

**AMERICAN
HERITAGE
Preparatory
ACADEMY**

**K-8
Student Handbook**
(Established 1995)

Revised 6-7-2011
SUBJECT TO REVISION



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 reaffirming hope in a caring environment."

MOTTO

"Building Tomorrow's Heroes Today"
"In God We Trust"

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I have read and agree to the standards of the American Heritage Academy Student & Parent Handbook.

Date _____

Parent _____

Student _____

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Asbestos NOTIFICATION of "Management Plan"

There are NO known asbestos products of any type or kind on the American Heritage Academy facilities of Cottonwood or Camp Verde, therefore there is no friable or non-friable asbestos material to monitor.

However, a "management plan" is required by public law of 1986, AHERA, (Asbestos Hazard Emergency Response Act) and the EPA (Environmental Protection Agency). The "Designated Trained Person" is Steve Anderson. The "Plan" is available for public review in each office location. Asbestos rules regulations, Abatement and containment information is also available at www.epa.gov/asbestos. (Nov. 2007)

Notification of Rights under FERPA for elementary and secondary institutions.

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are: The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate official) a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents may ask AHA to amend a record they believe is inaccurate or misleading. They should write the school if the District decides not to amend the record as requested by the parent or eligible student. The District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided so the parent of eligible student when notified of the right to a hearing.
2. The right to consent to disclosures of personally identifiable information contained in the student' education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, Supervisor, instructor, or support staff (including health or medical staff and law enforcement personnel), a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Optional upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office,
US Department of Education,
600 Independence Ave., SW, Washington DC
202002-4605.

DIRECTOR'S MESSAGE

Welcome to American Heritage Academy!

Charter schools are Arizona's educational reform; schools of choice, responding to local parent/student wants and needs. Since 1995, American Heritage Academy has offered a unique educational experience with old-fashioned principles that have worked for hundreds of years.

Our goal is to foster personal greatness in our students as they achieve high academic standards studying in a respectful environment. In our small school setting, each teacher comes to know the students and can help lead them up the avenue to citizenship. Responsibility for learning falls on the student, and staff/teachers help them to realize their potential as leaders, successful students, and tomorrow's heroes.

Successful students will have a basic skill foundation leading to higher thinking skills. Responsibility and respect are demanded of the student and participation and support of the parents is critical. We do not supplant parents, but support them in their children's quest for learning. We encourage parents to visit their student's classroom and visit teachers.

American Heritage Academy uses positive role models, the great eminent men and women of history, particularly our founding fathers, and those who build, uplift and encourage, all within the framework of a classical education. The classics and "great books," including authors such as Shakespeare, that define the nature of man throughout the ages, are integrated throughout the school. We begin with the basics of phonics and math memorization. We emphasize reasoning, thinking, communication skills, verbal and written; assisting students in making accurate judgments and understanding the world, they are entering.

Our youth live in the greatest time in history! They have been given 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 principles that have made America great. At American Heritage Academy, we love America! We want to restore it to the greatness it previously achieved!

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

Steve and Vicki Jo Anderson; Directors, Charter Holders

****ADMINISTRATIVE STAFF****

Steve & Vicki Jo Anderson Directors, Charter Holders & C.E.O.
Cheri Grau Principal K-8
Randy Young Dean of Students
Merla Earnshaw District Office Manager
Kathy Thompson Administrative Assistant

BOARD MEMBERS

Ben Buehler
Ron Wyatt
Reanna Buss
Jeff Sudol
Steve Anderson, M.Ed.

LOCATION

2030 E. Cherry St.
Cottonwood, Arizona 86326
PHONE: (928) 634-2144
FAX: (928) 634-9053

OFFICE HOURS

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

www.americanheritageacademy.org

**Summary of Special Education Services,
American Heritage Academy**

American Heritage Academy is committed to providing quality educational opportunities for exceptional students. Students with disabilities will be given the services necessary to achieve academically, gain workplace skills and become productive members of society.

