

American Indian
Model Schools
A School at Work!

2017-2018 Student and Family Handbook

American Indian Public Charter School (Grades 6-8)
American Indian Public Charter School II (Grades K-8)
American Indian Public High School (Grades 9-12)

171 12th Street
Oakland, CA 94607
Tel. 510.893.8701
Fax 510.893.0345
www.aimschools.org

TABLE OF CONTENTS

- Important Message Regarding the AIMS Handbook p. 4

SECTION 1: HISTORY / BACKGROUND

- An Introduction to AIMS p. 5
- AIMS Mission Statement p. 5
- AIMS Credo p. 5
- Our Core Values p. 6
- AIMS Facilities Use p. 7
- Classroom Cleanliness p. 8
- Bathrooms p. 8
- Doors p. 8
- Mailboxes/Emails p. 9
- Copy Machines p. 9
- Ensuring Student Success p. 9
- Initial / Teacher Parent Meetings p. 9
- On-Campus Tutoring p. 10
- Student Tutoring Log p. 11
- AIMS Student Success Team (SST) p. 11
- AIMS Intervention Strategies p. 13
 - Attendance Strategies p. 13
 - Behavioral Strategies p. 13
 - Health Strategies p. 14
 - Instructional Strategies and Modifications p. 15
- Class Novels List and Procedures p. 16

SECTION 2: A CULTURE OF ACCOUNTABILITY

- Overview p. 18
- Student Contract p. 18
- Student Dress Code Policy p. 21
- Teacher Pacing Guides and Lesson Plans p. 23
- Student Assessment p. 23
- Grading Scales p. 24
- Standardized Assessments p. 26
- Benchmark Testing p. 26
- Special Education p. 27
- Student Attendance Policy p. 32
- Absent Student Worksheet p. 35
- Truancy Letter to Parents p. 36
- Student Safety and Liability p. 37
- Students Leaving Campus p. 38
- Child Abuse Reporting Policy p. 40
- Staff Attendance Policy p. 42

SECTION 3: A CULTURE OF HIGH EXPECTATIONS

- Student Files p. 45
- Homework Policy p. 46
- Student Behavior Management p. 47
- Confiscated Items p. 48
- Detention p. 49
- Saturday School p. 50
- Suspension & Expulsion Policy p. 51

SECTION 4: A CULTURE OF FREE-MARKET CAPITALISM

- Freedom of Choice In A Competitive Market p. 63
- AIMS Covered High School Approximate Costs p. 64
- Student Recognition p. 65
- Incentivizing Success p. 68
- Summer Programs p. 68
- Social Media Policy p. 69
- Standards of Conduct p. 69
- Supplies p. 71
- AIMS Model p. 72
- Uniforms p. 75
- Homework p. 77
- Communication p. 77
- Behavior p. 78
- Extended Year p. 79

Important Message Regarding The AIMS Handbook

At AIMS we work hard to meet the needs of our stakeholders, and we have set rules and policies. The AIMS handbook is not a list of suggestions. The AIMS handbook directs how we will operate as a community, all AIMS stakeholders are expected to follow what is written.

There are many communities and schools in Oakland, AIMS is not for everyone, and we support any family or student that makes the personal choice to find a school that does not have the same rules or policies as AIMS. A list of schools in Oakland may be found at erolloak.org for families or students who decide that AIMS is not for them.

SECTION I: HISTORY / BACKGROUND

An Introduction to AIMS

American Indian Model Schools focuses on the four tenets of 1) Family; 2) Accountability; 3) High Expectations; and 4) Free Market Capitalism (Hard work, effort and the freedom to succeed are key to students' success). This handbook serves as a road map for preparing your students to compete and be productive members in a global society.

AIMS School Slogan
"A School at Work"

2017-2018 School Year Theme
"Moving Forward"

AIMS Mission Statement

American Indian Model Schools offers a rigorous program designed for academic excellence with the goal of closing the achievement gap while raising the bar. Our ultimate mission is to have all of our students be accepted to a four-year college or university.

AIPCS/AIPCS II Mission Statement

AIPCS & AIPCS II exists to prepare all students, especially those who have been traditionally underserved, to successfully enter AIPHS or another high performing high school.

AIPHS Mission Statement

AIPHS exists to prepare all students, especially those who have been traditionally underserved to enter a four-year college after graduation from high school, and complete at minimum a four-year degree.

Teachers are **expected** to lead their students through the recital of our AIMS Mission Statement every morning.

AIMS Credo

- The Family:** We are a family at AIM Schools.
- The Goal:** We are always working for academic and social excellence.
- The Faith:** We will prosper by focusing and working toward our goals.
- The Journey:** We will go forward, continue working, and remember we will always be a part of the AIM Schools family.

AIMS Values

At AIMS we value:

Excellence - Commitment to excellence in all that we do

Wisdom and Knowledge - Pursuit of wisdom and knowledge as intrinsically valuable

Empathy - Recognition of dignity and worth of every human being

Family and Community - Building of family and community

Equity - Social awareness and justice that leads to action

Legacy - The continued preservation and development of AIMS methodologies for 21st century learners and educators.

Our Core Values

1. We are a family at AIM Schools
2. When teachers, families and students follow and support the AIMS Model as written children are guaranteed to be prepared for college.
3. We create an extended family with administration, teachers, staff, students, family, and selected community. Students and staff are expected to clean and take care of the school property. Parents and family are expected to be a positive and supportive presence.
4. Teachers spend two years with their students in grades 1-2 and three years with their students in grades 3-5 and grades 6-8, teaching all core academic subjects. This creates an environment of strong academics and family culture.
5. Former AIM school students enrolled in college may be paid to work with our current students.
6. The AIMS community supports and guides all our students by engaging in restorative practices and alternatives to traditional discipline. The AIMS community does not give up on our students.
7. All current and former students are encouraged to sign up on the alumni page on the AIMS website.

SECTION II: THE AIMS METHOD

AIMS Facilities Use

Our 12th street campus is open from 7:00 AM-6:00 PM Monday through Thursday and 7:00 AM-5:00 PM on Fridays. Our Lakeview campus is open from 7:00 AM-4:45 PM Monday through Friday.

Teachers **shall** be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time when school starts (5 CCR 5570).

- While AIMS facilities are primarily for AIMS use, exceptions **may** be made. To reserve a room or space at any AIMS campus, **all** teachers, organizational advisors, and/or event sponsors must complete an AIMS Facilities Use Form and receive approval from the site leader.
- All AIMS facilities requests must be submitted **at least three weeks** before the actual date of the event and are subject to the approval of the site leader.
- It is the responsibility of the event or organization sponsor to monitor, supervise, and clean-up after their event. Failure to do so may result in restrictions from future AIMS facility use.

Classrooms

1. We value cleanliness! Make sure your classrooms are kept neat and in order.
2. Assign students jobs to perform and manage them. Students take pride in contributing to the upkeep of the school.
3. Classrooms should be swept or vacuumed by students at the end of each day, and whenever necessary throughout the day.
4. There should never be anything left on the floor or on the desks after school. The floors are mopped/vacuumed at night and anything left on the floor will be thrown away.
5. Textbooks should not be left on the floor.
6. The trash and recycling must be placed in the waste baskets by students. The waste baskets must be placed by the inside of the door at the end of each day.
7. The teacher's desk should also be neat and clean at the end of each day. Be a model for the students.
8. Do not keep unsealed food in your desk for pests to eat.
9. Personal items should never be left at the school overnight. The school is not responsible for lost or stolen items.
10. Boards should be cleaned with board cleaner (not antibacterial wipes) at least once a week. When applicable.

Bathrooms

1. Students shall report any bathroom uncleanliness brought to their attention to their teacher.
2. Students must sign in and out of the classroom when going to the restroom. They must also sign in at the restroom.
3. Inform the administrative assistant if the bathrooms are low or out of toilet paper, soap, paper towels, or toilet seat liners.
4. Although we want to discourage students from abusing bathroom usage during instruction, by law, students must not be prohibited from using the restroom. K-3 students are required to have restroom breaks.

Doors

1. The following items will be posted on **both sides of classroom doors**: 1) credo; 2) mission statement; 3) slogan; 4) daily schedule; 5) class name and 6) class roster (first name and last initial only and number each student), teacher's name and classroom number.
2. Doors should **always** be neat with papers securely posted.

Emails

2. Emails should be checked by teachers on a daily basis, but not during instructional time. Emails from parents and students should be replied to **within 24 hours of receipt**. Please only “cc” those who must be made aware of the content in the email. Mass reply all emails **must** have the prior approval of site leaders.
3. AIMS email is for **official school business only**.
4. Students should only use AIMS email for school related activities.

Copy Machines

1. Teacher shall make copies before school, after school, or during your class planning period, not during instructional time. Students shall never be left unattended to have teachers make copies.
2. Students may not make copies for teachers.
3. Copiers are only for AIMS use.
4. Copyright laws must be followed.

ENSURING STUDENT SUCCESS

Initial Teacher / Parent Meetings

All new and returning teachers must schedule a 15-minute meeting with each student’s family before September 15th of each year.

Study Hall

Study Hall is an integral component of the AIMS Model, and, when executed properly, is effective in providing quality study time that is essential in preparing our students for academic success. In addition, a properly functioning study hall sets the tone for the school day and models real-life conditions of a college-preparatory environment. Teachers are expected to implement and hold students accountable to AIMS Study Hall Policies.

On-Campus Tutoring

1. Tutoring is an essential component to academic improvement and AIM Schools' success.
2. **All students with a grade of C- or below in grades 3-12 and demonstrating low-fluency in grades K-2, must receive on-campus tutoring** either before, during, and/or after school.
3. These students may also be required to attend Saturday School (grades 3-12) to receive additional help. Saturday School is an opportunity for all teachers to be available for students who need help.
4. Students who have low standardized test scores or score below meeting Standards on state assessments must participate in tutoring.
5. If a parent requests tutoring for their child or a student requests tutoring, the request will be evaluated and the student will be placed in tutoring based on need and availability.
6. Instructional aides and classroom teachers must strategize and communicate to determine if student progress is being made in tutoring.
7. Language-Arts and Math Instructional Aides are on-site Monday – Friday.
8. Students should attend all scheduled tutoring sessions. The administrator, classroom teacher, and Instructional Aides must be informed in writing if a student is absent or did not attend a scheduled tutoring session on the same day.
9. Tutoring rosters will change as needed. Communicate with students, parents, administrators, classroom teachers, and Instructional Aides if changes to the schedule are needed or made. Notice must be given to all parties before changes are finalized.
10. Teachers must provide the Instructional Aides with a copy of their weekly lesson plans.
11. Teachers must provide the students with work to complete during their tutoring session, unless prior arrangements with the tutor were made.
12. Tutoring sessions should not be used for students to complete missed exams or homework.
13. Students must sign in to all tutoring sessions, including meetings with a teacher. Any time a student stays after school (for any reason), he or she must sign in.
14. High school tutors must sign-in with the teacher of the students they are tutoring using the below tutoring log for high school students. Copies are available in the office. The teacher of the students being tutored is responsible for keeping these logs. They may be used for accruing community service hours or invoicing purposes.

Student Tutoring Log

Elementary/ Middle School Teacher: _____

High School Tutor's Name: _____ Grade: _____

Elementary/Middle School Student's Name: _____ Grade: _____

Date	Hours	What you worked on	Teacher signature

i. AIMS Student Success Team (SST)

According to the law, a student should be referred for special educational instruction and services only *after* the resources of the general education program have been considered and, where appropriate, utilized. (30 EC 56303) AIMS emphasizes the necessity to develop and provide interventions in order to ensure that a student has a successful school experience. The SST is a problem solving and coordinating structure that assists students, families and teachers to seek positive solutions for maximizing student potential. The SST focuses in-depth on one student at a time, and invites the parent and student to participate in finding solutions to areas of concern.

