

**AMERICAN
HERITAGE
Preparatory
ACADEMY**

**Student Handbook
K-12**

(Established 1995)

Revised 7-1-2015
SUBJECT TO REVISION

Welcome to American Heritage Academy

www.americanheritageacademy.org

American Heritage Academy, founded in 1995, provides a unique educational experience for students who want to become the thinkers, doers, and leaders of the future.

Our goal is to foster personal greatness in our students. In our small school setting, each teacher comes to know the students and can help lead them to realize their potential as leaders, successful students, and tomorrow's heroes.

We believe that parents are the first and most effective teachers. Our goal is to be a resource to support the family in educating successful students. Parents are invited and encouraged to participate in all aspects of the American Heritage Academy experience.

American Heritage Academy teaches using positive role models, the great eminent men and women of our history, particularly our founding fathers, and those who build, uplift and encourage, all within the framework of a classical education.

Our youth live in the greatest time in history! They possess individual, unique, and wonderful talents. They come from a long line of great men and women who performed great deeds. This is their heritage...their destiny! We encourage patriotism, integrity, and all of the principles that have made America great.

Thank you for choosing the school that builds tomorrow's heroes today!

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**ADMINISTRATIVE STAFF
COTTONWOOD**

Tony Rhineheart
Eric Evans
Terra Rhineheart
Kathy Thompson

Assistant Superintendent; AHA CW & CV
K-12 Principal
Office Manager/Administrative Assistant
Administrative Assistant & Registrar

**ADMINISTRATIVE STAFF
CAMP VERDE**

Darrell White
Alison Sandall

Principal
Administrative Assistant

BOARD MEMBERS

Kim Martin
Mindy Savoia
Tony Rhineheart

Reanna Buss
Doug Pike

LOCATIONS

Cottonwood Campus
2030 E. Cherry Street
Cottonwood, Az. 86326
PH: 928-634-2144
FAX: 928-634-9053

Camp Verde Campus
132 General Crook Trail
Camp Verde, Az. 86322
PH: 928-567-0462
FAX: 928-567-0464

OFFICE HOURS

Monday-Thursday
7:30 AM-4:00 PM

PRINCIPLES AND PHILOSOPHIES OF AMERICAN HERITAGE ACADEMY

AHA MISSION STATEMENT

“We Promote America’s founding principles through a classical liberal arts education fostering personal greatness, community service, strong academic and leadership skills, while affirming hope in a caring environment.

AHA MOTTO

“Building Tomorrow’s Heroes Today”
“In God We Trust”



TI



Action of Second Continental Congress, July 4, 1776. The unanimous Declaration of the thirteen United States of America.

When in the Course of Human Events, it becomes necessary for one People to dissolve the Political Bands which have connected them with another, and to

assume among the Powers of the Earth, the separate and equal Station to which the Laws of Nature and of Nature's God entitle them, a decent Respect to the Opinions of Mankind requires that they should declare the causes which impel them to the Separation.

We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are Life, Liberty and the Pursuit of Happiness—That to secure these Rights, Governments are instituted among Men, deriving their just Powers from the Consent of the Governed, that whenever any form of Government becomes destructive of these Ends, it is the Right of the People to alter or to abolish it, and to institute a new Government, laying its foundation on such Principles, and organizing its Powers in such Form, as to them shall seem most likely to affect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient Causes; and accordingly all Experience hath shewn that Mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the Forms to which they are accustomed. But when a long Train of Abuses and Usurpations, pursuing invariably the same Object, evinces a Design to reduce them under absolute Despotism, it is their Right, it is their Duty, to throw off such Government and to provide new Guards for their future Security. Such has been the patient Sufferance of these Colonies; and such is now the Necessity, which constrains them to alter their former Systems of Government. The History of the present King of Great Britain is a History of repeated Injuries and Usurpations, all having in direct Object the Establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid world...
(Follow here the complaints against the King of England):

We, therefore, the Representatives of the UNITED STATES OF AMERICA, in General Congress, Assembled, appealing to the Supreme Judge of the World for the rectitude of our Intentions, do, in the Name, and by Authority of the good People of these Colonies, solemnly Publish and Declare, That these United Colonies are, and of Right ought to be, FREE AND INDEPENDENT STATES, that they are absolved from all Allegiance to the British Crown, and that all political connection between them and the State of Great-Britain, is and ought to be totally dissolved, and that as FREE AND INDEPENDENT STATES, they have full Power to levy War, conclude Peace, contract Alliances, establish Commerce, and to do all other Acts and Things which INDEPENDENT STATES may of right do. And for the support of this Declaration with a firm Reliance on the Protection of divine Providence, we mutually pledge to each other our Lives, our Fortunes and our Sacred Honor.

(56 courageous signatures follow)

28 Principles of Liberty

Founding Principles of America

1. Natural law is the basis of a just and free society
2. A free society cannot exist without moral and virtuous people
3. A free society cannot exist without moral and virtuous leaders
4. The role of religion is foundational
5. Role of the Creator
6. All men are created equal in their unalienable rights
7. Government protects equal rights, does not provide equal things.
8. Unalienable rights are endowed by their Creator
9. To protect rights God revealed certain divine laws
10. Governments derive their just powers from the consent of the governed; sovereignty remains with the people
11. Oppressive government may be altered. Or abolished by the people
12. The United States shall be a Republic
13. The best protection from human frailties is written law
14. Property rights secure people's liberties
15. Free market and minimal government best supports prosperity.
16. Government should be separated into three branches: Legislative, Executive and Judicial
17. A system of checks and balances help to prevent abuse of power
18. Written Constitution protects unalienable rights
19. Governments should have limited and defined powers
20. Majority rules, law protects the minority rights
21. Strong local self-government is the keystone to preserving human freedom
22. A free people are governed by law and not by whims of their leaders
23. Good education keeps people free
24. A free people cannot survive unless they stay strong
25. "Peace, commerce, and honest friendship with all nations; entangling alliances with none."
26. Family is the basic unit of society and should be fostered and protected
27. Avoid debt
28. The United States has a manifest destiny to be an example and a blessing in sharing and promoting the principles of liberty.

SOURCE: over 150 volumes of the Founding Fathers original writings, minutes, letters, biographies, etc. Distilled into *The Five Thousand Year Leap*, by W. Cleon Skousen, published by National Center for Constitutional Studies, 1981.

EDUCATIONAL PHILOSOPHY

American Heritage Academy represents a family partnership among the students, parents, faculty, administration and staff. As mentors and instructors, American Heritage teachers value students and parents for their caring attitudes. Intelligence, integrity, creative teaching ability, loyalty, responsibility and a proactive attitude define characteristics of the faculty.

At American Heritage Academy, we are committed to the philosophy of educating the individual child by helping each student acquire knowledge and develop personal greatness. Every child is capable of achieving his or her potential fully when afforded respect, kindness, loving discipline and appropriate instruction.

