

American Heritage School



Parent Handbook

2014-2015 School Year

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A Message from the Board of Trustees

Dear Parents,

We welcome you as patrons of American Heritage School, and we honor your role as parents. The education of children is, first and foremost, the responsibility of parents. It is the school's responsibility to serve you. We are only junior partners in helping you with your God-given stewardship to teach and nurture our Heavenly Father's children.

We hope that patrons choose American Heritage School because they accept the principles and values found in our mission statement. For the school to be effective, parents and the school should be of one heart. Thus, you are asked to read our mission statement before you enroll your child. The school must be in a position to reinforce the teachings of the home, and the home should reaffirm the teachings of the school.

Our mission statement is not merely a platitude engraved on a plaque and hung on a wall to be forgotten. Rather, it is the driving passion—the purpose—behind all that we do. It represents the ideals for which we are striving.

Education is primarily a spiritual matter. The curriculum of any school—public or private—is rooted in the ideas and values (the “spiritual directives”) that guide the institution. How else could one determine what is important to teach and upon what principles the pedagogy is premised? We are dealing with the hearts and minds of living souls. We hope to teach far more than facts and skills. We desire to teach truth, to develop the capability to discern truth, and the knowledge to apply that truth in a constructive way in daily living.

American Heritage School is unique because it integrates the teachings of modern and ancient scriptures, especially the *Book of Mormon*, in all facets of the curriculum. We realize our inadequacy in this noble endeavor, but as Robert Browning expressed it, “Ah, but a man's reach should exceed his grasp, or what's a heaven for?” Each year we strive to better ourselves to become more effective in our work and more closely approach our ideals.

It is our hope that this *Parent Handbook* will help us work closely together in our common goal to bless the lives of your precious children.

The intellect can be taught facts, but it takes the influence of the Spirit to learn truth. We work to make the Spirit feel welcome here.

Sincerely,

Bob Sorensen
Chairman

A Message from the Administration

Dear Parents,

Welcome to American Heritage School. We are committed to educating and inspiring children and families in their pursuit to acquire knowledge of fundamental academic disciplines as well as knowledge of eternal principles of the Restored Gospel.

Since 1970, the vision of founders Dr. H. Verlan and Shirley Andersen and others has been tested, tried, and proven. We hope to carry on that same vision. As the school's administration, our desire is to maintain and continually improve the high quality of education that has been established here. We strongly endorse the mission statement and oversee its implementation.

Our desire is to provide a safe environment where children may learn and grow in the light of the Restored Gospel. We believe every child is capable of achieving his or her potential to the fullest extent when afforded respect, fairness, kindness, loving discipline, and appropriate instruction.

American Heritage School is a place where the Spirit of the Lord is invited daily. Classroom teachers prepare and teach by the prayer of faith (D&C 42:14) so that they are better able to help children recognize and respond to the Holy Ghost as the teacher of all truth. An environment where the Spirit is welcome allows teachers to openly testify of the truths in the curriculum as such opportunities unfold.

We desire to awaken and hold the student's interest, to encourage active participation of all class members, and then to guide them to live their lives according to the great principles and truths they learn here.

This school represents a partnership among parents, faculty, and administration where we are united in our commitment to the objectives outlined in the mission statement. American Heritage School has an active Parent Organization, which serves in the individual classroom and on various projects that benefit the school as a whole. We invite you to become active in this organization beyond the minimum commitment of 30 hours required by the admission process.

Finally, just a word about "policies and procedures": Good policy is based upon sound principles of Christian self-government. Good policy also takes time, energy, and patience to refine. We know that many of these policies are not perfect. But we begin by putting policies on paper and testing their goodness through our good-faith efforts to apply them. It is our hope and prayer that each of us will be patient enough to do just that: test these policies, imperfect as some of them may seem, through consistent and diligent application of their precepts and requirements. Then, let us know how it goes! Let's make them better year after year, together.

Thank you for choosing American Heritage School. May God mend our every flaw, and our gold refine!

Sincerely,

Grant Beckwith
Principal

A Message from the Parent Organization

Dear Parents,

The Parent Organization welcomes you back for another fabulous year at American Heritage School. Whether you are a new or returning family this school year is sure to be an exciting adventure. With new teachers and new friends, each school year is an amazing time of growth and learning

One important purpose of the parent organization is to work with administrators in orchestrating special events at American Heritage School and to provide opportunities for parent volunteers to assist with these events. Our goal is to aid each family in having a positive experience while fulfilling their 30 hours of service. Believe it or not, 30 hours of service per year is extremely easy to do. The parent organization sponsors events from Picture Day to Field Day, as well as coordinating room parents in the classroom, and even the lunchroom!

As our school community grows, the need to make information about events more easily accessible grows as well. The Parent Organization Presidency is pleased to announce that volunteer sign-ups are going digital! Volunteers for parent organization sponsored events, room parents, and lunchroom volunteers can now get information and dates on-line. They can also sign-up to help on a Google doc under the "Parent Organization" link on the American-heritage.org website. We are very excited about this undertaking. We ask for your patience and understanding while we work through this process throughout the school year. More information will follow at the required parent meetings. Please be sure to attend!

We look forward to a wonderful year, working together, helping to educate the hearts and minds of our children here at American Heritage School.

Sincerely,

Jenny Burr
Parent Organization President
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Parent Organization Sponsored Events (See Appendix A for Event Team Leaders)

Auction & Gala	Fall Festival	Picture Day
Book Fair	Field Day	Room Parents
Christmas Decorating & Teddy Bear Project	Freedom Essay Contest	Science Fair (K-12)
Constitution Day	Geography Bee	Shakespeare Costuming
Drama & Musical Costuming	Grandparents Day	Shakespeare Feast
Elizabethan Poetry & Prose Contest	High School Dances	Spelling Bees
Faculty Appreciation Week	High School Graduation	Teacher Café
Faculty Dinners	Lost and Found & Clothing	Uniform Swap
	Lunchroom Coordinator	
	Parent Support Group	

Watch for the volunteer sign-up sheets at the parent meetings to sign up to help with these events!

Your service is essential, and blesses the lives of all!

1. Mission Statement

American Heritage School exists for the purpose of serving parents in assisting in developing the minds, the hearts, and the bodies of students in order that they may:

1. Be useful in the hands of the Lord in building the kingdom of God on earth;
2. Increase faith in and knowledge of the Plan of Salvation;
3. Develop a love, understanding and appreciation for America and the Founding Fathers;
4. Develop the basic academic knowledge and skills necessary to be able to make self-education a life-long pursuit;
5. Learn to reason and discern between right and wrong, truth and error;
6. Develop character and self-discipline of mind and body; and
7. Conduct themselves in all aspects of life as Christians.

All activities, teaching, governance, and administration are to be accomplished in light of the above objectives and insofar as possible in harmony with revealed principles of the restored gospel of Jesus Christ and laws of the land.

All teachers, staff, administrators, and Trustees shall strive to be living examples of the values, principles, and skills taught at the school.

2. Statement of Educational Philosophy

American Heritage School represents a partnership among students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in the school's mission statement.

Education is based on the relationship between teacher and student. As role models, teachers at American Heritage School are valued by students and parents not only for their ability to instruct students in substantive areas of academic discipline, but also for their caring attitudes and nurturing spirits. Teachers are viewed as the "living textbooks" from which students learn some of the most important lessons in life.

American Heritage School takes very seriously its responsibility to promote the spiritual and academic development of its students; however, it also recognizes that parents are primarily and ultimately responsible for their children in this regard. Thus, parents at American Heritage School expect and appreciate direct and regular communication from the faculty concerning individual needs of their children. Likewise, teachers and administrators at American Heritage School expect parents to be responsive to requests and recommendations given to parents with respect to the particular needs of the individual students.

Academic excellence along with responsible citizenship and character development are points of particular emphasis at American Heritage School. Much of our teaching is based upon a methodology developed by the Foundation for American Christian Education (FACE), which implements a principle approach to education (see section 3). This principle-based approach provides perfect and natural opportunities for both academic and religious education in every subject and at every grade level.

In addition to rigorous curriculum in the traditional subject areas such as reading, mathematics, science, and history, students participate in choral music, visual arts, and annual student productions that enrich the curriculum. Also, beautifully written and directed class devotionals are performed on a regular basis, providing for each child's poise and talents to be developed. Teachers at American Heritage School take a tutorial approach to education in order to meet each child at his/her threshold of learning.

Each of the three governing branches of the school—the Board of Trustees, the Administration, and the Parent Organization—has a separate stewardship that strengthens what the school offers to its students. The three organizations work together as a "council of three" to strengthen the solid tradition of excellence at American Heritage School.

3. The Principle Approach®

American Heritage School bases the majority of all instruction in every subject on an educational method called the Principle Approach®, which was developed by the Foundation for American Christian Education (FACE).

The following summary of the Principle Approach® has been taken with permission from a FACE model school faculty manual.

Samuel Adams, Father of the American Revolution, admonished his peers with, “the importance of educating their little boys and girls by inculcating in their minds the fear and love of the piety; of instructing them in the art of self-government; and in leading them in the study and practice of the exalted virtues of the Christian system.”

In twenty-first-century America we live in a leisure-oriented society—an era of “amusement,” desiring and seeking the constant stimulation and tickling of our senses which leaves little time to think reflectively and enjoy a fellowship with our minds. The root of amusement is the French word “amuser” meaning to stand idle, detain, to loiter, or trifle—the opposite of “muse” which means to roll over and over, to ponder, examine, consider. As modern educators we have the responsibility of redirecting the course of our nation, held in bondage to amusement and mediocrity, by challenging our children to muse and by teaching them how to reason from the Word of God. However, in the tradition of American independence, it is up to the individual—it must begin with each one of us for, “as a man thinketh, so is he” (Proverbs 23:7). Come, let us reason together, let us restore America to the place of honor that it once held—that excellent school in which to learn Christ.”

The Principle Approach® is the Biblical method of education derived from our heritage as American Christians. It has the power to produce independent thinkers, ennobled Christian character, self-government within individual learners, Christian scholarship, a spirit of enterprise, and a Christian view in all subjects of knowledge. The architects of the Principle Approach are Miss Rosalie J. Slater and Miss Verna M. Hall. In their extensive research into America's Christian history, they gleaned seven basic principles from Scripture which were ingrained in the character of our American forefathers. By using a Biblical method that furnishes the learner with the tools of research, reasoning, relating the knowledge to self, and recording it, they have laid a foundation for the contemporary Christian educator to develop inspiring and challenging curriculum for every subject that is foundationally both Christian and American. Through the mastery of these tools the learner becomes skilled in independent study and thought, thus liberating him from dependency upon pagan ideologies and philosophies. Just as in the colonial period, the key to liberty is independent Christian thinking. One must be solidly rooted in the principles of Scripture and possess the ability to reason and formulate conclusions that are born out of and energized by the knowledge of God's Word in combination with the inspiration of the Holy Spirit. Then the body of knowledge becomes the property of the individual. It is a product of his labor and he is able to exercise dominion over its applications in his environment. This is the essence of true Christian scholarship producing the model of Christ for every walk of life.

It is foundational to the American Heritage School teacher to become actively engaged in a self-taught program in the Principle Approach®. But we, as a generation of learners, are products of progressive classroom methods which utilized pre-planned curriculum supplying nearly everything and requiring no individual mastery, scholarship, or permanent record of the labor of learning. We have been robbed of the opportunity to Biblically reason and trained to respond in a non-reflective way. Sadly, we are in bondage and dependent as Christians upon the philosophy and theology of socialism. Current

progressive methods of instruction in the classroom presume no absolutes and teach as fact that all things have happened “by chance.” As Christians we know that the Creator has designed and planned for everything in His universe, undergirded and held together by His immutable laws and principles as revealed in His Word. In order to be liberated and to model Christian scholarship, curriculum, and methodology in the classroom, we must assume the responsibility of our own re-education. Simply attaching a religion class to the students’ curriculum and memorizing Scripture verses will not forge the ennobled Christian character needed for leadership. Therefore, we must master the Christian philosophy through a re-education process that begins with the FACE syllabus, “The Providential Teaching of America’s History.” This in-depth study of the Pilgrim story is basic to the understanding of America’s Christian history of government, education, and character.

