



**Community Handbook
2016-2017**

**AIM Academy
1200 River Road
Conshohocken, PA 19428
www.aimpa.org
215-483-AIM1 (2461)**

Please sign and return the form on page 38 at the end of handbook.

Issued: 8.30.2016

TABLE OF CONTENTS

History of AIM Academy.....	4
Mission & Philosophy.....	4
Community Service at AIM.....	5
College Counseling.....	6
Tutoring Center.....	6
Athletic Program.....	6
Social Events.....	7
Tuition & Fees.....	7
School Procedures.....	8
School Hours.....	8A
Attendance.....	8B
Lateness.....	9C
Lockers.....	9D
Arrival & Dismissal Procedures.....	9A/B
School Closing/Delay Information.....	10
Blackboard.....	10
Communications.....	11
Family Vacations During the School Year.....	11
After-School Care.....	11
After-School Clubs and Activities.....	12
Lunch and Snack.....	12
Dress Code.....	13
Grading & Homework.....	15
Internet and Computer Use.....	16
AIM AUP Terms and Conditions	18
Technology Use and Contract	21
Behavior.....	21
Student Code of Conduct.....	21
Faculty & Staff Code of Conduct.....	21
Parents Working with Schools/Schools Working with Parents.....	23
Student to Student Interactions.....	24
Public Displays of Affection.....	24
Bullying.....	24

Cyber Bullying.....	25
AIM Academy Policy on Drugs & Alcohol	26
Abuse Prevention.....	27
Proactive Health Intervention.....	27
Disciplinary Consequences of Use and Abuse.....	27
Suspension	28
Period of Suspension.....	28
Reporting Suspensions and Change of Status to Colleges.....	29
Disciplinary Action	30
Child Abuse Prevention & Intervention.....	30
Off-Campus Contact.....	30
Sexual Harassment Policy.....	31
Threat Assessment Action Plan.....	31
Transportation.....	31
Student Field Trips.....	32
Bringing Things to School.....	32
Birthday Parties/Celebrations.....	33
Health.....	33
Physical Examinations.....	33
Health Screenings.....	33
Illness or Injury.....	33
Medication in School.....	34
Medication Policy Protocol.....	34
Privacy of Student Records.....	34
Faxes and Student Records.....	34
Student Reports and Conferences.....	35
AIM Academy Home & School Association (HSA).....	35
The Development Office.....	35
General Information.....	36
AIM Academy Parent /Student Directory.....	36A
Emergency Plan.....	36B
Contact Information.....	36C
Anonymous Reporting of Parent and Student Concerns.....	36D
Appendix: AIM Academy Request for Approved Absence 2016-2017.....	37
Handbook Signature Form.....	38

HISTORY OF AIM ACADEMY

AIM Academy officially opened its doors in September of 2006 with 24 students in grades 2-7. Today, AIM Academy serves over 300 students in grades 1-12. AIM's commitment to excellence accounts for our dramatic **enrollment growth from 24 to over 300 students in ten years**. This commitment includes evidence-based academic programming, accountability through progress monitoring and the focus on a cross-disciplinary team approach including speech and language pathologists, occupational therapists and school psychologists all mapping the path to individualized student growth and achievement to maximize potential. We are proud of the AIM graduates' 100% college acceptance rate.

Best practices are only as effective as the teachers who implement them. At AIM, you will find dedicated educators who have their special education, content-area and/or reading specialist certifications. In addition, teachers pursue certification in the Wilson Reading System® as well as training in Louisa Moats' LETRS® framework. Our teachers are committed to staying on top of the research and have logged over **2000 hours in professional development** that directly enhances the instruction delivered to our students.

Integrated Services, Speech and Language, Occupational Therapy, and Psychological Services are an essential component of the AIM Academy model. As educators we were taught the importance of the role of language acquisition and reading. We understand the importance of fine and gross motor development as well as the social and emotional well-being of children as it relates to academic success. But truly integrating these disciplines into an educational model is unique. Under the leadership of a team of full-time speech and language pathologists, occupational therapists and school psychologists, a state-of-the-art diagnostic-prescriptive approach is brought into every classroom at AIM Academy and supported through the knowledge transfer conveyed to each classroom teacher as well. Individual therapy is provided in a seamless manner to those students who require this additional assistance.

In 2006, AIM Academy became one of the first eight Wilson Partner Schools in the United States. AIM Academy English Language Arts teachers are certified in the Wilson Reading System® and full-time Wilson Trainers at AIM have instructed thousands of teachers in Foundations, Wilson Reading System® and Just Words®. Trainees have come from as far away as South Africa and Qatar. In addition, AIM Academy received the designation to be a LETRS® (Language Essentials for Teachers of Reading and Spelling) affiliate.

MISSION & PHILOSOPHY

Mission

- To provide extraordinary educational opportunities to children with language-based learning disabilities such as dyslexia, dysgraphia, and dyscalculia, utilizing research-based intervention strategies and an arts-based learning environment that is college preparatory in scope and sequence.
- To develop a center for educational excellence and professional development to disseminate best practices to educators by providing access to the latest research-based curriculum, technology, and training.

Philosophy

AIM Academy was created with the belief that children with language based learning differences can and will thrive in a rigorous academic setting when they are taught by a highly committed, experienced and creative faculty who have ongoing access to the latest research, best practices, technological resources, and experts in their field. We dedicate ourselves to putting research into practice every day. Our students thrive in classrooms that offer multi-sensory and experiential learning and our programs are designed to foster self-esteem and social responsibility. Their academic and intellectual development is further enhanced by an array of extracurricular

activities and enrichment in the arts, athletics, and community service. It is our goal that, upon graduation, our students are prepared for the challenges, complexities and choices available to them at the university level and beyond. Curiosity, collaboration, compassion, confidence, and critical thinking are their tools for success.

Independent Students

AIM Academy believes that students must take responsibility for their learning on the path to a successful college career. Areas of responsibility include independence in the classroom, on daily homework, and in the preparation for various projects and exams. Upper, Middle and Lower School divisions include students in establishing a productive, welcoming and enriching environment. Students work with teachers, school administrators and each other to develop, plan and organize school policies. The focus is on creating an environment that supports and rewards the students' progress toward becoming more independent in their decision-making and learning. The spirit and practice of creating such a climate is the responsibility of all members of the AIM Academy community.

COMMUNITY SERVICE AT AIM ACADEMY

From the opening of our doors, we have expected students to participate in their community by acting as advocates for themselves, their peers and their learning. Through community service, we take this a step further and ask students to consistently reflect on their connections to learning as they exist outside of the classroom.

The Community Service program at AIM Academy has three main goals:

- *Live It To Learn It:* To provide students with relevant hands-on learning experiences both locally and globally
- *Local and Global Citizenship:* To instill students with a sense of social responsibility, thereby fostering an understanding of themselves as local and global citizens.
- *Multicultural Pride and Understanding:* To empower students to take purposeful action in their learning as they broaden their understanding of cultures, realities and lifestyles.

The promotion of reflective, meaningful connections to learning begins early in the AIM Academy Lower School with partnerships with organizations such as Cradles to Crayons. Students in AIM's Middle School begin in 6th grade by participating in long-standing partnerships with public service organizations including SHARE Food Project, the State of Pennsylvania, and the Teton Science School. These partnerships directly connect students to relevant hands-on experiences surrounding the Middle School curriculum. Upper School students must complete 100 quality hours of community service with as many organizations as they wish. Many students choose to serve in local community organizations, but many also provide valuable service to AIM by volunteering at AIM's Race to Read, Fall Festival, within the Athletic Department, and during AIM's summer program. The Student Council and Interact Club also provide many opportunities for Upper School students to complete their hours.

A Program of Partnerships:

To create meaningful and reciprocal experiences for its students, AIM Academy has worked to develop a portfolio of community partners from the Philadelphia area and beyond. These partners allow the students of AIM Academy to immerse themselves in a meaningful, familiar place where they can use their skills to help build the community around them.

Why Service Learning?

AIM Academy curriculum is built around the idea of students having a deep connection to the concepts they are being asked to master. As a means to bolster its curriculum for its students to take the most away from their experience, service learning provides relevancy, builds empathy, generates community, and gives students a voice.

Service Learning Resources:

For additional information about Service-Learning visit the following organizations' websites:

National Service Learning Clearinghouse: www.servicelearning.org

National Youth Leadership Council: www.nylc.org

COLLEGE COUNSELING

AIM Academy has developed a comprehensive college planning process which begins as students enter AIM's Upper School, and continues through senior year as students discern their best fit college choices. The process is shared with parents and students and includes benchmarks for counseling sessions, standardized test preparation, campus visits, essay writing, development of a college list, application, and decision. A timeline and calendar are provided to students and parents, along with an individualized college roadmap based on each student's interests, abilities, and preferences.

AIM Academy is committed to ensuring that all students are well-prepared for successfully participating in the ACT test for college acceptance. ACT Prep classes are provided as part of the school day. These courses provide both group and individual support and have resulted in students making significant gains in their ACT scores.

An annual College Fair, College Tour, and visits from college representatives throughout the year provide opportunities for our students to explore college options. We focus our college advising on genuine and personal knowledge of students, campus environments, and levels of academic support available. AIM understands that the process of determining the right fit college is based on the particular needs and expectations of individual students, and we are committed to finding this fit.

AIM Academy is a member of the National Association of College Admission Counseling (NACAC) and adheres to the Statement of Principles of Good Practice (SPGP).

TUTORING CENTER

AIM's Tutoring Center provides highly individualized diagnostic-prescriptive teaching which is tailored to meet each student's needs and ranges from teaching reading readiness skills to providing remediation in various academic areas. Assistance in learning study skills and organizational strategies so students can effectively and independently complete academic work is also provided. Tutoring services cater to children in grades 1 - 12. Tutoring takes place at AIM Academy during school hours, before school, or after school hours (3:00 - 7:00 pm), as agreed to in the tutoring contract. Tutors work with students from many area schools. It is recommended that tutoring should occur at least two times a week, preferably three. Less than two sessions a week can be counterproductive, as it is extremely difficult to maintain an appropriate level of consistency with single weekly meetings.

Parents who are interested in having a tutor work with their child should complete the online tutor application, located under the "Services" tab on AIM's website.

ATHLETIC PROGRAM

At AIM Academy, athletics is an integral part of a program that incorporates many areas of learning. Through involvement in interscholastic sports, as well as our fitness and wellness programs, students gain self-confidence and discipline, which also supports their emotional and social development. Athletics contribute to a well-rounded education for each student, by providing competitive and equitable sports programs that strive for achievement and excellence, with an emphasis on the health and personal development of all student-athletes. Our goal is for our student-athletes to always have a feeling of accomplishment while building school spirit and a constant sense of community. A philosophy that reflects our commitment to coach the way that we teach, assures that every student feels valued and supported.

