

Final Enrollment

Student Name _____

To complete the enrollment process, please read, complete, and sign each form.

In signing each section, you acknowledge that the signatures to this Agreement transmitted electronically and/or digitally shall be valid and legally binding. Please carefully read and complete each section to ensure all enrollment requirements are satisfied.

NOTE: ALL students are required to complete and submit these required forms to be officially enrolled for the school year or summer program.

Aim High School admits students of any race, color, sex, sexual orientation, gender identity, national origin, disability, or genetic information to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Aim High School does not discriminate in administration of its educational policies, admissions policies, or athletic or other school-administered programs based on race, color, sex, sexual orientation, gender identity, national origin, disability, or genetic information.

Aim High School

Grades 6-12

29230 W. 12 Mile Road
Farmington Hills, MI 48334
(248) 702-6922
www.aimhighschool.com

Enrollment Contacts Form

School Year _____

Date _____

| STUDENT INFORMATION | | | |
|---------------------|---------------------------------------|------------------|-------|
| Last Name | First | M.I. | Grade |
| Address | | Apartment/Unit # | |
| City | State | ZIP | |
| Home Phone | | Cell Phone | |
| Date of Birth | Student Email Address (if applicable) | | |

| PARENT/GUARDIAN INFORMATION | |
|-----------------------------|---|
| Marital Status of Parents | Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Single <input type="checkbox"/> Other <input type="checkbox"/> |
| Last Name | First |
| Address | Apartment/Unit # |
| City | State |
| Home Phone | Cell Phone |
| Employer | Email Address |

| PARENT/GUARDIAN INFORMATION | |
|-----------------------------|------------------|
| Last Name | First |
| Address | Apartment/Unit # |
| City | State |
| Home Phone | Cell Phone |
| Employer | Email Address |



Parent—School Agreement

Congratulations on your student's enrollment and welcome to Aim High School, Grades 6-12. Aim High School is a proven educational model for students with learning and social differences. Your student is in a school that honors those differences and provides the environment, support, and opportunity for them to thrive and excel academically, behaviorally, and socially. Aim High School cannot cure or make learning disabilities disappear. We strive to provide your student an academic and social experience where they realize their true potential and are enabled and empowered to move on to adulthood to lead independent, productive, and positive lives.

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

What you can expect of Aim High School:

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

What we expect of our Parents:

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

I/We have read and agree to the above agreement:

Parent Signature _____ Date _____

Parent Signature _____ Date _____



Student/Parent Handbook

Introduction

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

Attendance, Absences, and Early Dismissal

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

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

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

If a student becomes ill during the school day, they should notify a teacher or staff member. We will utilize the contacts listed on the *Emergency Card*, in the order listed, to notify you about the illness and make arrangements for the student to be picked up. Students who are seriously ill - high fever or vomiting - MUST be picked up.

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

Academic Integrity

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

Administrative Discretion

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

Bell Schedule

| | |
|--------------------------|------------------------|
| Drop-off – 7:30 - 8:40 | Lunch – 12:25 – 1:00 |
| Period 1 – 8:45 - 9:35 | Period 5 – 1:05 – 1:55 |
| Period 2 – 9:40 - 10:30 | Period 6 – 2:00 – 2:50 |
| Period 3 – 10:35 - 11:25 | Period 7 – 2:55 – 3:45 |
| Period 4 – 11:30 - 12:20 | Pick-up – 3:45 – 5:30 |

**Middle School and Applied Studies Program bell schedule may vary in the morning and at lunch.*

Calendar

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

Communication

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

Crisis Management Procedures

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

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

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

Prepare Protocol—The School Crisis Team - Core Members:

| | |
|--|-------------------|
| Head of School | Michael Earls |
| Board President | Lisa Herrick |
| Board Member (Legal Advisor) | Lisa Herrick |
| Works with designated Legal Specialist on Crisis Management | Kelly Fitzsimmons |
| Director of Advancement/Media Spokesperson | Kelly Fitzsimmons |
| Marketing Director- materials, web updates, other communications | Stephanie Ritter |

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

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

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

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

Curricular Policies - Grades, Assignments, Advisor

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

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

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

Dress

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

Events

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

Extracurricular Opportunities

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

Field Trips

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

Food

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

Immunization Records

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

Medication Policy

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

Non-Discrimination Policy

Aim High School admits students of any race, color, sex, sexual orientation, gender identity, national origin, disability, or genetic information to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Aim High School does not discriminate in administration of its educational policies, admissions policies, or athletic or other school-administered programs based on race, color, sex, sexual orientation, gender identity, national origin, disability, or genetic information.