Our role as educators is to provide each learner with the educational tools and to encourage their mastery for a lifetime of learning producing the spirit of enterprise in each individual, not only in an exclusive number of “talented and gifted”; to inculcate the principles of Christian self-government; to unlock the treasure chest of the many bodies of knowledge; and to inspire the learner to achieve his fullest potential in Christ by assuming his God-ordained place on the Chain of Christianity.

The best thing you can do for your fellow,
next to rousing his conscience is --
not to give him things to think about,
but to wake things up that are in him; or,
make him think things for himself.

GEORGE MACDONALD
“Fantastic Imagination”

The Principle Approach[®] is more than a method for education—it is a way of thinking. It requires time to master the Principle Approach[®] because it is developed through the disciplined study of Scripture. God’s principles must be internalized before they will find expression in the many external channels of the soul. Restoration must begin in our thinking. In Romans 12:2 we have a mandate: “Do not be conformed to this world, but be transformed by the renewing of your mind; that you may prove what the will of God is, that which is good and acceptable and perfect.”

The Principle Approach[®] Defined

“PRINCIPLE” is defined as the source, the origin, the first cause, that from which a thing proceeds. Principles are SEEDS, the INTERNAL CAUSES for external conditions.

“APPROACH” is defined as the act of drawing near; in fortification the works erected to protect one against the enemy.

- I. The Principle Approach[®] is expansionary, not evolutionary.
 - A. It gives the whole from the beginning rather than building as in evolution. Kindergarten students are given all the seeds, rudiments, and tools for reading from the beginning. As the reasoning ability enlarges, the child’s skills and abilities expand.
 - B. Against the backdrop of a whole and complete creation, separate elements unfold.
- II. The Principle Approach[®] is reflective learning as opposed to rote learning which produces no

mastery. "Reflect" means to bend back, to throw the thoughts upon past operations of the mind or upon past events, to consider attentively.

- III. The Principle Approach[®] uses God's Word to illumine and bring form to each subject.
 - A. The light of God's Word appears in every subject. Every subject of knowledge can be taught by using the Principle Approach[®].
 - B. God's Word is the standard for discerning truth from error.
 - C. The basic elements and principles of each subject are clearly identified and defined.

- IV. The Principle Approach[®] develops curriculum based upon the Christian idea of man and government not the pagan idea. (See chart below.)
 - A. Christian liberty provides a different foundation, development, and use of a subject than the bondage of the pagan view. There are only two origins for any subject:
 - B. Knowledge of the westward move of Christianity to America and the individual links on the Chain of Christianity provide an excitement within the teacher and learner to fulfill their places in God's plan for their lives.

Christian and Pagan Views of Education Contrasted

CHRISTIAN	PAGAN
<ol style="list-style-type: none"> 1. Internal is seen as causative and primary 2. God is the source and answer 3. Expansionary 4. Educational by definition is liberty oriented 5. Biblical /Scriptural 6. Reflective—internally oriented; individual action and expression inspires, consecrates, instructs 7. Conscience is causative, cause and effect is internal to external 8. Teaches exact knowledge of God in all subjects 9. Expression of ideas 10. Develops “critical faculties”: discernment, judgment, evaluative skills 11. Provides for character growth 12. Uses aids and visuals to verify, amplify, and clarify exact knowledge 	<ol style="list-style-type: none"> 1. External only is understood 2. Man is the source and answer 3. Evolutionary 4. Political by definition and control oriented 5. Psychological/behavioral/Pavlovian 6. Non-reflective—environment oriented; group action, stimulus, response, motivate, indoctrinate 7. Environment is causative; student responsive to environmental stimulus 8. Depends upon external motivation 9. Impression through sensory avenues 10. Imposes “socially approved” opinions 11. Provides for changing behavior 12. Uses visuals to provoke and stimulate
THE FRUIT:	THE FRUIT:
<p>Liberty Independence Wholeness Individuality Productive purposefulness Dominion Discipline Fulfillment/Happiness</p>	<p>Slavery Dependence Fragmentation Uniformity Socialism Indiscriminate submission Rebellion Restlessness</p>

- V. The Principle Approach® encourages development and use of character qualities found in the Pilgrims who are the model of American Christian character:

Faith and Steadfastness
Brotherly Love and Christian Care
Diligence and Industry
Liberty of Conscience

- A. The exercise of these character qualities liberates the individual enabling him to express his fullest God-given potential.
- B. The American Christian character produces an enterprising spirit meaning productivity will be both a process and a product.
- C. Within the framework of the Christian philosophy of education and government, teachers who are liberated creatively in their own learning and scholarly research become the living, lively textbook necessary to bring a freshness and excitement for the subject presented, generating a love of learning in the individual students.
- D. The effect of long term Christian character in teachers will be the restoration of honor and dignity to the profession of teaching in our nation, thus inspiring future Christian teachers.
- VI. Mastery of the seven principles of American Christian history (see “The Seven Principles of American Christian History” below) is defined and developed. These principles are seen in every subject and taught in every grade. Their mastery develops the reasoning-writing ability of both teacher and learner.

The Seven Principles of American Christian History, Education, and Government

As stated above, mastery of the seven principles of American Christian history, which are defined in and developed for use in curriculum by FACE founding members, Miss Rosalie J. Slater and Miss Verna M. Hall in their books: “Teaching and Learning America's Christian History, The Principle Approach” and “The Christian History of The Constitution” are fundamental to the Principle Approach® method and are seen in every subject and taught in every grade. Their mastery develops the reasoning-writing ability of both teacher and learner. The seven basic principles are:

1. **God’s Principle of Individuality:** Everything in God's universe reveals His Infinity and Diversity. Each person is a unique creation of God, designed to express the nature of Christ individually in society. This principle is the heart of Scripture.
2. **The Christian Principle of Self-Government:** God ruling internally from the heart of the individual. In order to have true liberty man must be governed internally by the Spirit of God rather than by external forces. Government is first individual, then corporate.
3. **America’s Heritage of Christian Character:** The image of Christ engraved upon the individual bringing dominion and change to his external environment. The model of American Christian character is the Pilgrim character:
Faith and Steadfastness
Brotherly Love and Christian Character
Diligence and Industry
Liberty of Conscience

4. **Conscience is the Most Sacred Property:** God requires faithful stewardship of all His gifts especially the internal property of our conscience, thoughts, and convictions. This is a tool for Christian Self-Government as each child learns the revelation of consent. Each individual governs his life through the consent to do right or wrong.
5. **The Christian Form of Our Government:** The Law and the Gospel are the basis of our government in America. Proper government requires a balance of internal power and its external form as seen in the separation of powers and a dual form with checks and balances.
6. **How the Seed of Local Self-Government is Planted,** or the Principle of Sowing and Reaping. This is liberty under the Law. By sowing God's principles, desirable fruit is produced and harvested.
7. **The Christian Principle of American Political Union,** or the **Principle of Unity with Union:** Internal agreement (unity) produces an external union. Before two or more individuals can act effectively together, they must first be united in spirit in their purposes and convictions. It is possible to have union without unity.

The Notebook Method: The Tool of the Principle Approach®

Reading maketh a man full
Speaking—a ready man
And writing an exact man.
--Francis Bacon

The notebook is the fruit of the student's own scholarship and serves to cultivate habits of productivity, precision, and order, in exercising basic skills.

The Notebook Approach (or Notebook Method) is more than an efficient way of filing the student's work in three-ring binder. . . if that were all it embraced, teachers would not spend the immense labor and time that the Notebook Approach requires in teaching and learning. . . the Notebook Approach is a valuable tool of reasoning and academic discipline that produces Christian scholarship and a Biblical worldview in both the teacher and student.

In the search to identify the common elements in the educational backgrounds of men of great character in history, it was learned that several factors were consistent: training in Biblical reasoning, high academic discipline, emphasis on languages and mathematics, and the use of the notebook method of study. Mastery of learning requires that the learner make a written record of his study and the more detailed and exacting the record, the greater the mastery attained. The notebook is the tool of reasoning and academic discipline.

In direct contrast to workbooks, which require limited reflective thinking, mastery of subject, or record of labor, the Notebook Approach produces:

1. Reflective thinking.
2. Ability to speak, write, and reason with authority.
3. Mastery of subject.
4. A record of learning in the student's own handwriting.

The Notebook:

1. It is a product of the individual's own hand.
2. It is a record of the student's labor and productivity.
3. It is a record for further study and reflection.
4. It aids the purpose of education as defined by Noah Webster, producing mastery of the subject.
5. It is an aid to the parent and the teacher in the child's progress. It shows exactly what is being taught, a constant progress report indicating graphically the character development of the child, his industry, diligence, and responsibility.

The following arts are exercised by the Notebook Method:

- a) Listening
- b) Writing
- c) Organizing
- d) Managing
- e) Consistency
- f) Criticism

The following skills are developed and exercised by the Notebook Method:

- a) Reading
- b) Spelling
- c) Research
- d) Observation
- e) Discipline

The Steps of the Notebook Method:

The Notebook Method incorporates and balances four steps of learning:

STEP	DEFINITION	METHOD
RESEARCH	Diligent inquiry, laborious search in the scriptures for principles (Acts 17:11)	Vocabulary research, notes on the board, scripture search, map work, visual aids for notebook
REASON	The cause or ground of opinions, that which supports or justifies an opinion; internally digesting material (1 Peter 3:15)	Answer questions and paraphrase facts
RELATE	Handling of information and its application to self, making the material relevant to the student and his world (Luke 24:27.32)	Use of Socratic method of teaching through guided discussions and answering "relate" questions
RECORD	A regular, authentic official copy of any writing for preservation (1 John 5:10)	In writing it down it becomes a permanent part of the individual

The Standard of the Notebook Method:

The standard form for the notebook is specified by the individual teacher, based on the ability of the age group being taught. The standard is taught and reinforced daily. It should be printed and placed in front of the notebook and frequently referred to by the teacher. Beginning students in the primary and new students in the higher grades will have a graduated introduction to the Notebook Method to insure their success.

4. Statement of Religious Instruction

American Heritage School is not sponsored by, endorsed by, or affiliated with The Church of Jesus Christ of Latter-day Saints (the LDS Church) or any other denomination. Respect for all religions is taught. However, the founders of American Heritage School felt deeply about the importance of maintaining an environment where eternal, restored truths would be taught, and where faith in Jesus Christ and love for the Savior would be felt by each child.

We feel, as did the Apostle John when he wrote, "I have no greater joy than to hear that my children walk in truth" (3 John 1:4). This joy is felt in the children at American Heritage School who can learn and then walk in the way of truth. The reading of the Bible and other books accepted as scripture by the LDS Church are an integral part of daily classroom activity. Also, the writings of LDS Church leaders are frequently referenced and considered to be authoritative.

Our Honor Code incorporates the principles and guidelines found in *For the Strength of Youth* pamphlet and *My Gospel Standards* chart published by the LDS Church.

The school welcomes students of other faiths and does not require students or parents to subscribe to any religious creed. In addition to our emphasis on promoting Christian conduct consistent with the teachings of the LDS Church, American Heritage School also emphasizes free and open inquiry. This means that we actively encourage students to explore diverse points of view and to engage in lively and respectful discourse with their teachers and peers about ideas, cultures, and values different from their own. The school teaches students to think critically and to evaluate their own perspectives as they grow in their knowledge of the broader world. American Heritage School creates and sustains a culture in which students are free to express their own ideas and to hear and seek to understand the ideas of others.