AIM Academy is a member of the Tri-County Independent School League. Upper and Middle Schools offer a variety of interscholastic, as well as fitness and wellness, options in each season. We encourage students to take full advantage of these opportunities to build character and establish values both on and off the field.

AIM also offers a variety of after school sports and activities for Lower School students.

SOCIAL EVENTS

The Middle and Upper Schools host a wide variety of social events that are thoroughly enjoyed by all students. These activities include an annual Upper School prom, dances, ski trip, BBQ's and many other opportunities for students to get to know their classmates and others outside of the traditional academic environment. The student body at AIM Academy is very involved in the planning of these ongoing activities. Lower School events often include family members as well and are highlighted by such events as the AIM Academy Annual Fall Fest, swim party and other seasonal activities.

It is the responsibility of every student and family to be inclusive in inviting all classmates in a grade or class to a social event hosted by the family. This focus is incredibly important to building confidence and a sense of community for all students.

TUITION & FEES

AIM Academy is committed to keeping our tuition rates as reasonable as possible while providing your child with the best possible education. The following tuition and fees have been approved by the Board of Trustees for the 2016-2017 academic year.

TOTAL Tuition & fees for grades 1-5	\$ 33,325
TOTAL Tuition & fees for grades 6-11	\$ 35,840
TOTAL Tuition & fees for seniors	\$ 37,090

Our tuition reflects the cost of our highly individualized, quality education. AIM Academy is classified as a nonprofit educational institution and all our funds go to providing the finest education possible for our students.

Charges for Occupational Therapy, Speech/Language Therapy and Psychological Services are not included in the regular tuition. If it is felt that your child would benefit from any or all of these services, you will be contacted as to the recommendation and fees before he/she begins receiving such services. The regular tuition does cover some preliminary screening and consultation by the Speech-Language Pathology, Occupational Therapy, and Psychological Services Departments.

Fees for therapy and diagnostic services should be sent directly to the school, on the due dates indicated, even if parents are seeking reimbursement by health insurance. AIM Academy does not submit bills to insurance companies and cannot wait for parents to collect insurance payments. If you plan to seek reimbursement, it is often helpful for you to obtain a physician's referral prior to starting services.

If for any reason your child is withdrawn from AIM Academy after May 1, 2016, after the child has enrolled for the 2016-17 school year, you remain responsible for the tuition for the 2016-17 school year. If the tuition payments and the non-refundable deposit are less than the prorated amount, you remain obligated for the balance. No deduction of tuition can be made by the school for student absences.

TUITION REFUND INSURANCE - If families select the ten (10) payment plan, tuition refund insurance is mandatory. If families choose either the one or two payment plan, tuition refund insurance is optional. The cost of the Tuition Refund Plan is 1.3% of the tuition. It covers only a portion of the tuition obligation and has an attendance requirement. For more information, please refer to our website.

FINANCE CHARGE – If you choose to use your credit card for your school year deposit and/or your tuition payments directly to AIM Academy, you will be assessed a 3% service fee. If you choose the ten payment plan, it is

serviced by Higher Education Services (HES), a tuition management service. The ten payment plan has an annual \$65 fee and requires monthly auto-debit withdrawals.

LATE CHARGE – HES Tuition Management Services will assess your account a \$60 late fee if any payment is not received within 10 days from your payment due date. In addition, HES will assess a \$55 fee, and in addition, AIM Academy will charge a \$35 fee, on all checks returned for insufficient funds. Please note: the school reserves the right to suspend any student whose account is 30 days in arrears.

If a Public School System assumes funding for your child after you have signed a contract, a reimbursement of the tuition deposit and the tuition payments will be given to you upon AIM Academy's receipt of payment from the public school system. In the event that AIM Academy is notified by a jurisdiction of the withdrawal of your child's funding, the parents will be required to pay the remaining balance of tuition owed by the school district, within 30 days of notification. AIM reserves the right not to re-enroll or not to continue to enroll any student if School faculty, staff, or other personnel are subpoenaed by any parent or guardian of the student to testify or provide discovery in any judicial or administrative proceeding.

MISCELLANEOUS FEES - Provided as required.

Technology

Mandatory \$50 insurance premium per year (Grades 6-12)

TAX DEDUCTIONS - Under current federal income tax laws, parents of children with disabilities may be able to itemize a number of services as medical expenses, such as:

- Special Education Services
- Related Services
- Transportation
- Diagnostic Testing

Parents are encouraged to consult their tax advisors.

OPTIONAL EXPENSES - Occasional overnight trips are taken to enrich the academic program. Some may require an additional charge. Some financial aid is available to those who qualify. Student/family led fundraising endeavors to defray trip costs may be approved. Requests for fundraising activities should go to the attention of the Development office and appropriate division head.

SCHOOL PROCEDURES

A. School Hours

The official school day begins at 8:10 am. The school day ends at 3:10 pm. If you require care before 8:00 am, there is before school care that begins at 7:30 am. Your child should arrive no later than 8:00 am to avoid disruption of first period classes. For further explanation, see the lateness section below.

B. School Attendance

The academic progress of AIM Academy children is, to a great extent, dependent upon continuity of regular routines. We ask for your close cooperation in making sure that your child attends school every day.

AIM Academy believes that attendance is an important part of becoming a successful student. We know that our students' presence in classrooms and their interactions with their teachers and with each other are hallmarks of the education we provide. As such, in order to be considered for promotion to the next grade, students must be in attendance for at least 90% of the full and half days listed in the school calendar. Exceptions to this minimum number will be considered in the case of extenuating medical circumstances. Consideration does not guarantee approval.

Students with more than five cumulative absences are not eligible for Distinguished Honor Roll. Students with more than eight cumulative absences are not eligible for Honor Roll. In the Middle and Upper Schools, attendance will be taken for each class period by the teacher. This will be recorded into the student information system and will be reflected on the student's report card.

If your child is ill or unavoidable circumstances arise, we require a telephone call preferably by 8:00 am but no later than 8:30 am. You will receive a phone call if we have not heard from you by 8:30. Please contact the nurse at ext. 206 for any prolonged medical absence. All absences due to illness or injury require a note from the parent (guardian). For prolonged medical absences due to illness or injury a health care providers note is required.

We submit monthly attendance records to the local school systems and have to state reasons for absences. Related services normally provided to your child on a day they are absent may not be made up. Parents are nonetheless responsible for paying for each missed opportunity.

Please try to schedule dentist, orthodontist, and doctor appointments during after school hours and arrange special treats, visits and trips so they will not conflict with our schedule. If your child must leave school early for an appointment, or will return to the school after an appointment, a parent or guardian must come into the main lobby to sign his or her student in or out. Students will not be permitted to leave or re-enter the building unless they are officially signed in/out. Parents of older students who drive are expected to notify the office of any schedule changes in advance of the student leaving the premises.

C. Lateness

AIM Academy strives to make every minute count in the school day. Students thrive when they arrive on a timely basis and are able to organize their materials and check in with their homeroom teacher or advisor before first period begins. Please ensure that your student arrives promptly. Lower School students who are late must be signed in at the desk in the main lobby by a parent or guardian. Middle and Upper School students are given a late pass from the front desk in order to be admitted to class, after they are signed in by a parent.

D. Lockers

Lockers are provided to students in fourth grade and higher for the school year. Students are allowed to keep personal and school items in their lockers. Students are expected to have their own locks.

ARRIVAL AND DISMISSAL PROCEDURES

Please follow these procedures carefully. It is very important for the safety of the students and to facilitate traffic.

A. Morning Arrival

Lower school parents are asked to drop off their children at the front of the school at 8:00am, where a faculty member will greet the child. Parents should come in the main road entrance, follow the signs for drop off in the front of the building and allow the child to exit the vehicle and to be received by the staff member on duty. We ask that you use your best judgment in this regard. If it appears that there is a long line of cars, it will be necessary for you to park in the parking lot and bring your child to the front door. After 8:10am, students are considered late.

Parents should park in the parking lot, buzz their child in at the front door and follow lateness procedures above. Students are not permitted to cross the parking lot without parent supervision.

Morning arrival for Lower School students transported by local education agency school buses will be discussed with each bus driver. Typically the bus arrival will occur at the main entrance.

All Upper and Middle School students are dropped off directly at the main entrance regardless of parent or bus transportation.

B. Afternoon Dismissal

Lower school parents who are picking up their children are asked to follow the car line as directed. In inclement weather, it remains the responsibility of the parents or guardians to be outside the front door promptly at 3:15pm.

At 3:15pm, the staff person assigned to afternoon dismissal duty will release the student only to the authorized

parent or guardian. Upper and Middle School parents wait for students to be dismissed by faculty and staff. The staff member is assigned to afternoon dismissal until 3:30 pm. After that time, remaining students will be brought to the front lobby.

Afternoon dismissal for students transported by local education agency school buses will be discussed with each bus driver. An AIM Academy staff member will be assigned to this afternoon dismissal on a rotating basis.

Students are to go home by bus or car as indicated in Veracross. If there is a change in plans, students must bring a note from home explaining the change and signed by the parent. Parents may also call the **transportation line (215-948-9301)** or send an email to **Deb Santo (dsanto@aimpa.org)** or the transportation department (transportation@aimpa.org). Regularly scheduled after-school activities do not need notes. School districts do not permit non-resident students to go on public school buses. Therefore, other arrangements need to be made if students on school buses are going home with one another.

SCHOOL CLOSING/DELAY INFORMATION

Our KYW school closing number is 694. If school is cancelled/delayed or closed due to weather, the decision will be made by 6:00am.

BLACKBOARD – We are using a system called BLACKBOARD for notification of school closings, delays in opening and early closings, due to any circumstance. BLACKBOARD is a rapid communication service that can deliver messages within minutes. The system is programmed with all available telephone numbers (Home, Work and Cell) and email addresses as provided in Veracross. It is crucial for you to keep Veracross updated on all personal and home contact information so that the BLACKBOARD system can be activated for school communication as quickly and efficiently as possible.

The following are the 7 ways to check and/or verify school closings or delays:

1. **Blackboard:** This system will automatically notify you via phone and email.
2. **Television:**
6abc (Channel 6) – AIM Academy will be listed by name at the bottom of the screen. *Please note that sometimes there is a delay from the time that we inform the TV channels to the time that they post the information.*
CBS (Channel 3) and WPSG (Channel 57)—AIM Academy will be listed by name at the bottom of the screen. *Please note that sometimes there is a delay from the time that we inform the TV channels to the time that they post the information.*
3. **Radio:** KYW News radio 1060
KYW School # is 694
4. **Online:** www.KYW1060.com

Input KYW #694

5. **KYW school closing line @ 215-925-1060** (school # 694)
6. **Telephone:** Call AIM Academy @215-483-2461 and listen to the voicemail message for further instructions regarding school closings/delays.
7. **School website:** Closing or delay will be displayed on the main page.