Child Identification/child find

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate, and evaluate all children with disabilities, aged birth through 21, who are in need of early intervention or special education services. If your baby/child has a disability or you may suspect a dysfunction in some way, please inform our office and AHA will provide information you need to proceed. This service is free of families. No student will be denied admission to AHA because of disabilities.

Evaluation

American Heritage Academy and family will meet to determine the necessity of a comprehensive evaluation. If the "team" agrees and finds it necessary, an evaluation will be conducted.

Individualized Education Program (I.E.P.)

Results of the evaluation will state if a child will qualify for special education services, and an IEP will be written with input from school staff and family member(s).

Procedural Safeguards

This document informs the parents of all special education procedures and timelines. It includes, but is not limited to, definitions, parental consent, parent participation, due process, comprehensive evaluations, Individualized Education Program, appeals, grievances and confidentiality.

Due Process

American Heritage Academy will ensure that all parents and students are informed of their rights, their responsibilities and procedures in regards to special education. Dispute resolution between parents and AHA will be conducted in accordance with all state and federal regulations and statutes.

Least Restrictive Environment

Students that are identified by the "team" as eligible for special education services will, to the maximum possible extent, be educated with their non-disabled peers.

Special Education Teacher/Consultant

All special education teachers in AZ must be licensed to provide services to identified special education students in all schools. American Heritage Academy employs only licensed special education teachers.

Related Services Personnel

Related services personnel includes therapists such as Occupational, Physical, Speech and Language, as well as Counselors.

Screening Forms

A forty-five (45) day screening form will be completed by teachers for any student without appropriate records of screening, evaluation or those experiencing a lack of academic progress.

Treatment of Student Record.

American Heritage Academy will maintain the confidentiality of all student records in compliance with state and federal regulations and laws.

Referral Process

Staff and/or family members may make a referral to further screen and/or evaluate a child due to concerns or lack of adequate progress.(edited 6-8-2011)

Hazing in any form is PROHIBITED. Soliciting, 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 is 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)

THE DECLARATION OF INDEPENDENCE

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 effect 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, letter, biographies, etc. Distilled into *The Five Thousand Year Leap*, by W. Cleon Skousen, published by National Center for Constitutional Studies, 1981.

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 or 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."

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 touch, 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 made aware of 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 the Administrative 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. Information witnesses to the event will be collected.
4. The alleged perpetrator(s) will be interviewed and additional information 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 expelled immediately 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.

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 goal is for them to learn that...

- 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 to the best of their abilities.
- 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. It encourages families to be actively involved in religious organizations of their choice.
- 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 American's motto: *e pluribus Unum*—"from many, one." Thus, the only identity this academy will foster is American. 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, others and facilities.

BULLYING, HARASSMENT & INTIMIDATION POLICY

- Pursuant ARS 15-341-A 38 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 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 enrolled student found "guilty" of bullying, intimidation or harassment, will be subject to **immediate 3-day suspension, followed by expulsion** from the Academy in the event there is a **second** occasion. If the student is expelled, there will be no possible readmission to the Academy for at least 18 months, after which the Administration will determine IF the student **MAY** be readmitted based on recent behavior and academics.
- F). 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.)

FIRE/EMERGENCY DRILLS

Fire and Emergency drills are held at irregular 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. (A.R.S... 15.183F)

ACCREDITATION/DIPLOMA

AHA is accredited through the APBA, the Association for Performance Based Accreditation, a multi-state accrediting Association. It focuses on performance and not programs. As with all other State approved public high schools, most, if not all, of AHA's high school class credits are accepted by Colleges and Universities. State law requires transferability of its class credits to other high schools. (See Arizona Revised Statutes). AHA provides a state approved high school Diploma for qualifying students. Students must meet A.I.M.'S or other state testing requirements to receive a diploma.

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. NOTE: In general, American Heritage Academy does not accept any Federal Entitlement programs or funds.