Permission to Publish

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

Safety and Security

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

Fire Alarms

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

Illegal Substances

AHS is a smoke/vape free campus. The use or possession of alcohol (any content level), illicit, or illegal drugs are strictly prohibited at AHS. In addition, students found with any form of drug paraphernalia at AHS or school functions will be subject to suspension. The distribution, sale, or receipt of alcohol (any content level), illicit, or illegal drugs at AHS or school functions is grounds for expulsion.

Incendiary Devices

Use of any incendiary or explosive devices (including lighters and firecrackers) at AHS or school functions is strictly forbidden and may result in suspension or expulsion.

Language and Gestures

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

Physical Violence

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

Pornography

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

Theft

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

Threats and Harassment

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

Trespassing

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

Vandalism

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

Weapons

The possession of any weapon, including but not limited to guns or knives, is not allowed in or around AHS or at any school function. Any object including facsimiles of weapons, used to threaten or otherwise create concern in the AHS community will be treated as if the object were a weapon. Violation of this rule will result in suspension and is grounds for expulsion.

School Closing

If school is cancelled because of unsafe weather conditions, we notify the Detroit School Closing Alliance who in turn notifies most local media outlets. "Aim High School" will be displayed on local morning news stations' websites and broadcasts under "School Closings." We also post our school closings on the front page of our website (www.aimhighschool.com) and send an email notification.

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

Severe Weather Procedures

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

Standardized Testing

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

Technology Use

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

- Students will be provided with a school account and a Chromebook to use for their academic work. They will not be permitted to use personal computers during class or in the after school rooms.
- Students are not permitted to use personal technology during class. Student cellphones will be collected at the start of each class and returned once the class is dismissed. They will have access to their phones during lunch and passing time.
- Recreational electronics, video games, cell phones, iPads, etc. may be used before or after school once homework is complete, as well as at lunch with explicit teacher/staff permission. These devices must be kept in backpacks during class and passing time.
- Headphones for listening to music or to reduce distractions are allowed with teacher/staff permission.
- Recreational electronics, video games, cell phones, iPods, and iPads may be used before and after school. Permission from a teacher/staff member must be obtained to use these items during the school day (including during lunch time).
- Electronics need to be stored in backpacks during class time unless otherwise indicated by teachers/staff/administration.
- Technology and internet resources must be utilized legally and ethically. Copyright and other laws should be respected when using text and graphics found online.
- Electronic devices should not be used to bully or harass any individuals nor to transmit material, images, or text deemed inappropriate by teacher, staff, or administration.
- Protection of students from predators, identity theft, and other technological dangers is of utmost importance. Sharing personal information - name, address, photo, etc. - with people or companies online is not allowed without teacher and parent permission.
- All online tools (Dropbox, Google Docs, Gmail, Google Classroom, etc.) should be used in the manner intended and as instructed by teachers and staff members.
- Passwords should be kept private for security purposes.
- Technology privileges may be suspended for failure to comply with these policies.
- Administration reserves the right to amend policies as needed and these policies may be altered for individual students as needed. You will be made aware of any changes for your student

I/We have read and agree to abide by this handbook:

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Aim High School

Grades 6-12

29230 W. 12 Mile Road
Farmington Hills, MI 48334
(248) 702-6922
www.aimhighschool.com

Parent Permission Form

Student Name: _____

Field Trip Permission

*I give permission for my student to be transported to activities, events, and performances by parents, Aim High staff driving private vehicles, and contracted transport vehicles. In signing this form, it is understood that I will still receive notice of field trips and school functions, **but I will not have to sign a permission slip each time.** Also, in signing this form I do not give up my right to allow/not allow my child to participate in any event.*

Parent/Guardian Signature _____ Date _____

Hold Harmless Statement

I hereby release and hold harmless Aim High School, its officers, agents and employees from any liability or damages, for actions taken in good faith during the school day or on field trips. I hereby waive all claims or causes of action against Aim High School, its officers, agents, employees, or independent contractors, which may result from participating in a school activity or school-sponsored trip or event. I will not hold Aim High School financially responsible for emergency care and/or transportation costs that may be necessary in providing emergency care.

