
C+	78-79%
C	74-77%
C-	70-73%
D+	68-69%
D	64-67%
D-	60-63%
F	Below 60%

The decision to promote a student to the next grade level is based on successful completion of the curriculum, classroom assessments, performance on standardized tests and attendance. Students who are in jeopardy of being retained will be required to attend mandatory summer school in order to be promoted to the next grade (special note: promotion is contingent upon successful completion of the summer program and is at the school's discretion. A student may still need to repeat the present grade level and/or be placed on probation if it is determined that the student has not made adequate progress).

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For information on homebound or hospital instruction, contact: Dawn Lynk-Jones, Principal.

General Building Conduct

Students shall not arrive at school before 7:30 a.m. If weather permits, students will wait outside and will be allowed to enter at 7:45 a.m. Classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, **cell phones**, tape players, CD players, MP3 players, or cameras are permitted without permission from the principal.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least six (6) fire drills, two (2) tornado drills, and two (2) lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Hanley Harper Group, Inc. Academy Student Dress Code

Any student attending an Academy managed by Hanley Harper Group, Inc. is expected and required to be in full uniform at all times according to grade level while attending the Academy or at an event off Academy premises, unless otherwise stated (i.e. pajama day, jean day, field trip, etc.). Uniforms are to be in good condition without stains, tears, or rips. Uniforms are to properly fit the student in size (i.e. no loose fitting clothes, clothes of a tight nature). Pants must be worn at waist level, and a belt is to be worn when required. The required uniform is as follows:

Grades Kindergarten through Third

- **Boys:**
 - *Polo shirt in the color of either red with Academy logo on upper left
 - *Slacks of navy color
 - *Black shoes (either dress or sneakers with no other color)
 - *Navy socks
 - *Black Belt is optional
 - *Cardigan sweater and/or sweater vest in the color of navy is optional

- **Girls:**
 - *Polo or Peter Pan collar shirt in the color of either red with the Academy logo on the upper left
 - *Slacks of navy color
 - *Long pleated skirt, skort or jumper in the color of navy
 - *Black shoes (either dress or sneakers with no other color)
 - *Navy socks or tights
 - *Black Belt is optional
 - *Cardigan sweater and/or sweater vest in the color of navy or is optional

Grades Fourth through Eighth

- **Boys:**
 - *Oxford or Broadcloth Button down shirt in the color of either light blue
 - *Navy tie
 - *Slacks of navy color
 - *Black shoes (either dress or sneakers with no other color)
 - *Navy socks
 - *Black belt
 - *Cardigan sweater and/or sweater vest in the color of red is optional
- **Girls:**
 - *Peter pan collar shirt in the color of light blue
 - *Red cross tie
 - *Slacks of navy color
 - *Long pleated skirt in the color of navy
 - *Black shoes (either dress or sneakers with no other color)
 - *Navy socks or tights
 - *Black belt
 - *Cardigan sweater and/or sweater vest in the color of red is optional

School Breakfast & Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:00 a.m. Lunch is served every school day from 11:10 a.m. to 11:40 a.m.

A student may purchase breakfast for \$1.00.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.40.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived. In order to comply with the new State Administrative Rules regarding immunization waivers, the Health Department is now offering waiver education to parents who opt to waive required vaccines for their child (ren).

Once the parents completes the education session from the health department, a waiver will be issued to the parent for the student with instructions to submit it to the school. This waiver will have the Wayne County stamp on it and will be signed by a Wayne County nurse or other licensed employee.

Please call the health department at 734-727-7078 to schedule an appointment for a waiver.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian and physician has completed and signed an Authorization for Student Self-Medication Form.

Student Medication Authorization Form

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

_____/_____/_____
Student's Name Birth Date School Date

School medications and health care services are administered following these guidelines:

- Physician/prescriber signed and dated authorization to administer the medication
- Parent/guardian signed and dated authorization to administer the medication
- The medication must be in the original labeled container as dispensed or the manufacturer's labeled container
- The medication label must contain the student's name, name of the medication and directions for use and date
- Annual renewal of authorization and immediate notification of changes is required.