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-bidding citizens.
- The Fathers' traditional role is to preside, provide and protect his family. AHA respects that tradition when accomplished in a loving and caring way.
- Mothers, by nature, are the nurturers of their children.
- Successful families are usually established and maintained on a joint belief system with such principles as love, compassion, work, family recreational activities and religious activities.
- Parents of AHA are viewed as valuable partners.
- AHA seeks to be sensitive to single parents who carry the responsibility of both parents.
- 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.
- AHA condemns all forms of spouse or child abuse and if detected the Academy will notify proper legal authorities.

ADMISSION, ENROLLMENT & ANNUAL RE-ENROLLMENT

Admission to AHA is on a space and program available basis. There is no tuition or admission 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. Assessment/placement testing is required for class level placement. 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 will 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 "lottery" 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.

AHA does NOT encourage students with behavior problems to apply.

Any potential student who has been expelled, on suspension, long term suspension or legal parole will not be allowed admission to the academy for 18 months. Enrollee 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 more than 6 per semester, in a four day school week, will be considered candidates for indefinite suspension or expulsion from the Academy, which could also result in the loss of credits or retention.**

Elementary students (K-8) may be retained from progressing to the next grade. When 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 is **still counted** towards state attendance requirements.
2. A signed excuse from parent/guardian is required; giving student's name, date, days of absence, and reason for absence. An absence of **3 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.

There are students who value education and will attend regularly in place of those who do not attend. Students are entitled to their due process rights, which include the right to hear the allegations, to respond and tell their side of the story. *(Revised 10-2000).

PARENT, VISITORS & VOLUNTEERS

Parents are expected to participate in the education of their students. (See enrollment agreement). We welcome adult visitors, encouraging parents to visit the Academy and take a positive, active, role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up convenient times. ***All visitors, INCLUDING PARENTS, are required to sign in at the office upon entering the campus.*** We encourage parents to leave small children at home since they often create distractions. We also ask that parents avoid conferences with the teacher during the visit, so that the teacher may conduct class as usual. Separate appointments for individual student discussion should be arranged. AHA encourages volunteer participation. The varied talents and expertise of parent and community members greatly enhance the education process. Areas where volunteers may be of help are:

- *Meal & break supervision
- *Special material preparation
- *Field experiences, driving & chaperoning
- *Sports, extra-curricular activities
- *Chaperones for activities (especially dances)
- *Tutoring
- *Special Presentations
- *Grading Papers

All adults who volunteer on a regular basis are required to have a DPS, state approved fingerprint card.

ACCIDENT INSURANCE

Parents must have their own medical and accident insurance on their student. There may be an individual accident insurance policy available to students through the school. Purchase of this program is optional to the family. The academy does **not** provide sports or accident insurance to students, visitors or guests.

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 statement of exception as follows: 1). A physician's certification that one or more of the immunizations will endanger the student's life or, 2). a signed statement from the parent that immunizations are contrary to their religious or personal beliefs. ***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.***

FUND RAISERS

Fund raising activities subject to the following conditions:

1. There must be a specific purpose for the funds to be raised. No “slush” or “reserve” funds.
2. All fund raising activities must have prior approval of the school Administration.
3. Appropriate records must be kept: receivables, payables, inventory.
4. Students are not to be released from classes for fund raising purposes.
5. Students must identify whom they are representing to all contacts.
6. No lotteries/“bingo” or “games of chance” or any form of gambling are permitted for fund raising purposes nor should ever be on campus.

PARENT COUNCIL

The Parent council consists of 8-10 elected parents of enrolled students. The Parent Council meets as needed to discuss the Academy's programs, trips, curriculum, activities, etc. Teachers or staff are not allowed to serve on the Council, but may attend. The Council gives input and suggestions to the Administration and Board for enhancing the success in meeting the school's mission of building great Americans. It is not a forum for anger or discontent but a forum for communication and support. (Refer to parent council handbook)

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

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. 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. Appropriate dress is expected.

ALL guests must check in at the office and receive a visitor pass.