COMMUNICATIONS

We ask parents to send notes or emails to Debra Santo (dsanto@aimpa.org) about changes in arrival/dismissal plans and then follow-up with a call to the transportation number (215-948-9301). Forms, checks, or other messages can be mailed, given to a member of the staff, or left with the receptionist at the front desk.

FAMILY VACATIONS DURING THE ACADEMIC YEAR

Please avoid scheduling your family vacation for days when AIM Academy is in session. Our teachers prepare their lessons for a set number of school days and students who miss even a day are being deprived of valuable instruction. Our staff is prepared to help students who miss school because of illness or absences that cannot be prevented. Students at AIM Academy are particularly in need of the constancy of daily work and the daily structure we provide. *Any related services missed due to such vacation will not be made up.*

On occasion, when a family has given the Division Head two weeks' notice of a planned absence, the School may approve such an absence. Such approval is given for important family, cultural, religious, or educational events. The student's good academic standing, fulfillment of school obligations, and satisfactory attendance record will be considered. Subject to teacher's input and a review of the student's attendance records, and if the request meets these standards, the Division Head will give permission for an approved absence (see *Appendix I* for the *Request for Approved Absence* form).

AFTER SCHOOL CARE

AIM Academy understands that many families require after school care and we are pleased to be able to offer the program as a convenience to our families with students in our **Lower School, grades 1 to 5.**

Schedules and Rates:

- The After School Care program is managed by AIM's highly qualified staff. Classroom teachers supervise student activities and assist students with their homework.
- After School Care is available from **3:15 - 5:30pm** daily.
- After School Care will begin the week of **September 12, 2016** and end on the last full day of school, **June 8, 2017.**
- Online registration is available on your Veracross portal. To guarantee the availability of After Care, please register **NO LATER THAN** September 6, 2016. Once enrolled, we are not able to reimburse families for unused contracted days.
- During registration, please specify which day(s) you will require After School Care.
- **Please note: students not picked up by 5:30pm will be charged a late fee at the rate of \$10 for every 10 minutes thereafter.**

Days/Week	Cost per year (1 payment- due at time of registration)
1 day	\$700
2 days	\$1,400
3 days	\$2,100
4 days	\$2,800
5 days	\$3,500

- After School Care will be available on noon dismissal days at a rate of \$120 a day (12:00 - 5:30). To enroll, a separate registration form will be emailed to you.
 - Noon dismissal days this year are: October 20, November 4, December 16, 2016 and January 13, February 9, March 24, April 13, June 2, and June 9, 2017.
- If you would like more information, please email aftercare@aimpa.org.

AFTER SCHOOL CLUBS AND ACTIVITIES

We are excited to offer some amazing extracurricular activities for Lower School students including a variety of sports, robotics, and arts that will appeal to students of all ages. In addition, After School Care will be available for students who sign up for After School activities but cannot be picked up until 5:30pm. Please review the list on Veracross, and note that students are welcome to participate in multiple activities where schedules do not conflict.

Registration is live on our parent portal, Veracross, and there are three options available:

1. **Extracurricular programs only**- There are 8 activities this Fall that end between 4:20pm and 4:45pm. *See list attached
2. **Extracurriculars & After School Care**- For those families who need a later pick-up time when an extracurricular activity ends, you now have the option of your student joining the After School Care until 5:30pm.
3. **After School Care only**- Available for families beyond the school day from 3:15-5:30pm. *See document attached for details.

When you login, click the link that says *Lower School After School Care & Extracurricular Activities Registration Open*. Follow the steps to register per activity and submit payment.

LUNCH AND SNACK

AIM Academy has been fortunate to establish a relationship with the Vetri Foundation for Children, a non-profit foundation which assists schools in establishing very thoughtfully conceived school lunch programs. Used exclusively with Lower School students, their program, called **Eatiquette**, aims to transform a child's lunch from the traditional cafeteria assembly line to an environment where children sit at round tables, pass plates of food to one another, and **experience social interaction and communication while enjoying healthy food choices**.

The program utilizes family style seating and creates an interactive environment where kids do not just eat lunch, they dine.

- Teachers and adult volunteers **model** for students how to set a table, how to work together as a team, how to try new foods.
- Children learn to **serve** each other, to respect those who prepared their food, and to **appreciate** how healthy food can make you feel.
- The community leaves the **Dining Commons** fueled both physically and psychologically, ready to tackle the afternoon's learning challenges.

This program is the passion of **Marc Vetri**, the executive chef and owner of the acclaimed Vetri Family Restaurants in Philadelphia: Vetri Ristorante, Osteria Philadelphia, Osteria Moorestown, Amis, Alla Spina, Pizzeria Vetri and Lo Spiedo. Within two years of opening his eponymous Philadelphia restaurant, Marc was named one of Food & Wine's Ten Best New Chefs and received the Philadelphia Inquirer's highest restaurant rating.

- Meals are **prepared from scratch** and **totally on site**
- **Locally-sourced** and grown foods are the basis for menus

- **Fresh salad and dessert**, usually fresh fruit, are served at every meal
- **LS table captains** bring platters of food to the table to share, while MS and US student are served individually and then sit “round-table” style as well
- Tables are **set and cleared by students**

We believe that the results of “**sitting together**” at lunch pay dividends long beyond the lunch period. Our program

- Provides **fresh food daily**
- Teaches students about **eating healthy**
- Gives **opportunities to interact** with students and teachers they might not see in a "normal" day
- **Encourages conversation** which is almost always more thoughtful and topical than that which usually occurs over lunch

We believe that the entire experience results in healthier eating, provides a unique educational opportunity and, more importantly, fun.

For those families not participating in the Vetri –inspired lunch program, AIM Academy strongly encourages students to bring lunches to school that will benefit their readiness to learn and overall academic success. Research shows a direct correlation between good nutrition and academic achievement and performance. Parents should provide an appropriate amount of food for their student for the day including a nutritious snack.

To register for lunch please go to the Lunch Registration link in the Parent Portal. Questions? Contact lunch@aimpa.org.

DRESS CODE

Our Philosophy

The goal of AIM Academy’s Dress Code is to create an atmosphere that is conducive to learning. Our Dress Code supports good grooming, neat appearance, and age-appropriate attire. Students are expected to appear tastefully dressed, in properly fitting clothing, appropriate to the educational environment. Clothing can contribute to a sense of pride and professionalism, and reinforces the message that school is important business. This is particularly important for our high-school students who will soon experience job/internship interviews and other professional workforce expectations. We understand that wardrobe choices depend on individual taste and values. Establishing a clear unambiguous dress code is challenging and as a result, certain arbitrary elements may appear. The Dean of Students is the final arbiter of any dispute regarding the Dress Code.

General

This dress code applies for all students in grades 1 through 12. All clothing must be clean and in good repair (e.g., no tears). Collars and cuffs may not be cut or torn. Undergarments shall not be visible or exposed. Clothing and accessories bearing images or messages should be appropriate for school and must not promote a lifestyle that is inconsistent with good taste, educational values, and general wellness. The display of images or slogans with questionable or double meanings, offensive, or disturbing, and those that strain interpersonal or inter-group relationships, are prohibited.

Head	Hats are not appropriate attire in school and must be removed upon entry to the building.
Tops	Shirts: Collared shirts, turtleneck shirts, collared AIM Gear shirts, and blouses are in dress code. Shirts and blouses must cover the midriff, chest and back, and substantially cover the shoulders. Tank style shirts or dresses must have shoulder straps that are at least as wide as the width of the student’s hand (including the thumb) measured at the knuckle, so that they substantially cover the shoulder. All shirts should be worn to the collarbone. A camisole top may be layered underneath a shirt or dress in order to create a modest

	<p>neckline.</p> <p>Strapless or spaghetti-strapped tops or dresses are not permitted.</p> <p>Sweaters/Sweatshirts: V-neck and scoop-neck sweaters must be worn with a collared or crewneck shirt clearly visible underneath in order to create a modest neckline. Sweaters with a modest neckline may be worn alone as a shirt. Athletic sweatshirts must be worn with a collared or crewneck shirt (not an athletic t-shirt or camisole) clearly visible underneath. Sweatshirts with a <i>hood</i> should be v-neck, ¼ zip, ½ zip or full zip so that the collared shirt or crewneck shirt is clearly visible underneath.</p>
	<p>Athletic T-shirts and athletic jerseys are not permitted. Crewneck “hoodie” sweatshirts that are tight at the neck are not permitted as it is very difficult to see a shirt at the neckline.</p>
Bottoms	<p>Bottoms should be neat and professional looking, and neither too tight nor too loose.</p> <p>Pants/Shorts: Khakis, chinos, neat cargo pants, dress pants, and colored denim jeans (not blue or black denim material) are permitted. Pants must have pockets, belt-loops, button/snap closure, a zipper, and be free of holes, tears, or rips. Professional fitting dress pants without pockets are in dress code. Knee-length shorts (of similar material and condition as stated above) are permitted.</p> <p>Shorts/skirts/dresses: Modest (closer to knee than hip) length shorts, skirts and dresses, are in dress code. Shorts must have a button/snap closure and a zipper. All are encouraged, but not required, to wear shorts (such as spandex or running shorts) underneath knee-length or shorter skirts or dresses.</p> <p>Not Permitted:</p> <ul style="list-style-type: none"> ● Intentionally distressed jeans/pants/shorts. ● Sweatpants, pull-on pants, and athletic/track pants, skin-tight jeggings, pull-on yoga pants
Footwear	<p>Sneakers, shoes, boots, and supportive sandals with a low (<2 inch) heel are permitted. All footwear, including sandals, must have a back. Sandals must have an ankle strap. Clogs (with the exception of Crocs) are permitted. Shoes with flashing lights are strongly discouraged as the lights can be distracting to others. Footwear with wheels is not permitted.</p>
Dress Down	<p>The final Wednesday of every month is “Wolfpack Wednesday” where students may wear AIM Gear above the waist with normal dress code attire, with the addition of jeans, below the waist.</p>

Exceptions

1. Students may be asked to dress more formally for certain public events such as concerts, presentations, Awards Night, game day for sports teams, etc.
2. Students may be permitted to dress more casually for sporting events, class trips (e.g., to a water park), “dress-down” days, etc.
3. Students must change into athletic apparel for after-school practice after dismissal. Students may be allowed to wear their team athletic uniform on game-days with prior permission.
4. Students who feel they cannot adhere to the dress code on an ongoing, non-emergent basis must submit their request for approval in writing to the Dean of Students. Prior written approval is not needed in the case of an emergency (e.g., wearing athletic pants over a leg cast).