Throughout the curriculum incidents and stories of eminent men and women of history, particularly the Founding Fathers of our own country will be taught. The potential for greatness of each student is emphasized and examples are given that they might emulate the positive examples of our forefathers and avoid the mistakes of the past. The preservation of America's greatness and freedoms through teaching timeless principles is our ultimate goal. The classics are required reading for all students. The 28 Principles of Liberty are inculcated and memorized.

American Heritage Academy Core Beliefs

Goals for working with Students

When working with students or disciplining them our goals are...

- We believe students will be treated with dignity at all times.
- We believe there is a logical connection between the infraction and the disciplinary action taken.
- We believe problems are valuable opportunities for learning and growth.
- We believe students have some control over their lives, therefore, we believe they should be expected to do most of the thinking.
- We believe students are responsible for solving their own problems with guidance.
- We believe students can request a hearing if the treatment seems unfair.
- We believe all students have assets and those assets will be built upon in a positive way.
- Each student will be encouraged to achieve the best of their own personal abilities.
- Any and all criminal activities will be referred to the authorities.

THE A.H.A. CODE OF AMERICANISM

- AHA believes in America’s greatness, goodness, and freedoms. AHA believes and supports Public Law 84-140 adopted July 30, 1956, known as the “National Motto” of the United States, and reaffirmed by Congress in 2003, as “In God We Trust.”
- AHA was specifically formed to promote the teachings and opinions of the Founding Fathers and the classics they read. President John Adams said: “Our Constitution was made only for a moral and religious people. It is wholly inadequate to the government of any other.” AHA encourages the teaching of morals and virtue as a support of our form of government.
- The Declaration of Independence carries the central story and core belief of AHA. It teaches its students the same principle.
- This is an American public school and American public schools were created to make better Americans. Therefore, students at AHA will respect its flag, its pledge, National Anthem, and the National Motto.
- AHA teaches and believes that the United States Constitution is the greatest document of liberty ever written in the history of humanity. AHA is committed to defending the Constitution and its Principles.
- AHA holds to America’s motto: e pluribus Unum—“from many, one.” AHA focuses on what makes America great and unified.
- Learning has been a sacred endeavor from the beginning of this nation. The Academy will reflect the elevated status that institutions of learning must receive and will not tolerate behavior or action that is illegal or degrading. Students are expected to respect themselves, each other, and all facilities.

A.H.A. TRADITIONAL FAMILY CODE

- AHA recognizes the Family as the fundamental unit of society.
- AHA exists to support, strengthen and supplement the family. We do not supplant the parents or replace them in their social, financial, or educational responsibilities.
- AHA commits to act in ways that will strengthen family relationships.
- Mothers and Fathers have an obligation to provide for the physical and general well-being of their children; to teach them to love, to serve others and to be law-abiding citizens.
- Parents of AHA students are viewed as valuable partners.
- Students do better in school and other settings when parents have set boundaries and limitations for them, with appropriate consequences for breaching those rules. We encourage parents to be firm, but fair, in a consistent manner.
- Feelings of security have great influence on intellectual development. Children have a right to live in a family, to have parents who respect each other.
- The Academy will notify proper legal authorities of any legal concerns.

ADMISSION, ENROLLMENT AND POLICIES

ADMISSION, ENROLLMENT & ANNUAL RE-ENROLLMENT

Admission to AHA is on a space and program availability basis. There is no tuition charge. AHA is an independent, non-profit, state funded, charter school. An enrollment form must be completed and answers affirmed as true. Every potential student (with parents) will have a pre-enrollment interview with an administrator to understand the philosophy and goals of the school. A contract agreeing to school standards and objectives must be signed before attending. **Students who do not perform or adhere to the terms of the enrolling contracts may be removed from the school.** Re-enrolling students, then siblings, have first enrollment rights. Prospective students are placed on a waiting list and enrolled on a “first come first served” basis until class limitations are reached. **Students must re-enroll each year in order to stay at the Academy. Re-enrollment is not automatic.** A student is considered “enrolled” when he/she has completed their first full day of attendance.

Any potential student who has been expelled, on suspension, or serving a long-term suspension may not be immediately enrolled. If, after a review of the situation, the student is allowed to enroll, she/he will be placed on tentative probation beginning with the first semester of enrollment.

ATTENDANCE

Arizona has **compulsory** school attendance laws. Truancy (ditching) laws are enforced in Yavapai County. Students are expected to be in school except in cases of emergency or illness. **Students with an excess of six unexcused absences per semester**, may be considered candidates for indefinite suspension or expulsion from the Academy, and/or loss of credits or retention. **Elementary students (K-8) may be retained** from progressing on to the next grade.

When a student is absent, a parent or guardian must:

1. **Notify** or telephone the academy and inform the office of the absence. This is to avoid truancy classification and is marked as an excused absence. However, the absence **still counts** towards state attendance requirements.
2. A signed excuse from a parent/guardian is required; identifying the student's name, date, days of absence(s), and reason for absence(s). An absence of three **days or more** requires a doctor or health professional's note.
3. It is the ***students' responsibility*** to ask teachers for make-up assignments and then complete them.
4. If absence is necessary because of work, travel, or other reason, the Parent/guardian must notify the academy prior to the absence.

OUT OF CLASSROOM WITHOUT PERMISSION

Students out of classroom without proper permission(s) are counted as tardy or absent and may incur suspension or other discipline up to and including expulsion from the Academy.

TRUANCY

Truancy is not attending a class when the law requires a student to attend school. This is sometimes known as “ditching.” When discovered, it may be referred to local legal authorities for parent and student prosecution and possible expulsion from the Academy.

TARDY POLICY

Tardy is defined as not being in class, in the assigned seat, prepared with all necessary items for class to proceed, on time. Excessive tardiness or absences can lead to a loss of credit. (See Discipline Code)

SCHOOL HOURS

NOTE: NEW SCHOOL HOURS - EFFECTIVE 2015-2016 SCHOOL YEAR
(Subject to revision)

COTTONWOOD
Grades K-12 8:00-3:20

CAMP VERDE
Grades K-6 7:55-3:00
Grades 7-8 7:55-3:20

Students should not arrive any earlier than 7:30 AM in Camp Verde and in Cottonwood. Students **MUST** be picked up by 4:00 PM in Cottonwood and in Camp Verde.

BAD WEATHER/LATE START

Local radio stations (KAZM 780 FM, KVRD (KYBC) 1600 AM, 105.7 FM, KKLD 98.3 FM, and KZGL 95.9) will broadcast the latest information. Classes will typically start two (2) hours later in the event of dangerous road conditions or other emergencies. School may be cancelled if serious enough; however, the State requires that cancelled days must be made up. (Typically on Fridays).