Potential Areas of Concern*

Academic

- *special education consideration*
- *disabilities*
- *retention*
- *attendance*

Social/Emotional

- *moving/social adjustment*
- *teacher relationship*
- *peer relationships*
- *familial challenge**
- *self-injury*

Health

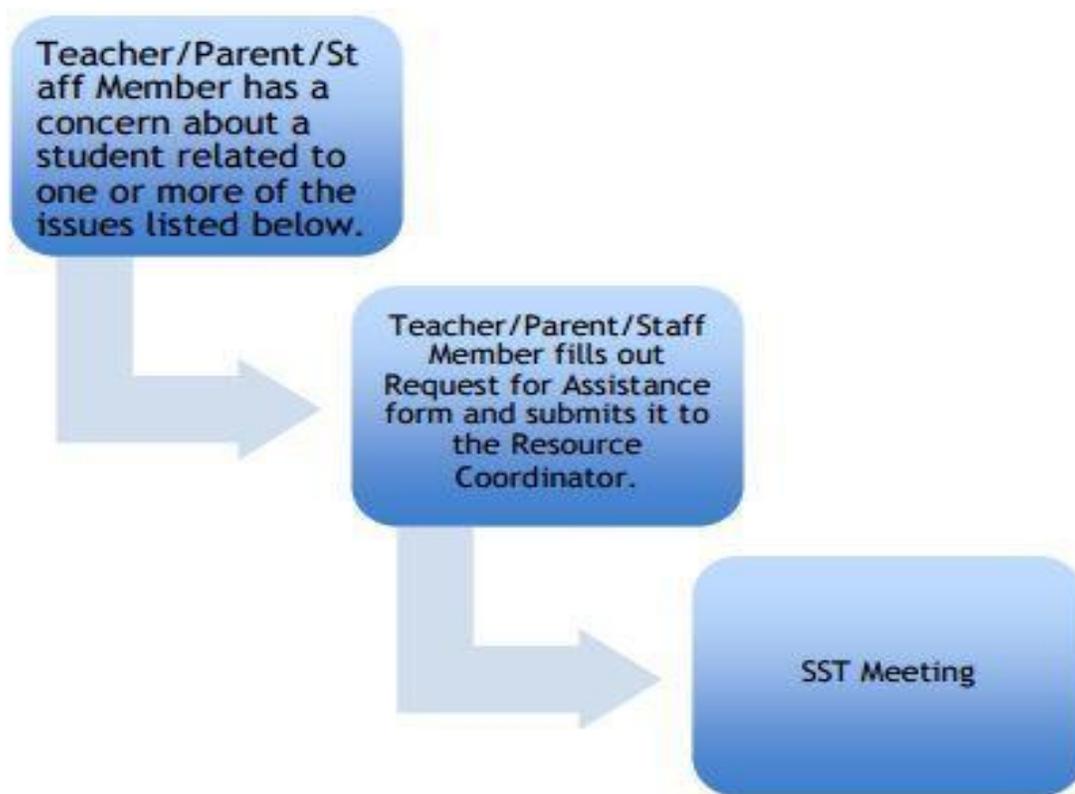
- *medical needs*
- *substance abuse*
- *eating disorders*

Other

- *Any issue that requires a combination of service coordination, collaborative problem-solving, and results monitoring.*

*If the observed indicators of ANY of these areas of concern meet the criteria outlined under California Child Abuse & Neglect Reporting Law, please refer to <http://mandatedreporterca.com/> for the appropriate reporting/intervention guidelines.

How to Initiate an SST meeting:



ii. Sample Initial Student Success Team (SST) Agenda

- ✓ Welcome & Expectations (2-3 minutes)
 - *Uninterrupted listening*
 - *Respect for time*
 - *Adhere to topics*
- ✓ Review of Student Strengths (2-3 minutes)
- ✓ Situation Identification & Clarification of Function of Behavior (4-5 minutes)
- ✓ Brainstorm Interventions (6-8 minutes)
- ✓ Evaluate Interventions (6-8 minutes)
- ✓ Select Intervention(s) & Measurements (3-4 minutes)
- ✓ Write Action Plan (4-5 minutes)
- ✓ Summarize & Close (1-2 minutes)

SST participants will be e-mailed a copy of the action plan, as well as an evaluation of the process at the end of this meeting. If you do not receive either, please e-mail erin.oh@aimschools.org and find the evaluation form here: <http://goo.gl/forms/BUf9vYM5FS>.

When a Student Success Team determines that a student has not made sufficient progress given the interventions and support identified and implemented by the SST, the team must conduct a thorough file review and rule out hearing, vision, and/or attendance as qualifying conditions. Only after doing so should the team consider a referral for an assessment under Section 504 or for Special Education eligibility.

AIMS MENU OF INTERVENTION STRATEGIES

Attendance Strategies

- Alarm clock for parent/caregiver/student
- Earlier bedtime
- Give parent/caregiver simpler bus route
- Help parent/caregiver to find more reliable transportation to school
- Parent/caregiver agrees to bring child to school daily
- Parent/caregiver will make sure child gets on bus in morning
- Parent/caregiver/student will wake up earlier to get child to school on-time
- Wake -up call for parent/caregiver and/or student

Behavioral Strategies

- After-school program
- Allow student to draw to calm down in class
- Allow student to move around while reading
- Anger Ball

- Avoid creating dependency by helping too much (“learned helplessness”)
- Build rapport with student (focus on strengths, interests); schedule regular time to talk
- Call home on a bad day for support
- Call home on a good day for reinforcement
- Change antecedent event (event that occurs prior to target behavior)
- Chart/graph student behavior (assess/determine pattern of behavior)
- Clarify consequences with student and follow step consistently
- Classroom problem-solving sessions
- Collaboration with outside sources (e.g., therapist, tutor, after-school program)
- Concentration game
- Connect family with cultural community center
- “Cool Down” Station
- Daily check-in with student
- Develop behavioral contract
- Develop/alter classroom rules (“Development of Classroom Rules”)
- Display exemplary student work
- Give leadership responsibilities/important jobs
- Help parent/caregiver set up home reward/management system
- Ignore negative behavior, if possible
- Immediately recognize positive behaviors
- Increased parent/caregiver attention at home
- Move student’s seat (preferential seating)
- Non-Verbal Signals Between Teacher and Student
- Offer student choices
- Parent/caregiver call with teacher weekly
- Positive reward system developed at school or home
- Provide student frequent breaks for relaxation/small-talk
- Provide student time for physical activities/movement
- Refer for other services (group/mentor/counseling)
- Relaxation techniques
- Restorative Justice Techniques
- Survey/interview student to determine interests
- Give student a class responsibility

Health Strategies

- Health specific class/group
- Collaborate With Primary Medical Provider
- Dental exam/treatment
- Fact Sheets on Communicable Diseases and School Age Illnesses
- Hearing screening/exam
- Improve hygiene
- Make sure child wears glasses

- Medication Administration
- Obtain/replace glasses for student
- Refer to School Health Center
- Vision screening/exam
- Enforce healthy nutrition practices (Wellness Policy)

Instructional Strategies and Modifications

- Academic contract
- Allow previewing of content, concepts and vocabulary
- Allow student to have sample or practice tests
- Ask parent/caregiver to structure study time (give them information about long-term assignments)
- Collect homework daily instead of weekly
- Communicate with after-school program staff (e.g., re: homework help)
- Communicate with last year's teacher re: successful strategies
- Complete documentation for a 504 plan
- Cue/maintain eye contact with student when giving directions
- Individual and/or small group instruction
- Family reading or library time
- Give student immediate feedback (make sure assignments are started correctly)
- Give student options for presentation (written/oral or illustration/model)
- Help parents/caregivers to learn reading strategies
- Homework checklist or folder
- Invite parent/caregiver to observe classroom at school
- Make sure student stays for after school program
- Manipulative and Visual Prompts
- Move child's seat (preferential seating)
- Parent/caregiver will ask another family member to give child homework help
- Resource Coordinator will check-in with student daily regarding class work
- Provide printed copy of board work/notes
- Provide study guides/questions
- Read aloud to parent/caregiver at home
- Send home extra work
- Send home unfinished class work
- Student will teach/tutor/read to a peer or younger child (e.g., "Big Buddies/Little Buddies")
- Study Carrel
- Supply student with samples of work expected

CLASS NOVELS LIST AND PROCEDURES (These books must be used in the appropriate grades)

Engage New York books will also be used.

AIPCS/AIPCS II Novel List 2016-2017		
6th Grade	Maniac Magee	Where the Red Fern Grows
	The Outsiders	Esperanza Rising
	Call of the Wild	The Shakespeare Stealer
	Where the Red Fern Grows	Call of the Wild
	A Wrinkle in Time	Red Scarf Girl
7th Grade	The Giver	Anne Frank: Diary of a Young Girl
	Shabanu: Daughter of the Wind	Animal Farm
	Bad Boy	A Midsummer Night's Dream
	The Crying Rocks	Fahrenheit 451
	Animal Farm	The Giver
	Persepolis*	I, Juan de Pareja
8th Grade	Bean Trees	To Kill a Mockingbird
	Narrative of the Life of Frederick Douglas	Night
	Across Five Aprils	Things Fall Apart
	Autobiography of Miss Jane Pittman	Maus*
	Night	

* To be used by the Instructional Aide.

AIPHS Novel List 2016-2017		
9th Grade	I Know Why the Caged Bird Sings	Brave New World
	Reflections on a Gift of Watermelon Pickle and Other Modern Verse	The Old Man and the Sea
	To Kill a Mockingbird	The Theban Plays
	The Adventures of Tom Sawyer and Huckleberry Finn	Lord of the Flies
	Black Boy	The Curious Incident of the Dog in the Night-Time

	Of Mice and Men	
10th Grade	Waiting for Godot	Lost Horizon
	Jane Eyre	The Metamorphosis
	Great Expectations	A Separate Peace
	Crime and Punishment	Cyrano De Bergerac
	The Autobiography of Miss Jane Pittman	The Catcher in the Rye The Great Gatsby
	The Stranger	
11th Grade	The Kite Runner	Invisible Man
	Their Eyes Were Watching God	One Flew Over the Cuckoo's Nest
	East of Eden	Slaughterhouse 5
	Stranger in a Strange Land	Snow Falling on Cedars
	Crime and Punishment	The Scarlet Letter
	Maus	Rain of Gold
	God is Red	
12th Grade	The House of the Spirits	A Portrait of the Artist as a Young Man
	The Awakening	1984
	Heart of Darkness	Cry, the Beloved Country
	The Secret Sharer	Sound and Sense
	The Sound and the Fury	Macbeth
	A Room with a View	Hamlet
	The House of Dies Drear	Frankenstein
	Brave New World	A Room of One's Own

SECTION 2: A CULTURE OF ACCOUNTABILITY

Overview

1. At AIMS we analyze and test all students to ability group for mathematics. A student's state and national test results are used to gauge the accuracy of achievement displayed in the classroom.
2. State testing is held one week after staff and students return from Spring Break. There are no field trips until after state testing in grades 3-12. Students who have poor academic and/or behavioral standing may not attend field trips, with additional consideration given and exceptions made for special education students.
3. Progress reports are sent home every three weeks for students with a grade of "C-" or lower. Report cards are distributed every nine weeks for all grades. Administrators must sign off on all student progress reports and report cards before they are sent home.
4. Students are informed of their academic progress and the school's academic progress continuously. Students are expected to set academic goals and work toward them.
5. We demand hard work and high academic expectations from all employees and students.

STUDENT CONTRACT

American Indian Model Schools: Grades K – 12

2017-2018 School Year

The following rules and regulations must be followed at American Indian Model Schools:

Respect Yourself:

1. Students must attend school each day on time. This includes extended year for grades K – 8 and summer intensive programs. This may also include any other program suggested by the school.
2. Students who miss three (3) days of school will be referred to the Student Attendance Review Committee (SARC). Students who miss five (5) days of school will be referred to the Student Attendance Review Board (SARB).
3. Students must make up absences during Saturday School.
4. Students who are tardy five (5) times within an academic quarter will be referred to the Student Attendance Review Committee (SARC). Students who are tardy more

than eight (8) days of school within an academic semester will be referred to the Student Attendance Review Board (SARB).

