

STUDENT HANDBOOK AND CODE OF CONDUCT

2019- 2020



AMERICAN INTERNATIONAL ACADEMY

HENRY RUFF CAMPUS
300 S. Henry Ruff Rd.
Westland, MI 48186
P: (734) 713-5525 (1)

AVONDALE CAMPUS
27100 Avondale
Inkster, MI 48141
P: (734) 713-5525 (2)

ROSEWOOD CAMPUS
28955 Rosewood
Inkster, MI 48141
P: (734) 713-5525 (3)



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.

Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale

Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood

Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

Greetings!

Welcome to American International Academy (AIA). We are committed to making a difference in the lives of our students. To ensure a productive and successful school year, we ask that you and your child carefully review and acknowledge receipt of the Student Code of Conduct. The purpose of the Student Code of Conduct is to inform parents and students of the expectations and rules here at AIA. Students are required to follow the policies and procedures of the Student Code of Conduct. Failure to abide by the Student Code of Conduct will result in consequences per the AIA disciplinary policy.

Please take time to read the Student Code of Conduct with your son/daughter, sign, and return the Acknowledgement of Receipt Form. We look forward to a great school year with your support and involvement.

Educationally,

Thomas White

Thomas White, Superintendent
American International Academy



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.

Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale

Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood

Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

Mission Statement

American International Academy provides high-quality, relevant and varied educational programs and opportunity for the intellectual, cultural, and personal growth for all stakeholders.

Vision Statement

American International Academy promotes cross-culture awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.

A.I.A. strives to provide a stimulating learning environment with technological orientation across the whole curriculum, producing successful and productive citizens with a strong moral code.

Belief Statements

Students should be shown **LOVE** by experiencing great relationships with the school's staff in a safe, nurturing, and needs- fulfilling environment; The school should provide a positive, enjoyable, and engaging educational experience that promotes **LAUGHTER** in the classroom; Every student can **LEARN** and we do not accept failure.



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

STUDENT ENROLLMENT PROCEDURES

Student(s) will not be considered enrolled and will be unable to attend classes until **ALL** necessary paperwork is complete. Enrollment of students at AIA must include **ALL** of the below listed information and documents:

- **Enrollment Application**
- **Birth Certificate**
- **Immunization Records - Proof of all required immunizations or a valid exemption**
- **Unofficial/Official copy of Transcripts for High School Students and copy of last Report Card for Middle and Elementary School Students**
- **Copy of Parent/Guardian Driver's License/Identification Card**
- **McKinney-Vento form (Homeless Form)**
- **Current IEP (Special Education Only)**
- **Photo Release**
- **Universal Permission Slip for Field Trips**
- **Internet & Technology Form**
- **Cell Phone Policy**
- **Uniform Policy**
- **Attendance Policy**
- **Records Release**
- **Household Information Survey**



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

ATTENDANCE POLICY

Attendance Directly Impacts Student Academic Success

Regular school attendance is required for AIA students. Attendance is vital to the academic and intellectual growth of a student. Absenteeism interrupts the developmental process and interferes with the student's ability to be successful in school. Attendance will be one factor that affects a student's grade.

It's the Law

Daily attendance of all who are enrolled in Michigan Public Schools is required in accordance with the state law. Section 380.1561 of the revised Michigan School Code states "...every parent/guardian or other person in this state having control and charge of a child between the age of 6 to the child's sixteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. A child becoming 6 years of age before December 1 shall be enrolled on the first school day of the following school year in which the child's sixth birthday occurs." Students and parents/guardians are expected to adhere to the specific attendance rules of their buildings. **Violation of attendance rules resulting in excessive or patterned absence will be referred to the Wayne County Prosecutors office for the purpose of criminal prosecution (Michigan Compiled Law 380. 1599).**

Attendance Interventions and Parent Notifications

Parents of children who have 2 to 3 consecutive unexcused absences in a calendar week will be contacted by telephone for a conference regarding the attendance issue and offered resources and assistance from AIA to ensure children are able to attend school regularly and on time.

Parents are responsible for keeping contact information current including contact numbers and individuals to be contacted, street address, city and zip code (so that the school is able to notify them of attendance and other important issues).