FOOD /GUM IN CLASS

No food or beverage, except water, is allowed in the classroom during regular class time. Occasional holidays, projects, and special events may be an exemption, at the teacher’s discretion. **AT NO TIME IS GUM ALLOWED ON CAMPUS.**

Additionally, certain drinks are not allowed on campus.

Coffee, energy drinks, Fountain drinks, open containers, etc. are not permitted on campus. Sodas and other drinks are available for purchase in the Student Store, during normal lunch hours. Drinks outside of these parameters will be confiscated and disposed of properly.

FOOD SERVICES/LUNCH

Students must bring their own food for lunch. The school provides no meals. The Student Council maintains a Student Store where limited amounts of pre-packaged hot and cold lunch items are available for purchase. All food must be eaten during the organized lunch period or during breaks. **No food is allowed in classrooms** except on rare, special occasions. AHA does not participate in Federal Entitlement, (free-lunch) programs. Students are expected to keep eating areas clean. The lunch menu is posted online on our schools website.

CLOSED CAMPUS/LEAVING CAMPUS

American Heritage Academy is a **CLOSED** campus. After arriving on campus, students are to remain on campus. **Authorized individuals must sign out students at the front office.** Students are **NOT** allowed to leave or drive with another student for lunch or other field trip/excursions. Parents may come and have lunch with their students on campus **AFTER** signing in at the office. A student cannot sign themselves out unless legally emancipated (documentation required).

MEDICATION

AHA does not have a school nurse. The school secretary will administer medications. The medication administered must be in the original container. A parent waiver must be signed and on file before a student will be given any medications. The only exception is specific, individually prescribed medications for chronic conditions such as asthma, heart conditions, bee sting allergy, and attention deficit hyperactivity disorder. In those cases the following are needed:

- Written permission from the parent. The form is provided by the school.
- Written order from the physician
- Medication in a pharmacy labeled bottle marked with the student's name, number of pills, time to be taken, dosage, and name of the medication
- Inhalers can be carried by the student, as long as the parent/guardian submits a letter to the office stating permission to use the inhaler.

DRUG, ALCOHOL, & TOBACCO FREE (**ZERO TOLERANCE**) CAMPUS POLICY

American Heritage Academy is a drug, alcohol, and tobacco free campus. This policy includes A.H.A events sponsored off campus. The use, possession, or distribution of these substances in any Academy sponsored or supported activity may lead to immediate expulsion and possible legal action. This includes e-Cigarettes.

Students, Faculty or Staff who use, provide or distribute illegal substances, including but not limited to: illegal drugs (including marijuana or drug paraphernalia), meth, "look alike drugs," steroids, ADHD medication, alcohol or tobacco products, may be subject to immediate termination and probable arrest with the institution pressing charges against such employee or student.

ELECTRONIC DEVICES/CELL PHONES

Electronic Devices (cell phones, iPads, iPods, MP3 devices, laptops, gaming devices, etc.) can be brought on campus at the **owner's personal risk. The school is not responsible for any damage to or loss of electronic devices.** At no time may the use of electronic devices interrupt, disturb, or otherwise inhibit the education environment of the classroom or the school. AHA reserves the right to determine when and if the device has become a disruption. The device in question may be confiscated if it is determined that it interferes with the education environment. Failure to relinquish a device when requested to do so may result in further disciplinary action, up to and including expulsion. See Discipline Code. Cell phones used a disruption during school transportation times may be confiscated as well, and also the subject of additional consequences.

TRANSPORTATION

Parents must provide student transportation to school. Parents are responsible for getting students to school **on time and picked up on time.** Parents are encouraged to carpool with other parents to help conserve environmental resources (ARS 28-8131 & ARS 28-3032). There is a shuttle bus to and from the Cottonwood and Camp Verde campus, each school day.

AUTOMOBILES

1. Students park their cars at their own risk. They should have adequate insurance, and never allow another student to drive their vehicle. Valuables should not be left in parked cars. **The school will not assume responsibility for the loss of stolen items or damage to parked or moving vehicles.**
2. Students are not allowed to go to a vehicle during the school day. It is a privilege to drive to school. Please do not abuse it.

BOOK DEPOSITS

Grades 7-12 are required to pay a book deposit. The cost is \$50.00 for one student and \$65.00 if there is more than one student, living in the same household, in a family. Deposits are refunded at the end of the school year when all books checked out by the student are returned in the same condition minus normal wear and tear. Book fees may be "rolled over" to the next year **ONLY** if all books are returned by June 15th. The student is responsible for every book checked out in their name.

DISCIPLINE

BULLYING, HARASSMENT & INTIMIDATION POLICY

Pursuant ARS 15-341-A 37 amended and adopted on April 20, 2005.

Any student or parent may confidentially report incidents of harassment, intimidation, or bullying to the Administration without fear of retribution or breach of confidentiality. Any action occurring on school campus grounds, classrooms, or on student transportation vehicles or waiting areas should be reported. **Harassment** is defined as “to disturb, persistently torment, as with troubles or cares: bother continually; pester; persecute.” **Intimidation** is defined as “to make timid or fill with fear; to force into or deter from some action by inducing fear; to make afraid.” **Bully** is defined: “a blustering, quarrelsome, overbearing person who habitually badgers and intimidates smaller or weaker people; domineer; loudly arrogant and overbearing (towards another person).”

A). Confidential reporting may include any method, including verbal information, notes to Administrators, secretary’s or teachers, or notes deposited to the Student Council “suggestion box”.

B). A written report shall be made with dates of such reported action, events and data surrounding the incident of those involved, witnesses, and that such report is followed up, and evaluated for further action by the Academy Administration. An immediate investigation of purported or suspected events shall be initiated.

C). All employees of the academy SHALL report suspected incidents to the Administration.

D). Upon determination that such suspected events occurred a meeting or hearing of involved parties shall be held, with appropriate documentation as noted in (B). Parents of reported perpetrators will be required to attend such meeting and be notified of consequences if such student is found to be guilty.

E). Any student found guilty of FALSELY reporting an event under this policy will be subject to the **same consequences** as noted in (E).

(Adopted by AHA Board on April 20, 2005.)

Investigative Procedure for HARASSMENT/SEXUAL ABUSE POLICY (Refer also to Hazing Prevention Policy).

Sexual abuse of any kind, verbal or physical, will not be tolerated at American Heritage Academy. This includes, but not limited to touching, verbal comments, signs, intimidation (see Bullying policy), jokes or participation with others in offensive or abusive manners.

1. Any parent, student, volunteer, or faculty member/staff who is made aware of any inappropriate sexual contact or abuse of any kind must immediately report such contact or abuse to the Principal or Director of the Academy. A written report must be filed with administration within 24 hours.
2. The victim will be contacted by the Administration, with at least two individuals attending, to ascertain the facts of the contact.
3. Witness statements will be collected, if possible.
4. The alleged perpetrator(s) will be interviewed and additional information will be gleaned regarding the situation.
5. If a student is involved, parents will be notified immediately.
6. If the alleged perpetrator is a student, such student may be subject to discipline up to and including expulsion from the Academy, with potential notification of law enforcement agencies.
7. When an adult is involved, legal authorities may be notified regarding the situation, including Child Protective Services, local police department, Department of Education and the State Charter School Board.
8. If an employee is involved, immediate termination may be a consequence, with notification to the State Educational and legal departments for further action.