5. Students who receive two (2) detentions in one week must attend Saturday School.
6. An absence from an assigned Saturday School must be made up by attending two (2) Saturday Schools (or by a combination of one Saturday School and four (4) hours of detention.)
7. Students must complete all homework and classwork given by the teacher and submit the work to the teacher **on time**.
8. Students with excused absences from school (see Attendance Policy) will be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a student is absent will determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. **If the work is not completed within a reasonable time, the student will receive no credit.**
9. Students may not use illegal drugs, alcohol, marijuana, or tobacco.
10. Students may not have personal electronic devices (i.e. cell phones, laptops, iPads, music players, etc.) at school without permission. These devices may be confiscated for the remainder of the school day if seen, and if repeat violations occur, will be returned only to the student's parent or guardian.
11. **Students must adhere to the school's dress code.**

Respect Others:

1. Students will not use foul language, or participate in bullying, name-calling, or fighting.
2. Students will use proper communication protocols to be heard and will not interrupt others.
3. Students will follow the directions given by the adults on campus.

Respect the Facility:

1. Students must bring their own lunch to school, or participate in the AIMS lunch program (grades K-8).
2. Students (K-12) cannot leave the school grounds or campus during the school day, except for an excused reason and with a parent/guardian signing them out.
3. In the case of an emergency, families must correspond with their student through the office. Students may not take phone calls on a personal device during the school day.
4. Students may not use bikes, skateboards, scooters, or cars on campus.
5. Students may not loiter on school grounds before or after school.
6. Students may not have food or drinks in the classroom, with the exception of water, or in case of medical necessity.
7. All visitors must check in at the front office and receive a visitor's badge.
8. If a student misses school for an appointment, proof of the appointment may be requested and must be submitted to the office to excuse the absence.
9. Students must follow all pick-up/drop-off safety procedures set forth by the school.

(For High School students (grades 9-12) only:)

10. Any grade lower than a “C” (i.e., a “C-“) is considered a failing grade.
11. Students who receive a grade of “C” or lower in a community college course may be dropped from the class. Those students will receive high school credit, provided they successfully pass the course, but will not receive college credit.
12. Students who receive lower than a “C” in an Advanced Placement (AP) course will be withdrawn from the course and enrolled into the non-AP equivalent option. Students must pass the course with at least a “C”.
13. Students who receive a grade lower than a “C” in core subjects must repeat any failed courses with a passing grade. Students are responsible for making sure that they enroll in, and retake the appropriate courses and should meet with the site administrator or administrative assistant to get approval for the classes.
14. Students must seek acceptance to a four-year college or university prior to graduation. Students who choose not to follow these rules will be subject to the school’s disciplinary policies up to and including suspension and expulsion.

I agree to respect myself, others and the school facility by following these rules.

Student’s Name (Print)

Student’s Signature

Date

Parent’s Signature

STUDENT DRESS CODE POLICY

All students at AIMS in grades K-12 must adhere to this dress code while on the school campus, **teachers are responsible to ensure this code is adhered to:**

Top:

1. Students must wear a **WHITE shirt with a COLLAR**. The white collared shirts may be short-sleeved or long-sleeved.
2. The shirts must be completely **PLAIN** with **no logos (other than the official AIMS gear with logo)**, emblems, or designs of any kind.
3. Students may **not** wear colored shirts underneath their white shirts.
4. All shirts must be **tucked in**.
5. No halter tops, tank tops, midriff, or see-through shirts are permitted.

Bottom:

1. Students must wear **NAVY BLUE or KHAKI** pants that are completely **PLAIN** with no colorful designs or details (including stripes, patches, flashy stitching, etc.)
2. No jeans, denim, shorts, capri pants, leggings, jeggings, yoga pants, skinny jeans, athletic pants (sweatpants, nylon jogging pants, etc.), or tight fitting pants are permitted.
3. Skirts and shorts that are completely **PLAIN** with no colorful designs or details (including stripes, patches, flashy stitching, etc.) are permitted as long as they are below the knee.
4. Pants can have a maximum of four pockets: two in the front and two in the back. The pockets need to be near the waistline—not down the leg of the pants (i.e., cargo pants).
5. **NO SAGGING PANTS** will be permitted.
6. Students cannot rubber band the bottom of their pants.
7. **Students wearing pants must wear a belt**. Only black and brown leather belts are permitted.
8. Students may wear flesh-toned, white, or navy footed stockings or tights underneath skirts.

Sweaters/Sweatshirts:

1. All sweaters, sweatshirts and jackets must be **plain White or plain Navy Blue**, without any additional colors (official AIMS gear is allowed).
2. All **White and Navy Blue** hoods are allowed, but must be removed or the hood tucked in upon entering the building or portable. A collared white shirt must be visible underneath the student's sweater or sweatshirt.

Accessories/Make-up:

1. **Coloration of hair and artificial nails are not permitted**. Students must return the next day with their natural color and/or natural nails.
2. No make-up may be worn, including lip-gloss and nail polish.

3. Jewelry is not permitted and will be confiscated until the end of the school day if worn. **This includes watches.**
4. Students may not wear sunglasses, hats, headbands, bandanas, beanies, colorful hair ties, ribbons, or anything with bright color in their hair. Simple barrettes, clips, and elastic hair ties that are **Navy Blue, Black, Brown, or White** are permitted.
5. Scarves worn for religious purposes must be **Black, Khaki, White, or Navy Blue** in color, or follow the school uniform color scheme in a pattern that is not distracting.
6. Socks should be plain **Black, White, or Navy Blue**
7. On cold days students may wear a plain **White or Navy Blue** scarf. Scarves must be removed during class.

Shoes:

1. Students may not wear flip-flops, flats, sandals, high heels, or shoes that may be distracting to the educational environment.
2. Student footwear needs to be appropriate for athletic activities.

Student's Name (Print)

Student's Signature

Date

I agree to require my student to follow this Dress Code.

Parent's Signature

TEACHER PACING GUIDES AND LESSON PLANS

1. Lesson plans **must** follow the order of the pacing guide and curriculum map.
2. The site administrator will review the plans, write brief comments, and file them in a binder. If not approved, the lesson plans will be returned to teachers with comments for revisions.

STUDENT ASSESSMENT

1. Physical education grades and elective grades count toward the Grade Point Average (GPA).
2. Progress reports are distributed every three weeks. If a student is failing any subject, he or she will receive a progress report. A grade of **C- or lower** is considered to be failing.
3. Comments on report cards and progress reports are essential. Notification of retention should not only be on the report card. Site administrator and families of students who are at risk of being retained should be informed in writing and in person. Documenting the possible retention in the student's report card shall only be one form of communication. (See Retention Policy.)
4. Teachers are responsible for having their PowerSchool gradebook updated by the end of each week.
5. Two copies of the report card will be sent home with the student. One copy is for the family to keep and the other is to be signed and returned to the teacher. A third copy will be kept in the student's classroom file in case the student loses the copies sent home.

GRADING SCALES

K- 2nd Grade Reading Scores

Grade	Fluency Scores	Comprehension Level
E	Above Grade Level WPM	Exceeding Common Core expectations per grade level
P	K 60-74 WPM 1 st 75-100 WPM 2 nd 101-120 WPM	Meeting Common Core expectations per grade level
B	Below Grade Level WPM	Not meeting Common Core expectations per grade level

K- 2nd Grade Math Scores

Grade	Fluency Scores
E	Exceeding mastery of CCSS on AIMS pacing guide
P	Meeting mastery of CCSS on AIMS pacing guide
B	Not meeting mastery of CCSS on AIMS pacing guide

3rd- 8th Grade

Grade	Score	Grade Points
A	94-100	4.00
A-	90-93	3.67
B+	88 – 89	3.33
B	84 – 87	3.00
B-	80 – 83	2.67
C+	78 – 79	2.33

C	74 – 77	2.00
C-	70 – 73	1.67
D+	68 – 69	1.33
D	64 – 67	1.00
D-	60 – 63	0.67
F	59 and below	0.00
<i>No “A+” Grade</i>		

High School

Percentage	Grade	Points	Points for Honors/AP/College Courses
94-100	A	4.0	5.0
90-93	A-	3.67	4.67
88-89	B+	3.33	4.33
84-87	B	3.0	4.0
80-83	B-	2.67	3.67
78-79	C+	2.33	3.33
74-77	C	2.0	3.0
70-73	C-	1.67	2.67
68-69	D+	1.33	2.33
64-67	D	1.0	2.0
60-63	D-	0.67	1.67
0-59	F	0.0	0.0

STANDARDIZED ASSESSMENTS

1. AIMS embraces student testing, we do not believe tests discriminate. Students who are prepared with core academics will succeed.
 2. AIPCS and AIPCS II students take the following exams: Benchmark Assessments, State Testing (2nd-8th grade), California Assessment of Student Performance and Progress (3rd-8th), CELDT (English Language Learners), American Mathematics Competition–AMC (select 6th-8th graders), SAT (select 7th-8th graders), and SCAT (select 6th graders).
 3. AIPHS students will take the following exams: California Assessment of Student Performance and Progress (9th-12th), California High School Exit Exam–CAHSEE (10th grade), PSAT (9th-11th grade), SAT (11th-12th grade), ACT (11th-12th grade), SAT II (11th-12th grade), CELDT (English Language Learners), Advanced Placement Exams–AP (9th-12th grade), and American Mathematics Competition–AMC (9th-12th grade).
 4. Teachers must analyze their students’ test scores to determine areas of high achievement and areas of improvement.
 5. Teachers will administer standard diagnostic tests throughout the school year. These tests will be provided by the office, which will later collect the data to compare teachers and schools. (See diagnostic schedule).
 6. Teachers must finish instruction in the core subjects textbooks no later than Spring Break. Students will begin working on the curriculum for the next grade level after state testing has been completed.
- 1.

BENCHMARK TESTING

Teachers should include the benchmark exams in their lesson plans. When a class finishes a chapter grouping according to the benchmark exam cycle, teachers should administer the test. For example, when a 6th grade class finishes chapter 3 of ELA, the teacher should administer the 6th grade Ch. 1-3 ELA benchmark exam. Benchmark test 2 for 6th grade ELA will be administered when this class finishes chapter 6.

A mock state exam is also given each year for each grade level. This is administered three to four weeks before the actual state test. Results help inform teachers’ instructional decisions during the weeks prior to state testing.

SPECIAL EDUCATION

Child Find Mandate

The Individuals with Disabilities Education Act (“IDEA”) includes the “Child Find” mandate, which requires AIMS to identify, locate, and evaluate all children with disabilities enrolled in its schools. If AIMS has knowledge that a student has a disability, or is suspected of having a disability and may need special education and related services, AIMS must offer to assess the student. Indicators for when a student is suspected of having a disability, and AIMS should thus offer an initial assessment include, but are not limited to the following:

1. Parent(s) expressed concerns in writing to AIMS administration or to one of student’s teachers that student may be need of special education and related services;
2. Parent or school staff has requested an initial evaluation of the student;
3. Student’s teacher, or other AIMS personnel, has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the directly to AIMS supervisory personnel.

A student should be referred for special educational instruction and services only after the resources of the general education program have been considered and, where appropriate, utilized. (See Tutoring and AIMS Student Success Team (SST) policies)

Special Education Assessments

A student may be referred for special education services at any time by AIMS staff, parents, or other service provider. Before a student can be assessed for eligibility for special education, or reassessed while receiving special education and related services, AIMS must develop an Assessment Plan and provide it to the parents for their approval within **15 calendar days** from the date of receipt of a written request for a special education assessment. Assessments must be administered in all areas related to the suspected disability by trained and knowledgeable personnel using sound instruments. For school-age children, the eligibility assessment must be completed within **60 days** of AIMS’ receipt of written parental consent for specified assessment activities and an Assessment Report provided to parents outlining required information. Under certain conditions, a parent may have the right to obtain an independent educational evaluation (IEE) at public expense. Please note that a student may demonstrate a disability, but may not necessarily be eligible for special education and related services. A student’s IEP team will determine eligibility based on the requirement that the student’s disability negatively or adversely affects his/her educational performance.

Individualized Education Plan (IEP)

An Individualized Education Program (IEP) is a written statement that AIMS must develop for each student who receives special education and related services. The educational program must be designed to meet the child's individual specific needs. Every child who receives special education services must have an IEP. The purpose of an IEP is to outline a plan for meeting a student's specific disability related needs that sets reasonable learning goals for the child and states the services that the school will provide for the child. The IEP is developed jointly by the school, the parents, and the student, when appropriate.