Excessive Absences of 10 Consecutive School Days

Students who are absent for 10 consecutive unexcused days of school will be dropped from the AIA enrollment and parents will be notified by certified mail that the student has been dropped. The Wayne County Prosecutor's Office will be notified at this time (unless parents can present documentation proving that the student has been enrolled in another school district or produce valid documentation to excuse the absences).

Excused Absences

The Academy considers the following factors to be reasonable excuses for "time missed" (time missed refers to absence or tardiness) from school:



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

1. Illness
2. Professional appointments
3. Recovery from accidents
4. Required court attendance
5. Death in immediate family
6. Observation or celebration of a bona fide religious holiday
7. Other good cause as may be acceptable to the school administrator

Proper documentation for excused absences

Documentation to excuse absences includes medical documentation from a hospital or doctor, youth detention facility or an officer of the court, etc. **Notes from home are not considered valid for excusing excessive absences.**

Parent responsibility for documenting excused absences

Parents/guardians are responsible for providing the Academy with a valid excuse for any absence/tardiness of their child by any of the following methods:

1. Accompanying the child to school upon his or her return and providing proper documentation to address an absence
2. Sending a doctor's note, court documentation or other appropriate documentation to school with the student upon his or her return to school stating the reason for the absence within 72 hours of the student returning to school. Only proper documentation will constitute an excused absence. It will be at the discretion of the administration to accept excuses with the exception of hospitalization and incarceration.
3. Mailing proper documentation to the academy addressing the absence.

Make-up Work for Excused Absences and Tardiness

A student must contact his/her teacher(s) regarding make-up work, tests, or quizzes upon returning to school after an absence.

Students who have excused absences (with proper documentation) shall be allowed to make up work for full credit. Make-up work must be returned within 2 days of a short-term absence to receive full credit. Any work turned in after the due date will not receive full credit. Tests and quizzes must be made up at the discretion of the teacher. Long-term absences will be addressed at the discretion of School Administration.



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

RESPONSIBILITIES

Students will:

- Arrive at school each day on time in complete uniform.
- Arrive to each class on time, with the necessary school supplies, and be prepared to learn.
- Do their best in each class and complete assignments.
- Display good citizenship in the A.I.A Professional Learning Community by respecting the right of all students to learn and through positive and appropriate participation in all learning environments inside and outside of the classroom.
- Be aware of and follow all school rules, policies and expectations (See Student Code of Conduct).
- Accept responsibility and consequences for their decisions and actions.
- Show respect for school property, staff, and peers to maintain a safe, clean, and desirable learning environment
- Utilize additional resources and services that will help to ensure academic success.

Parents/Guardians will:

- Abide by the Parent and Community Involvement Policy.

Our staff will:

- Create a safe, welcoming, and positive learning environment for students and parents.
- Establish relationships with parents and students that foster the belief that all students can and will learn.
- Provide well-planned, rigorous, relevant and engaging instruction for students daily.
- Utilize student data to guide and adjust instruction and allocate resources.
- Engage in regular two-way communication with parents and students regarding academic, behavioral, and social progress.
- Provide the school rules, policies, expectations and consequences to parents and students in multiple mediums that are easy to access and understand.
- Be transparent regarding all appropriate school matters.
- Provide additional resources and services to students and families to help ensure academic success.
- Hold parent teacher conferences three times a year and discuss student progress and challenges.
- Show mutual respect for students, parents, and colleagues.
- Establish and maintain consistent, orderly and fair classroom, hallway, and lunchroom practices that are within the guideline of school policies and procedures.



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

SCHOOL EXPECTATIONS

1. We will:
 - remain in our seats
 - raise our hand and wait to be called upon to speak
 - work quietly
 - listen attentively and follow directions the first time given
 - refrain from making disruptive noises
 - not bring toys, candy, gum, pop, radios, or electronic games and devices to class
 - be prepared to participate in class discussions
 - not talk in hallways while classes are in session or engage in behavior that disrupts the school environment

2. We will:
 - keep desks, classrooms, lavatories, hallways, and cafeteria clean and neat
 - write using only blue or black ink or pencil
 - write only on appropriate surfaces
 - be responsible for books and other instructional materials
 - use paper and school supplies wisely
 - not take other's property

3. Students will:
 - use good manners
 - use appropriate language
 - not argue with staff members
 - be kind to one another: no teasing, insulting, or name calling.