Accountability

1. Parents are to ensure that their children understand and abide by the dress code.
2. Teachers are to check during attendance that students are dressed properly and take corrective measures for those who are not.

3. The Assistant Head of School and Division Heads, along with the Dean of Students, will ensure that this policy is available to parents, students and teachers, and take appropriate disciplinary measures for repeat offenders.

GRADING & HOMEWORK POLICY

Lower School:

The purpose for assigning homework in the Lower School is to provide students with the opportunity to practice previously taught concepts, to increase reading fluency, and to develop executive functioning skills. Any homework assigned is meant to be done independently by the students and with minimal support from parents and caregivers as the goal is to see what the students are able to do independently with the exception of reading fluency homework which may need to be monitored by parent or caregivers. If at any time your child feels a particular homework assignment is too difficult, please alert his or her teachers so they can use that information to adjust instruction. Additional enrichment, as well as modified homework expectations, can be provided on an individual need basis when requested.

Middle School:

Homework is for review, fluency, practice, deepening of understanding, preparation, and development of executive functioning skills. Homework is assigned at AIM Academy according to a child's needs and abilities in a given content area and grade level. In Middle School, families should expect anywhere from 1-2 hours of homework per night, with occasional assignments over the weekend. Homework may account for 15-25% of a student's overall grade. Additional enrichment, as well as modified homework expectations, can be provided on an individual need basis when requested.

Students in the Middle School receive letter grades on the traditional A - F scale based on individual growth, and preparation for AIM's Upper School college preparatory program. Middle School teachers are well aware of the social, emotional, and behavioral well being of our student population, and the effect a failing grade can have on any of our students' self-concept. Failing grades may be avoided in lieu of promoting and celebrating the individual growth of students in the 6th and 7th grade. Students entering the 8th grade at AIM are transitioned into a grading expectation that allows for more individual accountability for a student's overall performance (Assessments, Projects, Engagement, and other in-class and homework assignments). Students can be awarded any of the following recognitions during a given marking period:

Distinguished Honor Roll: Students receiving an A- or greater in all subjects with less than 5 Absences.

Honor Roll: Students receiving one B and an A- or greater in all other subjects with less than 5 Absences.

Behavior Honor Roll: Students who show exemplary behavior without any noted behavioral infractions.

The 100% Club: Students who turn in every homework assignment in a given quarter.

8th Grade Honor Society: The *8th Grade Honor Society* is a new initiative at AIM and serves to recognize outstanding 8th grade students. More than just an honor roll, members of the Honor Society have demonstrated excellence in the areas of scholarship, leadership, service, and character. Students in this select group are considered by a team of administrators, psychologists, and teachers based on the following criteria:

- Honor Roll
- Impeccable attendance
- No disciplinary referrals
- 100% Club

- Leadership qualities
- School spirit and commitment to the principles of AIM

Upper School:

In Upper School, families should expect approximately two hours of homework per night with assignments over weekends. Homework accounts for approximately 25% of a student's grade. As one of the hallmarks of the independent student, homework must be completed on time and with effort. AIM offers a variety of free and fee-for-service supports to enable successful completion short and long-term assignments. In the Upper School, students are graded based upon the acquisition of competencies they will need to be ready for college. Grades are given A - F and GPAs are reported on a 4.0 scale. While grading differs somewhat from class to class and subject to subject, grades generally are divided among the following categories:

- Class Engagement (Participation, Positive Attitude, Respectful to peers and adults, Ready and willing to learn)
- Homework (homework is given daily and often prepares students for the following day's learning. Homework and time management are critical skills developed in upper school).
- Formal Assessments (Tests are given at the end of major units. There is at least one major test per quarter, quizzes are given often and come in various forms. Midterms and finals are not given separate grades; they are calculated as significant portions of the second and fourth quarter cumulative grade).
- Projects (Many high school classes assign hands-on or tech-based projects in and out of class. Students are graded on the product, the content, their collaboration, their communication skills, and their time management).
- Essays (Upper school students produce a considerable amount of writing. Writing is a critical college readiness skill and essays are assigned in all classes on a regular basis).

Distinguished Honor Roll: Students receiving an A- or greater in all subjects with less than 5 Absences.

Honor Roll: Students receiving one B and an A- or greater in all other subjects with less than 5 Absences.

Behavior Honor Roll: Students who show exemplary behavior without any noted behavioral infractions.

The 100% Club: Students who turn in every homework assignment in a given quarter.

Preceptors: Each quarter, the AIM Honor Board, consisting of one administrator, one psychologist, two teachers, and eight student representatives, nominate those students who they feel are worthy of Preceptor status. Preceptors are students who have a sincere commitment to the values and ideals of AIM Academy and represent the mission of the school to the entire student body as living examples of AIM's Code of Conduct. Leading by example, students who earn the rank of Preceptor are recognized by administration, teachers, and peers for their exemplary academic and community leadership skills and are granted a variety of freedoms, rights, and privileges not afforded to most students. Students are selected based on the following criteria:

- Honor Roll
- Impeccable attendance
- No disciplinary referrals
- Leadership qualities
- School spirit and commitment to the principles of AIM
- Nomination by Head of Upper School and a faculty member

INTERNET AND COMPUTER USE AT AIM ACADEMY

Computer access is made available to students, teachers, staff, and administrators. Access to information technologies is integral to the educational mission and purpose of our institution. We utilize technology in a variety

of ways throughout nearly every facet of school operations including: instruction, activities, service, research, and administration. AIM's technological resources are provided for educational use and are to be used by members of the school community with respect for the trust through which they have been provided.

AIM's objective is to provide our students with the tools that will assist them in their educational pursuits and to promote creativity and learning. AIM is committed to the use of technology tools for accommodation, research, worldwide resource sharing, communication, and storage of student work. Because technology at AIM is only to be used for educational purposes, while on AIM's campus students may not use technology (cell phone, laptop, desktop, iPod, iPad, etc.) without permission from a member of the faculty or administration to do so - this includes travel time between classes as well as lunch and recess.

The Internet connects computers all over the world, providing access to electronic mail, public shareware of all types, as well as massive databases housed in universities, government agencies, and private companies. Depending upon a student's division and academic needs, faculty may use a variety of platforms/accounts for student assessment purposes. All faculty, students, and parents are assigned a Veracross Account that provides a portal to grant private access to internal school information as well as individual student records. Additionally, all AIM students will be assigned a Google Apps for Education account. While the service is hosted on many Google servers off campus, community members need to remember that Google Apps for Education aimpa.org accounts are not private and can be viewed at any time by school administration. In order to ensure the appropriate use of its technological resources, AIM reserves the right to monitor, access, and disclose files contained, stored, or transmitted using school equipment or services/platforms.

AIM Academy uses a content filtering system for safety purposes. As such, we set our filters to comply with CIPA (Children's Internet Protection Act) regulations. AIM utilizes a web filter in accordance with suggestions made by Praesidium. The filtering software AIM uses was developed by Securly (securly.com). AIM's filtering system is designed to block web sites that are inappropriate for students as well as various social media tools, websites, and games that are distracting and non-educational. Even though the content filtering system is automatically maintained and customized on a daily basis, it is impossible on a global network to control access to all materials that may be deemed objectionable or inappropriate. For this reason, all technology use on campus by students must have faculty approval and supervision. Parental/guardian consent for students to utilize the technology tools that AIM provides is required, and we ask that parents/guardians consider whether or not to permit their children access to the Internet at home.

Responsibilities:

The efficient operation of AIM's network relies upon the proper conduct of its end-users who must adhere to school guidelines. The guidelines are set forth in the Acceptable Use Policy (AUP) are provided so that students are aware of the responsibilities that they are about to acquire. Student responsibilities require ethical and legal use of school and network resources. If a community user violates any of these terms and conditions, his or her network/Internet access may be terminated, future access could be denied, and disciplinary action may occur. The signature(s) at the end of the AUP is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by the stated terms.

The Acceptable Use Policy applies to all students, all faculty/staff members, and all visitors to AIM's campus (both adults and minors) including parents and subcontractors. All AIM students in grades 6th through 12th, and all AIM parent/guardians of students in grades 1 through 12 must sign this permission form before students may use any school technology. Technology Use Contracts and AUP Permission forms must be signed on an annual basis at the beginning of every school year.

Students are not permitted to alter, change, modify, repair, or reconfigure settings on their school issued computers or devices; this includes deleting any cookies and/or history, and the resetting of time and/or date on a school device. Students may not make any attempts to circumvent AIM security measures. The use of websites to tunnel around firewalls and filtering software is expressly prohibited. The use of websites to render a user anonymous internally is also prohibited.

AIM AUP Terms and Conditions:

(Students and parents/guardians must both read and sign AIM Academy's Technology Use Contract AUP)

1. *Acceptable Use:*

Network/Internet use must be consistent with the educational objectives of the school. Students will use only their school assigned Google for Education Apps platform, and sign in with their username and password, to gain access to AIM's Network/Internet.

School authorities have the right to confiscate personally-owned technological devices that are in violation and/or used in violation of school policies.

2. The following are considered ***unacceptable uses*** of the AIM technology:

- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited.
- Unauthorized access to other systems from school computers (e.g. "hacking") is prohibited.
- Use of peer-to-peer (P2P) downloading service to download non-approved software (i.e. non-educational or entertainment-only) is not allowed.
- Use of non-educational Internet games, multi-user Internet games (Halo, World of Warcraft, etc.) and IRC (Internet Relay Chat) are not allowed.
- Use of online radio (Pandora, etc), audio broadcast, or video streaming unrelated to class curriculum is not allowed.
- Use of any technology device, platform, software, or website on AIM's campus must be related to educational purposes. Technology at school will not be used for personal activities during the school day; this includes technology brought from home.
- Use of any technology to view download or transmit sexually explicit or pornographic material.
- Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Use of AIM technology or Apps to communicate personal information about yourself or others is prohibited; this includes but is not limited to name, addresses, email address, school name, phone numbers, and/or financial information.
- Students are not permitted to send or take photographs or video with their phones on school property or at school events without the advanced permission of AIM Academy.
- Vandalism is not permitted and will be strictly disciplined. Vandalism of data is defined as any attempt to harm or destroy data of another AIM user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. Vandalism of hardware/software also includes intentionally making computer systems inoperable by deleting, disconnecting, or disabling components. Vandalism also refers the defacing of school equipment including, but not limited to, drawings, markers, or stickers.
- Harassment, intimidation, or bullying, including any intentional electronic, written, verbal, or threatened physical act, also called cyber bullying, is not acceptable and will be disciplined.