Each child's IEP must contain specific information, as listed within IDEA, which includes nine essential elements:

1. **Present Levels of Performance:** A statement of the student's present levels of performance including how the disability affects the student's involvement and progress in the general curriculum.
2. **Measurable Annual Goals:** Measurable annual goals, including academic and functional goals, related to the student's needs, resulting from the student's disability, that will enable the student to be involved in and progress in the general education curriculum and that meet each of the student's other educational needs that result from the student's disability.
3. **Progress:** A description of how the student's progress toward meeting the annual goals described above will be measured and when periodic reports on the progress the student is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports) will be provided.
4. **Special Education and Related Services:** A statement of the special education and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student, or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student to advance appropriately.
5. **Participation in General Education:** An explanation of the extent, if any, to which the student will not participate with general education students in the general education classroom and in extracurricular and nonacademic activities.
6. **State Testing:** A statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the student on State and district assessments. If the IEP team determines that the student shall take an alternate assessment on a particular State or district assessment of student achievement, the IEP must include a statement of why the student cannot participate in the regular assessment and why the particular alternate assessment selected is appropriate for the student.

7. **Timing of Services and Modifications:** The projected date for the beginning of the services and modifications identified in the IEP, along with the anticipated frequency, location, and duration of the services and modifications.
8. **Transition and Post-Secondary Goals:** Beginning no later than the first IEP to be in effect when the student is 16, and updated annually thereafter, appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education employment, and where appropriate, independent living skills and the transition services (including courses of study) needed to assist the student in reaching those goals.
9. **Age of Majority:** Beginning at least one year before the student reaches the age of 18, a statement that the student has been informed of the IDEA rights that will transfer to him or her upon turning 18.

Who develops the IEP?

The IEP is developed by a team of individuals that include the parent(s), an administrator, general education teacher, special education teacher, an expert who can interpret evaluation results, and the student, if appropriate. The team meets, reviews the assessment information available about the child, and designs an educational program to address the child's educational needs that result from his or her disability.

When is the IEP developed and the IEP meeting held?

Assuming eligibility is found, an IEP must be developed by the IEP team and implemented for each student, within 60 days of obtaining written parental consent of the Assessment Plan. For students already eligible for special education services, the IEP must also be reviewed at least annually thereafter to determine whether the annual goals are being achieved and must be revised as appropriate. An IEP meeting must be held within **30 days** of receipt of any written request from a parent.

504 Plans

Section 504 of the Rehabilitation Act of 1973 protects disabled individuals against discrimination. It does so by mandating that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of any entity that is a recipient of Federal financial assistance (34 CFR § 104.4(a)). AIMS must establish and maintain services and accommodations for students with physical or mental impairments that substantially limit one or more major life activity in order to ensure that these students have equal access to education.

Section 504 accommodations and/or related services must be delineated in a Section 504 Plan formulated by the student's teachers, parents, members of the SST team, and a school administrator.

Examples of 504 Plan accommodations and/or services that AIMS must provide to students include:

- Assistance with PE equipment for a student with mild cerebral palsy
- Extra time on tests for a student with Attention Deficit Hyperactivity Disorder (ADHD)
- Nursing services for a student with Type I Diabetes
- Use of an amplification system for a student with a hearing loss

A teacher, parent, guardian, or administrator can request a 504 Plan for a student. In order to have a 504 Plan, a student must meet all three of these requirements:

1. The student must have a physical or mental impairment that gets in the way of learning or participating in school programs or activities. The “physical or mental impairment” can be any physical or mental condition or problem. It can be something that lasts for a long time, for a short time, or it might come and go. Examples of impairments include: cancer, chronic asthma, diabetes, seizures, ADHD.
2. The student’s impairment must affect at least one major life activity. Major life activities include such things as seeing, hearing, eating, sleeping, breathing, speaking, walking, thinking, learning, and working. Major life activities also include the operation of major bodily functions such as normal cell growth, the immune system, bowels, bladder, neurological, and circulatory functions.
3. The impairment must substantially limit a major life activity. The determination of whether an impairment substantially limits a major life activity requires an individualized assessment. An impairment does not have to prevent or significantly limit a major life activity to be considered “substantially limiting.” For instance, if a student has a visual impairment that can be fully corrected by the use of ordinary eyeglasses or contact lenses, it will not be considered.

In general, a 504 plan should include the following elements, all tailored to the child’s individual needs:

- Specific accommodations, supports or services
- Names of the school professional that will provide each service
- The name of the person responsible for ensuring the 504 plan is implemented

Differences between a 504 Plan and an IEP

504 Plan	IEP
<p>The 504 plan offers <u>all</u> children with disabilities equal access to an education. Section 504 defines “disability” in very broad terms. That’s why children who aren’t eligible for an IEP may qualify for a 504 plan.</p>	<ul style="list-style-type: none"> • The IEP is only for children who qualify for special education services. • The individualized program must meet each child’s unique needs. • It must provide educational benefit.
<p>The 504 is documented in a written plan.</p>	<p>The IEP documents contain very specific language and parts such as goals and objectives that are not included in the 504.</p>
<p>Specific timelines for the 504 do not exist.</p>	<p>Timelines for an IEP are very specific and important.</p>
<p>There are no requirements stating who must attend the 504 plan meeting.</p>	<p>There are a minimum number of IEP participants required, and they are defined by law as the parent, an administrator, general education teacher, special education teacher, expert who can interpret evaluation results, and the student if appropriate.</p>
<p>Reports of noncompliance and the request for a hearing are made to the Office for Civil Rights.</p>	<p>Reports of noncompliance and the request for due process are made to the State’s Department of Education, Office of Administrative Hearings.</p>
<p>The 504 does not offer as many specific procedural safeguards as the IEP.</p>	<p>IEP specific procedural safeguards include, but are not limited to:</p> <ul style="list-style-type: none"> • the right to request an independent assessment at public expense • the student may “stay put” until a dispute is resolved

For additional information about IEPs and 504 Plans, please see speak with a school administrator, psychologist, counselor, or reference the Special Education binder in the office.

Teachers must check with the office by the first week of school to determine which of their students have IEP or 504 Plans, and to review those documents. All teachers must read through the Special Education binder and speak with their administrator and special education teacher about students with any special needs in their class.

STUDENT ATTENDANCE POLICY

Consistent school attendance is critical to our school's success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school, and behavior problems. It is the intent of the Board to ensure that students attend school every day on time. All members of AIMS should take pride in the schools' attendance records. Our attendance rates for students and staff far surpass the District and state averages. Because others may question the integrity of our attendance data, it is vital that we ensure the legitimacy of our attendance records. This attendance policy outlines AIMS procedures for making certain that accurate and complete attendance records are kept.

Excused and Unexcused Absences

Absences are "excused" when they are due to:

- Illness or medical, dental, optometric, or chiropractic appointment
- Family emergency
- Legal matter
- Religious holiday or ceremony
- Funeral services of an immediate family member (one day if the service is in California and not more than three days if the service is outside California).
- Work assignment for student who holds an entertainment work permit or who participates with a not-for-profit arts organization in a performance for a public school audience.
 - The law limits the number of excused absences for a child holding an entertainment work permit to five absences per school year, each of which may consist of up to five days. CA. Ed. Code 48225.5.

All other absences are "unexcused" absences, even if the parent calls in to excuse it. Absences unverified after 3 school days will be recorded as unexcused.

Absences due to an illness exceeding 3 consecutive days require a note from a doctor or nurse excusing the absence AND specifying the amount of time excused. If no note is received, the absence is considered an unexcused absence.

Note: A student with an excused absence from school will be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a student is absent will determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. If the work is not completed within a reasonable time, the student will receive no credit.

Tardies

When a student is tardy three (3) times within one month, the teacher will contact the parent/guardian to discuss the problem and try to resolve it. If the problem persists, the parent/guardian will receive a letter from the school outlining the dates the student was tardy, the problems associated with tardiness, and a request to remedy the problem. If the problem continues to persist, the parent/guardian will be asked to attend a meeting with an administrator to determine what steps might be necessary to resolve the problem. If tardiness continues after meeting with an administrator, the parent/guardian may be referred to a Student Success Team meeting for resolution.

Truancy

Students shall be classified as truant if absent from school three (3) full days in one school year, without a valid excuse. Such students shall be reported to your supervisor.

Each of the first two (2) unexcused absences will result in a call home to the parent/guardian by the Office.

Upon reaching three (3) unexcused absences parent/guardian will receive the first “Truancy Notification” letter from the School and be referred to the Student Attendance Review Committee (SARC). This letter must be signed by the parent/guardian and returned to the school.

Upon reaching four (4) unexcused absences, the parent/guardian will receive a second Truancy Notification letter and will be required to attend a meeting with their supervisor and classroom teacher to consider a plan for correcting the problem.

Upon reaching five (5) or more unexcused absences, the parent/guardian will receive a third Truancy Notification letter and will be required to meet with the Student Attendance Review Board (SARB). The SARB may include an administrator, Board member, classroom teacher, and support staff such as psychologist and or counselor. It is the School’s intent to identify and remove all barriers to the student’s success and will explore every possible option to address student attendance issues with the family. The SARB will discuss the absence problem with the parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.

Attendance Reports

If a student attends school on a given school day with the intention of participating in regularly scheduled instruction, he or she is considered present and should be marked “in attendance,” regardless of the length of time the student attends school on that day. If a student is absent from school for the entire day, he or she must be marked as absent on attendance reports. Students must appear in their classroom(s) to be counted present.

If a student is absent from school for the entire day and comes for the sole purpose of collecting homework and/or dropping off completed homework, but with no intention of participating in regularly scheduled instruction, he or she should be marked absent.

Attendance and Saturday School

Any student who misses a full day or a substantial amount of instructional minutes in any given day (and for any reason) must attend Saturday school.

Students who have behavioral challenges or who have a C- or below will also be required to attend Saturday school.

Attendance Procedure

1. Attendance is the most important aspect of success at AIMS.
2. Teachers should record attendance (including the number of consecutive days of perfect attendance) in four places every day:
 - a. Bulletin board display
 - b. Classroom board
 - c. Grade book
 - d. Monthly attendance grid
3. Notify the office about all student absences within 15 minutes of the start of the school day. Make sure to update the office if a student initially reported absent shows up tardy.
4. Teachers will prepare homework for students who are absent so they can pick it up from the office to limit interruptions in the classroom.
6. If the students cannot get to school due to transportation issues, they should let the school know so we can try to provide a solution.
7. Teachers will assign Saturday school to all students who are absent.
8. Teachers will report class list/attendance grid discrepancies immediately.

ABSENT STUDENT WORKSHEET

Name of student:	
Date absent:	
Filled out by:	
This worksheet discusses all the things we learned and did while you were out. Please review all this material. You are responsible for knowing and doing everything we did today. Your Homework slip is attached. Please call _____ at (____)_____ - _____ if you have any questions.	
Vocabulary	
Grammar	
Spelling	
Reading	
Math	
Writing	
Science	
History	
Notes from the Teacher:	

TRUANCY LETTER TO PARENTS

Date:

Dear Parent/Guardian:

Our records indicate that your child, [insert child's name], was absent for more than 30 minutes on [insert dates of unexcused absences] without valid excuse. Therefore, **your child is considered truant** according to the California Education Code.

Education Code Section 48260—Any pupil subject to compulsory full-time education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Upon a pupil's initial classification as a truant, AIM Schools are required to notify you, the pupil's parent/guardian, of the following: (*EC* §48260.5)

1. That the pupil is truant.
2. That the parent/guardian is obligated to compel the attendance of the pupil at school.
3. That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to *California Education Code*.
4. Alternative educational programs are available in the district of residence.
5. You have the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
6. The pupil may be subject to prosecution under *Education Code* Section 48264.
7. The pupil may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to *Vehicle Code* Section 13202.7.
8. Parents or guardians of students who are misbehaving may be required to spend a day on in the classroom with that student.

You have 10 days to respond to this notice in writing, by phone, or in-person. Please contact the school at [insert school phone number] to schedule a meeting with the site administrator, and [insert student's name]'s teacher to discuss the solutions to [insert student's name]'s truancy. Failure to respond within 10 days will result in immediate referral to the Student Attendance Review Board (SARB).