PRE-ARRANGED ABSENCES

Pre-arranged absences are not counted towards the 6-day limitation. They include special Religious observances, doctor or dental appointments, family death or emergencies, court appearances. A special form must be completed in ADVANCE, and assignments returned to teachers complete to be considered “excused.” The absence will not count against the 6 days “loss of credit.” A special pre-arranged absence form must be completed before the absence occurs.

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 will be referred to local legal authorities for parent and student prosecution and possible expulsion.

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. Teachers develop and enforce a strong, firm tardy policy in each class. **Excessive tardiness or absences can lead to a loss of credit and possible loss of enrollment and re-enrollment status.** (See Discipline Code section A & B & signed attendance contract).

SCHOOL HOURS

(subject to revision)

(K) 8:15-11:30 (no lunch)

(1-6) 8:15-3:15

(7&8) 8:30-3:45

Students should not arrive any earlier than 7:45 AM . Elementary students MUST be picked up by 3:30. Supervision of young students will not be available before or after school. Jr. High students must be picked up by 4:00. The Academy will NOT be responsible for students who are dropped off or not picked up in a timely manner.

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 Friday).

CLOSED CAMPUS/LEAVING CAMPUS

American Heritage Academy is a **CLOSED** campus. After arriving on campus, students are to remain on campus unless given permission from the office to leave. **Parents/guardians** who plan to take students from the Academy during regular hours must have authorization from the office prior to removing the student from school. **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. Students cannot sign out another student without specific authorization.

MEDICATION, HERBS & HOMEOPATHIC

ALL medication, including Aspirin, Advil, ADD/ ADHD medication, herbals, homeopathic medication **MUST** be left at the office. Dispensing by the office or specific teacher can only occur **WHEN THE STUDENT'S PARENT HAS COMPLETED THE 'REQUEST FOR ADMINISTERING MEDICATION' FORM** located in the office. The **PARENT** needs to bring the medication to the office. **ONLY** the parent may pick it up from the office. Students taking, sharing, or selling any unauthorized medication **will be considered as having illegal drugs** and prosecuted accordingly. Immediate expulsion and arrest is the normal consequence.

COFFEE AND STIMULANT DRINKS

Students are **not allowed** to bring coffee, espressos, javas, lattes, or other stimulants into the school building. Please leave "Jolt", "Mountain Dew", red bull or any other energy or stimulant drinks, or sodas at home.

SPORTS

Sports programs are made available to interested students based on 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. Participating students must have an overall "C average" grade in order to play. The school administration reserves the right to examine and decide eligibility on a "case by case" basis. The basis for this decision will be the overall, long-range, best interest of the student. 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.

PERMISSION SLIPS

Students must have a signed permission slip for special activities, especially when the school transports them on a distant field trip. The permission form will be furnished by the school and must be signed by the parent/guardian and returned to the school. There is a general authorization for "local" activities and a special form for "out-of-town" activities.

FIELD EXPERIENCES

Field trips or field experiences are a **privilege**. In order for any student to participate in a field experience, he/she **must be a cooperative student and interested in learning**. ***Students who have not earned the privilege may not participate.*** Grades may or may not affect field experience privileges. Students are expected to abide by the same rules on any trip as given in the classroom. It is imperative that respect and obedience is given to the adults conducting the trip, this includes being attentive and following all directions and instructions as determined by teacher or administration. Inappropriate behavior, e.g. fighting, disrupting, or damaging property, insubordination, or violations of the laws of the state, or country where the student is visiting, is grounds for immediate expulsion. **Students will wear uniform clothing representing the school unless the field experience demands a different type of clothing** (e.g. Levi's for wading through swamp or dirty work. etc).

STUDENT RECOGNITION

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

DRUG. ALCOHOL & TOBACCO FREE 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, *on or off campus*, in any Academy sponsored or supported activity will lead to immediate expulsion and possible legal action. An expelled student may exercise his or her due process appeal to the Board. 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, are subject to immediate termination and probable arrest with the institution pressing charges against such employee or student.