4. Students will:
 - keep hands and feet to themselves, no shoving, pushing, fighting, or verbal abuse
 - walk in school while traveling to and from classes
 - enter and exit the building in an orderly manner

These rules will be strictly enforced. This is to ensure that each student will have the opportunity to receive the highest level of education in an atmosphere that motivates and stimulates learning.



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

Progress Reports

Teachers will report the progress of all students. Progress reports will be given to the parents/guardians at Parent/Teacher conferences or mailed to the student's home afterward.

Grading Scale

Grades are not given, they are earned.

Students in grades K – 2 are evaluated on a competency/proficiency scale

.

The grading scale for students in grades 3 - 10 is as follows:

100-90 A

89-80 B

79-70 C

69-60 D

Below 59 F

Parent Conferences

Conferences between the faculty and parents/guardians are scheduled three times per year. However, conferences may also be scheduled on an individual basis by contacting the specific teacher to arrange a meeting.

Textbooks

Textbooks are assigned to students at the beginning of each school year. The school assumes no responsibility for the security of textbooks or materials assigned to students. The cost to replace books damaged, lost, or destroyed are the sole responsibility the parent. A replacement text cannot be issued until this fee has been paid.

Homework Policy

Homework will be assigned to students on a regular basis. The purpose of homework is to practice skills and acquire knowledge to achieve grade-level proficiencies.



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

SCHOOL ACTIVITIES

Assemblies

Assembly programs and speakers/presenters are designed to supplement the educational process. Students are asked to move to and from assemblies in an orderly manner. Students who cannot accept a standard of behavior will be removed from the assembly for appropriate disciplinary action.

Athletic Eligibility

Students who wish to participate in the MHSAA interscholastic program must meet the eligibility guidelines of the Academy and must present proof of a sports physical completed during the current school year.

Field Trips

Field trips should be a learning experience and will contribute to the students' learning process. All students will be subject to behavior and safety standards as outlined in the Code of Conduct. Any student going on a field trip must have a permission slip signed by a parent or guardian.

ACADEMIC CODE

AIA strives to provide a positive learning environment for all students. In order to assist your child in achieving this, we ask parents/guardians to partner with us in your child's educational journey. We strongly encourage the following:

- Completion of homework
- Completion of daily assignments
- Studying for tests
- Completion of assigned projects
- Consistent effort which includes being prepared for class with the required materials
- Consistent attendance
- Positive attitude toward learning and interpersonal relationships



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

UNIFORM POLICY

The Academy's mission is to teach students the basic skills necessary to succeed in a global market. Students must be taught how to thrive in this economy. Appearance is important. A well-groomed and well-dressed person exudes confidence and that they are capable, energetic and prepared to succeed. The dress code reinforces the educational lesson that in order to be a successful participant in our world, you must think, act, and dress for success.

A strict dress code enhances learning and encourages a positive school and learning environment. The uniform reflects the standards of the school and a visible reminder to students of these standards.

Casual days are earned by students and will be announced in advance. On these days, students will not be required to dress in uniform. On some of these days, there are specific themes while others are complete "dress-down" days. Students will be given specific guidelines as to the clothing that they can wear. Torn/ripped pants and tops are never allowed. Students will not be allowed to wear any open-toed shoes including flip flops or athletic slip-ons at any time.