Sincerely,

Administrator's Signature

Date

STUDENT SAFETY AND LIABILITY

1. Safety is one of our first concerns. Students must **NEVER** be left unsupervised. This includes times when teachers have students in their classroom and need to make copies, use the restroom, check their mailbox, use cell phones/telephones, check their e-mails, etc. or lunchtime.
2. Staff members must monitor students during pick-up and drop-off.
3. Injuries during the school day must be reported, and an Accident Report Form must be obtained from the office and completed. A copy of the report must be placed in the student's file, administrator's mailbox, administrative assistant's mailbox, and teacher's mailbox.
4. Students should not be asked to move furniture or any other heavy object.
5. Teachers must not use their cell phones inside their classrooms when students are present, walking through the hallways, escorting students, or during lunch. In case of an emergency, families should call the office and the administrative assistant will forward the message to your child without disrupting instructional time.
6. Teachers must **ESCORT THEIR OWN CLASS** to lunch and physical education.
7. Teachers should not go through students' personal items without prior administrative approval and a witness observing.
8. Teachers should not dispose of any student's lunch without office approval.
9. Teachers must not put their hands on any students in an inappropriate manner.
10. Teachers should not be in a classroom with a student alone when the doors are shut at any time.
11. Teacher should not share inappropriate personal stories with students.
12. Teachers should remain calm and remember not to lose control under any circumstances that may arise.
13. Teachers should not "friend" or interact with any students on Facebook, Instagram, SnapChat, or any other social network site.
14. Teachers should use caution and professional judgment when interacting with students outside of school.

teachers must be alert and cautious at all times when escorting students off campus (including field trips, outings to the park, and when running the students around the block during PE).

15. Memos and letters to parents or family members must be approved and initialed by the Head of Schools or designee before being distributed.

STUDENTS LEAVING CAMPUS

1. Students who are legitimately sick may call home to be picked up. Any student with a fever (temperature of 100 degrees or higher) should go home. A student complaining only of mild discomfort should be encouraged to stay for language arts and math. Oftentimes, students will feel better after they use the restroom or eat lunch.
2. Students who need to leave school for a medical, dental, optometric, or chiropractic appointment must have a parent letter and must give it to the teacher no later than the morning of the appointment. Students must have a note from the doctor upon return from the appointment.
3. Any other reason for leaving the campus must be presented to the office by the parent, either in person or in writing.
4. Students may only leave campus accompanied by a parent/guardian.

ACCIDENT REPORT FORM
Report of Accident to Pupil at American Indian Model Schools

Campus: _____ Date of Report: _____

Student's Name: _____ Grade: _____

Sex: M ___ F___ DOB: ___/___/___

Parent/Guardian: _____ Emergency No: _____

Home Address: _____

Teacher(s) on Duty: _____ Date of Accident: _____

Location of Accident:

School Building: _____ School Grounds: _____ To or From School: _____

Elsewhere (specify): _____

Description of Accident or Injury:

Witnesses: _____

CHILD ABUSE REPORTING POLICY

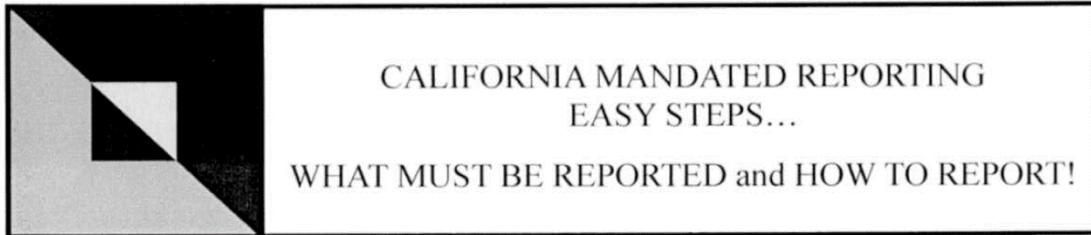
Child abuse includes: physical abuse, sexual abuse (including both sexual assault and sexual exploitation), willful cruelty or unjustified punishment, unlawful corporal punishment or injury that is willfully inflicted, resulting in a traumatic condition, and neglect (including both acts and omissions). Child neglect is defined as negligent treatment which threatens a child's health or welfare.

In accordance with Sections 11164-11174.3 of the California Penal Code, all certificated employees, employees of child care centers, instructional aides, teacher's aides, teacher's assistants, and classified employees who have been trained in the duties imposed by this law are considered to be mandated reporters. Any one of these specified employees who knows or reasonably suspects that a child has been a victim of a child abuse incident must do the following:

1. Report the incident to a child protective agency (i.e., Department of Children and Family Services), the Police (not School Police), or Sheriff's Department, County Probation Department, or a County Welfare Department immediately by telephone.
2. Send a written report of the incident to the same agency within 36 hours. Although the Penal Code obligation to report applies to the aforementioned employees only, it is the policy of AIMS that **all** employees shall comply with the law's reporting procedure whenever they have knowledge of or observe a child in the course of their employment whom they know or reasonably suspect to have been the victim of child abuse.

Additionally, teachers and counselors are legally bound to inform a parent and/or authority in the following instances: (1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; (2) when a student indicates he or she is going to physically harm another person or jeopardize another person's life or has knowledge that another person's well-being is threatened; (3) when a student indicates he or she is being physically and/or emotionally abused; (4) when a student indicates he or she has committed a felony.

Child Abuse Mandated Reporting



What Must be Reported:

Any of the below acts involving anyone under the age of 18:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have *reasonable suspicion* that a child has been mistreated. The case will be further investigated by law enforcement and/or child welfare services.

How to Report:

By Phone: Immediately, make a telephone report to child welfare services or to a Police or Sheriff's department. For a list of phone numbers for child welfare services see attached pages.

1. Child Welfare Services phone # 510-259-1800
2. Police Department phone # 510-777-3333
3. Sheriff Department phone # 510-272-6878

In Writing: With 36 hours, fax a written report must be faxed or by electronic submission. The written report should be completed on a state form called the 8572, which can be downloaded at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf

Other information:

- Safeguards for Mandated Reporters:
 1. The child abuse and Neglect Report Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.
 2. As long as a report is filed on good faith, a mandated reporter cannot be sued in civil or criminal court.
- Failure to report:
 - Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a \$1,000 fine.
- For the complete law and a list of mandated reporters refer to California Penal Codes 11164-11174.3.

This document and Mandated Reporting information can be found at
www.mandatedreporterca.com

STAFF ATTENDANCE POLICY

The contribution of each AIMS employee is critical and the efforts of each and every one are needed to help AIMS to reach its goals. Unnecessary absenteeism results in reduced productivity, loss of service, and significant costs to AIMS. It is AIMS' responsibility to ensure that employees clearly understand the expectations for performing their job duties and how their attendance impacts their performance, and that they are given a fair opportunity to succeed. Specifically:

- Employees are expected to work the number of hours they are assigned.
- Employees are expected to be at work on time.
- Employees are expected to comply with state law and AIMS' rules regarding reporting of absences and providing appropriate documentation.
- Supervisors are expected to provide feedback, monitor attendance, and maintain attendance records.

Illness leave benefits are provided to ease the financial burden on employees who are required to be absent from duty due to legitimate illness, injury, or personal necessity. Employees who use illness and personal necessity leave for unauthorized reasons are in violation of policy. Failure to comply with this policy can result in appropriate disciplinary action, up to and including termination. This policy ensures that our fellow employees do not unfairly bear the burden of the workload of those who inappropriately use illness or personal necessity leave.

Site Administration Contact Information

AIPCS	Peter Holmquist <i>7th-8th</i>	Email: Peter.holmquist@aimschools.org
	Christopher Ahmad <i>3rd-6th</i>	Email: christopher.ahmad@aimschools.org
AIPCS II	Christopher Ahmad <i>3rd-6th</i>	Email: christopher.ahmad@aimschools.org
	Erin Oh <i>K-2nd</i>	Email: erin.oh@aimschools..org
AIPHS	Maurice Williams <i>Students</i>	Email: maurice.williams@aimschools.org
	Mr. Tareyton Russ <i>Academics</i>	Email: tareyton.russ@aimschools.org

District Operations Administration

Marisol Magana

Director of Operations, Data & Accountability

Email: marisol.magana@aimschools.org

Tiffany Tung

Coordinator of Operations, Data & Accountability

Email: tiffany.tung@aimschools.org

SECTION 3: A CULTURE OF HIGH EXPECTATIONS

THE BASICS

1. At AIMS we maximize learning in the classroom. This is accomplished through a no-nonsense approach to education that allows teachers to focus their energy on their job-teaching.
2. Teachers at AIMS provide students in grades 5-12 with a minimum of 90 instructional minutes in language arts and 90 instructional minutes in mathematics each day.
3. To capitalize on our institutional knowledge, we implement professional development in which administrators and teachers train their colleagues and students train incoming students on the culture and expectations of AIMS.
4. At AIMS we set forth a rigorous academic program aligned with standards-based textbooks and a uniform grading scale that all administrators and teachers must follow.
5. After-school detention and Saturday School serve as consequences for students who violate AIMS' rules.
6. We follow an extended school year with 194 instructional school days. Summer programs include: AIMS Extended School, Johns Hopkins Center for Talented Youth (CTY), and University of California at Berkeley's Academic Talent Development Program (ATDP).
7. Teachers finish instruction in core academic curriculum textbooks before spring break each year. After state testing and AP testing, teachers work with their students on the next grade level's core curriculum of mathematics and language arts.
8. Employees must attend all professional development and staff meetings during the year. Absences must be arranged ahead of time with your supervisor. In the event of an absence from a staff meeting, it is the employee's responsibility to obtain the information from the meeting.
9. Teachers are required to participate in all AIMS activities, which may be held within or outside school hours including: school sponsored functions, open house, field trips, and other such events as directed by the Head of School or designee.
10. Employees are required to adhere to the requirements for employment described in the Charter, this Staff Handbook, and applicable employment contract, and any applicable state and federal laws

STUDENT FILES

1. Teachers must maintain their own student files in the classrooms that include:
 - a. Detention slips and any other discipline related document
 - b. Progress reports and report cards
 - c. Any other document related to the student for the school year
2. Cumulative files are kept in the office and should consist of residence and family information, immunization and health data, all courses taken, standardized test scores, Progress Reports, Report Cards, suspension records, court orders, parent prohibition of children from certain programs, referrals to counselor, commendations, and attendance records.
3. Special education records are kept in a separate file and include the student's IEPs, meeting invitations, prior written notice letters, medical records, and assessment reports.
4. Doctor's and parent's notes go to the office.

HOMEWORK POLICY

1. Teachers should assign homework on a daily basis. The following is the average amount of time that students should spend for daily homework completion at each grade level:
 - a. 30 minutes for K – 2nd
 - b. 45 minutes for 3rd
 - c. 1 hour for 4th and 5th
 - d. 1 hour and 15 minutes for 6th
 - e. 1 hour and 30 minutes for 7th
 - f. 1 hour and 45 minutes for 8th
 - g. 2 hours for 9th
 - h. 2 hours and 30 minutes for 10th, 11th, and 12th grades.
2. Students need to be held accountable for completing daily assignments, and assessment is necessary to measure student progress.
3. Instructional time should **not** be used to have students call out numbers for teachers to record in grade books.
4. Students in grades K-6 should not take home more than two large textbooks a night.
5. Homework shall not be done during the regular class day.

STUDENT BEHAVIOR MANAGEMENT

Acceptable Forms of Behavior Management

1. Warning
2. Behavior Contract
3. Parent Conference
4. Counseling
5. Loss of privileges (extracurricular activities, etc.)
6. Sending a student to another classroom for a limited period of time.
7. Additional required hours at school: detention or Saturday School.
8. Additional school work: extra homework, writing lines or copying materials, additional study/review.
9. Community Service: Clean, organize; take out trash, sweep, etc. AIMS will provide gloves and necessary cleaning supplies as appropriate.
10. Communication tools: Students write letters of apology or to their families to discuss poor behavior/performance.
11. Confiscation of prohibited items
12. Suspension or Expulsion in extreme cases and with leadership approval
13. Any other form of discipline must be approved by the Head of Schools or designee.