(AIM's Bullying and Cyber-bullying policies are elaborated in further detail in AIM's Student Behavior Expectations Section of the AIM Community Handbook)

3. **Privileges:** Network/Internet use is a privilege, not a right, and inappropriate use will result in a loss of technology privileges, disciplinary action, and/or referral to legal authorities. At the direction of the school administration, student user access to AIM equipment and /or accounts may be denied, revoked, or suspended as a result of misuse of technology privileges. Laptops and equipment/devices issued/loaned to students, faculty and staff are the property of AIM and must be returned upon request.
4. **Netiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other language inappropriate in a school setting.
5. **Services:** AIM makes no warranties of any kind, whether expressed or implied, for the technological services it is providing. The school will not be responsible for any damages an individual suffers while on its devices and systems. These damages include any incident or loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions.
6. **Security:** If a student identifies a security problem, he/ she must notify school personnel immediately. He/she is not to demonstrate the problem to other users. Students may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.
7. **School Account:** Students will be issued student accounts and passwords. If any information on a student's account changes or the account password is lost or stolen, it is the student's responsibility to notify school personnel.
8. **Google Apps for Education accounts:** AIM Academy provides students with Google Apps for Education accounts (Apps). Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and AIM. AIM teachers will be using Google Apps for lessons, assignments, and communication. (Email for Lower School students has been configured for emailing within aimpa.org only, enabling students to share work with their teachers and classmates, but not the outside world.) Google Apps for Education is also available at home or anywhere with Internet access. School staff will monitor student use of technology when students are at school. Parents are responsible for monitoring their child's use of technology when accessing programs from home. Students are responsible for their own behavior at all times. Acceptable Use (Privacy and Safety) rules apply for student's use of Google Apps for Education; its use is primarily for educational purposes.

Students/Community Members may use Apps for personal use at home subject to the restrictions below and any additional school rules and policies that may apply:

- a. **Privacy** – School administrators and parents/guardians may have access to student Apps for monitoring purposes.

Students should have no expectation of privacy on the Google Apps systems.

- b. **Limited personal use** – Students may use Apps tools for personal projects while at home, with parental permission, but may not use them for:
 - Unlawful activities
 - Inappropriate sexual or other offensive content

- Threatening another person
- Misrepresentation of AIM Academy, staff or students

(Apps, sites, email, and groups are not public forums; Apps are extensions of AIM classroom spaces.)

9. **Safety** - Students may not post personal contact information about themselves or others; including last names, addresses, and phone numbers. Students agree not to meet with someone they have met online without their parent's approval and participation. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.

10. **Access Restriction – Due Process:** Access to Technology at AIM is considered a privilege accorded at the discretion of its teachers and administrators. AIM maintains the right to immediately withdraw access when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Director of Technology and the Head of Division for further investigation and account restoration, suspension, or termination. AIM also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a student's Technology Use Contract may be terminated as part of such action; students in such cases will be required to return AIM Technology to the school.

AIM's Guidelines for Access to Laptops, iPads, and/or Student Accounts:

Elementary students granted computer access at school must understand all guidelines outlined in the AUP. Their user agreement is formalized through the parent /guardian's signature on the application. In signing, parents agree to speak with their students regarding their responsibilities with regard to technology use at AIM.

Middle and Upper School students granted a laptop for use at home and school, and/or student accounts, will be granted an access as long as they are students and agree to the following conditions:

- a. All users must read and agree to follow all guidelines outlined in the AUP.
- b. Students must obtain parent/guardian(s) signature(s) on the AUP and Technology Use Contracts.
- c. A binding agreement is formalized via the student and parent/guardian's signatures on said forms.

Technology Use Contract

AIM students understand the responsibilities they have for the use and care of AIM technology - issued to them for educational purposes.

- Violations of AIM's Acceptable Use Policy, School Behavioral Expectations as outlined in our handbook, and/or Bullying Policy will suspend a student's eligibility for the school laptop program.
- Students (6-12) will have the privilege of taking the laptop issued to them off campus; they will be expected to complete AIM computer safety training within a week of being issued a laptop.
- Issued laptops will be checked back into the Technology Department on the last attendance day for the student, unless purchased from AIM at that time.
- Students 6-12 are required to have their laptops and chargers with them each day at school.
- Students are responsible for keeping their laptops in secure locations.
- The student and parent will assume the risk of loss by theft, destruction, or damage of school technology; AIM will charge the lesser of the repair or the replacement cost.

- By initialing and signing AIM’s Technology Use Contract, the parent/guardian agrees to be responsible for the loss/damage to school Laptops and/or iPads; the cost of repair for such damage that is not covered by warranty.
- Parents/guardians/students are not authorized to attempt repairs themselves or to contract with any other individual or business for repair of the laptop.
- Students are not to deface school laptops in any way; examples include attaching stickers to any part of the computer or writing names or painting pictures on the exterior.
- Upon request, the student agrees to deliver the computer to AIM staff for technical inspection or laptop audit.
- School devices should not be left for extended times in places where they will be subject to extreme temperatures or humidity (i.e.: cars or outside on cold or hot days).

BEHAVIOR

AIM Academy’s Positive Behavioral Support Programs (*S.T.A.R.S.* in the Lower School, *A.C.E.* in the Middle School, and *Preceptor* in the Upper School) are school-wide incentive programs that promote the social, emotional, academic, and behavioral development of all students. They are designed to provide recognition and incentives for the development of 21st Century skills and are research-based, highly effective approaches that improve and sustain academic achievement and the social and emotional well-being of all students.

STUDENT CODE OF CONDUCT

Philosophy: All students have the right and responsibility to learn. All students, faculty, and staff have the right and responsibility to learn, teach or work in a positive environment.

1. I will respect the rights of others.
2. I will respect school property.
3. I will respect authority.
4. I will conduct myself properly in all venues.
5. I will respect AIM Academy’s dress code.
6. I will be on time for school. I will be on time for my classes. I will work to the best of my ability as a student.

FACULTY AND STAFF CODE OF CONDUCT

Safety is our number one goal with respect to behavior. AIM Academy is proud to be an accredited member of Praesidium School Care, an organization committed to making sure schools are safe for everyone. AIM’s decision to exceed national standards comes from our strong commitment to protect our employees, volunteers, and students. For more information about Praesidium, please visit their Facebook page.

<https://www.facebook.com/praesidiuminc/>

AIM Academy provides our students with the highest quality services available. We are committed to creating an environment for students that is safe, nurturing, empowering, and that promotes growth and success. No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from school. AIM Academy will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Code of Conduct outlines specific expectations of staff and faculty members as we strive to accomplish our mission together.

1. Students will be treated with respect at all times.
2. Students will be treated fairly regardless of race, sex, age, or religion.

3. Faculty and staff will maintain appropriate boundaries when in positions of power over students.
4. Faculty and staff will adhere to uniform standards of displaying affection as outlined in this manual.
5. Faculty and staff will avoid affection with students.
6. Faculty and staff will not use profanity or tell off-color jokes.
7. Faculty and staff will not discuss their sexual encounters with or around students or in any way involve students in their personal problems or issues.
8. Faculty and staff will not date or become romantically involved with students.
9. Faculty and staff will not use or be under the influence of alcohol or illegal drugs in the presence of students.
10. Faculty and staff will not have sexually oriented materials, including printed or online pornography, on school property or in the presence of students
11. Faculty and staff will not have secrets with students.
12. Faculty and staff will not give money or gifts to students, except for within the context of a group gift given to all students in celebration of special events or recognition.
13. Faculty and staff will not stare at or comment on students' bodies.
14. Faculty and staff will never be nude or inappropriately dressed in the presence of students. Faculty and staff must be well groomed and appropriately dressed at all times.
15. Faculty and staff will comply with the school's policies regarding interactions with students outside of school.
16. Faculty and staff will not engage in inappropriate electronic communication with students.
17. Private living areas or bedrooms of faculty and staff are not to be used for AIM Academy programs or by students.
18. Faculty and staff are prohibited from working one-on-one with students in a private setting. Faculty and staff will use common areas when working with individual students.
19. Faculty and staff will not abuse students in any way including (but not limited to) the following:
 - *Physical abuse*: hitting, spanking, shaking, slapping, unnecessary restraints
 - *Verbal abuse*: degrading, threatening, cursing
 - *Sexual abuse*: inappropriate touch, exposing oneself, sexually oriented conversations
 - *Mental abuse*: shaming, humiliation, cruelty
 - *Neglect*: withholding food, water, shelter
20. Students are prohibited from engaging in the following:
 - *Hazing*
 - *Bullying*
 - *Derogatory name-calling*
 - *Games of Truth or Dare*
 - *Ridicule or humiliation*
 - *Sexual activity*
21. Faculty and staff will take steps to prohibit and eliminate bullying behaviors.
22. Faculty and staff will report concerns or complaints about other Faculty and staff, other adults, or students to a supervisor or anonymously at anonymous@aimpa.org.
23. Faculty and staff will report allegations or incidents of abuse to the proper state authority, as outlined in AIM Academy's Crisis Response Manual, p. 18.

- 24. Faculty and staff may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

PARENTS WORKING WITH SCHOOLS/SCHOOLS WORKING WITH PARENTS

AIM Academy subscribes to the Principles of Good Practice published by the National Association of Independent Schools. The philosophy expressed in the NAIS Principles of Good Practice guidelines for “Parents Working with Schools/Schools Working with Parents” (PGPs) is consistent with the mission and core values of AIM Academy. Recognizing that emotions associated with children can at times run very high, these principles describe AIM’s expectations for interpersonal conduct.

PREAMBLE: The following principles provide common ground for interaction between independent school professionals and their many constituents (parents, students, colleagues at other schools, and the public). The NAIS Principles of Good Practice for member schools define high standards and ethical behavior in key areas of school operations to guide schools in becoming the best education communities they can be, to embed the expectation of professionalism, and to further our sector’s core values of transparency, excellence, and inclusivity. Accordingly, membership in NAIS is contingent upon agreement to abide by “the spirit” of the PGPs. (See “General Considerations Regarding NAIS Principles of Good Practice” on the NAIS Website.)