HARASSMENT/SEXUAL ABUSE POLICY:

American Heritage Academy intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. **Harassment or abuse of any sort -verbal, physical and sexual-will not be tolerated.** Harassment /abuse can take many forms. It may include, but is not limited to words, signs, jokes, intimidation, physical contact or violence. Harassment/abuse is not necessarily sexual in nature. (see Hazing Policy) All American Heritage employees and volunteers have a responsibility for keeping the work environment free of harassment and sexual abuse. Any employee who becomes aware of an incident of harassment or abuse whether by witnessing the incident or being told of it, must report it to the Principal/Superintendent.

When the administration becomes aware that harassment or abuse might exist, they are obligated by law to take prompt and appropriate action, whether or not the victim wants the Academy to do so. This includes notification to parents, Child Protective Services, and the police.

The academy will not provide legal, financial or any other assistance to an individual accused of harassment or abuse if a legal complaint is filed.

HAZING PREVENTION POLICY

(Ref ARS 15:18-2301)

Hazing is defined as “any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- a). The act was committed in connection with an initiation into a club or organization affiliated with **American Heritage Academy (AHA)**.
- b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation, causes physical injury, mental harm or personal degradation.

An “organization” means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with **American Heritage Academy** and whose membership consists of primarily students enrolled at the Academy. “Student” means any person who is enrolled at **American Heritage Academy**, any person who has been promoted or accepted for enrollment at AHA or any person who intends to graduate, or be promoted within AHA during the next twelve calendar months. A person who meets the definition of a “student” for purposes of this paragraph shall continue to be defined as a “student” for purposes of this section until the person graduates, transfers, is promoted or withdraws from the educational institution.”

Hazing in any form is PROHIBITED. Soliciting, or aiding and abetting another person in a hazing activity is PROHIBITED. It is not a defense or a violation of the hazing prevention policy if the hazing victim consented to or acquiesced in the hazing activity.

All students, teachers, and staff shall take reasonable measures to PREVENT violations of the hazing policy. **Any VIOLATION of, or COMPLAINT, regarding hazing SHALL BE REPORTED, verbally and in writing, to the office.** Anyone involved in a hazing event shall describe the circumstances under which the action happened and such report will be **REPORTED TO LAW ENFORCEMENT AGENCIES** for further action. Any teacher, staff, or volunteer who knowingly permitted, authorized or condoned the hazing activity may be subject to disciplinary as well as legal action.

Violations of hazing prevention policies **do not include** either of the following:

- A). Customary athletic events, contests, or competitions that are sponsored by American Heritage Academy
- b). Any activity which furthers the goals of the educational curriculum, extracurricular program, or military training program. (See ARS 15-2301 B: 1, 2)

DISCIPLINE CODE

Our goal is to teach correct principles and characteristics of personal greatness, and then let the students exercise self-control and make choices based on those guiding principles. The Golden Rule becomes the standard:

“Do unto others as you would have them do unto you”

American Heritage Academy affirms that the purpose of education is to build personal greatness. As a school of choice, American Heritage Academy strives to maintain a wholesome, safe, and uplifting experience for students. Those who choose to participate in detrimental, dangerous, or illegal acts are not acting in harmony with the mission of the Academy.

It is, therefore, the policy of American Heritage Academy not to accept the enrollment of students, nor allow the continued enrollment of students who exhibit behavior contrary to the mission of the Academy, including, but not limited to: unlawful or illegal acts, such as drugs, tobacco, and alcohol use, stealing, sexual misconduct, etc., as well as classroom disruptions, defiance of school policies, or extortion.

A.H.A. supports the Arizona State policy regarding student sexual abstinence. (ARS 15-716 B (3); 15-342, 27 (a); etc.).

AMERICAN HERITAGE ACADEMY ADMINISTRATIVE DISCIPLINE CODE

1. All consequences are subject to administrative and/or situational discretion.
2. All rules apply to students while on school grounds and during school sponsored events/activities either on or off campus.

Off campus: Cyberspace, school bus stops, on school bus/van/other modes of school transportation, any off campus school event location.

On Campus – Inside

Administrative offices, classrooms, hallways/corridors/stairs, locker rooms, restrooms, library/media center, computer labs, auditoriums/gymnasiums, bleachers, closets, storage units, and other on campus locations, etc.

On Campus – Outside

Athletic fields, playgrounds, stadiums, bus/car/parking lot, loading areas, storage units/sheds, and other outside on campus locations, etc.

Offense	1 st Offense	2 nd Offense	3 rd + Offense
*Selling or possession of packaged to sell or other controlled substances pursuant to ARS 13-3411 AHA Zero Tolerance Policy	*Expulsion from the Academy *Notify police *Parent contacted		
Possession or use of a firearm, Taser, or Destructive device <i>outside of normal, class sponsored, supervised, firearm/device use</i> (i.e. Shotgun Club, Hunter Safety training, etc.) on school grounds, or property. AHA Zero Tolerance Policy	*Expulsion from the Academy *Notify police *Parent contacted		
*Assault *Aggravated assault *Sexual assault *Hazing *Death threats *Public indecency *Sexual Misconduct and/or molestation *Arson *Bomb Threat *Biological/Chemical Threat AHA Zero Tolerance Policy	*Notify police *Parent contact *Expulsion from Academy		
*Fire Alarm Misuse *Robbery/Burglary *Destruction of school property	*0-9 day suspension Notify fire/police Parent Contact Possible recommend of... 15+ day suspension alternative placement, counseling, community service, and expulsion from Academy	*5+ days suspension Notify fire/police *Parent Contact Possible recommend of... 15+ day suspension alternative placement, counseling, community service, and expulsion from Academy	*9+ days suspension *Notify fire/police *Parent Contact Possible recommend of... 15+ day suspension alternative placement, counseling, community service, and expulsion from Academy