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 exempted. *AT NO TIME IS GUM ALLOWED ON CAMPUS.*

FOOD SERVICES/LUNCH

Students bring their own food for lunch. The school provides no meals. . All food must be eaten during the organized lunch period or breaks. *No food is allowed in classes* except on rare, special occasions. AHA does not participate in Federal Entitlement, (free-lunch) programs. Students are expected to keep eating areas clean.

TRANSPORTATION

Parents must provide student transportation to school. Parents are responsible for getting students to school **on time and picked up on time**. We do not provide before or after school childcare services. Parents are encouraged to carpool with other parents to help conserve environmental resources (ARS 28-8131 & ARS 28-3032)

ELECTRONIC EQUIPMENT/CELL PHONES

Pagers, "game boys", "walkman", iPods, mp3 players, C.D./DVD players or laptop computers, **are not allowed on campus** unless specific permission is allowed by the Administration. Equipment will be confiscated and returned only to parents. Students may have cellphones but may be used **ONLY** before school, during lunch, recesses and after school. If a phone goes off during class it will be confiscated and a parent will have to come and sign to pick up the phone or device. **NO TEXTING DURING CLASSTIME.**



LOGO'S ON ALL POLOS, HOODIES, & SWEATSHIRTS
AS SEEN BELOW
LOGO'S NOT REQUIRED ON SWEATERS, VESTS OR COATS



WHEN IN DOUBT, PLEASE ASK

DISCIPLINE CODE

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

"Do unto others as you would have them do unto you"

EXPULSION/SUSPENSION CODE:

American Heritage Academy does **not accept** students who have been **expelled**, on legal probation, or who are on "permanent or indefinite suspension" from other schools or school districts **within the past eighteen (18) months**. After eighteen months, a student **may** be enrolled at the discretion of the school administration. Students who have been **suspended** from other schools or school districts **may** be accepted at American Heritage Academy as each case is individually reviewed by the academy administration. (Adopted: Nov. 12, 1995)

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 **in or out** of the Academy 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.).

THE UNIFORM DRESS CODE IS AS FOLLOWS:

Solid red, white or navy blue polo's with AHA logo **ONLY**

Solid red, white or navy blue pullovers, sweatshirts or hoodies with AHA logo **ONLY**

Solid red, white or navy blue coats or jackets. AHA logo is not required.

NO OTHER LOGOS ARE ALLOWED.

Solid khaki or navy blue trousers, capris or shorts. The only approved style of pants is Dockers or Dickies or similar styles or brands.

NO OUTSIDE POCKETS. We do not allow any style of Levi or Jean brand.

Flares, spandex or carpenter style pants are not allowed.

Solid navy blue, khaki or navy blue plaid skirts or jumpers.

Skirts, jumpers or shorts should be **no higher than 2" above the knees.**

Solid white button down shirts or blouses. AHA logo is not required on shirts or blouses.



**NAVY BLUE, KHAKI OR NAVY BLUE PLAID FOR SKIRTS & JUMPERS
NAVY BLUE OR KHAKI FOR PANTS & SHORTS**

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 abnormal color, makeup or jewelry that **detracts from 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 **will be sent home until the PROBLEM IS CORRECTED**. Parents will be able to purchase their students uniforms at the following: **J.C. Penney.com, Target.com and OldNavy.com**. After purchasing, you will need to take the uniform piece to any of the following to have them embroidered.
Sophisticated Custom Embroidery, 1863 Cheyenne Lane, Camp Verde. 567-3188 or 301-8449 10:00am-4:00pm Mon-Thurs.
sophisticatedcustomembroidery@msn.com
Ragtime, 375 S. 6th St. Cottonwood, 634-3655. Hours 8-3 M-F.
Suzy-Q, 960 S. Main Cottonwood, 634-7739.
Available for embroidery.
Print Me 567-0798
Gently used uniforms are occasionally available on each campus.
2. Hats may be worn **outside** the building only. Students cannot have colored hair (unless natural looking), mohawks, dreadlocks, or "baggie" clothing. Boys may not wear earrings or other visual body piercing jewelry outside the uniform. "Tongue studs", excessive jewelry and/or body piercing are not allowed. Ladies are expected to limit earrings to **one pair**. It will be at the discretion of administration to determine the appropriateness of jewelry.
3. Tattoos are highly discouraged AND must be covered and not exposed.
4. Young men must be clean shaven and **hair must not be below the collar. No "pony" tails or dread locks.**
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 Physics/Chemistry class**. Violators will be sent home to correct the problem.
6. Undershirts must be solid white, red or navy blue and **tucked in**.
7. White button down shirts must be **tucked in**.
8. NO OVERSIZED UNIFORMS or uniforms that are **too tight** or too revealing will be allowed. **NO 3 B'S**
9. NO LONG SLEEVE THERMAL UNDERSHIRTS WILL BE ALLOWED.