CONFISCATED ITEMS

1. Obtain a *Confiscated Items Form* from the office and fill it out (signed by you and the student). Give the form and item to an administrator.
2. The administrator will also sign the form and file it in a binder.
3. The item will be placed in a bag with the student's name inside the bag. The bag will be placed in a locked box.
4. Items will be returned to students at the end of the week, or in the case of repeated violations or dangerous items, the student's parent will be required to come to school to pick up the item. Illegal items may be turned over to law enforcement.

Confiscated Items Form

Student's name: _____ Grade: _____

Student's teacher: _____

Name of faculty or staff who confiscated the item: _____

Date confiscated: _____

Item confiscated: _____

Faculty or staff signature: _____ Date: _____

Student signature: _____ Date: _____

Administrator signature: _____ Date: _____

*Place a copy of this form in the Ziploc bag with the confiscated item.

DETENTION

1. Detention is held for one hour after school Monday through Friday.
2. Obtain a *Detention Slip* from the detention binder in the office. Fill in the student's first and last name, check the reason for the detention (**if necessary, include notes and details**), and schedule the detention for the next available day. The student must have the slip signed and return it to you. A student should receive an additional detention if s/he does not return the signed detention slip the next day.
3. Students must report on time to the area where detention is being held. Any student who reports late will attend for the remainder of the detention that day and also serve an additional detention.
4. Students must sit quietly and remain quiet for the duration of the detention period. They are not permitted to talk and must complete work. If students talk or misbehave, they should be assigned another detention.
5. Obtain a sign-in sheet from the office. Make sure students complete the form neatly and accurately (first and last name, grade level, etc.). Make one copy of the sign-in sheet for your records, and place the original in the detention binder located in the office. Do not remove the binder from the office. Do not misplace the sign-in sheets or the binder. (Alternatively, a standard electronic sign-in form is also acceptable.)
6. Teachers alternate detention duty. (Please see the *Progress Report, Report Card, and Detention Duty schedule*.)
7. During detention duty, teachers must be in the room and monitoring the students.
8. If a student receives two detentions on Monday, they would serve detention on both Tuesday and Wednesday. If they receive another detention on Tuesday, they would serve it on Thursday.
9. Students must attend detention on the assigned date. No excuses will be accepted..

SATURDAY SCHOOL

1. Saturday School is issued in the following circumstances:
 - a. Two detentions in one week= Restorative Justice Saturday School
 - b. Absence= Academic Saturday School
 - c. Absence from Saturday School=Two Saturday Schools (or a combination of one Saturday School and four [60 Minute] Detentions.)
2. Saturday School is held twice a month from 8:00 a.m. to 12:00 p.m.
3. Saturday School is run by administrators, but teachers are encouraged to attend to help their own students.
4. Teachers may hold their own Academic Saturday School with supervisor approval.
5. Teachers must submit to the office a list of students attending Saturday school along with packet of 4 hours of work for attending students by the Friday before Saturday School.
6. Packets should be student-specific, organized, have clear directions, and keep students occupied from 8:00 a.m. to 12:00 p.m.
7. Students may only work on homework *after* they have completed their assigned Saturday School work.
8. Teachers will receive a memo to distribute to students on the Wednesday before Saturday School.

SUSPENSION & EXPULSION POLICY

All schools within the AIMS family (AIPCS, AIPCS II, and AIPHS) adhere to the following procedures with regard to student suspension and expulsion. Though the AIMS administration is permitted a certain level of discretion in determining the appropriate disciplinary actions on a case-by-case basis, all schools operate within certain parameters. Those parameters are outlined in this policy and are aligned with Section 48900 and 48915 of the California Education Code.

A pupil may be suspended or expelled for acts that are enumerated herein and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school-sponsored activity.

Suspension/Discretionary Expulsion Conduct

- I. The Head of School or designee may suspend from school or recommend for expulsion a pupil if he or she determines that the pupil has committed one of the following acts:
 - (A) **Physical Injury or Violence:** Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon another person, except in self-defense. A pupil who aids or abets in infliction of physical injury to another may be suspended but not expelled.
 - (B) **Dangerous Object:** Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from the principal or the designee of the principal.
 - (C) **Drugs or Alcohol:** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
 - (D) **Look-Alike Substance:** Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person a replica substance.
 - (E) **Robbery/Extortion:** Committed or attempted to commit robbery or extortion.

- (F) Property Damage/Vandalism: Caused or attempted to cause damage to school property or private property, including electronic files and databases.
- (G) Theft: Stolen or attempted to steal school property or private property.
- (H) Tobacco: Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets.
- (I) Obscenity/Profanity/Vulgarity: Committed an obscene act or engaged in habitual profanity or vulgarity.
- (J) Drug Paraphernalia: Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (K) Disruption: Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (L) Receipt of Stolen Property: Knowingly received stolen school property or private property.
- (M) Imitation Firearm: Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (N) Sexual Assault/Battery: Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (O) Witness Harassment or Intimidation: Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (P) Prescription Drug Soma: Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (Q) Hazing: Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.

For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(R) Bullying/Electronic: Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined herein, directed specifically toward a pupil or school personnel.

- 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils or school personnel that has or can be reasonably predicted to have the effect of one or more of the following:
 - a. Placing a reasonable pupil or school personnel in fear of harm to that pupil’s or school personnel’s person or property.
 - b. Causing a reasonable pupil or school personnel to experience a substantially detrimental effect on his or her physical or mental health.
 - c. Causing a reasonable pupil to experience substantial interference with his or her academic performance, or school personnel with his or her job performance.
 - d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- 2) “Electronic act” means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - a. A message, text, sound, or image.
 - b. A post on a social network Internet Web site, including, but not limited to:
 - i. Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of bullying.
 - ii. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has

reasonably believed, that the pupil was or is the pupil who was impersonated.

- iii. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- 3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (S.) Sexual Harassment. The pupil has committed sexual harassment. The harassing conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.
 - (T.) Hate Violence. The pupil has caused, attempted to cause, threatened to cause, or participated in a “hate crime.” “Hate crime” means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim: disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
 - (U.) Harassment, Threats, or Intimidation. The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
 - (V.) Terroristic Threats: The pupil has made terroristic threats against school officials or school property, or both. For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

- II. Parent/Guardian will be notified in all cases of violations.

- III. Administration will determine punishment based upon the following criteria:
 - A. Seriousness of offense
 - B. Circumstances of situation
 - C. Student's prior disciplinary records
 - D. Any other extenuating circumstances

Suspension Procedures

1. The site leaders are afforded a great deal of discretion by the AIMS Governance Board and the Superintendent in determining appropriate punishments, unless a mandatory expulsion offense is identified. Even if suspension is deemed appropriate, the site administrator may opt for supervised in-school suspension.
2. If the Head or designee determines that suspension is appropriate, a school employee shall make a reasonable effort to contact the pupil's parent or guardian in person or by telephone. Whenever a pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension.
3. The Head or designee shall report the suspension of the pupil, including the cause therefore, to the Superintendent and AIMS governing board.
4. A parent conference will be scheduled to discuss the matter with the Head of Schools or designee. Whenever practical, the teacher or staff member who witnessed the offense will also be present. At this conference, the administration and the parent or guardian will discuss the causes, duration, school policy involved, and any other matters pertinent to the suspension.

Any pupil who is suspended for five days or fewer must complete all assignments and tests missed during the suspension within three school days of their return. Any pupil who is suspended for more than five days will have five school days after their return to complete all assignments and tests missed during suspension. **Administration has the authority to lengthen the amount of time a pupil has to make-up his or her work, as appropriate in a given situation.** Assignments submitted late will receive **no credit**.

Recommended Expulsion

The Head will recommend the expulsion of any pupil who commits any of the following acts at school or at a school activity off school grounds, unless he or she determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance, except for either of the following:
 - a. The first offense for the possession of not more than one ounce of marijuana.
 - b. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Mandatory Expulsion

The Head or designee must immediately suspend and recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of the school. The act of possessing an imitation firearm is not an offense for which suspension or expulsion is mandatory but it is an offense for which suspension, or expulsion may be imposed.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

The governing board shall order a pupil expelled upon finding that the pupil committed an act requiring mandatory expulsion.

Recommended vs. Mandatory Expulsion

<i>Recommendation for expulsion</i>	<i>Mandatory Expulsion</i>
Causing serious physical injury to another person, except in self-defense.	Possessing, selling, or otherwise furnishing a firearm.
Possession of any knife or other dangerous object of no reasonable use to the pupil.	Brandishing a knife at another person.
Unlawful possession of a controlled substance.	Unlawfully selling a controlled substance.
Robbery or extortion.	Committing or attempting to commit a sexual Assault.
Assault or battery upon any school employee.	Possession of an explosive.

Administrative Procedures and Investigation of Pupil Offenses

1. Students who commit offenses that result in a recommendation for expulsion or mandatory expulsion, or whose conduct falls under “Suspension/Discretionary Expulsion” (excluding disruption or defiance) will be referred to the Head of Schools or designee. If a teacher observes disruptive or defiant conduct, the teacher will make a determination as to whether or not administrative intervention is required. Otherwise, they may follow the school’s discipline policies to ensure proper student conduct.
2. To determine whether or not an offense meets the guidelines for suspension or expulsion, the Superintendent and the Head of School or designee will meet with the pupil and school employee who referred the pupil for discipline. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to respond. If an “emergency situation” exists, the pupil may be excluded from this meeting. “Emergency situation” means a situation determined by the Head of School or designee to constitute a clear and present danger to the life, safety, or health of pupils or school personnel. If a pupil is suspended without a conference before suspension, both the parent and the pupil shall be notified of the pupil’s right to a conference.
3. Unless an offense results in a recommendation for expulsion or mandatory expulsion, as a matter of policy, American Indian Model Schools consider suspension and discretionary expulsion a punishment of last resort. Suspension and discretionary expulsion shall be imposed only when other means of correction fail to bring about proper conduct. Therefore, our schools will first consider the appropriateness of other disciplinary avenues before suspending or expelling a student.
4. If a pupil has committed a suspension-eligible offense, then the Head s has the authority to recommend expulsion. Expulsion will be used as a tool of last resort for students whose conduct is so egregious that it is unlikely to be changed by any other means and whose behavior poses a threat to the safety of a member of the school community or significantly limits the ability of other students to effectively learn.
5. In addition to any school action, suspected criminal activity will be reported to the police and appropriate legal consequences may result.
6. For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the CDE, American Indian Model Schools will identify, by offense committed, in all appropriate records of a pupil each suspension or expulsion of that pupil.

7. AIMS will notify the District of Residence within 30 days of all transfers, disciplinary or not. For all students who are expelled, the school will contact the District of Residence to notify them of the terms of the expulsion.

Expulsion Hearings and Process

1. The Superintendent decides whether or not to recommend expulsion to the Board.
2. Within 30 school days of a recommendation for expulsion, the Board will hold a hearing to determine if it is appropriate to expel the pupil. The pupil may request, in writing, a postponement of no more than 30 calendar days. Any additional postponement may only be granted at the discretion of the Board.
3. Within 10 school days after the conclusion of the hearing, the Board shall decide whether to expel the pupil.
4. If compliance by the Board with the time requirements for the conducting of an expulsion hearing under this subdivision is impracticable, the Superintendent may, for good cause, extend the time period for the holding of the expulsion hearing for an additional 5 school days.
5. Written notice of the hearing shall be forwarded to the pupil at least 10 calendar days prior to the date of the hearing and shall include:
 - a. The date and place of the hearing.
 - b. A statement of the specific facts and charges upon which the proposed expulsion is based.
 - c. A copy of the disciplinary rules of the school district that relate to the alleged violation.
 - d. A notice of the parent, guardian, or pupil's obligation upon enrollment in another school district to inform the receiving school district of his or her status with the previous school.
 - e. Notice of the opportunity for the pupil or the pupil's parent or guardian to appear in person or to be represented by legal counsel or by a non-attorney adviser, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf, including witnesses.