1. Students will not be allowed to enter the building without proper uniform.
2. The American International Academy- Henry Ruff Lower Elementary (grades K- 2nd) campus uniform consists of:
 - red polo shirt or shirt with a collar
 - black pants, skirts, skorts, or jumpers. **(Pants must be sized to fit, not tight-fitting, no sagging, no jeans)**
 - Shoes must be solid black, red, or white.
3. The American International Academy- Avondale Upper Elementary (grades 3rd- 6th) campus uniform consists of:
 - red polo shirt or shirt with a collar
 - black pants, skirts, skorts, or jumpers. **(Pants must be sized to fit, not tight-fitting, no sagging, no jeans)**
 - Shoes must be solid black or white.
 -
4. The American International Academy- Rosewood Middle School (7th- 8th) campus uniform consists of:
 - black polo shirt or shirt with a collar
 - black or khaki pants, skirts, skorts, or jumpers. **(Pants must be sized to fit, not tight-fitting, no sagging, no jeans)**
 - Shoes must be solid black or white



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

5. The American International Academy- Rosewood High School (grades 9th- 12th) campus uniform consists of:
 - maroon polos or shirts with collars (grades 9th- 11th)
 - grey polos or shirts with collars (grade 12th)
 - black or khaki pants, skirts, skorts, or jumpers. **(Pants must be sized to fit, not tight-fitting, no sagging, no jeans)**
 - Shoes must be solid black, maroon, or white
6. Belts must be worn with slacks and must be black or solid color
7. Field-trip uniform:
 - K – 6th - Red shirt/ black pants/ skirt
 - 6th – 8th - Black shirt/ black or khaki pants/ skirt
 - 9th – 11th- Maroon shirt/ black or khaki pants/ skirt
 - 12th- Grey shirt/ black or khaki pants/ skirt



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

PERSONAL PROPERTY POLICY

AIA **will not** be held liable or responsible for replacing, repairing or locating items including but not limited to the following:

- Cell phones
- Jewelry
- Designer purses, coats or bags
- Electronic games

Selling or Buying of Personal goods

1. Students are not permitted to sell personal items on school property (examples include: candy, snacks, etc.).
2. Any student caught selling or buying these goods will be disciplined.
3. If a student is caught selling personal goods, the goods will be confiscated by school staff.



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

GENERAL INFORMATION- RULES AND REGULATIONS:

School Closings

All school closings are reported to local radio and television stations. If classes are cancelled due to inclement weather or other emergency, you can get the information from:

- WDIV (Channel 4) news
- WJBK (Fox Channel 2) news
- WXYZ (Channel 7) news.

Please do not call the school. A robo-call will be initiated when school has been closed. **Please make sure your phone contact information is up to date so that you can receive this call.**

Lunch

AIA is a closed campus. Students cannot leave for lunch. Hot lunches are provided to all students through the Federal Free and Reduced Lunch Program.

After-School Activities

Students not participating in an after-school activity must leave the school at their scheduled dismissal time. All students participating in after-school activities must be picked up by 6:00 pm or immediately after the activity.

Visitors

All visitors must report to the main office of the school and sign in to the visitor's log.



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

PROGRESSIVE BEHAVIOR CODE FOR STUDENTS

The mission of American International Academy is to provide students with a clean, safe, and healthy learning environment. Any behavior which endangers students, staff, or others on the grounds of the Academy, or disrupts the school environment is prohibited and is cause for disciplinary actions up to and including immediate suspension and/or expulsion. **Suspension** is the temporary removal from the Academy for acts that are prohibited but not illegal. During the suspension, students may not come on school property or participate in any school-related activities. The length of the suspension may be from one (1) to ten (10) days depending on the circumstances and the discretion of the administrator or dean. **Expulsion** is the permanent removal from the Academy for acts that are illegal or for having repeated suspensions for certain prohibited acts. These types of behavior include, but are not limited to, the following:

- **CLASS 1 OFFENSES: DISRUPTIVE CONDUCT**
- **CLASS 2 OFFENSES: ILLEGAL CONDUCT**
- **CLASS 3 OFFENSES: VIOLENT CONDUCT**

CLASS 1 OFFENSES:

Class 1 Offenses are noted as disruptive conduct and will not be tolerated. Students may be referred to an administrator or dean of students for the violation of a classroom or school rule that is not serious enough to warrant a suspension. Students who repeatedly engage in disruptive or inappropriate behaviors will be subject to disciplinary action up to and including suspension.