Although the school does not require adherence to any religious creed, the school does require employees, students, and parents to acknowledge that the mission statement of American Heritage School is the basis for "all activities, teaching, governance and administration" at the school. Acknowledgment of the school's mission statement is not intended to compromise any individual's values or beliefs, but rather is viewed as acknowledgement by employees, students, and parents that they understand the purposes and values of the school, and that they are willing to honor and abide by those purposes and values. If conduct or speech by an individual or individuals in the school community rises to the level of open and public advocacy against the purposes or values stated in the school's mission, those individuals may be invited to leave. See Section 10.14, *Non-Discrimination*, of Parent Handbook for school policies affording broad and equal opportunity on the basis of characteristics and conscience of individuals, but not on the basis of conduct.

Daily devotionals, which consist of the Pledge of Allegiance, singing of sacred hymns, prayer, and scriptural instruction, can be expected not only in classes, but in administration, parent, and staff meetings as well. Although we hold regular devotionals that include prayer, singing of sacred hymns, and expressions of religious belief, we feel that it is important to maintain a clear distinction between American Heritage School and the Church of Jesus Christ of Latter-day Saints and the LDS Church Education System ("CES"). Accordingly, American Heritage School employees do not commonly refer to each other as "Brother" or "Sister" as is the convention with CES Staff and in LDS Church meeting houses. American Heritage School faculty also do not organize and conduct activities in the scope of their employment that are typically reserved for churches and temples, such as formal testimony meetings or class-sponsored activities requiring recommend-admission into LDS temples.

Employees, parents, students, and volunteers are asked not to use the school premises or any off-site school-sponsored events for religious proselytizing purposes. All are welcome to express their individual views on religious matters while respecting the views of others. Every employee at American Heritage

School acknowledges that he/she is expected to be a living example of the values, principles and skills taught at the school, on and off campus. Employees are expected and encouraged to freely and openly incorporate religious and moral instruction in their teaching and administration, while at the same time cautioned about teaching or assessment that is based upon private interpretation of religious doctrine not generally and regularly conveyed in LDS standard works or in LDS General Conferences. In this spirit, employees of the school are encouraged to be sensitive to the subtle but important difference between appropriate "teaching" of faith-oriented values, principles, and skills outlined in the school's mission statement, and the inappropriate "preaching" of LDS doctrine in ways that might require ecclesiastical authority described by the Fifth Article of Faith ("We believe that a man must be called of God, by prophecy, and by the laying on of hands by those who are in authority, to preach the Gospel and administer in the ordinances thereof.").

5. Organization and Governance Overview

General Overview of American Heritage School and Family Education Center

American Heritage Schools, Inc. (also referred to in this Handbook as American Heritage School, AHS, or the School) was incorporated July 17, 1970, and is operated as a nonprofit organization involved in elementary and secondary education. American Heritage School presently operates one school in American Fork, Utah, serving students from kindergarten through twelfth grade. American Heritage School also operates a Home and Distance Education Program, which serves hundreds of students and families around the world, as well as the Family Education Center (FEC), a community outreach program created by the AHS Board of Trustees for the purpose of strengthening family relationships and developing sound Christian character in the home. The Family Education Center is not a legal entity separate from American Heritage School, but rather is an important but distinct component of the school's organization and overall mission. American Heritage School is exempt from state and federal income tax as a recognized Utah nonprofit organization and a public charity described in Section 501(c)(3) of the Internal Revenue Code.

American Heritage School has granted permission for the creation of other 'sister' schools bearing the American Heritage name (such as "American Heritage School of Las Vegas," and "American Heritage School of South Jordan.") While these separate entities are not legally affiliated with American Heritage Schools, Inc., and are not administered or directed by our school, they have patterned their school, mission statement, and curriculum after that of American Heritage School.

Governance

Currently, American Heritage School is directed by a Board of Trustees comprised of up to 15 members, and an administration comprised of a Principal, four Assistant Principals, a Director of Finance, a Director of Facilities & Security, a Director of Technology, a Business Director of Distance Education and other administrative support staff. Profiles of Board members and administration are found in the Appendix to the *Parent Handbook*. In accordance with the AHS bylaws, members of the Board of Trustees—including the chairman—are elected annually by a majority vote of current Board members. New Board members are selected and presented by the Board's nominating committee and elected by majority vote of current Trustees. Various criteria and qualifications are considered when nominating and selecting Trustees, depending on the specific needs of the school (such as accounting/finance, legal, curriculum expertise, and so on); however, of primary importance in the selection process is the degree to which a Trustee has demonstrated, through affiliation with the school or otherwise, a vibrant testimony of the restored gospel of Jesus Christ and a commitment to the mission of the school.

Day-to-day operation of the school is overseen by the Principal, who is also the director of the Family Education Center, and a member of various committees created by the Board of Trustees. The Principal is an important advisor to, but not a voting member of, the Board of Trustees. See the *Parent Handbook* for profiles of the current members of the Board of Trustees and Administration and for an organizational overview of the Board of Trustees, including committees and assignments.

Faculty/Staff Representation

Although no members of the faculty and staff are voting members of the Board, they are nonetheless represented at the Board level in numerous ways. First and foremost, the Principal is the faculty's primary advocate to the Board. Each year, the Principal conducts personal interviews with all faculty members to ensure that they each have an opportunity to be heard from the highest levels of the organization, and to obtain feedback concerning how the school can improve. The Principal is regularly invited to attend board meetings and sits on numerous committees of the Board. In addition, previous teachers and administrators at American Heritage School commonly serve as Board members.

Beginning in 2014, a member of the faculty was nominated to serve as a non-voting, ex-officio member of the Board and invited to attend board meetings along with the Principal.

6. Honor Code

“Master, which is the great commandment in the law? Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.”
(Matthew 22:36-39)

6.1 Principles. The two great commandments (love the Lord and love thy neighbor) are the foundational principles underlying all other standards at the school. Students are expected to live according to the guidelines set forth in the *For the Strength of Youth* pamphlet (for ages 12 and older) and the *My Gospel Standards* chart (for ages 11 and younger), published by The Church of Jesus Christ of Latter-day Saints. As is stated in the school’s mission statement: “All teachers, staff, administrators, and trustees shall strive to be living examples of the values, principles, and skills taught at the school.”

My Gospel Standards

(for students ages 11 and younger)

I will follow Heavenly Father’s plan for me.
I will remember my baptismal covenant and listen to the Holy Ghost.
I will choose the right. I know I can repent when I make a mistake.
I will be honest with Heavenly Father, others, and myself.
I will use the names of Heavenly Father and Jesus Christ reverently. I will not swear or use crude words.
I will do those things on the Sabbath that will help me feel close to Heavenly Father and Jesus Christ.
I will honor my parents and do my part to strengthen my family.
I will keep my mind and body sacred and pure, and I will not partake of things that are harmful to me.
I will dress modestly to show respect for Heavenly Father and myself.
I will only read and watch things that are pleasing to Heavenly Father.
I will only listen to music that is pleasing to Heavenly Father.
I will seek good friends and treat others kindly.
I will live now to be worthy to go to the temple and do my part to have an eternal family.

For the Strength of Youth

(for students ages 12 and older) The following are summaries of standards required by the AHS Honor Code; copies of the full *For the Strength of Youth* pamphlet are available at the front office.

Agency and Accountability

- Heavenly Father has given me agency, which is the ability to choose right from wrong and to act for myself.
- I am responsible for the choices that I make.
- I am free to choose my course of action, but I am not free to choose the consequences.
- True freedom comes from using my agency to choose obedience; loss of freedom comes from choosing disobedience.

Dating

- I date only after I am sixteen.
- When I begin dating, I go with one or more additional couples, and I avoid frequent dates with the same person.
- I invite my parents to become acquainted with those I date.
- I date only those with high moral standards, and in whose company I can maintain my standards.
- I protect the honor and virtue of my date, and expect they will do the same for me.
- When dating, I only go to places where I can maintain my standards and remain close to the Spirit.

Dress and Appearance

- I dress modestly to show respect for God and myself.
- I avoid extremes in my clothing and appearance.
- If a young woman, I avoid short shorts, short skirts, shirts that do not cover the stomach, and clothing that does not cover the shoulders or is low-cut in the front or back. If a young man, I will avoid being extreme or inappropriately casual in clothing, hairstyle, and behavior.
- I will not disfigure myself with tattoos or body piercings (one pair of ear rings for young women is acceptable).
- I dress appropriately for all Church meetings and activities.

Education

- I understand that education is an important part of Heavenly Father's plan to help me become more like Him.
- I work diligently and make sacrifices, if necessary, for my education.
- I maintain enthusiasm for learning throughout my life, and choose to actively participate in learning opportunities available to me.
- My education includes spiritual learning. I study the scriptures and the words of prophets to help me find answers to the challenges of life and invite companionship of the Holy Ghost.

Entertainment and Media

- I select only media that uplifts me.
- I do not attend, view, or participate in anything that is vulgar, immoral, violent, or pornographic in any way.
- I will walk out of a movie, change my music, turn off a computer, television, or mobile device if what I see or hear drives away the Spirit.
- If I am involved in pornography, I will cease now, and seek help from my parents and bishop.
- I will avoid spending long periods of time using the Internet, mobile devices, playing video games, or watching television and other media – and I will be careful that my use of social media does not replace spending time with my family and friends.
- I will not communicate anything over the Internet or through texting that would be inappropriate to share in person.
- I will obey laws governing sharing music, movies, and other copyrighted items.

Family

- Strong families require effort, and I do my part to strengthen my family.
- I am cheerful, helpful, and considerate of my family members.
- I seek to be a peacemaker rather than to tease, fight, and quarrel.
- I honor my parents by showing love, respect, and obedience for them as they lead me in righteousness.
- I willingly help in my home, and participate in wholesome family activities and traditions, including family prayer, family scripture study, and family home evenings. If my family does not do these things, I will pray and study scriptures myself. My example may encourage family members to join me.
- I will strengthen my relationship with my brothers and sisters, support them in their interests, and help them with challenges they may be facing.
- If my family does not include a mother and father who love and care for each other, I will be patient, continue to live righteously, and look for worthy role models as I prepare to fulfill my divine role as a husband or wife, and as a parent.

Friends

- I choose friends who share my values so we can strengthen and encourage each other in living high standards.
- I go out of my way to help those who feel shy or lonely, have special needs, or do not feel included.
- I treat everyone with kindness and respect, and refrain from judging and criticizing those around me.

Gratitude

- I live with a spirit of thanksgiving, which turns my heart to the Lord and helps me recognize His influence and blessings in my life – even in my most difficult times.
- In my prayers, I pour out my heart to my Father in Heaven in thanks for the blessings that I have received.
- I express gratitude to the Lord by the way I live. In keeping his commandments and serving others, I show that I love Him and am grateful to Him.
- I express gratitude to others for the many ways they bless my life.

Honesty and Integrity

- I am honest at all times with myself, with others, and with God.
- I choose not to lie, steal, cheat, or deceive in any way.
- I have integrity by living my standards and beliefs even when no one is watching.

Language

- I use language to invite the Spirit, to uplift, to encourage, and to compliment others.
- I do not use profane, vulgar, or crude language or gestures.
- I do not tell jokes or stories about immoral actions.
- I never take the name of Deity in vain.
- I do not insult others or put them down, even in joking, and avoid gossip of any kind.
- I understand that my standards for language apply to all forms of communication, including texting and communicating on the internet.