Parent/Guardian Signature _____ Date _____

Permission to Publish

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

I GIVE PERMISSION TO PUBLISH (yes or no) _____

I GIVE PERMISSION TO USE STUDENT'S PICTURE IN YEARBOOK (yes or no) _____

I GIVE PERMISSION TO USE STUDENT'S PICTURE IN NEWSLETTER (yes or no) _____

Parent/Guardian Signature _____ Date _____

Technology Use Agreement

Student Name: _____

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

1. Students will be provided with a school account and a Chromebook to use for their academic work. They will not be permitted to use personal computers during class or in the after school rooms.
2. Students are not permitted to use personal technology during class. Student cellphones will be collected at the start of each class and returned once the class is dismissed. They will have access to their phones during lunch and passing time.
3. Recreational electronics, video games, cell phones, iPads, etc. may be used before or after school once homework is complete, as well as at lunch with explicit teacher/staff permission. These devices must be kept in backpacks during class and passing time.
4. Headphones for listening to music or to reduce distractions are allowed with teacher/staff permission.
5. Recreational electronics, video games, cell phones, iPods, and iPads may be used before and after school. Permission from a teacher/staff member must be obtained to use these items during the school day (including during lunch time).
6. Electronics need to be stored in backpacks during class time unless otherwise indicated by teachers/staff/administration.
7. Technology and internet resources must be utilized legally and ethically. Copyright and other laws should be respected when using text and graphics found online.
8. Electronic devices should not be used to bully or harass any individuals nor to transmit material, images, or text deemed inappropriate by teacher, staff, or administration.
9. Protection of students from predators, identity theft, and other technological dangers is of utmost importance. Sharing personal information - name, address, photo, etc. - with people or companies online is not allowed without teacher and parent permission.
10. All online tools (Dropbox, Google Docs, Gmail, Google Classroom, etc.) should be used in the manner intended and as instructed by teachers and staff members.
11. Passwords should be kept private for security purposes.
12. Technology privileges may be suspended for failure to comply with these policies.
13. Administration reserves the right to amend policies as needed and these policies may be altered for individual students as needed. You will be made aware of any changes for your student.

I have read and understand the policies described above. My signature as Parent/Guardian verifies that my student understands these policies as well:

Parent/Guardian Signature: _____ Date: _____



Google Apps for Education Permission Form

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Michigan law, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's digital work (projects, documents, email, files, username, and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google, with Aim High School's permission, to facilitate the working operation of this online environment. This does not include any student demographic or grade information stored in our information systems. I also understand that my student's use of Google Apps for Education is governed by the Aim High School's Acceptable Use of Technology agreement.

My signature below confirms my consent to allow my student's digital work (projects, documents, email, files, username, and password) to be stored on Google Servers, but with full control of the data by Aim High School. I understand that I may ask for my child's account to be removed at any time.

_____ **YES**, I give permission for my child to be assigned an Aim High School Google Apps for Education account. This means my child will receive an email account (grades k-12) and access to the appropriate grade level tools from the Google Suite.

_____ **NO**, I do not give permission for my child to be assigned an Aim High School Google Apps for Education account. This means my child will NOT receive an email account or access to the other tools within the Google Suite.

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Aim High School

Grades 6-12

29230 W. 12 Mile Road
Farmington Hills, MI 48334
(248) 702-6922
www.aimhighschool.com

Immunization Records

Student Name: _____

NEW STUDENTS and 7th Graders ONLY

The State of Michigan Health Department requires that we have every student's immunization records on file. Please include your student's records with the enrollment documents. Records may be emailed to admissions@aimhighschool.com or submitted electronically by visiting the Enrollment Portal at www.aimadmissions.com/upload.

We know that there are circumstances in which families have chosen to waive or delay certain vaccines.

If you possess a waiver for your student, include that form as well.

Please note that a medical waiver can be obtained from your physician.

Effective January 2015, all newly enrolled and incoming 7th grade students desiring a waiver must obtain a nonmedical waiver from your local/county health department.

RESPOND TO EACH STATEMENT BELOW and CHOOSE METHOD OF SHARING RECORDS (email or upload):

My student is a new student or 7th grader (YES or NO): _____
(If NO, do not include immunization records and write N/A for the next two questions)

My student's immunization records will be emailed to admissions@aimhighschool.com (YES, NO, or N/A): _____

My student's records will be uploaded at www.aimadmissions.com/upload (YES, NO, or N/A): _____

Consent for Disclosure

Student Name: _____

Date of Birth ____/____/____

Consent for Disclosure of Personally Identifiable Information and Immunization Information to Local and State Health Departments

Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized.

Sharing immunization and personally identifiable information including the student's name, date of birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information and immunization information from your child's education records is disclosed to the health department. If your child is 18 or over, he or she is an "eligible student" and must provide consent for disclosures of information from his or her education records.

You may withdraw your consent to share this information in writing at any time.

I authorize AIM HIGH SCHOOL to release my child's immunization record and personally identifiable information to the Michigan Department of Health and Human Services and Local Health Department. I understand this information will be used to improve the quality and timeliness of immunization services and to help schools comply with Michigan Law. This includes any immunization information and limited personally identifiable information from the school.