Types of Class 1 offenses include:

100. **Insubordination** – Direct defiance or refusal to obey the reasonable directions of authorized school officials
101. **Excessive Profanity/ Verbal Abuse** – Name calling, excessive profanity, racial or ethnic slurs or derogatory statements that disrupt the school program
102. **Loitering/ Trespass** – Being in or on school grounds/ property while suspended or without the permission of the administration other than at an officially designated time
103. **Truancy** – Unexcused absences from classes and homeroom



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

104. **Smoking or Gambling on School Property** – Use or possession of tobacco and/or tobacco vaping items or participation in games of chance or skill for money or profit
105. **Possession of Electronic Devices** – Possession of electronic devices while in school such as cell phones, radios, CD players, etc.; Devices will be confiscated by the school staff and returned only to parent/ guardian

CLASS 2 OFFENSES:

Class 2 Offenses are noted as illegal conduct and will not be tolerated. Students will be referred to an administrator or dean of students for illegal conduct. Students who have engaged in illegal behavior will be subject to disciplinary action up to and including suspension/ expulsion. These acts include but are not limited to:

200. **Repeated and/or Severely Disruptive Conduct**
201. **Fighting**
202. **Burglary, Theft, Robbery, Larceny, Stealing**
203. **Dishonesty**
204. **Vandalism or Destruction of Property of School or Others**
205. **Harassment**
206. **Gambling**
300. **Destruction of School Property**

CLASS 3 OFFENSES:

Class 3 Offenses are noted as violent conduct and will not be tolerated.

301. **Arson** – The willful and malicious burning or attempting to burn any part of the school building, property belonging to, rented by or on loan to the school, or property (including automobiles) of persons employed by the school or in attendance at the school.



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

302. **Possession or Use of a Firearm** – Possession of a gun, including but not limited to: handguns, rifles, shotguns, zip guns, starter pistols, pellet guns, BB guns, or anything resembling a gun
303. **Possession or Use of a Knife** – Knives are defined to include a knife, regardless of blade length or total size, straight razor, box cutter with razor or any instrument which has been altered to be used as a weapon in a manner similar to a knife (example: letter opener, file, ice pick, etc.)
304. **Possession or Use of Other Lethal Weapon** – Possession of weapons, other than a gun or knife, which have the capacity to cause serious injury or death, such as karate sticks, brass knuckles, throwing stars, etc.
305. **Possession of a Weapon or Other Dangerous Objects** – Possession of a weapon is defined to include:
- Carrying the item
 - Storing the item in a space assigned to a student, such as a locker or desk
 - Having the item under one’s control, such as hiding a weapon in the building, on school grounds, etc.
- OR
- Voluntarily permitting another person to store the item in an assigned school space without reporting it to the appropriate school staff
306. **Assault upon a School Official/Employee**
307. **Assault Upon a Student**
308. **Use or Possession of Any Illegal Substance**- Students are forbidden to use or possess any illegal drug, drug paraphernalia, substance, or alcohol on the school campus or in conjunction with any school function. Moreover, there is to be no evidence of the use of illegal drugs, materials, substance or alcohol before any school function. The possession or association with someone who possesses illegal drugs, materials, substances or alcohol on campus, at an off-campus affair or before a school affair will result in **immediate dismissal from school pending an expulsion hearing**. Medicine is to be turned over to the designated school personnel for dispensing. Students are not allowed to be in possession of any medication during the school day.

Possession of illegal drugs, materials, substances or alcohol is defined to include:

- Carrying the item



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

- Storing the item in a space assigned to a student, such as a locker or desk
 - Having the item under one's control, such as hiding it in the building, on school grounds, etc.
- OR
- Voluntarily permitting another person to store the item on school property without reporting it to the appropriate school staff

309. **Sexual Misconduct**

310. **False Alarms**

311. **Harassment**

312. **Other Illegal Conduct** – Any conduct which constitutes an offense under city, state, and/or federal laws

DISCIPLINARY ACTION FOR CLASS 3 OFFENSES CAN RESULT IN LONG TERM SUSPENSION AND/OR EXPULSION.

GUN- FREE SCHOOLS POLICY

Under Michigan law, any student who is found to possess a dangerous weapon in a Weapon-Free Zone, or who commits arson in a school building or on school grounds, or who commits criminal sexual conduct in a school building or on school grounds, shall be expelled from the school district permanently.