Music and Dancing

- I listen to edifying and inspiring music that helps me draw closer to Heavenly Father.
- I do not listen to music that encourages immorality or glorifies violence through its lyrics, beat, or intensity.
- I do not listen to music that uses vulgar or offensive language, or promotes evil practices.
- I will learn and sing the hymns.
- When listening to music, I am courteous to those around me by keeping the volume at a reasonable level, removing earphones when others are talking to me or want me to be a part of their activities.
- When dancing, I avoid full body contact with my partner. I also do not use positions or moves that are suggestive of sexual or violent behavior.
- I plan and attend dances where dress, grooming, lighting, lyrics, music, and entertainment contribute to a wholesome atmosphere where the Spirit of the Lord may be present.

Physical and Emotional Health

- I treat my body as a temple, and as a gift from God.
- I eat nutritious food, exercise regularly, and get enough sleep.
- I avoid extremes in diet that could lead to eating disorders.
- I do not use drugs, alcohol, coffee, tea, or tobacco products.
- I avoid any drink, drug, chemical, or dangerous practice that is used to produce a “high” or other artificial effect that may harm my body or mind, including marijuana, hard drugs, prescription or over-the-counter medications that are abused, and household chemicals.

Repentance

- Through the Atonement, I can receive forgiveness and be cleansed from my sins when I repent.
- I understand that repentance is more than simply acknowledging wrongdoings. It is a change of mind and heart.
- I seek help and counsel from my parents and my bishop to do what is necessary to repent and receive forgiveness.

Sabbath Day Observance

- I understand that the Lord has commanded me to keep the Sabbath day holy.
- I will prepare during the week so that I can reserve Sunday for the many uplifting activities that are

appropriate for the Sabbath day, and that show respect for the Lord and His holy day.

- I avoid shopping, recreation, athletic events, and seeking entertainment or making purchases on the Sabbath.
- Whenever possible, I avoid working on Sunday.

Service

- I serve others, and am willing to bear other people's burdens, and to comfort those who need comfort.
- Some of the most important service that I give is within my own home. I also serve in church assignments, school, and in the community.
- I seek the guidance of the Holy Ghost each day to know whom to serve and how to help meet their needs, including through simple, everyday acts of kindness.

Sexual Purity

- I will not have any sexual relations before marriage, and I will be completely faithful to my spouse after marriage.
- I do not allow media, peers, or others to persuade me that sexual intimacy before marriage is acceptable.
- I refrain from activities that could lead to sexual transgression, and I treat others with respect, not as objects used to satisfy lustful and selfish desires.
- Outside of marriage, I do not participate in passionate kissing, lie on top of another person, or touch the private, sacred parts of another person's body, with or without clothing, nor do I allow anyone to do these things with me. I refrain from activities that arouse sexual feelings, and refrain from arousing those emotions in my own body.
- I do not participate in any type of pornography.
- I avoid situations that invite increased temptation, such as late-night or overnight activities away from home or activities where there is a lack of adult supervision.
- I understand that homosexual behavior is a serious sin. If I find myself struggling with same-gender attraction, or am being persuaded to participate in inappropriate behavior, I will seek counsel from my parents and bishop.
- I understand that victims of sexual abuse are not guilty of sin, and will seek help and counseling if I ever become a victim of rape, incest, or other sexual abuse.
- I make a personal commitment to be sexually pure, and by my words and actions, encourage others to do the same.

Work and Self Reliance

- I understand that work is honorable.
- I help my family by willingly participating in the work necessary to maintain a home.
- I handle my money wisely, live within my means, and follow the teachings of prophets by paying tithing, avoiding debt, and saving for the future.
- I set high goals for myself, and am willing to work hard to achieve them.
- I avoid idleness, including excessive amounts of time in activities that keep me from productive work, such as using the Internet, playing video games, and watching television.
- I do not waste time or money in gambling.

6.2 Christian Behavior. As indicated in the school's mission statement, all members of the school community are expected to conduct themselves in all aspects of life as Christians. Specifically, this includes, but is not limited to, the following requirements of students, faculty, and staff:

- Use good manners and polite speech; repeated use of bad language will result in dismissal.
- Treat all with respect (students and adults). Belittling another person will not be tolerated.
- Be honest and truthful in all dealings.
- Accept corrections respectfully.
- Display a positive, willing attitude. This includes making a good-faith effort to fulfill all stewardships and to comply with all school policies

In an effort to condense the various daily expectations for students and faculty at school, we teach the following acronym "AHS" - "Always Honor and Serve":

At American Heritage School, we live the two great commandments by

"Always Honoring and Serving"

A = ALWAYS. At all times, in all places, in private, and in public. God is unchanging. (Matt 28:20; Mosiah 18:3)

H = HONOR. Honor God by honoring all of his children, beginning with the words that proceed from our hearts. (Exodus 20; John 5:23)

1. Speak Kindly to Others. Choose words that inspire and uplift. Words intended to hurt or offend should never be spoken and have no place in our school. We are all God's children, and He is always listening.
2. Speak Quietly in Hallways. Keep hallway voices soft. It is inappropriate to yell or make loud noises in hallways. Quiet dignity is a mark of Christian character.
3. Speak Orderly in Classrooms. Raise hands, speak only one at a time, and speak only when called upon by a teacher. "And to knowledge temperance; and to temperance patience; and to patience godliness." (2 Peter 1:6)

S = SERVE. Serve God by being faithful stewards of our building and our appearance. Service is love and honor exemplified. It is love and honor in action. (Mosiah 2:17; Matt 6:24). At least two ways that we serve at school include:

4. Care Lovingly for our Building. Seek ways to leave our classrooms and hallways cleaner than we found them. Clean up after ourselves, even crumbs, and even if the crumbs are not our own. "And he that is a faithful and wise steward shall inherit all things." (D&C 78:22)
5. Wear Properly our Uniform. Wear our uniform with dignity. Tuck our shirts and remove all non-uniform articles of clothing immediately upon entering the building. "Obedience to small things creates a spirit of obedience in all things, and thus invites the blessings of heaven." (Elder Kim B. Clark)

6.3 Conduct Away from School. As indicated in the school's mission statement, faculty, staff and students are expected to conduct themselves *in all aspects of life* as Christians. Thus, the School's Honor Code is expected to be kept on and off-campus. With limited exceptions (such as uniform policy and dress code requirements that apply while at School), any personal activity or behavior away from School that contradicts the principles, policies or mission statement of the School may constitute grounds for dismissal from the School.

6.4 Honor Code Statement. American Heritage School exists to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent American Heritage School, including employees and students, will be asked to acknowledge through signing an "American Heritage School Honor Code Statement" that they have read, understood, and commit to maintain the standards set forth in the American Heritage School Honor Code, as follows:

Honor Code Statement

I understand that American Heritage School exists to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. I also understand that this atmosphere is preserved through my voluntary commitment to live in accordance with those ideals and principles "at all times and . . . in all places." (Mosiah 18:9) – and that this commitment is a specific condition of admission and employment at American Heritage School for all students, faculty and staff. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance.

As a representative of American Heritage School, I acknowledge and commit to maintain the standards set forth in the American Heritage School Honor Code.

7. Classroom Governance and Class Constitutions

“The great mistake I have observed in people breeding their children is that the mind has not been made obedient to discipline and pliant to reason, when at first it was most tender, most easy to be bowed.”
(John Locke, *Thoughts on Education*, 1690).

7.1 Philosophy of Classroom Governance. In order to have true liberty, man must be governed internally by the Spirit of God rather than by external forces. Government is first individual, then extends to the home, the church, and the community. Children need to be taught that the external authority of parents and teachers will be less as they become more responsible for what they do. Each student can learn to be a good *steersman*—whether in learning work habits that enable him/her to be an effective student or in conducting him/herself in a Christian way in every activity. The manner in which students conduct themselves—and especially what they learn in the home and at school—determines whether they will need a “king” or “state” to tell them how to live, and whether they will learn to be directed from within as they come to rely wholly on God. (T&L pp.184-192).

7.2 Goal of Classroom Governance. An effective and consistently administered plan of classroom governance and discipline is a vital component of any well-run classroom. The goal of effective governance and discipline is not merely to exact obedience, but to develop within each child a sense of Christian self-government that ultimately results in the child’s desire to recognize and obey correct principles as an internal response to God, not an external response to rules.

7.3 Results of Classroom Governance. The following illustrates suggested results of a self-governance approach to education and discipline as contrasted with suggested results of a purely extrinsic rule-based approach to education and discipline.

I am learning self-government:

- I come in quickly when the bell rings, without being reminded.
- I get to work by myself without having to be told.
- I finish the work I have been given to do.
- I like to do a good job.
- I am learning to be self-governed in everything I do.

I need a “ruler” to tell me what to do:

- I am not sure what my teacher wants me to do.
- I have to ask my neighbor for help.
- I never get my work done.
- I talk a lot; I get out of my seat often.
- I can do what I want.

7.4 Purpose of the Class Constitution. Consistent with the philosophy and goal of classroom governance, each classroom at AHS establishes and adopts a class constitution that acts as the governing charter; the constitution is adopted by consent of each student. The constitution emphasizes individual responsibility and accomplishment rather than collective or group compliance. The positive and affirmative are emphasized over long lists of “thou-shalt-not’s.”

7.5 Start Early. “As the twig is bent, so grows the tree.” The sooner students understand what the standard of behavior is, the fewer problems the teacher will have as time goes on. Take advantage of early opportunities to demonstrate the discipline policy in your classroom – this will serve as a clear and early illustration to students of acceptable and unacceptable behavior. Make sure to show forth an “increase of love” afterwards (D&C 121:43).

8. Non-Classroom Governance

8.1 Governance Outside the Classroom. Playgrounds, hallways, and other non-classroom areas can present a range of perceived ambiguities that arise from a lack of a single, consistent authority figure, and also from a different set of expectations depending upon the location, event, time of day, etc. Through consistent and continuing communication with students about governance and expectations for behavior in non-classroom areas of the school, a uniform and orderly standard of behavior is achieved throughout the school.

8.2 Playground Governance. At least one faculty member or administrator will supervise on the playground at all times that children are present during recess or school-sponsored activities. In most cases, two or more faculty members will be present, along with parent volunteers as appropriate. The playground will not be supervised outside regularly scheduled P.E. or recess times, including before or after school, and AHS will not assume responsibility for accidents on the playground (including those involving non-students) during non-supervised times of day. Playground areas are not supervised during morning and afternoon carpool.

8.3 Playground Behavior. All students will be expected to stay within the fenced perimeter of the playground or in a smaller area designated at the discretion of the supervising faculty or administration. Students may not:

- Leave the designated area without knowledge/permission of the supervisor
- Play in landscaped areas, including bark, shredding, and trees
- Climb on or otherwise inappropriately play with light poles, fences, dumpsters, and basketball standards
- Play with sticks, rocks, or sharp objects
- Wrestle or "rough-house" (which includes hitting, kicking, tackling, pushing or any other physically aggressive activity that could harm other students); games such as "Red-Rover" and tackle football that require intentional and dangerous physical contact are prohibited.
- Throw stones, dirt, or any other objects found on the playground (other than equipment and toys intended for throwing, such as balls and frisbees)
- Modify or use the play toys in ways or for purposes other than those for which they were intended.
- Be on the playground during morning or afternoon carpool time or any other time during the school day that is not designated as supervised playground time
- Be anywhere on the playground that is out of the sightline of the supervising faculty member.
- Bring food or drink to recess, especially packaged food (chip bags, sandwich bags, candy bags, etc.) that can be left as garbage on the playground. Note that high school students have permission to eat outside during their lunch recess. Garbage receptacles will be placed outside for their convenience.

8.4 Playground Discipline. Students who disobey the playground behavior policy will be dealt with according to established discipline policies, at the supervisor's discretion and adapted by the supervisor to fit the non-classroom setting. The supervisor should not send a misbehaving student back inside the school building unsupervised. The supervisor should not send a misbehaving student directly to the principal's office unless there has been a severe infraction of playground rules or the student has shown repeated disrespect for the supervisor, other students, or the playground rules.