6. The Board shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public, unless the pupil requests, in writing, at least five days before the date of the hearing, that the hearing be conducted at a public meeting. Regardless of whether the expulsion hearing is conducted in a closed or public session, the Board may meet in closed session for the purpose of deliberating and determining whether the pupil should be expelled.
7. A record of the hearing shall be made. The record may be maintained by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made.
8. Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and given probative effect if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. A decision of the Board to expel must be supported by substantial evidence showing that the pupil committed the act(s) of which he or she is accused.
9. The final action to expel a pupil shall be taken only by the Board in a public session. Written notice of any decision to expel or to suspend the enforcement of an expulsion order during a period of probation must be sent by the superintendent or his or her designee to the pupil or the pupil's parent or guardian.
10. The Board shall maintain a record of each expulsion, including the cause therefore. Records of expulsions shall be a non-privileged, disclosable public record. The expulsion order and the causes therefore shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon receipt of a request from the admitting school for the pupil's school records.

Suspending an Expulsion Order

- The Board, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the pupil has satisfactorily completed the rehabilitation program.

- During the period of the suspension of the expulsion order, the pupil is deemed to be on probationary status. The Board may revoke the suspension of an expulsion order under this section if the pupil commits any of the acts designated as Suspension/Discretionary Expulsion Conduct or violates any of the school's rules and regulations governing pupil conduct. When the Board revokes the suspension of an expulsion order, a pupil may be expelled under the terms of the original expulsion order.
- Upon satisfactory completion of the rehabilitation assignment of a pupil, the Board shall reinstate the pupil and may also order the expungement of any or all records of the expulsion proceedings.

Readmission to the Charter

- An expulsion order shall remain in effect until the Board orders the readmission of a pupil. At the time an expulsion of a pupil is ordered for an act other than Mandatory Expulsion Conduct, the Board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the pupil shall be reviewed for readmission. For a pupil who has been expelled for an act of Mandatory Expulsion Conduct, the Board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission, except that the Board may set an earlier date for readmission on a case-by-case basis.
- The Board shall recommend a plan of rehabilitation for the pupil at the time of the expulsion order, which may include, but not be limited to, periodic review as well as assessment at the time of review for readmission. The plan may also include recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs.
- Any pupil who has been expelled and who seeks readmission, must submit a request to the Superintendent in writing no more than 21 (but no less than 7) calendar days before the end of the term of the expulsion. In addition, the pupil must provide documentation that all conditions for rehabilitation set by the Board have been met.

- Upon completion of the readmission process, the Board shall readmit the pupil, unless the Board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety or to other pupils or employees of the school. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered.
- If the Board denies the pupil's request for readmission, the Board shall provide written notice to the expelled pupil and the pupil's parent or guardian describing the reasons for denying the pupil readmittance into the school.

SECTION 4: A CULTURE OF FREE-MARKET CAPITALISM

FREEDOM OF CHOICE IN A COMPETITIVE MARKET

1. Families choose to enroll their children in an American Indian Model Schools. State and federal funding follow the student to the family's school of choice. This is the same funding model of vocational schools, community colleges, and public universities in the United States.
2. There are clear, consistent, and high expectations in the student contract that are enforced by all employees. Student consequences (detention, Saturday School, community service, etc.) are given for not following school rules.
3. We focus on excellent student attendance (98.5%). Students and staff are given rewards for hard work, academic performance, and reinforcing the AIMS mission statement and credo.
4. Job descriptions are posted that reflect our mission and encourage applicants to self-select out or in when applying for a job with AIMS.
5. Financial incentives are provided to employees and students for increased student achievement on standardized tests combined with high levels of student enrollment from the beginning of the year until the end.
6. All classes and AIMS School sites are encouraged to compete with each other to improve performance and instill in students the values of a free-market capitalistic society.
7. The administrative leadership focuses on fiscal responsibility and a superior business model. The school pays for student trips, the SAT, the ACT, the PSAT, and other costs related to students.

AIMS COVERED HIGH SCHOOL EXAMS AND PREPARATION

AIPHS wants students to succeed. We will pay costs for exams, reviews, books, college application workshops, college tours, and summer programs for our hardworking students.

Exams

PSAT

SAT

AP Exams

ACT Exam

Books / Materials

PSAT Study Guide

SAT Study Guide

SAT Subject Test Study Guide

AP Exam Study Guides

TI-83 Plus Graphing Calculator

College Application

College Applications: (3 per student) = approximately \$175.00

STUDENT RECOGNITION

Student of the Month

- Student of the Month is awarded to one student each month.
- Teachers will submit their nominations to the administrative assistant by the last day of each month.
- Teachers are responsible for displaying these winners inside or outside the classroom.

Honor Roll

- Students who earn a GPA of 3.33 or higher will be placed on the Honor Roll. Honor Roll students may not have a grade of C- or below.
- This includes all subjects (including PE, Mandarin, writing, etc.).
- Teachers will submit a list of Honor Roll students to the office with each quarter report card.

supervisor's List

- Students who earn a GPA of 4.00 will be placed on the supervisor's List.

Superintendent's List

- Students who earn a GPA of 4.00 and have perfect attendance for an academic semester will be placed on the Superintendent's List.

Honorable Mention

- Students who earn a GPA of 3.00 or higher will be placed on Honorable Mention. Honorable mention students may not have a grade of C- or below.
- Teachers will submit this list with the list of Honor Roll students.

Physical Education

- The PE aides will recognize excellent physical performance (i.e. top mile times) with a display at the front of the school.
- This needs to be updated at least each quarter.

Perfect Attendance Competition Counts

- AIMS will use the District standard for tracking perfect attendance, with the exception of the District's standard that students who are absent for the entire day but who come to school to drop off their completed homework and pick up their homework assignments will be considered present.
- Only students who show up to school on a given day will be considered present.
- Students who are absent, and whose family members or friends pick up homework assignments, will be considered absent and the class's perfect attendance count will return to zero.
- The site administrators may make exceptions to this policy on a case-by-case basis as circumstances dictate.

American Mathematics Contest (AMC) 8, 10, and 12 Awards

- Students who excel in the AMC are recognized by the makers of the contest with certificates.
- Students will be recognized on a display.

PERFECT STATE SCORE

- Students who received a perfect 600 on any of the State exams will be recognized by a display at the front of the school.
- The office will compile this list of students.

Smarter Balance Assessment

- Students who received the highest scores on the state exams will be recognized by a display at the front of the school.
- The office will compile this list of students.

John's Hopkins Center of Talented Youth (CTY) Awards:

- Students who excel in the SCAT or SAT exams given during the Talent Search are awarded certificates by CTY.
- Students will be recognized on a display.

Spelling Bee

- An annual spelling bee is hosted by the Oakland Unified School District for middle school.
- Each campus will send two students, winners of the school-wide spelling bee.

AAMA

- The African American Honor roll is hosted by the Oakland Unified School District for students of African descent that score a cumulative GPA of 3.0 or higher each year.
- Each campus will send all students who qualify.

INCENTIVIZING SUCCESS

1. Students will have high self-esteem when they are academically successful. It feels good to excel in academics, physical fitness and life.
2. We believe in an “all-is-earned” culture and provide incentives for students and staff who produce results.
 - a. **AP incentive (students):** Students who score a 3 or higher on AP exams will be paid for their performance upon graduation. (Students who do not finish their high school education at AIPHS will not be compensated.) Each AP exam score carries the following financial reward: a score of 3 earns \$50; a score of 4 earns \$100; a score of 5 earns \$150.
 - b. **AP incentive (teachers):** When 50% or more of the students in an AP teacher’s class pass the AP exam with a score of 3 or higher, the teacher will be awarded \$500.
 - c. **Increased Test Score incentive (staff):** When a teacher reaches a state test score improvement goal *and* maintains at least 90% of his/her original students from the beginning of the year until the end, the teacher will receive a bonus. Since each class is different, a test score improvement goal will be set for each teacher before the school year begins. In order to qualify for this bonus, the teacher can have no more than a 10% drop in enrollment of his/her students throughout the course of the year. For example, if a teacher started the school year with 30 students, he/she would have to maintain at least 27 of those original students to qualify for the reward. Administrators will also be given bonuses based on academic performance and student enrollment/retention. Those goals will be set before the beginning of the school year.
 - d. **AIPHS enrollment incentive (teachers):** When 85% or more of an 8th grade AIMS teacher’s students enroll in AIPHS, the teacher will receive a financial reward.
 - e. Other performance bonuses *may* be rewarded as determined by site administrators.

SUMMER PROGRAMS

AIMS’ students participate in various academic programs during the summer.

- I Extended Year.** Students attend extended year for three weeks in the beginning of August. This is the beginning of the school year. This extended school year provides each student with a better chance for academic success.

- II. Johns Hopkins Center for Talented Youth (CTY).** We believe strongly that the focus of the summer program at Johns Hopkins University’s Center for Talented Youth (CTY) meshes perfectly with AIMS’ own emphasis: rigorous academics. In order to gain admission to the program, students must take the SAT beginning in the 7th grade and score high enough to meet CTY’s challenging standards.
- IV. UC Berkeley’s Academic Talent Development Program (ATDP).** Students in this rigorous program are able to experience the challenges of college academia while gaining access to a diverse group of professors, mentors, and other students. In order to earn admission to the program, students must demonstrate high academic achievement and meet ATDP’s high standards.

SOCIAL MEDIA POLICY

In light of the explosive growth and popularity of social media technology in today’s society, AIMS has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. This policy applies to situations when you: (1) make a post to a social media platform that is related to the Charter; (2) engage in social media activities during working hours; (3) use AIMS equipment or resources while engaging in social media activities; (4) use your AIMS e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with AIMS.

For the purposes of this policy, the phrase “social media” refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Twitter, Instagram, SnapChat, Pinterest, LinkedIn, and YouTube, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, the Charter’s other policies, rules, and standards of conduct. For example, AIMS policies on confidentiality, use of AIMS equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with all AIMS policies whenever your social media activities may involve or implicate AIMS in any way, including, but not limited to, the policies contained in this Handbook.

STANDARDS OF CONDUCT

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of AIMS policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of AIMS' trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology.
- You may not engage in social media activities during school hours. Do not use your AIMS e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Always be fair and courteous to employees, students, parents, or other people who work on behalf of AIMS. Avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, or other people who work on behalf of AIMS, or that might constitute harassment or bullying. Violation of this may lead to expulsion or dismissal. Parents could be held civilly liable to the person that was maligned.
- Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Never post any information or rumors that you know to be false about AIMS, employees, students, parents, people working on behalf of AIMS, or other schools. Violation of this may lead to expulsion or dismissal. Parents could be held civilly liable to the person that was maligned.
- Express only your personal opinions. Never represent yourself as a spokesperson for AIMS unless authorized to do so. If you publish social media content that may be related to your school or subjects associated with AIMS, make it clear that you are not speaking on behalf of AIMS and that your views do not represent those of AIMS, employees, students, parents, or other people working on behalf of AIMS. It is best to use a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of AIMS." Violation of this may lead to expulsion or dismissal. Parents could be held civilly liable to the person that was maligned.

In the event you have any questions about whether a particular social media activity may involve or implicate AIMS, or may violate this policy, please contact your site administrator.

Social media is in a state of constant evolution, and AIMS recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each AIMS employee is

responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

SUPPLIES

Students

- On the first day of school, give students may be given a list of supplies that can be donated to your class. Donations are not required.
- AIMS will provide students with the supplies they need to engage in their learning.
- All textbooks must be covered.
- No permanent markers are allowed

Parent Engagement Calendar

ELAC (first Tuesday of each month at 5:30pm): 9/5, 10/3, 11/7, 12/5, 1/2, 2/6, 3/6, 4/3, 5/1, 6/5

FAC (second Tuesday of each month at 5:30pm): 9/12, 10/10, 11/7, 12/5, 1/9, 2/13, 3/13, 4/10, 5/8, 6/12

SSC (fourth Tuesday of each month at 5:30pm): 9/26, 10/24, 11/28, 1/23, 2/27, 3/27, 4/24, 5/22, 6/26

I, _____ have read and understood the requirements of the Section 11166 of the California Penal Code as outlined above and will comply with those provisions. Violation of this may lead to expulsion or dismissal and parents could be held civilly liable.