OVERVIEW: Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

PARENTS WORKING WITH SCHOOLS	SCHOOLS WORKING WITH PARENTS
<ol style="list-style-type: none"> 1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached. 2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school. 3. Parents are familiar with and support the school’s policies and procedures. 4. Parents provide a home environment that supports the development of positive learning attitudes and habits. 5. Parents involve themselves in the life of the school. 6. Parents seek and value the school’s perspective on the student. 7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns. 8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best. 	<ol style="list-style-type: none"> 1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached. 2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student. 3. The school seeks and values the parents’ perspective on the student. 4. Teachers and administrators are accessible to parents and model candid and open dialogue. 5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations. 6. The school defines clearly how it involves parents when considering major decisions that affect the school community. 7. The school offers and supports a variety of parent education opportunities. 8. The school suggests effective ways for parents to support the educational process. 9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

STUDENT TO STUDENT INTERACTIONS

The thought that one student may sexually abuse another student does not occur to many people. Unfortunately, abuse between peers has increased substantially in the past few years. Student-to-student sexual activity and sexualized behaviors often remain unreported in organizations because parents and educators are not comfortable documenting these situations, or may not know how. Most serious incidents of student-to-student abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the school environment safe. AIM Academy recognizes that the following interactions are high risk and should be prohibited:

- Hazing
- Bullying
- Derogatory name-calling
- Inappropriate touching
- Roughhousing
- Games of Truth or Dare
- Singling out one child for different treatment
- Ridicule or humiliation

Public Displays of Affection

Regardless of age, caring for others and showing affection are important parts of life. However, overt displays of affection between two people may cause discomfort or embarrassment to others. Being overly affectionate in school creates an environment that is not conducive to concentration and learning. Therefore, students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

***Behaviors that are appropriate/inappropriate between:** children and teens of opposite genders, children and teens of the same gender, children and teens that identify as gender-fluid/neutral, or children and teens whose gender differs from their physical presentation.

Appropriate

Holding hands
Handshakes
High fives
Walking arm in arm
Sitting close
Patting someone on the back
Shoulder-to-Shoulder hugs

Inappropriate

Frontal hugging
Kissing
Tickling
Wrestling
Sitting on someone's lap
Compliments related to body/physique
Piggyback riding
Massaging/rubbing backs, arms, legs

BULLYING

AIM Academy is committed to providing all students with a safe and nurturing environment. In accordance with Pennsylvania Law H156 (2013), or the *Pennsylvania Safe Schools Act (PASS)*, AIM has adopted a zero tolerance policy on bullying which is integrated into the school code of conduct. *Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting. The act is severe, persistent or pervasive and has the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. "School setting" is defined as the school, school grounds, in school vehicles, at a school bus stop, or any activity sponsored, supervised or sanctioned by the school. All forms of bullying (as defined below) will not be tolerated.* Students who engage in bullying behavior will be disciplined by the Dean of Students accordingly. This

could include, but is not limited to, detention, suspension, or in severe cases, expulsion. Parents will be contacted immediately and students may be placed on probation for a designated period.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. **Physical bullying** is when one engages in physical force against another, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. **Verbal bullying** is when someone uses their words to hurt another, such as by belittling or calling someone hurtful names.
3. **Nonverbal or relational bullying** is when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, gossip, or intimidating another by using gestures.
4. **Hazing** is an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person *regardless* of that person's willingness to participate.
5. **Sexualized bullying** is when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

CYBERBULLYING

Cyberbullying is the use of electronic technology to torment, tease, and or humiliate others. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. AIM students are educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and Cyberbullying awareness and response.

Since every AIM student is a representative of the school at all times, it is expected that students reflect community values when on line. Students who are in violation of the Acceptable Use Policy or the Cyberbullying Policy, whether on or off campus, during or outside of school hours, and at any time of the year, may be subject to disciplinary action. Disciplinary action may range from team meetings, to detentions, to referral to appropriate authorities including police, to expulsion.

Specific instances related to Cyberbullying include, but are not limited to, the following:

- **Vicious e-mails**. "You've got mail," sometimes means "You've got insults," as mean kids use cyberspace to pass along verbal abuse, foul language, and hateful rumors.
- **Insensitive IMs**. Instant messaging (being able to talk to another person on screen) can get nasty when the offending party uses this delivery system to spread hate and venom.
- **Wicked websites**. Many web pages are creative and helpful. Some, however, have become gathering areas where kids can post vicious rumors and racist threats.
- **Web logs (blogs)**. Kids design these online journals to profile themselves and share their thoughts. Trouble-makers, however, create these pages to ridicule, often "morphing" photos of the targeted victim into something ugly and humiliating.
- **Cell phone photos**. Cruel candid camera. This clueless victim is snapped during an embarrassing moment and the images shared with everyone on the internet.
- **Text messaging**. Sending text messages via cell phone, bullies can reach out and touch a huge audience, spreading hurtful gossip along the way.
- **Video Cameras**. America's Funniest Videos becomes America's Cruellest Videos when these productions are edited for prime time humiliation and broadcast over the internet.

What parents can do to help:

- Learn about the internet.
- Know what tools are available for use and misuse by your child and friend.
- Talk up values. The technology may have changed, but kindness and decency should still be at the top of everyone's list.
- Guard passwords. Tell your child not to share with friends and to change passwords frequently.
- Talk to your child. Make sure your child comes to you when targeted for abuse.
- Keep copies. Print out and save any offensive e-mails, IMs, blogs, etc.
- Report the incident to the proper authorities.
- Stress the internet's impact. An e-mail sent to one child, can be resent to hundreds. Old e-mails and IMs may resurface and get even a well-meaning child in trouble.
- Encourage your child to think before clicking.

AIM ACADEMY POLICY ON DRUGS AND ALCOHOL**Philosophy**

AIM Academy is committed to the safety and well-being of its students and to providing an environment that promotes academic, social, physical, and emotional growth. Our students live in a complicated, and often-times stressful, world that can lead some children to make poor choices with regards to use of illegal drugs, prescription drugs, and alcohol. These poor decisions can have long term consequences and can pose a significant risk to a student's health and ability to develop and function at his or her fullest potential. Through a variety of proactive measures, AIM Academy strives to educate our students about the risks of using drugs and alcohol in order to prevent them from engaging in these activities. If it comes to the school's attention that a student is using drugs or alcohol, AIM will initiate actions designed to end use and promote the health of the student. A strong and consistent effort by students, faculty, and administrators, in partnership with parents, will best serve the overall goal of keeping all students safe and healthy.

Policy

In short, the Drug and Alcohol Policy for AIM Academy can be summarized as such: The use or possession of illegal drugs and alcohol or the misuse of prescription drugs has no place in our community and is forbidden. Students found in violation of this policy will face disciplinary consequences on the first offense and depending on the nature of the violation may be subject to separation or expulsion.

This policy applies to:

- Students who are on the school grounds (indoors, out of doors, or in private vehicles) or in school transportation vehicles at any time of day or any day of the year
- Students who are attending any off-campus school activity, such as field trips or athletic, social, or cultural events at any time of day or any day of the year
- Students attending a function at another school at any time of day or any day of the year
- Use that occurs off campus during school hours while school is in session

Students must also be aware that they represent AIM Academy, directly or indirectly, when they attend any public or private event. AIM Academy reserves the right to discipline students whose conduct outside of school is incompatible with the school's standards or who tarnish their own or the school's reputation by their actions.

Awareness and Prevention

AIM Academy believes that the best way to protect its students is to promote awareness of the risks of using, or even experimenting, with drugs or alcohol. This formal education includes:

- A prevention program delivered to all Lower, Middle, and Upper School students each year by the Caron Foundation or other professional agency.

Proactive Health Intervention

AIM Academy supports students who voluntarily acknowledge their drug or alcohol problem and seek help to overcome it.

- Students or families who seek out help through a faculty member or an administrator, prior to a violation of AIM Academy's drug and alcohol policy, are given appropriate guidance and support without any disciplinary action. In most cases the student or family will be referred to the School

Psychologist, who will recommend an evaluation by a professional drug and alcohol counselor. Parents will be involved in the formulation of a treatment plan.

- A student who has a concern about a fellow student's use of drugs or alcohol is encouraged to bring this to the attention of the Division Head, the Dean of Students, the School Psychologist, or another trusted member of the faculty. The school will share the information, without naming its source, with the student's parents. Protecting a friend means getting him or her needed help, not keeping the need for help a secret.

Disciplinary Consequences of Use and Abuse

It is difficult for any school to develop a complete and unassailable policy that covers every possible situation and contingency. In addition, AIM Academy prides itself on differentiating the overall educational and social experience to best suit the needs of each of its students. With that in mind, AIM has developed a set of guidelines to be used in the event that a student is discovered or suspected of acting in a way that is contrary to our stated policy on drugs and alcohol.

In general, every student found in violation of this policy will be placed on disciplinary probation. Disciplinary probation lasts from a minimum of the remainder of the current school year to graduation. Students should know that any subsequent major disciplinary offence at any time during the student's remaining AIM Academy career will be dealt with severely and may result in expulsion. Disciplinary probation may include the requirement for continued drug testing with the results provided to the school. During disciplinary probation, if a student fails to fully cooperate with an evaluation and any recommended treatment, AIM Academy may take whatever action it deems appropriate, including handling it as a disciplinary matter with consequences as set forth in this policy.

- The sale or distribution of alcohol, prescription drugs, or illegal drugs may result in expulsion with no possibility of readmission, and law enforcement officials notified.

- Any student found to be or suspected of being in possession of illegal drugs, alcohol, inappropriate prescription drugs, or any paraphernalia associated with these substances will be subject to major disciplinary action. This action may include multi-day suspension or expulsion, and police involvement.
- Any student suspected of being under the influence of illegal drugs, alcohol, or inappropriate prescription drugs will be subject to major disciplinary action. This action may include suspension or expulsion, and police involvement.
- In addition, AIM reserves the right to require that a student who violates the drug and alcohol policy agree to undergo a comprehensive drug and alcohol evaluation conducted by a school-approved qualified drug and alcohol addictions professional. The evaluation may include drug testing. Treatment recommendations made by the professional must be shared with AIM. AIM Academy may also require that the student follows the recommendations for ongoing treatment as a contingency to the student's continued enrollment.
- Any student promoting drugs in any manner, i.e. "talking up" or "bragging" about drug or alcohol usage, or writing inappropriate comments about these activities will be subject to disciplinary action. This action may include detention or suspension. In addition, AIM may require that the student undergo a comprehensive drug and alcohol evaluation conducted by a school-approved qualified drug and alcohol addictions professional. Recommendations made by the professional must be shared with AIM. AIM Academy may require that the student follows the recommendations as a contingency to the student's continued enrollment.
- Parents will assume responsibility for payment for any drug testing or comprehensive drug and alcohol evaluation conducted by a school-approved qualified drug and alcohol addictions professional.
- Any student discovered to be knowingly in the presence of prohibited substances on the AIM Academy campus or at any school related activity or event, but does not consume or use prohibited substances and does not violate the above rules and regulations in any way will, at a minimum, be placed on disciplinary probation.