8.5 Policy for Hallways and Other Non-Classroom Areas. Students in hallways and other non-classroom areas should demonstrate the same level of respect and dignity as in the classroom. Specifically:

- Students will not run or shout in hallways or any other indoor areas, including the auditorium.

(Running and loud voices are permitted in the recreation hall, as appropriate, during supervised recreation and sporting events.)

- Students will not play in the recreation hall except during regularly scheduled P.E. or recess times or unless otherwise supervised by a faculty member.
- Students will not play in the restrooms.
- Concert etiquette is required for most school performances and programs; shouting, cat-calling, whistling, or other disruptions during performances are not permitted. Parents who attend school performances should emulate this standard as well.

8.6 The Role of Parents at School. Parents who serve at the School fill an invaluable role both in the service that they render and also in the example that they set for their children in demonstrating their involvement with the children's education.

8.7 Scope of Parent Authority on School Property. Just as parents are the governors of their home, AHS faculty and administrators are the governors of AHS classrooms, hallways, playgrounds, and other areas. If a parent realizes that a student or group of students is clearly unsupervised, particularly on the playground, the parent should report this information to the office immediately. Parents serving on school property should not take it upon themselves to administer formal discipline to any student. If a parent believes that formal discipline of a student is necessary, the parent should alert the nearest faculty member (preferably the student's homeroom teacher) or administration if a faculty member cannot be located.

9. Discipline

9.1 Purpose of Discipline. “Education comprehends all that series of instruction and discipline which is intended to enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future stations. To give children a good education in manners, arts and science, is important; to give them a religious education is indispensable; and an immense responsibility rests on parents and guardians who neglect these duties.” (Noah Webster, 1828).

9.2 Goal of Discipline. The goal of discipline is to build Christian self-government within each student; to teach the student that happiness is found in honoring and respecting God, parents, and teachers; and to teach that undesirable consequences invariably result from dishonoring and disrespecting God, parents, and teachers.

9.3 Principles of Discipline. Effective discipline is not synonymous with authoritative control, and the “obey me or else” approach to discipline is antithetical to the concept of self-government. Ideally, discipline is not something that we do *to* the child; it is something we do *with* the child.

9.4 Practical Techniques of Discipline. The following are expected at AHS:

1. Expect the best of each student and encourage each student to achieve his/her best.
2. Positive affirmation is infinitely more powerful than focusing on negative behavior. Instead of focusing on the students when students are not keeping the standards, focus on students when they are keeping the standard – and do it far more frequently than the occasional attention that must be given to negative behavior. For example:
 - Uniform. “Sarah – Great job keeping your promise and keeping it tucked!”
 - Uniform. “Ben – thank you for tucking your shirt. How does it feel to keep a commitment?”
 - Talking in class. “John, thank you for raising your hand first. You’ve done such a wonderful job with that today!”
 - Attention to teacher. “It looks like Sam and Elizabeth are ready. You have made such a difference in the spirit of our class. Thank you!”
3. Make sure that the student clearly understands the standard of behavior expected; allow for natural slowness.
4. Be consistent in the standard of enforcement.
5. Match the punishment to the infraction.
6. Always discipline individually, not corporately.
7. Always discipline in private.
8. Always discipline in love, not anger.
9. Permit the student to explain what happened and the principles involved. Be aware of the student’s feelings and listen to him/her.
10. Use scripture to reinforce principles. If the circumstances are appropriate, pray with the student and let him/her see your forgiving spirit.
11. In the event that reproof and/or sharpness is necessary, always remember the Lord’s counsel: “...reproving betimes with sharpness, when moved upon by the Holy Ghost, and then showing forth afterwards an increase of love toward him whom thou has reproved.” (D&C 121:43)
12. Give the student as much control over the discipline process as the student is capable of exerting.
13. Use your voice sparingly and softly. Stand by a student or move his/her desk near yours.
14. Ignore the student seeking attention through misbehavior if he/she is not disturbing those around him.

9.5 Discipline Policy: Things to Avoid.

1. Do not assign additional schoolwork as a consequence. If additional work is assigned as a consequence, asking the student to copy a phrase multiple times, or asking the student to complete a specific discipline-related assignment, is generally better than requiring a student to do additional work from their current literature or math curriculum.
2. Do not isolate a child unless absolutely necessary.
3. Do not take misbehavior personally.
4. Do not use sarcasm.
5. Do not focus on a child's limitations.

9.6 Teachers and Parents as the Primary Source of Authority. For a classroom to run smoothly and effectively, it is vital that the teacher establish his/her authority in the classroom. Teachers must not send students to the office for minor offenses, such as not finishing an assignment, talking out in class, and so on. When this happens the office becomes the authority, and the teacher may lose control and respect in the classroom. Thus, teachers should resist the temptation to send a student to the office as a quick fix to a behavior problem. Other avenues of correction and discipline, including private teacher-student conferences outside of the classroom and direct teacher-parent coordination, should always be attempted before appealing to the principal's office for intervention.

9.7 Formal Discipline, Overview. Although specific methods of attempting to resolve concerns with student behavior may vary depending on the age and particular circumstances of the student, a teacher should generally attempt to resolve most behavior issues before referring a student to the principal's office. For all grades except K-2, American Heritage School uses a fairly straight-forward "three warnings" system involving formal "infractions" (previously called "strikes"), suspensions, and expulsion.

9.7(a). Formal Discipline in Grades K-2. In grades K-2, teachers will not use formal infractions, nor will suspension or expulsion typically be considered. Rather, teachers will address student behavior as the spirit directs, typically in a private setting with the student outside of the classroom, and consult closely with parents about the appropriate next steps. In cases of continuing classroom disruption, teachers may refer students to the office where an assistant principal or principal will counsel with the student, and also with parents on the phone.

9.7(b). Formal Discipline in Grades 3-12. The following formal disciplinary approach applies to students in grades 3-12.

First Infraction. The teacher will immediately remove the student from the classroom for a brief, private discussion regarding the behavior and the principles involved. Questions are better than a lecture. The goal is to promote self-identification and self-correction of the behavior and to demonstrate to the rest of the class that disrespect for the teacher, students, or standards will be dealt with swiftly, lovingly, and consistently:

- What happened?
- Do you understand the class constitution, Honor Code principles, and rules involved?
- Can we agree on what we should do if this happens again?

If the teacher feels that a first formal infraction should be issued, the teacher will clearly communicate to the student that "this is your first infraction," after which the following steps should be taken:

1. The teacher should notify administration of a first infraction, preferably in a brief e-mail so that the administrator can record the circumstances in the student's discipline record. The teacher should also notify a parent of the infraction, and explain the circumstances.
2. Each time an administrator receives a notice of first infraction from a teacher, administration will be responsible for reviewing the student's collective discipline record to determine whether

“cumulating” first infractions (i.e., elevating the student to a second infraction posture) is appropriate, even if the student has only one infraction in multiple classes. Factors that administration will consider in cumulating infractions include the proximity in time between the first infractions, the related nature of the infractions, the student’s attitude with respect to the infractions, and other circumstances viewing the student’s discipline record as a whole. In any event, whether a student receives a second infraction by the same teacher, or whether a student is in a second infraction posture “cumulatively” by multiple first infractions from various teachers, the student and an administrator must call home on a second infraction to discuss the circumstances with parents. This phone call should include an acknowledgment by the student and parents that a third infraction will likely result in suspension.

3. The teacher should not communicate infractions via e-mail to a broad working group of teachers. Since administration has the responsibility of tracking and cumulating first infractions between classes, there is less need for teachers to be concerned about a student’s discipline status in other classes. In general, we discourage any “canvass-style” e-mail communications by teachers to other teachers concerning individual student discipline, primarily because it has the potential to create an over-focus on student misbehavior.

Second Infraction (same or related behavior).

The teacher will remove the student from class again and ask if he/she remembers the agreed-upon consequence for the behavior. In conjunction with administration, the teacher will follow through with the agreed-upon consequence and inform the parents (preferably the same day by a phone call from the student and administrator to the parent) that:

- the student has received a second formal infraction for recurring disrespect, and
- a third instance of the same behavior will result in dismissal from class (referral to the principal’s or assistant principal’s office), which will likely result in suspension.

This approach confirms that both student and parent(s) understand that a third instance of related behavior will result in dismissal from the classroom and likely a suspension as well. Infractions will be documented by administration beginning with the second instance of serious or disruptive behavior (first call home). The teacher’s e-mail to administration after a second formal infraction is to provide administration with a brief description of the facts and circumstances so that administration can record the incident in the student’s discipline record and be prepared for a third infraction meeting with parents and teacher should another instance of the same behavior recur.

Third Infraction (same behavior). The teacher will invite the student to be dismissed from class and to report to the front office, where the student will meet with either an assistant principal or the principal. In most cases, suspension will be the result of a third infraction. Suspension is carried out through either in-school suspension (in the library) or at home. The duration of the suspension depends upon the circumstances and it is typically for the remainder of the day on which the student was dismissed from class plus the following full day.

Upon return to the classroom after suspension, and for the remainder of the year, a zero-tolerance policy will be in effect for the specific behavior that resulted in the student’s suspension. After suspension, recurrence of the same misbehavior generally will result in either an extended suspension from school for a number of days to be determined by administration, or expulsion. Patterns of behavior that demonstrate lack of self-governance or repeated honor code violations or repeated uniform standard violations such as repeated reminders to tuck in a shirt, loud behavior in hallways, language that is not conducive to the spirit, or public displays of affection should be reported to an administrator.

9.8 Grounds and Procedure for Referral to the Office. Although teachers should generally send students to the principal’s office only in cases of infractions for severe or recurring disrespect, occasional referrals to the office in grades K-12 without formal infractions are appropriate to help communicate the importance of self-government to students. Teachers should always communicate directly with the front office or with an administrator about the circumstances surrounding a dismissal to the office. Most instances of recurring disrespect or misbehavior should be addressed by the teacher in a private one-on-

one setting, outside of the classroom, at least twice before sending a student to the principal's office. In addition, a parent should generally have been contacted by the teacher to discuss the concern. Cases of severe disrespect (primarily behavior that constitutes grounds for automatic suspension, see below) will result in immediate referral of the student to the principal's office.

9.9 Suspension. Suspension from school typically occurs upon issuance of a third infraction; however, suspension may occur sooner. In most cases, suspensions result from one of two general circumstances:

- (1) Continued lack of respect for other students, teachers, or administration; or
- (2) A single event that is serious enough in nature to merit automatic suspension.

The following are viewed to be serious enough in nature to result in automatic suspension from school for a period of time to be determined by administration. Administration may make exceptions in limited circumstances (such as in the case of primary elementary students, first-time behavior, etc.):

- Dishonesty, cheating, stealing
- Use of vulgar or offensive language (in grades 7-12, use of profanity results in automatic suspension, with no warnings)
- Intentional infliction of physical injury on another person, actual or threatened; retaliation may also result in suspension
- Severe disruption of school activities or defiance of school authorities
- Intentional damage to school or private property
- Possession of a weapon or an imitation firearm
- Harassment, threats, or intimidation
- Truancy (includes leaving the school campus during the school day without permission from teachers or administration, and also intentionally missing scheduled classes without permission from teachers or administration, even if the student is still located physically on campus)
- Forgery
- Intentional access or distribution of pornographic or obscene material on or off the school premises, regardless of the medium (internet, paper, hand-held electronics, cell phone, etc.)
- Any other clear violation of the AHS Honor Code

Steps to returning to school after suspension:

- A meeting with parents, teacher, and administration.
- Confirmation that the student has experienced a "mighty change of heart" (Alma 5).
- Demonstration by the student and parent(s) of rededication to live and abide by the Honor Code, mission statement, and school policies

9.10 Expulsion. Expulsion is reserved for the most severe violations of the mission statement or school policies, or for a long-term pattern of unacceptable behavior. It is a measure of last resort and is always discussed carefully and openly with parents and the student. In cases of expulsion for a pattern of behavior – teachers and administrators must be certain that the parents and student understood the possibility of expulsion, and were given a clear opportunity to correct the behavior. Expulsion may also result from a single instance of misbehavior, depending on the circumstances and the severity of the behavior in question.