Offense	1 st Offense	2 nd Offense	3 rd + Offense
*Possession/distribution, use and/or under the influence of drugs/controlled substances/alcohol Drug paraphernalia or Substance represented as an illicit drug AHA Zero Tolerance Policy	*Notify police *Parent Contact *Mandatory Counseling *Expulsion from the Academy		
*Unauthorized/inappropriate accessing of (or attempted access of) computers, networks, software, school/official documents/records, tampering or intrusion of computer systems *Possession of pornographic/obscene sexual material(s) or drug publications	*0-9 day suspension *Notify police *Parent contact Possible recommend of... 15+ day suspension Alternative placement Restitution Counseling Expulsion Loss of computer privileges	*5+ day suspension *Notify police *Parent contact Possible recommend of... 15+ day suspension Alternative placement Restitution Counseling Expulsion Loss of computer privileges	*9+ day suspension *Notify police *Parent contact Possible recommend of... 15+ day suspension Alternative placement Restitution Counseling Expulsion Loss of computer privileges
*Threatening an Educational Institution Disorderly Conduct Recklessness Endangerment	*0-9 day suspension *Notify police *Parent contact Possible recommend of... 15+ day suspension Alternative placement Expulsion	*5+ day suspension *Notify police *Parent contact Possible recommend of... 15+ day suspension Alternative placement Expulsion	*9+ day suspension *Notify police *Parent contact Possible recommend of... 15+ day suspension Alternative placement Expulsion
*Sexual Harassment (w/ or w/o contact) *Extortion *(Cyber) Bullying *Indecent Exposure *Gambling *Harassment, Non Sexual threat or Intimidation	*0 – 9 day suspension *Parent Contact <i>May need to notify the state of the incident.</i>	*2 – 9 day suspension *Notify police *Parent contact *Possible counseling	*9 day suspension *Notify police *Parent contact Possible recommend of... 15+ day suspension Alternative placement Expulsion Yavapai Juvenile Detention Center
*Physical Altercation AHA Zero Tolerance Policy	*Expulsion from the Academy *Parent contact *Possibly notify police		

Offense	1 st Offense	2 nd Offense	3 rd Offense
*Vandalism of personal property *Theft *Vandalism of school property *Trespassing Graffiti or “Tagging”	*0-3 day suspension and/or detention *Possibly notify police *Parent contact *Possible community service *Restitution	*0-5 day suspension and/or detention *Possibly notify police Parent contact *Possible community service *Restitution	*3-9 day suspension *Notify police *Parent Contact *Restitution Possible recommend of... 15+ day suspension Alternative placement Expulsion
*Inappropriate language *Verbal provocation *Minor aggressive act (i.e. hitting)	*1 day detention and/or 1 day suspension *Parent contact	*3 day detention and/or 3 day suspension *Parent contact	*5 day detention and/or 2-5 days suspension *Parent contact Possible recommend of... 15+ day suspension Alternative placement Expulsion
*Smoking or chewing tobacco *Possession of smoking and/or chewing paraphernalia, and/or combustible item AHA Zero Tolerance Policy	*Parent Contact Possibly notify police *Expulsion from the Academy		
*Truancy or out of class without proper permission and/or leaving school grounds without proper permission	*0-3 days in school suspension or detention *Parent contact	*5 days detention *3 days in school suspension *Parent contact	*5 days in school suspension *Parent contact *Refer to local law enforcement *Class credit may be denied *Possible expulsion from the Academy.
*Defiance *Disrespect toward school authorities, insubordination, non-compliance, contraband, disruption of class, forgery, lying (to staff members)	*0-3 days detention and/or suspension *Parent contact **Must serve the teachers assigned consequences as well.	*0-5 days suspension and/or detention *Parent contact **Must serve the teachers assigned consequences as well.	*3-9 days suspension *Parent contact **Must serve the teachers assigned consequences as well.

Offense	1st Offense	2nd Offense	3rd Offense
*Dress Code violation(s)	*Wear alternative, proper clothing *0-1day detention *May be sent home until proper clothing is worn *Parent Contact	*Wear alternative, proper clothing *1-2 days detention *May be sent home until proper clothing is worn *Parent Contact	*Wear alternative, proper clothing *1-3 days detention and/or suspension *May be sent home until proper clothing is worn *Parent Contact
*Excessive tardiness	**3+ tardies in any one class/subject... *1 Detention	**5+ tardies in any one class/subject... *1-2 detentions *Parent contact	**8+ tardies in any one class/subject... *1-3 detentions *Parent contact *Possible loss of credit
*(Excessive and/or inappropriate) Public display of affection "PDA"	*Verbal warning	*1 Detention *Parent contact	*1-3 detentions and/or 1 day suspension *Parent contact
*Scholastic Dishonesty (i.e. cheating and plagiarism)	*A zero on the assigned work *Parent contact	*A zero on the assigned work *Parent contact *1-2 days detention	*A zero on the assigned work *Parent contact *1 day suspension
*Speeding, reckless driving on campus and/or illegal parking	*0-1 day in school suspension *Loss of parking privileges for 1 week *Parent contact	*1-2 days in school suspension *Loss of parking privileges for 1 month *Parent contact	*1-3 days out of school suspension *Loss of parking privileges for 1 year *Parent & police notified
*Cell phones, electronic devices, music/mp3 players, tablets, etc. as a disruption or unauthorized use of	*Item taken by teacher or administrator and taken to front office Student may pick up the item after school Verbal warning	*Item taken by teacher or administrator and taken to front office Parent must pick up the item after school *1 Detention	*Item taken by teacher or administrator and taken to principal Parent must pick up the item after school *2 Detentions or 1 day suspension *Parent conference with administration
*Excessive unexcused absences (6 or more)	*May be suspended indefinitely *May lose credit *May be expelled from the Academy.		

Progressive Administrative Discipline Plan

American Heritage Academy

Point Chart and Guidelines

1. Students will be assigned demerit points for earning *administrative discipline consequences* from any school administrator.
2. Demerit points will be cumulative throughout the school year and demerit points and their subsequent consequence(s) will roll over to the next school year.
3. Probation Levels and related consequences will be enforced as students pass the point thresholds as indicated. (See details below)
4. *Discipline Level Reduction Plan:*

A student may earn their way off of each Discipline Level in the following manner:

- A student must complete an entire, consecutive 10 week period without an administrative discipline consequence
- When reducing the Discipline or Probation Level, students' total points will be reduced to the highest amount of points in the lower Discipline or Probation Level.

Example: Student A is on Level 3 with 39 points. After completing a full, consecutive 10 week period with no administrative consequence/discipline, the student would be reduced to Level 2 Probation with 35 points.

Demerit Point Values

1 Detention (regardless of the length) = 2 points

1 period of In-School Suspension = 2 points; up to a maximum of 5 points total per day

1 day of Out of School (Off Campus) Suspension = 8 points

1 day of In School (On Campus) Suspension = 5 points

“Minor Offenses” = 1 - 2 points; i.e. gum chewing, minor classroom disruptions, dress code, tardiness, PDA, electronic devices as a disruption, inappropriate language, parking violations, etc.

“Moderate Offenses” = 2 – 4 points; i.e. unauthorized access or attempted access of inappropriate websites/inappropriate computer use, minor aggressive act, verbal provocation, excessive tardies/absences truancy, plagiarism, etc.

“Severe Offenses” = 3 - 5 points; i.e. vandalism, hazing, theft, bullying, etc. All other “severe offenses” are Zero Tolerance.