Physician Authorization:

Medication/ Treatment Dosage Time to be Administered

Intended Effect of Medication/Treatment Side Effects (if any)

Other Medication the Student is Taking

May the student self-administer the medication under the supervision of a school designee?
_____ Yes _____ No

Administration Instructions:

Date to Discontinue, Reevaluate or Follow Up: _____

Physician's Signature Date Signed

Physician's Emergency Phone Number Physician's Address

Parent Authorization:

I acknowledge that I am primarily responsible for administering medication to my child. In the event that I am unable to do so or in the event of a medical emergency, I authorize (name of School District) and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child or to allow my child to self-administer while under the supervision of an employee or agent of the School District, lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse and I specifically consent to such practices. I further acknowledge and agree that when lawfully-prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against the School District, its employees and agents arising out of the administration of said medication.

Parent's Signature

Date Signed

Parent's Phone Number

Parent's Emergency Phone Number

Additional Information:

Authorization for Student Self-Medication Form

(Required if student has authorization to self-administer asthma medication and/or an Epinephrine Auto-Injector)

School Year: _____

Student's Name: _____ Birth Date: _____

School: _____

Physician, Physician Assistant or Advanced Practice RN Authorization

I certify that this student has been instructed in the use and self-administration of their emergency asthma medication and/or Epinephrine auto-injector (or EpiPen®). He/she understands the need for the medication and the necessity to report to school personnel any utilization of the medication and/or any unusual side effects. He/she has been given instructions and is capable of using this medication independently.

1. Will this student self carry medication?

_____ Yes _____ No

2. Will a second set of medication be kept in the office at school?

_____ Yes _____ No

Prescriber's Signature

Date Signed

Prescriber's Emergency Phone Number

Prescriber's Address

Parent Authorization

I authorize my son/daughter, to self administer the above-referenced medication at school, school-sponsored activities, while under the supervision of school personnel, and before/after normal school activities such as before/after school care on school operated property. (We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.)

Parent Signature: _____

Date: _____

Student Authorization

I agree to:

- Never share the inhaler or Epinephrine auto-injector with another person.
- Notify a teacher or other responsible adult if there is not marked improvement in my breathing within several minutes after two puffs of the inhaler.
- Immediately notify a teacher or another responsible adult if I use my Epinephrine auto-injector.

Student Signature: _____ Date: _____

Student Discipline

PBIS

AIS uses the PBIS (Positive Behavior Intervention System) to positively reinforce and reward students for good behavior. Each Academy has a color system that allows students to improve their behavior throughout the day. When, and if, students are asked to “move their color down” they are always given opportunities to change their behavior and “move back up”. If the student goes to red, and remains on red at the end of the day, there will be parent contact and the administrator will be notified.

K-3rd Grades

Outstanding
Great
Ready to Learn
Warning
Teacher's Choice
Parent Contact

4th-8th Grades

Outstanding
Great
Ready to Learn
Warning
Teacher's Choice
Time Out/ Reflection
Parent Contact

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
- 5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and in the school's main office during the day unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
- 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 11. Being absent without a recognized excuse.
- 12. Being involved with any public school fraternity, sorority, or secret society.
- 13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting."
- 17. Setting off/pulling the fire alarm.
- 18. Having metal or plastic hair picks at school

19. Leaving the classroom or cafeteria without permission.
20. Leaving the school premises without permission.
21. Using profanity, inappropriate language or gestures towards students, parents and staff members.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference with students and/or parents.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
8. Temporary removal from the classroom.
9. After-school study provided the student’s parent/guardian has been notified.
10. Community Service, as an alternative to suspension. The parent will be notified if community service has been assigned. Community Service may include, but is not limited to: light cleaning of the building, organizing classrooms, assisting teachers or office staff, cleaning up in the cafeteria after meals, cleaning the restrooms, taking out trash, and picking up debris in front of the school building.

Weapon-Free Schools In order to provide a safe learning environment for all children, our schools must be weapon-free.