9.11 Family Interference. Occasionally, it is not the student who is creating a problem; instead, a well-intended parent or grandparent may interfere with the daily function of the class. If such a situation occurs, steps will be taken to communicate the concern with the parent and come to a resolution. If a resolution cannot be reached with the parent, the student and family may be dismissed from American Heritage School, notwithstanding otherwise acceptable performance and behavior by the student.

10. Student Enrollment

10.1 Application Forms. To enroll a student at American Heritage School, parents must complete in full all appropriate application forms provided by the school each year. The School's website contains the full Application for Enrollment, which is available in January.

10.2 Student Living with Both Parents. If a prospective student lives with both parents, the signatures of both are required on the enrollment forms.

10.3 Student Living with One Parent. If a prospective student lives with only one parent, the custodial parent must submit the appropriate legal documents to the school clarifying custody. If the custodial parent does not have sole custody, the signature of the non-custodial parent is required on the Parental Consent Form.

10.4 Student Living with Non-Parent. If a prospective student is living with anyone other than a parent, the student cannot be enrolled until all appropriate legal forms have been completed and submitted. If the parents reside in the state of Utah, they must complete and submit Power of Attorney and Consent of Minor Child forms. If one or more parents live outside the state of Utah, out-of-state registration forms must be completed and submitted along with a copy of the court-appointed guardianship papers.

10.5 Returning Student: Annual Application for Enrollment, Deadline and Fees. Returning students are required to apply each year. The Application for Enrollment is available during the first week of January. The application and all attachments, including a \$30 non-refundable application fee, must be completed and returned to the school office by 5 p.m. on the last business day in January to maintain "returning student preference" status for the upcoming school year. Parents are encouraged to submit the Application for Enrollment as soon as possible.

10.6 Returning Student: Admissions. Admissions decisions are made beginning in April (early admission) and extending through the third week in May. Most admission letters are sent the third week in May. No student may be admitted for the upcoming year unless the student's account (including tuition and fees) is paid in full. If the account is not current by the second Monday in June (including the non-refundable June payment for the upcoming year), administration will contact the waiting list to fill the seat.

10.7 Returning Student: Mandatory Seventh-Grade Entrance Interview. All returning students entering the seventh grade will be required to complete a Seventh-Grade entrance interview conducted by the administration. The student and parents must both attend the interview; one or more teachers may also be invited to attend. This interview will provide parents, students, teachers, and administration with an evaluation of the student's progress in elementary school and an opportunity to reaffirm the commitments that were made by the student and parents when the student was first admitted to the school. Seventh-Grade Entrance Interviews are a simple and encouraging process that results in rededication to and refocusing on the spiritual and academic development of the student.

10.8 New Student: Application for Enrollment Deadline. AHS will accept Applications for Enrollment from prospective parents of first-time students beginning the third Tuesday in February, which is the first day of Open Enrollment.

10.9 New Student: Academic Evaluation & Fees.

Standardized Test Scores Required. All new applicants will either need to attach to their Application for Enrollment a copy of the student's most recent SAT or equivalent standardized test scores (Kindergarten applicants excepted). In the absence of standardized test scores, student applicants will need to be evaluated by American Heritage School for appropriate grade level and class placement.

Full Academic Evaluation Required If No Standardized Test Scores are Available. All applicants without standardized test scores from the most recent year must be evaluated at the School on the first Saturday of May from 9:00 to 11:00 a.m., or by special appointment if necessary. The evaluation fee is \$45 per student and includes a full battery of subject matter evaluation in math, reading, spelling, and writing and also includes a written summary of results.

Kindergarten Readiness Assessment Required. All Kindergarten applicants must be evaluated for basic Kindergarten readiness. Kindergarten Readiness Assessments will be conducted at the School on the first Saturday of May from 9:00 to 11:00 a.m., or by special appointment if necessary. The evaluation fee for Kindergarten Readiness Assessments is \$20 per student.

Math Placement Assessments Required. All new applicants to the School entering grades four and higher are required to have a Math Placement Assessment intended to determine math performance level and appropriate math placement at the School. Math Placement Assessments will occur the week prior to the first day of School (in August). All students should have mastered basic math facts prior to entering the fifth and subsequent grades (including multiplication tables through 12x12 and basic addition, subtraction and division facts). The evaluation fee for Math Placement Assessments is \$20 per student.

10.10 New Student Provisional Admission Period. All new students are on a 30 day provisional admission period from the time that they begin in an American Heritage School classroom. In the case of exceptionally poor performance or behavior, administration will hold a meeting with parents within 30 days of the beginning of school (or within 30 days from the student's start date) to determine whether the student will be allowed to continue at the school, and if so, under what conditions.

10.11 Seating Requests (Teacher Requests). Requests by parents to seat their children in a particular class for the upcoming academic year will be considered as a factor in the seating assignment process. Admission and seating decisions are made by administration with input from teachers, parents, and students. Parents and students desiring to make a seating request should submit any such request in writing to administration not later than June 30 preceding the academic year for which the seating request applies (two months before school starts). Parents and students should not approach teachers or members of the Board of Trustees with seating requests.

10.12 Factors Considered in Seating Assignments. Factors taken into consideration by administration in making seating assignments include (in no particular order):

- Parent service hours and level of parent participation
- Parent attendance of required parent training and required all-parent meetings
- Parent reading of The Noah Plan, Self-Directed Study in the Principle Approach
- Distribution of male and female students in the class
- Distribution of students performing at, above, and below chronological grade level
- Personalities and interpersonal compatibility with the teacher and other students
- Parent and student preference
- Teacher recommendations
- Self-government and behavior record of the student

10.13 Immunization Requirements. The Application for Enrollment is not complete until AHS has received all immunization records. By law, students are not allowed to attend school until immunization forms show they are either in compliance with state law, or are in the process of becoming compliant with state law, or are exempt for specific reasons. Copies of the current Utah state immunization requirements are available in the office. Students may be asked not to attend school until their immunization records are complete.

10.14 Nondiscrimination. Students and employee applicants are admitted without regard to race, creed, color, religion, sex, age, national origin, physical and/or mental disability. Students who are not members of the Church of Jesus Christ of Latter-day Saints are welcome at American Heritage School as long as they and their parents are willing to abide by the honor code, mission statement, and policies of the school as set forth in the Statement of Religious Instruction and Honor Code sections of this handbook.

In keeping with the school's religious orientation and purpose, as well as with the school's desire to respect the dignity and diversity of individuals, the school affords equal opportunity in employment and admission on the basis of sexual orientation, but not on the basis of conduct. All members of the school community are required to comply with the American Heritage School Honor Code, which requires chastity outside of marriage, and fidelity in marriage. The school, as is permitted by accreditation standards and regulations, also prefers faithful members of the Church of Jesus Christ of Latter-day Saints in employment.

As a private, nonprofit school, American Heritage School is a place of "public accommodation" as defined by The Americans With Disabilities Act (the "ADA"). Thus, under Title III of the ADA, American Heritage School also does not discriminate against student or employee applicants based upon physical and/or mental disability.

11. Tuition and Fees

11.1 Tuition and Application Fees. The following tuition and fees information pertains to the 2013-2014 academic year:

Kindergarten:	\$4,272 yearly	(\$356 monthly for 12 months)
1st - 8th grades:	\$5,784 yearly	(\$482 monthly for 12 months)*
9th-11th grades:	\$6,852 yearly	(\$571 monthly for 12 months)*
International (8 th -12 th):	\$12,667 yearly	(must be paid in full prior to the first day of school)*

* Participation fees may apply for extracurricular athletics and also to some curricular electives (grades 7-12 only).

Non-refundable Application Fee: A non-refundable application fee of \$30 per student is required to be paid upon submission of your application. After submitting your application, please pay the \$30 application fee online or in person at the Front Office.

Non-refundable Academic Evaluation Fees: Non-refundable academic evaluation fees are required for all new students to the school as follows (see "Academic Evaluations" above for more details): \$45 per student for a Placement Assessment, applicable to all applicants entering grades 1-12; \$20 for a Kindergarten Readiness Assessment, applicable to all incoming Kindergarten students.

Non-refundable Seating Fee: Upon formal acceptance, a non-refundable seating fee equal to one-twelfth of tuition (\$345 for Kindergarten applicants, \$463 for 1st-8th Grade applicants, and \$549 for 9th-12th grade applicants) is required to be paid in order to guarantee the applicant's seat in the designated grade. The seating fee is fully applied to the student's first month tuition (i.e. the seating fee is not in addition to, but rather satisfies, the first month's tuition payment). The seating fee is due on the first Monday of June (or the first month of enrollment in the case of new applicants enrolling subsequent to June). If the seating fee is not received when due, the student will be dropped from the enrollment process. In the event that a student is either removed by parents from American Heritage School or expelled by administration, the seating fee is non-refundable regardless of how many (or few) days the student actually attended classes.

11.2 Tuition Policies

- a) Tuition must be paid in full, in advance by check, automatic withdrawal, electronic funds transfer, or other certified funds. If paid monthly, tuition must be paid via Automatic Withdrawal (ACH). Any other tuition payment arrangements, including payment by credit card, must be made with the Finance Director.
- b) Automatic Withdrawal drafts from checking accounts will be made on the 5th of each month. Where the 5th of the month is on a weekend or holiday, the draft will be made on the next business day following the weekend or holiday.
- c) Cash or checks are not accepted for monthly payment of tuition. A service charge of up to 3% may be applied to payments made by credit card. Please speak with the Finance Director to arrange payment of tuition by credit card.
- d) Monthly billing or invoices are not sent out by the School. Statements (tuition/fee invoices) are sent only if an account is delinquent or if late fees have accrued. Non-receipt by a family of a statement of delinquency does not absolve the family from the requirement to pay outstanding tuition.
- e) A \$25 fee will be charged for each occurrence where there are insufficient funds for automatic

withdrawal drafts.

- f) A late fee of \$10 will be added to your account if tuition is not paid by the 10th of each month.
- g) Report cards, diplomas, transcripts, and other student records will be withheld from families with past-due accounts or with unreturned school property. Students in families with past-due accounts will not be permitted to participate in graduation exercises and graduation celebrations until the account has been settled or other arrangements have been made with the Finance Director.
- h) Prorated tuition applies only to families that enroll part way through the academic year.
- i) A \$25 fee will be charged for all non-sufficient checks.
- j) If an account becomes delinquent by two months, the student(s) will be dismissed unless immediate arrangements are made with the Finance Director.
- k) Tuition for a partial month will not be refunded.
- l) Previous accounts must be paid in full before returning students will be admitted for the current year, and also before need-based or merit-based scholarship applications may be accepted.
- m) In the case of student withdrawal, tuition will be refunded based on the School's refund schedule (copy available upon request in the front office). In such case, the tuition for the full month in which the student is withdrawn will be due regardless of what day in the month the student is actually withdrawn.
- n) The non-refundable seating fee constitutes the first month's tuition and is due on the first Monday of June (or the first month of enrollment in the case of new applicants enrolling subsequent to June). If the seating fee is not received when due, the family will be notified, and the student will be dropped from the enrollment process.

Other Miscellaneous Fees

- o) A \$7.50 fee will be charged if students are picked up from the School after 3:30 p.m. (a.m. kinder by 11:45 a.m.)
- p) Riggs Phonogram Cards for new Kinder-3rd grade students are required to be purchased at a cost of \$25. Teachers in other grades may request that parents purchase Riggs Phonograms Cards for student use, at the teacher's discretion. The Riggs CD or Cassette tape is optional for parents that desire to purchase them.
- q) Participation fees may apply to middle and high school electives.