Zero Tolerance Offenses = drugs, alcohol, and/or tobacco are Zero Tolerance Policies, meaning that being under the influence of, or caught in the possession of any of these substances means expulsion from the Academy after the first offense. A physical altercation (i.e. fighting) is also a Zero Tolerance Policy.

Progressive levels of probation and aligned minimum consequences are described in the following table (see next page). The administration reserves the right/discretion to modify consequences on any level of probation in order to meet the needs of the school or the particular situation/context.

Probation	Student Discipline	Discipline guidelines	Extracurricular Consequences
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Level			
Level 1	10 – 19 demerit points	Lasts 10 school days	Student will miss next extracurricular competition (club or sport) if within the scheduled probation time of the 10 days.
Level 2	20 - 35 demerit points	Lasts 20 school days	Level 1 consequences <i>plus</i> ; No competing in any extracurricular or co-curricular competition for the 20 days (player can attend practice if coach and/or A.D. approves) No school dances, sporting events, or any other school sponsored extra-curricular activity.
Level 3	36 – 60 demerit points	Lasts 30 school days	Level 1 & 2 consequences <i>plus</i> ; May not practice, attend meetings, or be in any way actively involved with a club or sport. Student may not compete in any activity or competition in the current season or next, unless the student can lower their way back to a reduced probationary level. May not be a teacher aide and may be subject to custodial crew cleanup duties before/during/and/or after school. Student may not be under any indirect supervision. Student and parents must meet with administrators.
Level 4	61+ demerit points	Lasts 45 school days & Recommend long term suspension and/or possible expulsion from the Academy. Re-admission to AHA may be required, if applicable	Level 1, 2, & 3 consequence & Student & parents must meet with the AHA administration. May need to re-enroll after suspension. Provide evidence of no legal issues & will be suspended/expelled next time.

DUE PROCESS & APPEALS

Student will be informed of accusations in detail against him/her and the consequences that such a violation carries. Student will be given an opportunity to represent and defend his/her position and/or actions.
AHA reserves all rights to search students and their belongings for illegal items.

CLASSROOM DISCIPLINE

Teachers deal with discipline problems occurring in the classroom and corresponding consequences are left to the teacher's discretion. Parents should discuss and resolve problems with the teacher as to necessary and appropriate behavior changing consequences. If, after repeated incidences, the student does not correct the behavior the teacher will refer the student to Administration.
Parent support is expected. See Discipline Code.

NON-CLASSROOM DISCIPLINE

Discipline problems and corresponding consequences occurring from participation in illegal or inappropriate activities on or off campus will be referred to the Administration. For serious offenses, a discipline conference, suspension, or expulsion, may be the appropriate consequence depending on the severity of the offense at the discretion of the Administration. **See Discipline Code**

PARENTAL NOTIFICATION

American Heritage Academy recognizes that parents and guardians are its most important partner in student education. Communication is therefore essential to your child's educational success and safety.

Behavioral/Disciplinary Violations: In the event, a student or students have violated any of the provisions in the Disciplinary Code, the parents or guardians or the students immediately involved shall receive prompt notification detailing the misconduct and potential consequences faced by the student or students. If necessary, a proper law enforcement agency may be contacted.

Health, Safety and Welfare: In the event it is determined that an occurrence or activity which took place on any American Heritage Academy campus, may have posed a threat to the health, safety or welfare of the students, all parents and guardians shall receive notification outlining the health or safety concern within 2 working days. Parents are encouraged to contact AHA Administration to disclose discipline and safety issues. (Adopted by AHA Board, July 2008)

DRESS CODE

*****DRESS CODE*****

GROOMING AND DRESS STANDARDS

Good personal hygiene, grooming and appropriate dress are crucial to making the most of your educational experience at American Heritage Academy. Clothing, hairstyles or not natural human hair color, makeup or jewelry that **diminishes the educational setting** will not be allowed. The mandatory standards are as follows:

1. Uniform clothing is required for all students. Students must wear approved clothing appropriately **WHILE ON CAMPUS**. Students who do not come appropriately attired, or with soiled, torn, or ragged clothing **may be sent home until the PROBLEM IS CORRECTED. Parents will be notified.**

Logo embroidery is available at the following:

- 1) **Ragtime**, 375 S. 6th St. Cottonwood, 634-3655. Hours 8:00am-3:00pm M-F
- 2) **RokZoo** 2521 Village Drive Cottonwood, 646-5734. Hours 9:00-6:00 M-F

Uniforms are available at **J.C. Penney.com, Target.com and OldNavy.com** AND **DollarGeneral.com**. You can occasionally find some of the uniform pieces at Wal-Mart, or Factory to You stores. After purchasing, you will need to take the uniform piece to any of the above to get them embroidered. Gently used uniforms are occasionally available on each campus for you to choose from.

2. Hats may be worn **outside** the building only. Students cannot have colored Mohawks, dreadlocks, or “baggie”/tight (revealing) clothing. Boys may not wear earrings or any other visual body piercings/jewelry outside of the uniform. Ladies are expected to limit earrings to **one pair, in the lower ears only**. It will be at the discretion of administration to determine the appropriateness of the jewelry.
3. Tattoos are highly discouraged AND must be covered and not exposed, this includes the AHA staff.
4. Young men must be clean-shaven and **hair must not be below the collar.** Ladies and Gentlemen should practice good hygiene. Please keep your hair out of your face. We want to see your beautiful smiles.
5. Footwear is required. Shoes and socks should not detract and must be safe from slipping or falling. No **flip-flops (thongs), or open sandals are allowed in P.E., Home Economics (cooking) classes or in the labs.** Violators will call home.
6. **Undershirts must be solid white, red, or navy blue and be tucked in.**
7. White button down shirts must be **tucked in.** No other color button down is allowed. This is the alternative top to the AHA polo. No logo required.

THE UNIFORM DRESS CODE IS AS FOLLOWS:

1: Solid red, white, or navy polo's with AHA logo ONLY.

2: Solid red, white or navy pullovers, sweatshirts, hoodies, or vests. Students may wear non AHA colored items contained in # 2 to the campus, but must remove them once inside the building

4: Solid khaki or navy pants, capris, or shorts. NO OUTSIDE POCKETS.

5: Solid navy, khaki colored, or navy plaid skirts or jumpers that go to the knee.

7: Solid colored leggings or tights may be worn under skirts/dresses.



WHEN IN DOUBT, PLEASE ASK



ACADEMICS

PLACEMENT IN KINDERGARTEN:

The child must be 5 years of age by Sept. 1st to be considered for Kindergarten placement. No testing placement will be conducted for children under age 5.

STUDENT GRADING SCALE

K - 6 ONLY

There has been a continued, recent shift in Elementary school grading. AHA will be using a standards-based report card aligned to the appropriate grade-level standards for your child in all their subjects, using a 1-4 scale, similar to the old AIMS language. This will replace the traditional A-F report card in grades K-6.