VIOLATIONS WITH PROBABLE CONSEQUENCES

SECTION A: carries a maximum consequence of **Suspension**

- *Inappropriate or unauthorized dress
- *Littering/Gum
- *Vulgar Language, inappropriate hand gestures. (Swearing, language that is lewd, cursing, coarse, crude, down-grading, put-downs, "slams," etc)

*Tardies

SECTION B: carries a maximum consequence of **Expulsion and loss of class credit**.

- *Cheating
- *Insubordination
- *Gambling
- *Destruction of Property
- *Disorderly Conduct/Disrupting Classes
- *Harassment/ bullying
- *Leaving Campus Unauthorized
- *Plagiarism (from Internet or other)
- *Threats; verbal or physical
- *PDA(public display of affection)
- *Vulgarity("shut up" or worse)
- *Unauthorized entry into automobiles
- *Lewd /pornographic material
- *Lying
- *Forgery
- *Verbal abuse
- *Theft/stealing
- *Physical Assault
- *Internet/electronic abuse
- *Pulling fire alarms (legal charges)

***Unauthorized or excessive absences/tardies**

***Refusal to do homework is a behavior issue of insubordination**

SECTION C : Carries an immediate consequence of **Expulsion and probable criminal charges** (ref. to A.R.S.15-841)

- *Arson
- *Extortion and "death threats"
- *Possession of Explosive Devices
- *Possession of Weapons without special authorization
- *Possession or use of Alcohol or Tobacco of any kind, on or off campus
- *Possession, use, or distribution of any illegal drugs, on or off campus
- *Sexual relations among unwed teens or preteens, pregnancy
- *Illegal activities, ON OR OFF campus
- *Misdemeanor or felony arrest of any kind (exceptions: some traffic violations)* Or Indefinite Suspension (Board 3-26-01)

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 opportunity to represent and defend his/her position or actions. In cases of expulsion, the student may appeal, in writing, to the American Heritage Academy Governing Board for possible probationary reinstatement.

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 is at teacher's discretion to improve classroom comportment. 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 the Principal. *Parent support is expected.*

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.

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)

HOMEWORK POLICY

Those who founded American Heritage Academy 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.

However, **REFUSAL TO DO HOMEWORK IS A BEHAVIOR ISSUE OF INSUBORDINATION** and will subject a student to expulsion from the Academy.

A Teacher/Administration meeting will be held, with parents and student required to attend, to communicate and discuss the importance, necessity and completion of the assignments resolved. If the issue continues, the student and parents will be required to attend a meeting with an appointed "Behavior Review Board" where recommendation to the Administration on the suitability of the students' continuing enrollment at the Academy will be decided. Prior to such hearing, the Administration and Teachers may remove "privileges" such as field trips, after school activities, participation in dances etc.

GRADING K-8

Kindergarten:

Readiness and Developmental skills assessed at this level.

1st and 2nd Grades

O-Outstanding

S-Satisfactory

U-Unsatisfactory

3rd-8th Grades

A-Excellent

B-Above Average

C-Average

D-Below Average

F-Failing

U-Unsatisfactory

STUDENT RETENTION

Any Student with unsatisfactory academic progress and or excessive absences may be retained in their current grade.

The Academy reserves the right to hold the final decision with regards to student retention.