12. Student Uniform Policy—Updated May 2014

See Appendix E for Student Uniform FAQ's

See also <http://american-heritage.org/Document/ParentDocs> for the following resources:

- Uniform Picture Guide
- Uniform Shopping Guides for K-12



American Heritage School

Student Uniform Policy

(Updated: May 2014)
Parent Handbook Section 12

This student uniform policy, as found in American heritage School’s Parent Handbook is provided to help students and families understand AHS uniform purposes and requirements.

Purposes and Implementation	Dress Standards
<p>We believe that properly wearing the uniform displays unity, modesty, neatness, and dignity;</p> <ul style="list-style-type: none"> • demonstrates respect for self, education, teachers, and fellow students; • facilitates focus on learning and service, rather than on clothing and accessories; • supports an appropriate distinction between the genders; and • reminds students of their commitment to live by the American Heritage Mission Statement. <p>Students wearing the proper uniform will be admitted to class; the uniform standard will remain in place until 3:30 p.m. daily.</p> <p>We trust that students and parents will govern themselves by the spirit of the uniform policy. Many items and variations are not specifically prohibited but are outside the spirit of the policy and thus are not permitted.</p> <p>Definitions for terms used in the uniform policy:</p> <ul style="list-style-type: none"> • Conservative: <i>Restrained; avoiding showiness</i> • Modest: <i>Modesty excludes short skirts, tight clothing, and other revealing attire</i> • Non-distracting: <i>Not drawing attention to oneself</i> • Small: <i>Fine, minute, diminutive, slender, thin, little, of small diameter</i> • Subtle: <i>Fine, thin, delicate, slight, faint, refined, difficult to perceive</i> <p>Please refer to the AHS website for complete information about the uniform, including full-color photos, ordering information, FAQ’s, shopping lists, and the current official uniform policy.</p>	<ul style="list-style-type: none"> • Clothing should fit appropriately (neither tight nor baggy). Pants and skirts should be worn at or above the top of the hipbone. • Skirts, shifts, jumpers, and skorts must touch the kneecap. K-12 girls must wear snug-fitting black or navy shorts daily under skirts, shifts, jumpers, and skorts (except when wearing approved leggings—see page 4 for details). Shorts may not extend below the hemline of the uniform. • Shirts must be tucked in at all times. • Sleeves may not be rolled up. • Undershirts and camisoles must be plain white. Undershirt sleeves may not extend beyond the cuff of the uniform sleeve. • Socks must be worn at all times. Alternatively, girls may wear tights; high school girls may wear nylons (see page 4 for details). • Only uniform jackets and sweaters are permitted in the building and may not be worn around the waist. Personal coats or jackets may not be worn in the building. • Hats and baseball caps may not be worn during school hours (with the exception of a winter hat outside for warmth). • Professional team logos are not allowed on campus.

BOYS' UNIFORM

Elementary (K-6)

<p>DRESS uniform, required on Fridays <i>(Items may also be worn Monday-Thursday)</i></p> <ul style="list-style-type: none"> ● *Navy pants (no cuff) ● White Oxford shirt with button down collar (pinpoint or plain weave, no logo - Dennis, Chaps and Stafford brands only) <ul style="list-style-type: none"> ○ Long-sleeved required for all special events ○ Long- or short-sleeved permitted on Fridays ● *Solid navy tie ● Black or navy socks (must rise at least 3" above the ankle) ● Solid, dark shoes (black, navy, or dark brown) <ul style="list-style-type: none"> ○ Dress shoes (black, navy, or dark brown) required for all special events 	<p>REGULAR uniform, permitted Monday-Thursday</p> <ul style="list-style-type: none"> ● *Navy pants (no cuff) or *navy knee-length shorts ● *Polo (red/white, LS/SS) or *turtleneck (red/white) ● Navy polyester *vest, *cardigan, or *pullover ● Navy Polartec *vest or *jacket, or Spiritware Jacket ● Black, navy, or white socks (must rise at least 3" above the ankle) ● Secure-fitting athletic shoes with non-marking sole (for P.E.) ● Black, navy, dark brown, or white ● Cub/Boy Scout uniform may be worn on Scout days
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Middle School (7-8)

<p>DRESS uniform, required on Fridays <i>(Items may also be worn Monday-Thursday)</i></p> <ul style="list-style-type: none"> ● *Navy pants ● White oxford shirt with button down collar (pinpoint or plain weave - no logo Dennis, Chaps and Stafford brands only) <ul style="list-style-type: none"> ○ Long-sleeved required for all special events ○ Long- or short-sleeved permitted on Fridays ● *Solid red tie ● Black or navy socks (must rise at least 3" above the ankle) ● Solid, dark shoes (black, navy, or dark brown) <ul style="list-style-type: none"> ○ Dress shoes (black, navy, or dark brown) required for all special events 	<p>REGULAR uniform, permitted Monday-Thursday</p> <ul style="list-style-type: none"> ● All K-6 items except knee-length shorts ● *Navy quarter-zip jacket, or Spiritware Jacket ● Conservative tie (optional, to be worn with approved white oxford shirt) <p style="text-align: center;">P.E. uniform, recommended</p> <ul style="list-style-type: none"> ● *White short-sleeved shirt with AHS logo ● *Navy shorts and/or *sweatpants (recommended for cold weather) ● Secure-fitting athletic shoes with non-marking sole ● Approved AHS Shirts (optional) ● AHS Athletic Shorts (optional) ● Ankle Socks (optional)
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High School (9-12)

<p style="text-align: center;">DRESS uniform, required on Fridays <i>(Items may also be worn Monday-Thursday)</i></p> <ul style="list-style-type: none"> ● *Navy blazer ● White oxford shirt with button down collar (pinpoint or plain weave, no logo - Dennis, Chaps and Stafford brands only) ● *Khaki pants ● *Albury tie ● Black, dark brown, or khaki socks (must rise at least 3" above the ankle) ● Solid, dark shoes (black, navy, or dark brown) <ul style="list-style-type: none"> ○ Dress shoes (black, navy, or dark brown) required for all special events 	<p style="text-align: center;">REGULAR uniform, permitted Monday-Thursday</p> <ul style="list-style-type: none"> ● *Navy, *khaki, or *gray (12th grade only) pants (no knee-length shorts) ● *Red, *White, *Navy, *green, or *Cardinal (12th grade only) polo ● *Blue oxford (LS/SS) ● *Forest green quarter-zip jacket, or Spiritware Jacket ● Conservative tie (optional, to be worn with approved white or blue oxford shirt) ● Khaki shoes <p style="text-align: center;">P.E. uniform, recommended</p> <ul style="list-style-type: none"> ● *White short-sleeved shirt with AHS logo ● *Navy shorts and/or *sweatpants (recommended for cold weather) with AHS logo ● Secure-fitting athletic shoes with non-marking sole ● Approved AHS Shirts (optional) ● AHS Athletic Shorts (optional) ● Ankle Socks (optional)
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Items with an asterisk () must be purchased from Dennis Uniform Company.

GIRLS' UNIFORM

Elementary (K-6)

<p style="text-align: center;">DRESS uniform, required on Fridays <i>(Items may also be worn Monday-Thursday)</i></p> <ul style="list-style-type: none"> • *Macbeth plaid shift (K-6) or Macbeth plaid *skort (5-6) • *White Peter-Pan collar blouse <ul style="list-style-type: none"> ○ Long-sleeved required for all special events ○ Long- or short-sleeved permitted on Fridays • Black or navy tights or knee socks <ul style="list-style-type: none"> ○ Tights are required for all special events • Snug-fitting shorts (black or navy) • Solid, dark shoes (black, navy, or dark brown) <ul style="list-style-type: none"> ○ Dress shoes (black, navy, or dark brown) required for all special events <p>New Dress Uniform (5 and 6 grades only- required 2014)</p> <ul style="list-style-type: none"> • *Macbeth plaid *skort • *Navy sweater vest • Blouse, tights or socks, shorts and shoes as listed above 	<p style="text-align: center;">REGULAR uniform, permitted Monday-Thursday</p> <ul style="list-style-type: none"> • Macbeth plaid *skort or *split-front jumper • *Polo (red/white, LS/SS) or *turtleneck (red/white) • Navy polyester *vest, *cardigan, or *pullover • Navy Polartec *vest or *jacket, or Spiritware Jacket • Snug-fitting black or navy shorts are required daily unless wearing approved leggings • Black or navy leggings Socks or tights (black, navy, or white)— must rise at least 3” above the ankle • Black, dark brown, navy, or white Secure-fitting athletic shoes with non-marking sole (required for P.E.)
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Middle School (7-8)

<p style="text-align: center;">DRESS uniform, required on Fridays <i>(Items may also be worn Monday-Thursday)</i></p> <ul style="list-style-type: none"> • White oxford with button down collar (pinpoint or plain weave, no logo - Dennis, Chaps and Stafford brands only) <ul style="list-style-type: none"> ○ Long-sleeved required for all special events ○ Long- or short-sleeved permitted on Fridays • *Navy box-pleat skirt • *Navy sweater vest • *Red crossover tie • Navy tights • Snug-fitting shorts (black or navy) • Solid, dark shoes (black, navy, or dark brown) <ul style="list-style-type: none"> ○ Dress shoes (black, navy, or dark brown) required for all special events 	<p style="text-align: center;">REGULAR uniform, permitted Monday-Thursday</p> <ul style="list-style-type: none"> • All K-6 items except white tights and leggings • *Navy hip-pleat skirt • *Macbeth plaid box-pleat skirt • *Navy quarter-zip jacket, or *pullover, or Spiritware Jacket • Snug-fitting black or navy shorts must be worn daily <p style="text-align: center;">P.E. uniform, recommended</p> <ul style="list-style-type: none"> • *Heather-gray short-sleeved shirt with AHS logo • *Navy shorts and/or *sweatpants (recommended for cold weather) • Secure-fitting athletic shoes with non-marking sole • Approved AHS Shirts (optional) • AHS Athletic Shorts (optional) • Ankle Socks (optional)
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High School (9-12)

<p style="text-align: center;">DRESS uniform, required on Fridays <i>(Items may also be worn Monday-Thursday)</i></p> <ul style="list-style-type: none"> • *Navy blazer • White oxford with button down collar (pinpoint or plain weave, no logo - Dennis, Chaps and Stafford brands only) • *Khaki box-pleat skirt • *Albury crossover tie • Snug-fitting shorts (black or navy) • Tan nylons or unpatterned, opaque navy tights <ul style="list-style-type: none"> ○ Tan nylons required for all special events • Solid, dark shoes (black, navy, or dark brown) <ul style="list-style-type: none"> ○ Dress shoes (black, navy, or dark brown) required for all special events 	<p style="text-align: center;">REGULAR uniform, permitted Monday-Thursday</p> <ul style="list-style-type: none"> • All K-8 items except white tights and leggings • *Khaki pleated skirt • Gray skirt (12th Grade only, must be purchased at the front office) • *Red, *White, *Navy, *green, or *Cardinal (12th grade only) polo • *Blue oxford (LS/SS) • *Forest green quarter-zip jacket, or Spiritware Jacket • Snug-fitting black or navy shorts must be worn Black, navy, or tan nylons <p style="text-align: center;">P.E. uniform, recommended</p> <ul style="list-style-type: none"> • *Heather-gray short-sleeved shirt with AHS logo • *Navy shorts and/or *sweatpants (recommended for cold weather) • Secure-fitting athletic shoes with non-marking sole • Approved AHS Shirts (optional) • AHS Athletic Shorts (optional) • Ankle Socks (optional)
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Items with an asterisk () must be purchased from Dennis Uniform Company.