For grades 7 – 12 only:

A	95% - 100%	F	64% or less
A-	90% - 94%	I	Incomplete*
B+	87% - 89%	P	Passing
B	83% – 86%		
B-	80% - 82%		
C+	77% - 79%		
C	73% - 76%		
C-	70% - 72%		
D+	68% - 69 %		
D	66% - 67 %		
D-	65%		

HOMEWORK POLICY

Those who founded AHA hold family time precious. All types of homework, projects, term papers, etc., are a portion of the curriculum that reinforces principles, study habits, self-discipline, time-management, and educational skills. Autonomy is given teachers to use their wisdom in determining when homework is necessary and the amount, in order to meet the academic standards of the school.

In the event that academic issues arise a Teacher/Administrator meeting may be held, with parents and student required to attend, to communicate and discuss the importance, necessity and completion of the assignments. If the issue continues, further discipline action may be taken up to, and including, expulsion.

Teacher Aides

High School Students may become a Teacher Aide (TA), pending good academic standing, teacher recommendation, and having the ability to work it into the student's existing schedule. TA's will receive a Pass/Fail grade only. It will not affect their GPA or class rank. Students will still receive the credit for the 'course'.

Homework Make Up Policies:

Students who are absent will have an opportunity to make up their homework/missed classwork. Students will have *the amount of time missed plus 1 extra day* to make up all missing work related to their absence(s) starting *upon their return*. Failure to meet the time restrictions will thus result in a lowering of the grade on the assignment(s). It is the student's responsibility to obtain missing homework and/or classwork and complete it within the allotted time frame.

DETENTION/SUSPENSION STUDENTS:

Students who are serving detentions, in school suspensions, and/or out of school suspensions will be required to turn in all missing classwork/homework and/ or assignments **immediately** upon their return. Students serving detention and/or suspended students will not receive extra time to turn in the required work while they are suspended and/or serving detention. Suspended students can have their parents pick up their work and complete the work while on suspension. One exception is if the school failed to provide the necessary work for the parent to pick up, thus defaulting to the regular homework and/or make up work policies.

INCOMPLETES

There may be times (long term illness, family tragedy, etc.) when a teacher holds the discretion to administer a grade of "I", or incomplete for a child who may be in special circumstance, rather than receiving a grade of "F", for failing, due to several coursework deficiencies. **Students who receive an "I" will have two weeks from the close of the grading period to make up any deficiencies in coursework in order to then receive a letter grade other than F.**

ACADEMIC DISHONESTY:

Here at AHA we take cheating and plagiarism seriously. It is important to remember that we do our own work and that when we wish to quote someone or use another's work that we quote and give credit/reference to where that work came from. Cite your sources and work properly for any work that is not your own. See discipline matrix for consequences of cheating and/or plagiarism.

ONLINE COURSES (AZDL)

Students wishing to get ahead or to recover credits may have the opportunity to do so online, on campus, through Sequoia Choice (an EdKey school). <http://www.sequoiachoice.org/>. Students may have an option to take the course(s) during the school day with teacher supervision during the instructional day, or at times, on their own at home. Students not completing the course(s) with a C or better, taking an incomplete, or not meeting AHA's course deadlines may be responsible for reimbursements to AHA for the cost of the course(s). All AZDL courses need prior administrative approval.

REQUIRED A.H.A CLASSES BY GRADE LEVEL HIGH SCHOOL-9TH-12TH GRADES

9TH GRADE

*World History/Geography

*Algebra I

*Earth Science

*English 9

*PE

*Statesmanship

*Elective

10TH GRADE

*World History 2

*Geometry

*English 10

*Biology

*Leadership/Community Service

*Fine Arts Elective

*Elective

11TH & 12TH GRADES

*American History & Government

*Chemistry or Forensic Science

*Algebra II

*Pre-Calc or Financial Literacy

*English 11 & 12

*Elective(s)

**Work Study (up to 2 credits allowed)/Concurrent College Classes (unlimited credits)

****Elective classes **may** include: P.E., Art, Rosetta Stone Foreign Languages, Archery, Rock Band, Creative Writing, Film Studies, Culinary Arts, Wilderness Survival, Hunter Ed., Psychology, Reading for Enrichment, Forensic Science, College Prep (Juniors and Seniors only), and/or Yearbook.**

ELECTIVE CLASSES SUBJECT TO CHANGE

Two classes in Leadership/Community Service are required for 9-12 High School

Weighted Courses

Any students in grades 7-12 who are taking advanced placement and/or above grade level courses will receive a weight of 1.15 toward that course. **It is for GPA and class rank purposes only. HS Seniors taking Government will receive a weight of 1.05.** American History requires a senior project, Senior Orals, and required community service hours. This too, is for GPA and class rank purposes only.

COURSE ADD/WITHDRAWAL POLICY

Any student wishing to withdraw from a course has 8 days or less to do so. In addition to the 8 day window, students must have parental, administrative and teacher approval to make the change in the courses. Extenuating circumstances can be left to the discretion of the AHA administration. Proper forms for withdrawing may be obtained at the front office.

REPORT CARDS:

Quarterly Report Cards will be sent home with the child in grades K-6 and mailed home to each child's mailing address in grades 7-12. Parents can log in to PowerSchool anytime, in grades K-12, to check the grades and attendance of their child. Please see Mrs. Thompson for login information.

COMMUNITY COLLEGE

Community college and on-line university classes at 100 level or higher may be used to satisfy core classes and receive **concurrent College credit**. Students are encouraged to take college classes if they have the readiness, motivation, and ability at any class level, without age discrimination. AHA does have a partnership with Yavapai College.

GRADUATION

Students graduate when they successfully complete the course goals and required state standards. **The State dictates that a minimum twenty-two (22) credits are required for graduation starting with the class of 2013 and beyond.**

GRADUATE BOARD OF REVIEW & COMMUNITY LEADERSHIP PROJECTS

Students who intend to graduate from AHA will be required to pass a Board of Review comprised of School Board Members, Teachers, community members, and Administration. The purpose of the Review is to ascertain that graduates are meeting the mission and standards of the school. **Graduates are responsible for knowing: the "28 Principles", The Preamble, Articles and Amendments of the Constitution, a Classical Poem, a Shakespeare play, two pieces of classic literature, two Great Heroes, the chronology of The United States History, and a written summary of "What I have learned at AHA". Students will receive instruction in these required areas in class during their Junior and Senior year. Parents are invited to attend the Board of Review. These are scheduled in the spring of the students' graduating year.**

The Leadership component of our curriculum is a critical part of our commitment to creating "Tomorrow's Heroes Today."

All graduates are required to complete a "Leadership Project" during their senior year. This project will have the students demonstrating their leadership skills they have learned, in the community. Details, guidelines and requirements for the projects are available in the high school principal's office.