A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, and knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, and pepper spray.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or object which may be used to cause/threaten harm to others.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a

complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:

Dawn Lynk-Jones 2609 Poland St. Hamtramck, MI 48212 313-873-9900

Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal, who has been designated as the school's sexual harassment grievance officer.

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Standardized Testing

Students and parents/guardians should be aware that students in grades K-5 will take standardized tests four times a year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient Protein.
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including #2 Pencils.
6. Teach students the importance of honesty and ethics during the performance of these and other Tests.
7. Encourage students to relax on testing day.

Technology & Internet Appropriate Use Contract and Liability Form

Academy of International Studies - School Year 2017-2018 - Lower Elementary K-2

This form, when signed by parent or guardian, authorizes your child to use a computer with internet access when at Academy of International Studies. I understand that computers on school property are NOT to be used for anything other than educational purposes. This refers to any computer the student may use in the building. This includes:

- Personal Email
- Social Networking
- Blogging/Vlogging
- Chat rooms
- Adult Content/Content not suitable for children
- Recreation
- Games (Non-Educational)

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read this contract and understand that computer use at school is intended solely for educational purposes. I understand that it is impossible for Academy of International Studies to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system to a Academy of International Studies staff member. Misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate or demeaning language, and other misuses as outlined above. Academy of International Studies makes no guarantee of any kind for the Internet service provided to the student. Academy of International Studies will not be held responsible for any damages claimed or suffered by any student or parent relating to the use of the Internet. This includes a child's exposure to materials that a parent would otherwise have a Right of Notice and/or Consent to, pursuant to state or federal law. Use of any information obtained via the Internet, e-mail or

message board is at the student's and parent's own risk. I hereby give permission to issue Internet access for my Academy of International Studies student.

Parent/Guardian Print: _____

Parent/Guardian Signature: _____

Date: _____

When signed by you and your parent/guardian, it becomes a legally binding contract. We must have your signature and that of your parent/guardian before we can provide you with Internet access. Listed above are the provisions of this contract. If any user violates these provisions, access to the information service will be denied, and the user will be subject to disciplinary action. All school rules for behavior and communication shall also apply to use of school computers, networks and the Internet. Anyone who uses school computers or computer services agrees to comply with school policies and regulations and the rules of any network accessed. Students must follow the directions of authorized teachers and school staff. School computers may never be used for commercial purposes to include offering, providing or purchasing goods or services for personal use. Students who use equipment without permission, who access or attempt to access unauthorized databases, who procure inappropriate information or images, who use inappropriate or demeaning language or who damage or deface computer hardware or software will lose their computer use privileges and/or be subject to disciplinary action and held responsible for financial damage, if applicable. If the computer usage is required in the student's course work, misuse may affect the student's academic grade, and if the misuse is sufficiently severe or persistent as determined by the teacher and the school administration, the misuse may affect the student's ability to do their classwork.

Technology & Internet Appropriate Use Contract and Liability Form Academy of
International Studies - School Year 2017-2018
3rd-8th grades

Please read this document carefully. I, _____ (print name), understand that I am being assigned a computer/tablet from Academy of International Studies. I understand that I am responsible for this item for the remainder of the school year. Any damage that is done to the computer that is proven not to be accidental will be my responsibility to fix. If I or parent/guardian are unable to cover the costs of repair, I may face legal action unless a financial agreement can be reached. If any damage is done to my computer/tablet or any technology associated with the device, I will be charged for the cost of the repairs for the computer. If there is any additional damage found at the end of year inspection, I will be held responsible and expected to cover the cost of repairs. I also understand that this computer is not to leave the school. All of these rules also apply to any computer I use, whether in the classroom, computer lab, etc. These rules also apply to any peripherals that may accommodate the computer such as webcams, headsets, keyboard, mice, etc.