By way of example, but not by way of limitation, a dangerous weapon is a: firearm (i.e. a weapon such as a handgun, rifle, pellet gun, or starter pistol), dagger, dirk, stiletto, and knife with a blade over 3 inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

DUE PROCESS PROCEDURES

When disciplinary measures are administered, the student and/ or parent/ guardian may request a conference with the administrator involved. If the matter is still unresolved, the parent/ guardian may submit a written request for appeal.

All suspensions must be followed by a readmission conference with the student, parent/ guardian, and an administrator.



American International Academy
 Henry Ruff Campus
 300 S. Henry Ruff Rd.
 Westland, MI 48186
 Phone: (734) 713-5525 (press: 1)

American International Academy
 Avondale Campus
 27100 Avondale
 Inkster, MI 48141
 Phone: (734) 713-5525 (press 2)

American International Academy
 Rosewood Campus
 28955 Rosewood
 Inkster, MI 48141
 Phone: (734) 713-5525 (press 3)

**American International Academy
 School- Parent- Student Compact**

This mutual agreement will serve as a sign of our commitment for establishing and maintaining our shared responsibilities for student learning and student achievement between school and home. The purpose of this agreement is to clarify each partner’s responsibilities as we strive for educational equity and excellence for all students.

PARENT/ GUARDIAN AGREEMENT

I want _____ to be successful in school. Therefore, I pledge to do the following:

- See that my child attends school regularly and arrives on time with all supplies
- Provide the school with current and updated phone numbers, addresses, and email address
- Establish a time for homework and review it regularly
- Encourage my child’s efforts and be available for questions
- Promptly read and return all notices from the school
- Communicate frequently with my child’s teacher to find out how my child is doing in school and what my child is learning
- Support the school in its efforts to maintain proper dress code and discipline
- Volunteer in my child’s school and classroom if time or schedule permits
- Attend parent- teacher conferences and school related events

Parent(s)/Guardian(s) Signature(s): _____ Date _____

During, our first conference, the teacher and I met and reviewed our portion of the compact. Date _____ Initials _____

STUDENT AGREEMENT

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

- Come to school regularly
- Report to class on time and be prepared to learn
- Complete and return homework assignments when due
- Obey school rules
- Show respect for myself, my school, my teachers, and other students

Student Signature: _____ Date _____

TEACHER AGREEMENT

It is important that students achieve; therefore, I shall strive to do the following:

- Provide high quality curriculum and instruction in a supportive, safe, and effective learning environment that enables the student to meet the State’s student academic achievement standards
- Display respect for each child and his/ her family
- Provide parent/ guardian(s) with assistance in understanding academic achievement standards and assessments and how to monitor your child’s progress
- Provide opportunities for ongoing communication between parents/ guardian and teachers through, at a minimum, semi-annual parent-teacher conferences
- I will also provide reports and communication regarding your child’s progress

Classroom Teachers’ Signature _____

Title I Teacher’s Signature _____



American International Academy

Henry Ruff Campus

300 S. Henry Ruff Rd.
Westland, MI 48186

Phone: (734) 713-5525 (press: 1)

American International Academy

Avondale Campus

27100 Avondale
Inkster, MI 48141

Phone: (734) 713-5525 (press 2)

American International Academy

Rosewood Campus

28955 Rosewood
Inkster, MI 48141

Phone: (734) 713-5525 (press 3)

PRINCIPAL AGREEMENT

I shall strive to provide a safe environment that encourages positive communication between teacher, parent/ guardian(s), and student and to insist that homework assignments reinforce classroom instruction, ensuring that all teachers and parents have high expectations for your child's academic success.

Principal's Signature: _____

Parents, staff and students will share responsibility for improving student academic achievements by developing a partnership to help students achieve the State's high standards. The administration and staff at the American International Academy do not discriminate against anyone on the basis of race, ethnicity, religion or disability.

Thank you for your assistance. Please read, discuss and sign this School- Parent- Student Compact with your child. Return the signed copy to your child's teacher.