All seniors are required a minimum of 10 documented, verifiable hours of community and/or leadership experience during their senior year.

STUDENT COUNCIL/ACTIVITIES

STUDENT ELIGIBILITY CHECK

(for all extra/co-curricular events):

Students wishing to participate in co-curricular and/or extra-curricular events must maintain a “C or better” **average in all their classes** in order to be eligible to participate in those events. A student who is not eligible for such event because of any D’s or F’s will remain ineligible until all classes become C’s or better.

Athletes participating in sporting events may still practice during the probationary period for a maximum of two weeks. If grades are not “C’s or better” by the end of the two week probationary period, then the athlete in question may no longer practice with the team/club and may be subject to removal from the team/club.

DANCES

Student Council or other clubs may plan a dance. The following guidelines must be followed:

1. Music must be appropriate. American Heritage Academy reserves the right to determine the appropriateness of the music.
2. The sound level is to be at such a level that a conversation can be maintained without yelling.
3. Lighting must be such that individuals across the dance floor can be observed and recognized.
4. Dress standards are to be enforced and students or guests violating them will not be allowed into the dance or required to leave.
5. No “dirty dancing,” lewd, or sexually suggestive movements. Non-compliant individuals may be removed from the dance.
6. An AHA student attending the dance must sponsor guests. It is the responsibility of the sponsoring student to explain dance standards and dress code to their guest. Students are responsible for their guests.
7. The Director or adult supervisor is to be notified of students or guests who violate dance standards.

DANCE DRESS STANDARDS

Dances are not a place for modeling revealing clothing. No Baggies, baseball caps, colored hair (normal coloring OK), excessive jewelry, strapless dresses, exposing mid-drift or clothing which detract from the dance. Young men and women are expected to be dressed neat and clean. Only grades 7 and up are invited to the “high school” dances. ***Any student who leaves the premises of the dance without authorization will not be allowed to re-enter.*** Dances may have an admission fee. Parents ARE invited to dances as chaperones and participants.

CHAPERONES

Parents are invited and at times requested to attend AHA dances. It is expected that parents will also uphold the standards expected of students in dress and behavior.

SPORTS

Sports programs are made available to students based on interest by students and the availability of a knowledgeable advisor/coach. Sports at American Heritage Academy are designed to promote the students' sense of personal greatness through helping them personally excel. Programs that may be available are volleyball, soccer, basketball, softball, golf, cross-country and cheerleading. **Students whose behavior is inappropriate at games or in school will NOT be allowed to participate.** All students who qualify will play.

CLUBS

Students may have clubs by submitting a potential club membership list with at least six members and a club constitution outlining the purpose of the club to the Administration. Each club must have a sponsoring advisor to the club (a teacher). Club objectives can include service, non-proselytizing religious organizations, political issues, cultural studies, mutual interests, mutual goals, or study purposes. Once a club is organized they can have activities, fund-raisers etc. using the school facility. The Administration retains authority to veto and revoke any club at AHA.

MISCELLANEOUS

LIBRARY

Please see the librarian for book sign out procedures, late books, return policies, and other activities that are planned throughout the year for you and your child.

PERMISSION SLIPS*

(REVISED*) All students will need a permission slip for all events/trips that are off campus. Students who do not turn in a signed permission slip will not attend that event.

AWARDS & STUDENT RECOGNITION

American Heritage periodically holds assemblies to recognize those students of character, valor, academic and/or sports achievements.

STUDENTS OF THE MONTH

Starting in September, and running through May, each month the AHA staff will nominate two (2) students of the month, one from the Jr. High and one from the Senior High. In grades K-6, the elementary teachers select one student of the month, each month, for each of the 7 grade levels. Winners will be taken out to lunch and receive a certificate of their achievement.

SITE COUNCIL

The AHA Site Council is an advisory board consisting of representative stakeholders, (teachers, students, administrators, and community members). This council gives recommendations on school improvement efforts such as, but not limited to; curriculum, policies, facilities, programs, parent involvement, student achievement, and dress code.

SCHOOL BOARD

An appointed 5 member School Board is the policy-making organization for the Academy. It approves budget, directs the affairs and is the “court of last resort” for appeals and legal concerns regarding the school. AHA is an I.R.S. approved 501-C-3 non-profit Corporation with its Chartering Board.

GUESTS/STUDENT VISITORS SIGNING IN/OUT OF SCHOOL

Friends, relatives or other guests wanting to attend classes with students must have a sincere desire to **attend** the Academy and have written parental permission as well as administration approval. Guests are held accountable for their behavior and will be asked to leave campus if not in accord with school policies. Appropriate dress is expected.

When other school calendars differ from AHA’s, such as early dismissal or when another school is not in session, those students may **NOT** attend or visit.

All visitors must report to the front office immediately upon their arrival to our campus to sign in and receive a visitor’s/guest pass. Children arriving late to campus for the school day must sign in with the front office. Parents wishing to sign out their child from school early must also do so with the front office.

Students who are 18+ years old are not allowed to sign themselves out of school, unless the child is legally and verifiably emancipated.

IMMUNIZATIONS

All students entering the Academy must present an up-to-date and completed *Certification of Immunization Form*, as required by State Law, or a signed statement of exception. Forms are available in the front office. ***Although the law allows exemptions, the County Health Department may tell us to exclude your child from school if there is an outbreak of any disease.***

FIRE/EMERGENCY DRILLS

Fire and Emergency drills are held at irregular, monthly intervals throughout the school year. Students should be familiar with escape routes. When drills are held, it is important to:

1. Follow the instructions of teachers. Be orderly and alert.
2. Walk quickly and quietly to the designated area. Line up, and respond.
3. Students are to remain with their teacher throughout the drill.

AN INDIVIDUAL WHO PURPOSEFULLY PULLS AN ALARM WHEN THERE IS NO FIRE OR DANGER OF FIRE IS SUBJECT TO STATE MANDATED FINES AND POTENTIAL JAIL.

TEACHER & STAFF QUALIFICATIONS

Teacher and Staff resumes are available for public review in the district office, along with teachers' Highly Qualified Statuses. (A.R.S... 15.183F)

STATEMENT OF INTENT NON-DISCRIMINATION POLICY

American Heritage Academy affirms its intent to comply with all Federal and State laws relating to the prevention of discrimination based upon race, color, creed, national origin, age, gender or disability. This compliance is to include, but not be limited to, the regulations of Title IX of the Education Amendments of 1972, issued by the United States department of Health, Education and Welfare, which prohibits discrimination on the basis of sex in educational programs or activities which receive Federal funds, extending to employment in and admission to such programs and activities; and will comply with the Education of all Handicapped Children Act, Public Law #94-142, section 504 of the Rehabilitation Act of 1973, as amended periodically. It is the intent of American Heritage Academy to comply with regulations pertaining to the Individuals with Disabilities and Education Act (I.D.E.A.) as revised in 1997 and 2006.