Suspension

When a student receives an in-school suspension, she or he is generally required to report to the GRC for a supervised suspension from 8:10 am until the end of the school day. The student should pack his or her own lunch. A parent must drop off and pick up the student. The student will be given a list of assignments which will be completed independently and turned in at the end of each day or other stipulated time period. These completed assignments should demonstrate satisfactory mastery of academic material. Any graded work will be counted to its full value.

During an out-of-school suspension, a student remains at home. The student will be given a list of assignments to complete independently during the suspension. All graded work will be counted at its full value.

Period of Suspension

The period of suspension starts the moment the Assistant Head of School receives and approves the recommendation from the Division Head or Dean of Students and ends on midnight of the last day of suspension. The period of suspension includes both the number of school days for which a student has been suspended and all days between the first and last day of suspension when school is not in session (weekends, holidays, in-service days, etc.).

During the entire period of suspension, students may not participate in any school-sponsored events, including dramatic productions, field trips, class meetings, social activities, or athletic practices or competitions (home and away). The student returns to full participatory status on the day following the last full day of suspension.

For example, a student-athlete-performer who is suspended on a Tuesday afternoon for four school days is ineligible to participate in the athletic competition that afternoon as well as the play that weekend. He or she would return to the community the following Tuesday morning, having served four school days of suspension plus the intervening weekend. Any deviation from this policy must be made by the Assistant Head of School.

The parents of the suspended student will discuss the disciplinary action with the Assistant Head of School, the Upper School Head and/or the Dean of Students. The student will be placed on disciplinary probation and privileges are lost for a determined period of time.

In some circumstances, the school may exercise its right to separate a student from the community for a period of time, or expel a student entirely.

Suspension, separation, or expulsion may be considered a change of status for a student. See below for related expectations and procedures for colleges.

Reporting Suspensions and Change of Status to Colleges

As stated above, any student suspected of being in possession of or under the influence of illegal drugs, alcohol, or inappropriate prescription drugs will be subject to major disciplinary action. This action may include suspension or expulsion, and police involvement. Disciplinary actions of this nature occurring at any time in a student's Upper School career, regardless of length, are reported to colleges if directly requested by the college or university. If a student has incurred disciplinary suspension or probation at any time during his/her Upper School career s/he is obligated to report this to colleges. Students are also asked to provide contextual information regarding the situation and will work directly with the college counselor to provide this information. The college counselor will also provide contextual information if asked to do so.

If a student is dismissed, suspended, or placed on disciplinary probation after an application has been filed with a college, the college counseling office will contact colleges to report that a change in status has occurred. Counselors make this contact two weeks after the student's change in status; this two-week period gives the student the opportunity to contact institutions individually before the colleges learn of his or her change of status from AIM Academy.

Should a student need to send information regarding a change in status, or contextual explanation, the college counselor will work directly with the student to determine an effective means of communicating the information to colleges. Colleges will also be notified of a change of status when a student's course schedule changes during the senior year, and a transcript listing the original schedule has already been mailed. In this instance, the College Counseling office will contact the colleges and alert them of the new schedule.

Disciplinary probation is an official status assigned to a student by the Head of the Upper School and/or the Dean of Students. A student may be placed on disciplinary probation as a result of a single community code violation, or from an accumulation of minor offenses. While on disciplinary probation, a student must be mindful that any subsequent violation of school rules will be considered very serious and may result in suspension, separation, or expulsion from school.

DISCIPLINARY ACTION

Every student at the AIM Academy is expected to arrive each day with a willingness, openness, and determination to learn and achieve. Every teacher at the AIM Academy is committed to working with our students every day to inspire them to reach for success. AIM Academy has a tiered system of responses to ongoing issues involving discipline which may include detentions, in and out of school suspensions, disciplinary probation and, ultimately, dismissal from the school. The system described below provides a general guideline only; AIM reserves the right to alter this tiered system to respond to a particular situation, and may decide to dismiss a student for a first or subsequent offense if AIM decides in its sole discretion that such action is necessary.

Disciplinary action can range from a formal warning to expulsion. The tiers of disciplinary action will not necessarily be applied in any order and the school reserves the right to impose discipline as deemed in the best interest of the student, faculty, and school community.

Tier I

- Formal Warning - meeting between administrator, offender (this meeting may include the victim if the victim elects to be present to confront the offender), and family.
- Written or verbal apology and/or possible behavior contract

Tier II

- Detention
- Non-reported Suspension (will not be reported to prospective colleges)

Tier III

- Reported Suspension (in or out of school may be reported to prospective colleges)
- Temporary leave - Physician, Psychologist or Therapist clearance required

Tier IV

- Referral to appropriate authority including police
- Expulsion

As stated above, AIM reserves the right to alter or deviate from the tiered system to respond to a particular situation, and may decide to expel a student for a first or subsequent offense if AIM decides in its sole discretion that such action is necessary. Any disciplinary action follows a fact-finding investigation conducted by the division administrator or Dean of Students. The final decision regarding specific disciplinary actions rests with the administrator in charge of the fact-finding investigation and may involve input from other students, teachers, school psychologists, other administrators, and parents. At each step of the disciplinary process, the individual rights of all students will be respected.

CHILD ABUSE PREVENTION AND INTERVENTION

In an effort to keep all students safe, AIM Academy has adopted rigorous and explicit procedures to address child abuse of any kind. All faculty and staff receive extensive annual instruction in how to identify, prevent, and respond to incidents of child abuse. Additionally, students receive information on how to recognize and avoid potentially harmful situations. Similar workshops are also offered to parents. For additional, specific information, please refer to *AIM Academy's Abuse Prevention Policy and Procedure Handbook*, which is available to parents upon request.

OFF-CAMPUS CONTACT

Many cases of organizational abuse occur off campus and after school ends during the summer. This contact outside of regularly scheduled activities may put school personnel, students, and our school at increased risk. Our school has determined that the following forms of outside contact are appropriate and inappropriate:

Appropriate Outside Contact

- Taking groups of students on an outing
- Attending sporting activities with a group of students
- Attending functions at a student's home, with parents present
- Home visits, with parents present

Inappropriate Outside Contact

- Taking one student on an outing without the parents' written permission
- Visiting one student in the student's home, without a parent present
- Entertaining one student in the home of school personnel
- A lone student spending the night with school personnel

SEXUAL HARASSMENT POLICY

Sexual harassment may be defined as any unwelcome sexual behavior that makes a student feel uncomfortable or unsafe. Sexual harassment may be physical, verbal, or nonverbal. It may include situations in which some benefit is promised for sexual conduct or situations in which sexual conduct as a whole creates a hostile or offensive environment. In order to maintain a learning and working environment which promotes self-worth and respect for the dignity and worth of others, it is the policy of AIM Academy to prohibit sexual harassment and to provide education about the problem of sexual harassment. The policy is designed to provide guidelines for a prompt and appropriate response to allegations of sexual harassment as well as guidelines for a prompt and appropriate remedy of an instance of sexual harassment. A student who believes that he or she has been subjected to sexual harassment has the right and is encouraged to file a complaint. He or she may direct the complaint to Assistant Head of School or Head of their respective division head for sexual harassment. A complaint may also be initiated by a student's parent or guardian.

THREAT ASSESSMENT ACTION PLAN

AIM Academy is committed to creating and maintaining an environment in school where students, teachers, parents, and others feel safe. To this end, AIM Academy has established a protocol for responding to student threats/high risk behaviors. To view a complete copy of this Action Plan, please contact the Main Office.

TRANSPORTATION

Parents are responsible for transporting their children to and from school except for those whose school districts are responsible. Neighborhood car pools are created by parents. The parent-student directory and Veracross should facilitate your making the necessary arrangements.

If a funded student receives bus service from a jurisdiction, it is the parent who ensures that communication regarding problems or changes on the bus is maintained.

AIM Academy provides van service from the Bryn Mawr and Paoli train stations for an additional charge. Stops and times may change from year to year depending on subscription to the van. AIM Academy contracts with Riders' Club Cooperative to provide licensed, insured and cleared drivers for the AIM Academy vans for this purpose.

For more information regarding AIM Academy's van service, please contact Debra Santo at transportation@aimpa.org.

AIM ACADEMY
Transportation Information
2016-2017

revised 8/22/16

Any questions or concerns regarding transportation, kindly contact your school district.

Abington	215-884-0421
Cheltenham	267-460-8698
Coatesville	610-466-2418
Colonial	610-834-1670
Subcontractor - First Student	610- 272-7671
Hatboro-Horsham	215-420-5452
Haverford	610-853-5929, x7000
Lower Merion	610-645-1974
Methacton	610-489-5078
Subcontractor - First Student	610-489-5036
North Penn	215-368-9807
Philadelphia	215-400-4350
Radnor	610-688-8100, x 3366
Springfield	215-233-6095
Treddyfrin-Easttown	610-240-1681
Upper Darby	610-352-7112
Upper Dublin	215-646-7778
Upper Merion	610-205-6485
Wissahickon	215-619-8114, x 1800/1810

STUDENT FIELD TRIPS

We limit the number of trips for our students to those directly related to subject areas under study. The teacher must delineate very specific objectives for each trip. We make use of trips to reinforce what has been learned in clubrooms. Behavior expectations are discussed before our students go on trips. Various permission slips may be required depending on the location, length, and distance of each individual field trip.

BRINGING THINGS TO SCHOOL

It is understandable that our younger students want to bring favorite objects, toys and the like to school. Teachers have specific times when students are asked to share special items from home. AIM Academy cannot be responsible for items which are brought to school from home.

BIRTHDAY PARTIES/CELEBRATIONS

No day is more important to a child than his or her birthday, and rightfully so. We encourage families to send in birthday napkins and some form of treat for the whole class on that day or a day near it. Please let your child's teacher know if you are sending in a birthday treat. (See Snack and Lunch Policy for a guideline for acceptable treats to send in.) We will attempt to provide an alternate treat for a student on a special diet.

We encourage parents to hold parties on weekends if possible. However, if it is on a school day, we ask that children not bring birthday presents to school as it distracts the gift giver and serves as a distraction to all during the day. We urge you to include either all of the class in a birthday party or all the members of one sex from a class unless there is only one student invited. Please remember to invite all classmates so as to avoid any hurt feelings. In turn, your child will be given the same consideration by classmates.

HEALTH

AIM Academy partners with [Magnus Health SMR](#) to streamline management of required student forms including health-related forms using a secure, HIPAA-protected system. To complete necessary forms, access the Magnus Health Portal (your username and password are the same as your Parent Portal login) through the link on your Parent Portal. Please contact Thea Maurer at tmaurer@aimpa.org with any questions or if you have difficulty accessing the Magnus system.