Printed Name of Parent/Guardian/Eligible Student: _____

Signature of Parent/Guardian/Eligible Student: _____

Date: _____

AIM HIGH SCHOOL - Grades 6-12 - EMERGENCY CARD

| | |
|-----------------|--|
| Student Name: | Date: |
| Date of Birth: | School Year: Grade: |
| Address: | Phone: |
| City/State/Zip: | Parent Email(s): |

This information will be shared with appropriate school staff. If the designated parties on this card are not available, I understand appropriate emergency care deemed advisable by school authorities will be sought. Any special instructions appropriate to my child have been checked and noted on this form.

| | | |
|-----------------|-------------|----------|
| Doctor's Name: | Phone #: | |
| Dentist's Name: | Phone #: | |
| Insurance Co: | Contract #: | Group #: |

Please list all individuals, including parents/guardians, in order of preference, to be called in the event of an emergency, illness, school closing, or other issue requiring notification. (Please note: If a parent/guardian is not available, we will call the next person on the list until someone is contacted.)

| | Name | Relationship | Cell Phone | Work Phone | Home Phone |
|----|------|--------------|------------|------------|------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

Please mark or describe any conditions, specify where indicated. Upload additional sheets if needed.

| | | | |
|---|--|--|------------------|
| Bone/Joint Condition <i>(please specify)</i> | Diabetes | Asthma | Seizure Disorder |
| Heart Condition <i>(please specify)</i> | Contact Lens/Glasses | Hypertension or High Blood Pressure | |
| Special Blood Condition <i>(please specify)</i> | Religious objection to physician contact | | |
| Life-threatening Allergy(ies) - requires medication, Epi-pen, or other intervention <i>(please specify)</i> : | | | |
| Other Allergies <i>(please specify)</i> : | | Other Conditions <i>(please specify)</i> : | |
| Medications <i>(both prescription & over-the-counter)</i> - IN and OUTSIDE of School <i>(please specify meds and where to be taken)</i> : | | | |

IN THE EVENT OF AN EMERGENCY, I AUTHORIZE THE SCHOOL TO SEEK EMERGENCY CARE AND TREATMENT FOR MY CHILD

Parent/Guardian Signature: _____ Date: _____

Aim High School

Grades 6-12

29230 W. 12 Mile Road
Farmington Hills, MI 48334
(248) 702-6922
www.aimhighschool.com

Medication Permission & Allergy Information

Student's Name _____

In compliance with the Michigan School Laws, teachers and support staff may not administer any medication without parent consent. Please complete the information below for allergies and all prescription AND non-prescription medications that your child requires or may need during the school day.

Allergy Information

Please write yes or no for each item below, as it relates to allergies, and provide needed items as described.

My student....

- _____ (yes/no) Has an allergy(ies) List: _____
- _____ (yes/no) Requires an EpiPen - *I will provide one by/on the first day of school to be kept in the office*
- _____ (yes/no) Has Allergy Action Plan - *I will provide one by/on the first day of school to be kept in the office*
- _____ (yes/no) Uses allergy medicine - *I will provide a supply in a marked bottle by/on the first day of school to be kept in the office*

Prescribed Medications: Attach copy of prescription or doctor's order for each

- Prescription medicines **MUST** be in a marked container with your child's name, name of medication, dosage, and any specific directions for administration.
- A supply of prescription medication must be kept in the main office.
- Prescribed medication may not be transported between home and school on a daily basis.
- Should dosage, medication, or any other information change, you are required to contact the school. You may be asked to complete and sign a new form.
- If your child's medication requires equipment for administration (spoon, dropper, etc.), you are responsible for supplying these items labeled with your student's name.

| Medication | Dosage | Time/Days to be Taken | Additional Instructions |
|------------|--------|-----------------------|-------------------------|
| | | | |
| | | | |
| | | | |

Non-prescription Medications:

Include ALL possible over-the-counter medicines your child may need during the school day - Motrin, Tylenol, Advil, cough drops, cold medicine, first aid cream, minor allergy meds, etc. Be sure to mark whether or not the student may self-administer.

| Medication | Dosage | Reason for Medication | May Carry/Self-Administer | |
|------------|--------|-----------------------|---------------------------|----|
| | | | YES | NO |
| | | | YES | NO |
| | | | YES | NO |

I give permission for Aim High School to give or apply medication to my child as described above. I hereby waive all claims or causes of action against Aim High School, its officers, agents, or employees which may result in administration of medication as described above. I authorize AHS staff to communicate with my child's health care provider as allowed by HIPAA.

Physician's Name _____ Phone _____ Date _____

Parent/Guardian Signature _____ Phone _____