Parent

Signature _____ Date _____

Student

Signature _____ Date _____

A signed copy of this form must be placed in the Student's file

In addition to what is included in this handbook, the following is the **AIMS Model**

Learning Environment

The AIMS Model classroom is one that is orderly and clean. We believe that an orderly classroom increases time on task for instruction. Some of the common practices that are expected include the following:

- We value cleanliness! Make sure your classrooms are kept neat and in order.
- Assign students jobs to perform and manage them. Students take pride in contributing to the upkeep of the school.
- Classrooms should be swept or vacuumed by students at the end of each day, and whenever necessary throughout the day.
- There should never be anything left on the floor or on the desks after school. The floors are mopped/vacuumed at night and anything left on the floor will be thrown away.
- Textbooks should not be left on the floor.
- The trash and recycling must be placed in the waste baskets by students. The waste baskets must be placed by the inside of the door at the end of each day.
- The teacher's desk should also be neat and clean at the end of each day. Be a model for the students.
- Do not keep unsealed food in your desk for pests to eat.
- Personal items should never be left at the school overnight. The school is not responsible for lost or stolen items.
- Boards should be cleaned with board cleaner (not antibacterial wipes) at least once a week.
- When applicable, student chairs must be placed on desk at the end of the day.
- All students must follow directions the first time they are given
- Conversations in the classroom should relate to the work that is currently happening
- Publishable student work is posted inside and outside of the classroom
- The Mission Statement, class name, Credo, and schedule must be posted on the inside and outside of the door.
- A countdown of the following items must be displayed somewhere within the classroom: perfect attendance, days until state testing and/or any other standardized testing, and days until the last day of school.
- The clock should be positioned where it is not in the constant view of students.
- Student of the Month must be displayed either inside or outside the classroom.
- Post a banner or some kind of display about the university you graduated from.
- Backpacks should not be left on floors
- Keep bulletin boards neat, thoughtfully designed according to divisional requirements, and relevant to instructional stimuli.
- White board postings should be in student friendly language and meet your divisional configuration requirements

Pedagogy and Practices

In order for AIMS to meet our mission of successful acceptance to a four year college or university, we have designed K-12 instruction toward the goal of mastery of the spiraled progression of learning standards.

- Ninety minutes of ELA and Math instruction each day
- Adherence to pacing guides
- Daily checking for understandings
- Saturday School
- Weekly formative assessments
- Benchmark assessments adhering to division calendars
- Learning goals and objectives in kid friendly language
- There should be more student talk (work) than teacher talk (work)
- Students must articulate their thinking when giving an answer in either verbal or written format
- All lessons must include (a) pre-assessment (b) direct instruction (c) student engagement activity (d) check for understanding (assessment) (d) reteach or expansion
- Homework daily in accordance with the guidelines in the handbook
- Lessons should be designed to thoroughly demonstrate student competencies in critical thinking, as opposed to a teacher-centric approach to material.
- Weekly objective focused lesson plans

Diversity and Inclusion

At AIMS we believe that each child has a unique talent and purpose. We see and celebrate differences, and we do not tolerate bullying or prejudices.

- Every student has opportunities to learn individually and in groups
- Teachers are expected to regularly examine their own biases with respect to student behavior and aptitude.
- AIMS functions as a school designed to serve traditionally underserved communities. programming design will prioritize the needs of these communities.
- Teachers are expected to support students in accessing the general education classroom whenever possible.
- Parent communications when possible will happen with the support of translators
- Students are encouraged to share their cultural traditions at school functions
- AIMS staff is committed to supporting students in practicing dialogue and critical thinking when both inspirations and conflicts arise

- At AIMS we accept and respect each other regardless of race, religion, or orientation. (Can we add something more concrete about teachers not having the right to levy personal biases in the classroom - e.g. political, religious indoctrination.)

Leadership

Our leaders are people who have demonstrated that they successfully taught students and moved them toward mastery. Our leaders are resources for teachers and families, they are present and seen, they give feedback on performance and expectations. Our leaders ensure the success of our schools.

- Monitors implementation of the AIMS Model
- Visits classrooms daily and gives written feedback
- Holds students accountable for their behavior
- Completes evaluations on time
- Provides a way for teachers to have access to needed supplies and materials
- Good stewards of budgets
- Serves as an instructional leader and innovator

Observation, Feedback, and Evaluation

Teachers should be given the opportunity to know how they are performing in a formative way. AIMS goal is to help our teachers become masters of their craft.

- Goal setting meetings will be held with teachers at the beginning of each school year
- Teachers will do self evaluations
- Student and parent feedback is invited via the use of bi-annual surveys
- Teachers will be observed and given feedback regularly
- Teachers receive at least 2 Formal and 2 Informal classroom observations per year
- Teachers will be given a summative evaluation at the end of the year
- Senior leadership teams will do bi-monthly instructional rounds

Use of Data

The use of data to inform instruction is paramount to ensuring high levels of student achievement. Data allows us to know which students are performing well and which students need more support.

- Formative assessments
- Checking for understandings
- Benchmark assessments

- Data conferences with students
- Tutoring, intervention and additional instruction groups are formed based on student performance data
- Data walls tracking students' progress are posted in classrooms
- Classes are rewarded for progress on their benchmark scores

Professional Development

At AIMS we believe that professionals deserve the opportunity to improve in their practice. Professional development (PD) plans are created and used to track the growth of our educational professionals.

- PD for leaders as well as teachers
- A minimum of two professional development sessions a month
- Board approved PD plans
- PD directly tied to performance goals
- Feedback forms, agendas, and sign in sheets at every PD

Uniforms

At AIMS, our students wear uniforms. Uniforms allow students the freedom to not worry about what to wear to go to school. Uniforms help our students see and experience themselves as being part of their school group. Teachers and leaders are expected to hold students to the uniform code, and give detentions or other forms of consequences when it is broken.

Top:

1. Students must wear a **WHITE shirt with a COLLAR**. The white collared shirts may be short-sleeved or long-sleeved.
2. The shirts must be completely **PLAIN** with **no logos (other than the official AIMS gear with logo)**, emblems, or designs of any kind.
3. Students may **not** wear colored shirts underneath their white shirts.
4. All shirts must be **tucked in**.
5. No halter tops, tank tops, midriff, or see-through shirts are permitted.

Bottom:

1. Students must wear **NAVY BLUE** or **KHAKI** pants that are completely **PLAIN** with no colorful designs or details (including stripes, patches, flashy stitching, etc.)
2. No jeans, denim, shorts, capri pants, leggings, jeggings, yoga pants, skinny jeans, athletic pants (sweatpants, nylon jogging pants, etc.), or tight fitting pants are permitted.
3. Skirts and shorts that are completely **PLAIN** with no colorful designs or details (including stripes, patches, flashy stitching, etc.) are permitted as long as they are below the knee.

4. Pants can have a maximum of four pockets: two in the front and two in the back. The pockets need to be near the waistline—not down the leg of the pants (i.e., cargo pants).
5. **NO SAGGING PANTS** will be permitted.
6. Students cannot rubber band the bottom of their pants.
7. **Students wearing pants must wear a belt.** Only black and brown leather belts are permitted.
8. Students may wear flesh-toned, white, or navy footed stockings or tights underneath skirts.

Sweaters/Sweatshirts:

1. All sweaters, sweatshirts and jackets must be **plain White or plain Navy Blue**, without any additional colors (official AIMS gear is allowed).
2. All **White and Navy Blue** hoods are allowed, but must be removed or the hood tucked in upon entering the classroom. A collared white shirt must be visible underneath the student's sweater or sweatshirt.

Accessories/Make-up:

1. **Coloration of hair and artificial nails are not permitted.** Students must return the next day with their natural color and/or natural nails the next day.
2. No make-up may be worn, including lip-gloss and nail polish.
3. Jewelry is not permitted and will be confiscated until the end of the school day if worn. **This includes watches.**
4. Students may not wear sunglasses, hats, headbands, bandanas, beanies, colorful hair ties, ribbons, or anything with bright color in their hair. Simple barrettes, clips, and elastic hair ties that are **Navy Blue, Black, Brown, or White** are permitted.
5. Scarves worn for religious purposes must be **Black, Khaki, White, or Navy Blue** in color, or follow the school uniform color scheme in a pattern that is not distracting.
6. Socks should be plain **Black, White, or Navy Blue**
7. On cold days students may wear a plain **White or Navy Blue** scarf. Scarves must be removed during class.

Shoes:

1. Students may not wear flip-flops, flats, sandals, high heels, or shoes that may be distracting to the educational environment.
2. Student footwear needs to be appropriate for athletic activities.

Homework

Homework is appropriate for the grade level and is useful in practicing or raising anticipation of skills and information used in the classroom. Teachers should assign homework on a daily basis. The following is the **average amount** of time that students should spend for daily homework completion at each grade level:

- a. 30 minutes for K – 2nd
 - b. 60 minutes for 3rd
 - c. 90 minutes for 4th and 5th
 - d. 120 minutes for 6th, 7th and 8th
 - e. 210-240 minutes for 9th, 10th, 11th, and 12th grades.
- Homework must be given M-F.
 - Homework packets must be given over school breaks
 - Students in grades K-6 should not take home more than two large textbooks a night. Plan your homework accordingly.
 - Survey your students periodically to determine how much time they are spending on their homework. Make adjustments as needed.
 - Always fall back on the AIMS Model and common sense when making classroom decisions about homework.
 - Homework shall not be done during the regular class day.

Communication

Communication is key to AIMS being a healthy environment for students and adults. Protocols must be followed to ensure that we have common expectations.

- Students will not use foul language, or participate in bullying, name-calling, or fighting
- Students will use proper communication protocols to be heard and will not interrupt others
- Students will follow adult directions
- Teachers will open parent conferences by first mentioning positive student attributes
- Each parent should receive a personal phone call or email from their child's teacher at least once a quarter and meet with them at least once a semester.
- Except in extreme cases, memos and flyers are sent home on Thursdays
- Teachers are prohibited from distributing materials other than homework without written approval from their direct supervisor
- Prior to contacting the school parents and community members should go to the website, read the AIMS Model, or the handbook
- FAC is the vehicle for parents to learn on a monthly basis about school activities and meet to support those activities.

- SSC and ELAC is where stakeholders learn about the budget
- Board meetings are a time for the board to meet and discuss governance. Visitors are welcomed and protocols for behavior and structure must be followed by attendees
- AIMS Newsletter will be mailed once a month
- Report cards and progress reports are given in a timely manner
- Teachers are present at back to school night and open house

Behavior

At AIMS Students are held accountable for their behavior. No one student has the right to disrupt the learning environment of their fellow class members. Students are expected to be respectful in the halls of learning and the common areas. They should speak in a quiet tone that is respectful of the learning taking place in class. Students are interested in their education and helping keep the focus on that main goal. Students are aware that they impact other students as they transition, participate in lunch and study hall, and stand in line. With the instructions of their teacher, they choose to behave appropriately in those situations and others. The following is a list of consequences for poor behavior

- Warning
- Behavior Contract
- Parent Conference
- Counseling
- Loss of privileges (extracurricular activities, etc.)
- Sending a student to another classroom for a limited period of time.
- Additional required hours at school: detention or Saturday School.
- Additional school work: extra homework, writing lines or copying materials, additional study/review.
- Community Service: Clean, organize; take out trash, sweep, etc. AIMS will provide gloves and necessary cleaning supplies as appropriate.
- Communication tools: Students write letters of apology or to their families to discuss poor behavior/performance.

- Confiscation of prohibited items
- Suspension or Expulsion in extreme cases and with leadership approval
- Any other form of discipline must be approved by the site Administrator or designee.

Retention

AIMS has a strict policy about retention. If a student is receiving a C- or below, he or she is considered to be failing and will be retained. At AIMS we do not believe in the process social promotion.

- This includes the core subjects - Math, ELA, Science, and Social Science (History).
Other grades may indicate if the student is lacking in one area only, or if there is a pattern suggesting that specific support is necessary.
- All students currently performing at C- or below are required to be part of tutoring until their grade improves.
- Families of students who receive a C- or below are informed through regular progress reports and conferences with the teacher(s).

Enrichment

AIMS values academic excellence in student exploration beyond or more broadly than every single AIMS student may be interested in going. Enrichment happens when students on their own, or with teacher help, explore what is beyond the current grade level subject.

- Teachers serve as club facilitators
- Teachers teach enrichment classes
- Enrichment happens either on Fridays, after school, or at the end of the day.
- Clubs and enrichment activities must be pre-approved by the site administrator

Extended Year

AIMS budgets for additional instruction this is the official start of the school year. **All** teachers and students are expected to attend extended year.