Physical Examinations

Yearly physical forms are required for all students entering first and third grades and all students entering 6th through 12th grade. For new students entering 2nd, 4th and 5th grades, health records from your child's former school are acceptable. Students will not be permitted to attend classes or participate in any school activity, including athletics, until all medical, health, dental, and emergency information forms are on file with Magnus Health SMR.

Physical examinations will be accepted if completed in the previous 12 months. A dental form must be completed for new students and students entering third and seventh grades.

Health Screenings

Pennsylvania state law mandates specific health screenings for various grades during the academic year. The nurse performs the screenings, which include growth, vision and hearing, typically in the fall trimester. Parents will be notified in writing of students who do not pass the health screenings with a referral to the appropriate health care provider. Please contact the health office if you have any questions or concerns about these services.

Illness or Injury

Parents should contact their divisional office to report any absences. However, please contact the health office for any unusual or prolonged medical injuries or illnesses. This will help us better prepare and support your child upon his or her return to school. Parents are required to immediately notify the health office upon diagnosis of a communicable disease such as chicken pox, impetigo, conjunctivitis, strep throat, scabies, pinworm, ringworm or pediculosis (lice).

The school nurse, coaches and members of the AIM Academy faculty and staff have been trained in first aid, CPR and the use of our state-of-the-art defibrillators.

Students are not permitted to excuse themselves from school when ill, but must see the nurse for evaluation. Unless it is an emergency situation, students must obtain a pass from a teacher to visit the nurse. Parents/guardians must be contacted prior to dismissal from school. Parents are notified if a student is ill or has an injury that requires further medical evaluation. Transportation for medical evaluation is the responsibility of the parent/guardian for non-emergency situations. If a serious illness or injury occurs, the nurse, faculty, staff or administration will activate the 911 emergency system for transportation to the hospital. The emergency medical information form must be updated yearly with all the other health forms. The health office should be updated on any changes during the school year.

Medication in School

In accordance with the school's drug policy, students are not permitted to carry or self-administer any prescription or non-prescription medications without prior authorization. Families must submit written documentation to the health office for notification and approval of any self-administered medications while on campus. Currently, the only approved self-administered medications are asthmatic meter dose inhalers, insulin for diabetic students and emergency anaphylactic medications (EpiPens). All other medications must be administered in the health office and follow the medication policy protocol.

Medication Policy Protocol

Please contact the health office to discuss the policy for administering prescription medications during the school day. Medication to be given on a regular or "as needed" basis requires a written prescription/authorization from your child's health care provider each academic year. This includes EpiPens and inhalers, as well as oral medications. Please ask your child's health care provider to complete the Request for Administration of Medication in School form.

All over the counter medications must be treated as prescribed medications requiring an order from a licensed prescriber.

Medication that needs to be given for treatment of an acute nature, such as oral or topical antibiotics, requires a note from your health care provider stating the time of day as well as the length of treatment. All medications must be delivered to school in the original prescription labeled container. Medications can be returned home on a daily basis if needed. Medications should be picked up by the parent at the end of the school year.

PRIVACY OF STUDENT RECORDS

AIM Academy complies with the Family Education Rights and Privacy Act. This Act provides that the students' parents have the right of access to all records of their children and the right to a hearing to challenge the content of those records if the parents believe that the records are inaccurate, misleading or otherwise in violation of the student's rights. Further, the Act prohibits the release of any student's records to an individual, agency, or organization, without the parent's written consent. The rights accorded to parents under the Act pass to students or former students at age 18.

Parents must notify the Executive Director in writing of their intentions to review the records of their child. The Executive Director must receive this notice at least 5 days prior to the intended review. These requests will be included in the student file and the parent/s will fill in the necessary information on the file log sheet. This should include the name of the reviewer, the month, day, year and purpose of the review. This log sheet must be filled in by any person who has been given permission to review the file.

All requests for records, teacher recommendations, forms or checklists from outside professionals must be sent to the Main Office in writing 10 school days before the records, etc., are needed. No directory information concerning the students in attendance at the AIM Academy may be disclosed without the parents' consent. The school will not include names and addresses in the directory or distribute it without the signed consent of the parents.

Parents/guardians are required to indicate their preference in Veracross for disclosure of names, addresses and other personal contact information.

FAXES AND STUDENT RECORDS

To respect student confidentiality, AIM Academy records will only be faxed under extreme emergency conditions. It is preferred that records be requested and picked up at the front desk or that enough time be given to mail records. Please allow 5 business days for record requests.

STUDENT REPORTS AND CONFERENCES

Parent conferences are held three times during the year, October, February and May. A Student Program and Progress Report is developed for each student and updated three times a year. During the first conference you will meet with your child's teacher and any pertinent members of the Integrated Services team, including the Speech and Language Pathologist, the Occupational Therapist and/or the School Psychologist. February and May's conferences will include updates on your child's progress and his/her progress monitoring reports.

AIM ACADEMY HOME AND SCHOOL ASSOCIATION (HSA)

Parents are encouraged to keep in contact with the school. Feel free to call any of the administrators with your concerns. If we are not available, we will call you back in a prompt and timely manner. Your concerns do matter to us.

AIM Academy Home and School Association (HSA) provides many ways for parents to stay connected and to participate in the overall spirit and culture of the school. The first HSA meet-and-greet is held within the first week of school in September and offers an opportunity to learn more about the committees and activities of the school. This group plays an active and essential role in helping your child's school and lending its parent members' mutual support. The HSA provides opportunities for you to meet other AIM Academy parents with similar experiences and concerns. Parents help in many ways, from helping at Open Houses, beautifying the school entryway, Book Fair, organizing various family events such as Bingo Night and Bowling Events. Please feel free to call our Home and School Association Co-Chairs, Myra Petras and Linda Donahue to inquire how you can get involved. There are many opportunities throughout the school year for parents to attend student performances and to participate and volunteer in school related activities. We discourage parents from visiting classrooms during school hours as we want to devote all available time to deliver the research-based, individualized programs to our students. Contact the HSA at hsa@aimpa.org.

THE DEVELOPMENT OFFICE

As with all independent schools, tuition only covers a portion of what it costs to instruct each child. The Annual Fund directly bridges this gap and is vital in support of the general budget to enhance the educational opportunities for our students. The annual giving drive will kick off at Back to School Night. No matter how large or small, contributions are vital to the financial well being of AIM and demonstrate a collective commitment from our community to AIM's philosophy and mission. Every year, our goal is to reach 100% participation from our Board of Trustees, faculty, staff, and parents. AIM only asks that your gift be personally significant for your family. The only gift too small is no gift at all.

In addition, if you are interested in supporting a particular classroom wish list, please contact Pat Roberts or Nancy Blair to find out how you can support the school with a restricted gift.

The second major fundraising effort is the AIM for the Stars Gala held in the spring. Your support is essential for the success of our event. Each year we honor an individual who has been successful in his/her field regardless of his/her learning disabilities/differences. Fund raising activities include: Corporate Sponsorship, Ad Book and Ticket sales.

Another way that parents and businesses can support AIM Academy is through the State of Pennsylvania's EITC and OSTC Programs. The Educational Improvement Tax Credit (EITC) and Opportunity Improvement Tax Credit (OSTC) programs enables businesses to reduce their Pennsylvania state tax liability by making a donation to a scholarship organization. Through this program, businesses operating in Pennsylvania can receive a tax credit of up to \$300,000 per year, while at the same time benefiting deserving K-12 students throughout the state. Further information can be obtained from Peter Boyer (pboyer@aimpa.org) or by calling the Development Team at (215) 483-2461.

GENERAL INFORMATION

a. AIM Academy Parent/Student Directory

AIM Academy will produce a parent/student directory a week or so after school begins both online, via a mobile website and in hard copy. Only the names, phone numbers and emails as indicated in Veracross as permitted for publication will be published. Names and addresses of AIM Academy students and parents are not to be put on mailing lists and used for personal interest and/or personal solicitation.

b. Emergency Plan

A copy of the AIM Academy Emergency Plan is on file in the Business Office. This plan includes an outline of fire drill requirements and all other emergency procedures.

c. Contact Information

The main school phone number is 215-483-AIM1 (2461). The address is 1200 River Road, Conshohocken, PA 19428. The fax number is 215-483-4597. Please visit and “like” AIM Academy on its Facebook page and via LinkedIn.

d. Anonymous reporting of parent and student concerns

We recognize that there will be times when a parent and student have a concern about another member of the AIM community whereby they want to express their concern anonymously. With this in mind, AIM has an anonymous reporting system that parents and students can access to report suspicious or dangerous behaviors, concerns about someone’s health or well-being, and illegal activities. This system can be accessed on our website and at anonymous@aimpa.org.

APPENDIX

AIM Academy

Request for Approved Absence 2015-2016

This request, complete with signatures, should be submitted to the Middle/Upper School Heads at least
TWO WEEKS in advance of the requested absence.
School policy does not permit the approval of extended school vacations.

Student Name: _____ Grade: _____ Date: _____

From the AIM Community Handbook: The academic progress of AIM Academy children is, to a great extent, dependent upon continuity of regular routines. As staff here at AIM we value the importance of our day-to-day programming and the individualized instruction we offer our students. We ask for your close cooperation in making sure that your child attends school every day according to our Yearly School Calendar (Located in the Parent Portal). AIM Academy believes that punctuality and attendance is a vital aspect of becoming a successful student. Student accolades such as Distinguished Honor Roll and the ACE Program can be a student's eligibility into jeopardy for not adhering to the AIM attendance policies and expectations. Lastly, in order for a student to be considered for promotion to the next grade, students must be in attendance for a minimum of 160 of our scheduled school days.

On occasion, when a family has given the Division Head two weeks' notice of a planned absence, the School may approve such an absence. Such approval is given for important family, cultural, religious, or educational events. The student's good academic standing, fulfillment of school obligations, and satisfactory attendance record will be considered. Subject to teacher's input and a review of the student's attendance records, and if the request meets these standards, the Director will give permission for an approved absence (see *Handbook* for further details).

Date of requested absence: _____ to _____

Reason: _____

Parent's Signature: _____ Advisor's Signature: _____

College Counselor (for college visits only) _____

Teachers: sign below if: a) the student is in good standing in your class; b) the student understands his/her responsibility to plan for make-up work; and c) this plan minimizes the extra effort required of the teacher.

Course/Sport/Activity*	Teacher/Coach Name	Teacher/Coach Signature

*Activity signature needed when a student has a major commitment, as to a drama production.

Division Head Signature: _____ Date: _____



2016-2017

Dear Parents:

We ask that you review the Community Handbook with your child. Please sign this form, have your child sign this form, and return it to his/her Homeroom or Advisory teacher.

"My child, _____ (please print), and I have received and reviewed the Community Handbook.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____