I understand that these items are NOT to be used for anything other than educational purposes. This includes

- Personal Email
- Social Networking
- Blogging/Vlogging
- Chat rooms
- Adult Content/Content not suitable for children
- Recreation
- Games (Non-Educational)

I also understand that I am not allowed to jeopardize the integrity and/or security of the device or it's network by doing any of the following:

- Hacking/Breaching school wide security implemented by the school, such as password protected administrator accounts, teacher accounts, and the like.
- Using/Sharing/Changing administrative passwords for the device itself, computer/tablet accounts, wireless networks, networking/IT equipment, etc.
- Hacking/Rooting/Jailbraking any iOS/Android device
- Changing/Removing the internet content filter to visit blacklisted websites.
- Installing ANY sort of software or games
- Installing ANY sort of malware/spyware/adware/rootkits/worm/virus
- Accessing any other devices over the network for any reason other than classroom printers.
(Other devices include surveillance systems, phone systems, networking equipment, wireless equipment, laptops, desktops, tablets, etc. etc.)

When signed by you and your parent/guardian, it becomes a legally binding contract. We must have your signature and that of your parent/guardian before we can provide you with Internet access. Listed below are the provisions of this contract. If any user violates these provisions, access to the information service will be

denied, and the user will be subject to disciplinary action. All school rules for behavior and communication shall also apply to use of school computers, networks and the Internet. Anyone who uses school computers or computer services agrees to comply with school policies and regulations and the rules of any network accessed. Students must follow the directions of authorized teachers and school staff. School computers may never be used for commercial purposes to include offering, providing or purchasing goods or services for personal use. Students who use equipment without permission, who access or attempt to access unauthorized databases, who procure inappropriate information or images, who use inappropriate or demeaning language or who damage or deface computer hardware or software will lose their computer use privileges and/or be subject to disciplinary action and held responsible for financial damage, if applicable. If the computer usage is required in the student's course work, misuse may affect the student's academic grade, and if the misuse is sufficiently severe or persistent as determined by the teacher and the school administration, the misuse may affect the student's ability to do their classwork.

STUDENT:

I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the above provisions may result in the revoking of my user account, and appropriate disciplinary and/or legal action. I also agree to report any misuse of the computer information system, as outlined above, to an appropriate staff member.

Student Print: _____

Student Signature: _____

Date: _____

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read this contract and understand that computer use at school is intended solely for educational purposes. I understand that it is impossible for Academy of International Studies to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system to a Academy of International Studies staff member. Misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate or demeaning language, and other misuses as outlined above. Academy of International Studies makes no guarantee of any kind for the Internet service provided to the student. Academy of International Studies will not be held responsible for any damages claimed or suffered by any student or parent relating to the use of the Internet. This includes a child's exposure to materials that a parent would otherwise have a Right of Notice and/or Consent to, pursuant to state or federal law. Use of any information obtained via the Internet, e-mail or message board is at the student's and parent's own risk. I hereby give permission to issue Internet access for my Academy of International Studies student.

Parent/Guardian Print: _____

Parent/Guardian Signature: _____

Date: _____

Anti Cyber Bullying Agreement

We at Academy of International Studies believe that everybody should enjoy our school equally and also enjoy a peaceful life at home while on the Internet and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. "Cyber bullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. Bullying and cyber bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying or cyber bullying.

By signing this pledge, we the students agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying or cyber bullying incidents or be a bully or cyberbully.
- Be aware of the school's policies and support system with regard to bullying/cyber bullying.
- Report honestly and immediately all incidents of bullying/cyber bullying to a faculty member.
- Provide a good role model for younger students and support them if bullying/cyber bullying occurs.
- I acknowledge that whether I am being a bullying/cyber bullying bully or see someone being bullied/cyber bullied, if I don't report or stop the bullying/cyber bullying, I am just as guilty.

I promise that I will not engage in any cyber bullying against my peers. I understand that if I am found participating in cyber bullying of any kind or bullying at anytime, it can result in an immediate suspension and meeting with the Principal. I also promise to uphold all the Academy of International Studies traits while using the schools internet and internal network.

I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the above provisions may result in the revoking of my user account, and appropriate disciplinary and/or legal action. I also agree to report any misuse of the computer information system, as outlined above, to an appropriate staff member.

Student Print: _____

Teacher Name: _____ Grade Level: _____

Student Signature: _____

Date: _____