Socks, Tights, Nylons, Leggings, & Shorts	Shoes
<ul style="list-style-type: none"> • Socks must be worn at all times <ul style="list-style-type: none"> ○ Solid black, navy, or white <ul style="list-style-type: none"> ▪ 9-12 boys may also wear khaki & dark brown ○ Knee-high or mid-length (must rise at least 3" above the ankle) • Tights (must be waist-high) <ul style="list-style-type: none"> ○ K-6 may wear solid black, navy, or white (cable or opaque) ○ 7-12 may wear unpatterned, opaque black or navy • Nylons <ul style="list-style-type: none"> ○ 9-12 only ○ Black, navy, or tan ○ Must be waist-high • Leggings (K-6 only) <ul style="list-style-type: none"> ○ <i>Landsend.com</i> style #405011-BP1 only. ○ Black or navy ○ Hemline must cover the ankle • Shorts must be worn daily under skirts, shifts, skorts, and jumpers (except when wearing leggings, above) <ul style="list-style-type: none"> ○ Snug-fitting black or navy shorts only ○ May not extend below the hemline of the uniform 	<ul style="list-style-type: none"> • Monday-Thursday Uniform Shoe <ul style="list-style-type: none"> ○ Secure fitting ○ Conservative in style and appearance ○ Flat or low-heeled (less than one inch) ○ Base color and laces/straps must be black, navy, brown, gray, or white. ○ <i>Conservative</i> accents of any color are acceptable. ○ No rollers, lights, characters, slippers, moccasins, moccasin styles, open toes, open heels, bold or distracting designs (including plaid, checkered, polka-dotted, floral, heavily-stripped), etc. ○ Laces must be worn in shoes intended to have laces. ○ Boots should not be worn in the building. • Friday Dress Uniform Shoe <ul style="list-style-type: none"> ○ <i>Solid</i> black, navy, brown (with matching laces and soles). ○ No accents or additional colors • P.E./Outdoor Shoe: <ul style="list-style-type: none"> ○ Secure fit and non-marking sole ○ Appropriate and comfortable for athletic activities ○ Suitable for both indoor and outdoor use ○ All colors are acceptable ○ Boots are acceptable outside the building
Accessories	Grooming
<ul style="list-style-type: none"> • The standard for all accessories is <i>small, conservative, subtle, and non-distracting</i> (see definitions on pg. 1). • Hair ornaments must be Macbeth plaid or solid black, white, brown, navy, red, gold, or silver. • Jewelry <ul style="list-style-type: none"> ○ Boys may wear watches & CTR rings only. ○ Girls' earrings must be a matching pair. <ul style="list-style-type: none"> ▪ K-12 may wear non-dangling studs ▪ 7-12 may also wear simple gold or silver earrings that are smaller than one inch ○ Girls may wear a single necklace, which should fall above the third button on the shirt. Choker-style necklaces are not permitted. ○ Rings are limited to one per hand. ○ No bracelets (including bracelet-style watchbands), wristbands, or anklets. • Boys may wear a solid black or brown belt. • Scarves may not be worn. • Eyeglasses must have lenses and must be non-distracting. Sunglasses may not be worn in the building. 	<ul style="list-style-type: none"> • Hairstyles should be neat and clean, avoiding extreme and distracting colors and styles. Boys' hairstyles should be trimmed above the collar, leaving the ear uncovered. Hair should be relatively short and evenly tapered. Sideburns should not extend below the earlobe or onto the cheek. Young men should be clean-shaven. • Makeup should be subtle and conservative. No glitter. • Nail polish should be a transparent, natural color. • Body marking is not allowed, including tattoos, washable tattoos, or marking on the skin with ink or markers. No body piercing is allowed, except for a single piercing in each ear for girls. • Clothing should be well-maintained (properly hemmed, unstained, free from holes and fading, etc.).

13. School Hours and Attendance

13.1 General Hours. Grades 1 through 6 are held Monday through Friday from 8:30 to 3:05 p.m. Grades 7 through 12 are held Monday through Friday from 8:10 a.m. to 3:10 p.m. Lunch times vary by class but occur generally during the hour of 11:15 a.m. to 1:00 p.m.

13.2 Kindergarten Hours. Morning kindergarten classes are held Monday through Friday from 8:30 to 11:30 p.m. Afternoon kindergarten classes are held from 12 noon to 3:05 p.m.

13.3 Daily Schedule. A typical daily schedule for a full-time teacher is as follows:

7:30 a.m., Teacher Arrival and Classroom Preparation
7:40-7:50 a.m., Faculty Prayer Meeting
7:55 a.m. (7-12), and 8:15 a.m. (K-6), Teachers in Classrooms (students allowed in classrooms)
8:10 a.m. (7-12), and 8:30 a.m. (K-6), School Begins; Devotional (Pledge, Song, and Opening Prayer)
9:00 a.m., Attendance folders submitted to front office (all grades)
11:30 a.m., AM Kindergarten Dismissed
12 noon, PM Kindergarten Begins
3:05 p.m. (K-6), and 3:10 p.m. (7-12), School Dismissed

13.4 Attendance, Punctuality, Absence, and Tardiness. Because a quality education is reinforced by punctuality, all students are expected to be at school and in their classrooms on time. American Heritage School does not require that a student attend a minimum number of days to advance to the next grade level in grades K-8. Beginning in high school (9th Grade), the below-listed attendance policies apply. Consequences for tardiness are determined as a matter of discretion by individual teachers at different grade levels and tardiness may also be taken into consideration by teachers in homework and grading. Attendance may be taken into consideration by administration when making admission and seating considerations.

High school (9th-12th grade) attendance policies are as follows:

- Attendance is recorded in each class period.
- To receive credit for a term, students must attend at least 75% of class sessions during the term. For example, students missing more than 10 days of 5-day/week classes, 8 days of 4-day/week classes, 6 days of 3-day/week classes, 4 days of 2-day/week classes typically will not receive course credit for that term, and a failing grade (no credit) will be recorded on the student's transcript. Absences for School sponsored events do not count toward total accrued absences. Exceptions for extenuating circumstances may be considered at the discretion of administration, after consultation with teachers and parents. Only the School may designate absences as "excused" for purposes of AHS attendance policies.
- High school students who know they will be absent for tests on assigned days should plan to take the test before the absence if possible and, in any event, arrangements should be made with classroom teachers prior to the planned absence as to how homework and exams will be treated.

General Attendance-Reporting Procedure. Regular attendance is important to a student's success in school and establishes good work habits and self-discipline. For emergency responding purposes, all teachers (grades K-6 and those teachers in grades 7-12 who have a first period 8:10 a.m. class) must submit their attendance folders and tardy slips to the receptionist each day before 9 a.m. Teachers in high school (grades 9-12) are required to take roll both electronically and in a paper-based format for second and subsequent periods throughout the day and submit those electronic rolls at the end of the day not later than 4 p.m. Teachers should notify the office immediately if they determine that a student may be truant, or if a pattern of absenteeism arises.

Punctuality During Class Changes; Escorts. All classes must be sensitive of scheduled starting and ending times. Teachers in grades K-6 will escort their students to and from specialty classes in an effort to make class transitions more efficient. Where specialty classes have very limited time during the week, beginning and dismissing on time is very important so that curriculum can be covered. In most cases, core-classroom instructors in K-6 must arrive on time to escort students from specialty classes before the following specialty class can begin. Students in grades 7-12 do not have faculty escorts between classes; however, teachers will be greeting students outside of their classrooms (in the hallways) to the extent possible.

13.5 Early Arrival Procedures. Students are advised not to proceed to their classes earlier than 20 minutes in advance of the class starting time (e.g., grade K-6 students should not proceed to their classrooms before 8:10 a.m. and grade 7-12 students should not proceed to their classes before 7:50 a.m.). For security reasons, students should enter the school only through the main doors on the east or west side of the building. All other exterior doors are for exit and emergency use only.

13.6 Late Arrivals and Tardy Slips. Students arriving late to school must check in at the office, where they will receive an admission slip. Teachers will not admit a student arriving late to school without an admission slip after class has begun. Teachers will mark students tardy and note it on the roll that is submitted to the office by 9:00 a.m. Patterns of recurring tardiness are addressed in grades K-8 through self-government grades and classroom work that may be missed because of tardiness. In grades 9-12, where no self-government grades are given, consequences are left to teacher discretion. Where there is a continuing tardiness problem, administration may become involved. Only the School may designate tardies as “excused” for purposes of AHS attendance policies.

13.7 Early Check-Outs. For security reasons, any student leaving early must check out through the office; parents should not go to the student’s classroom, but should wait until the student is called to the office from his/her classroom. Parents and students leaving school early should exit the building via the main doors on the east or the west. AHS has a closed campus policy requiring all student drivers to check out with the front office before leaving campus (see Section 15.24).

13.8 Illness During School. A student who becomes ill during school should notify the teacher, who will send the student to the office; a student leaving school because of illness is required to be checked out from the office. A parent or authorized substitute is responsible for picking up the student immediately upon being contacted.

13.9 End of Day Pick-up Times. In the interest of student safety and teacher preparation time, students need to be picked up on time. Morning Kindergarten students must be picked up before 11:45 a.m. Afternoon kindergarten students and students in grades 1–12 must be picked up before 3:20 p.m.

13.10 Late Pick-Up Fee. A fee of \$7.50 will be charged for late pick-up of students. A late pick-up is any time after 12 noon for morning kindergarten students and 3:30 p.m. for afternoon kindergarten students and students in grades 1-12. Late fees may be paid immediately or with the next month’s tuition.

13.11 Substitute Ride Policy. In the interest of student safety, parents must provide to Administration any instructions regarding release of a student to anyone other than a parent. A note giving written permission for the student to leave school with that individual must be submitted to the office and to the student’s teacher. The note should include the name of the person who will be picking up the student, and the make/model and color of the car. Parents must also provide the school with phone numbers of those approved to pick up students. If a protective order has been issued, the office must be provided with a copy of the restraining/protective order and reasonable identification information, including a photo of the person(s) named in the order.

13.12 Snow Days. When inclement weather requires school closure or schedule modification, an all-school emergency notification will be sent via Edline notification before 6:30 a.m. School closures will also

be announced on the Salt Lake City radio station KSL (1160 AM). Administration will notify teachers if tardies are to be excused on inclement weather days.

14. Homework and Grading Policy

14.1 Homework Philosophy. Each child's education should be a family matter. Consistent reinforcement in the home of lessons and principles learned at school is a vital component of each child's success in the classroom. Thus, parents are encouraged and expected to assist their children as necessary and appropriate to complete all homework assignments on a timely basis and to the best of the child's capability.

14.2 Expected Homework. The quantity and complexity of homework will vary by grade level and subject. Math and reading homework should be expected on a daily basis at every grade level. Homework in other subjects will be assigned in frequency and amount as the instructor deems appropriate, but should be minimal (if assigned at all) on Monday evenings.

14.3 Communication from Teachers. Teachers should clearly and regularly communicate with students and parents regarding homework assignments, progress reports, and expectations; however, it is primarily the student's and the parent's responsibility to seek information about homework assignments if those assignments are not clear.

14.3(a) Communication Tools. Teachers may (but are not required to) use an online parent communication tool called "Edline" that enables parents and students to view class calendar items, homework assignments, and grades for recently submitted assignments. Teachers who choose not to use Edline are expected to provide to students and parents in another written format the required weekly progress report containing a list of missing assignments and/or unacceptable work.

14.3(b) Weekly Student Progress Reports. In all cases (all grade levels), if there are individual missing assignments or academic concerns, a weekly progress report should be made available to students and parents. Teachers may accomplish this through Edline, e-mail, or in a written report. Regardless of the method chosen, teachers should ensure that students and parents have access to the report. In grades 4-12, teachers are required to update grades in GradeQuick and on Edline each Monday morning by 10:00 a.m. when administration will review grades for purposes of the weekly academic probation report (grades 7-12) and for purposes of intervention conversations with students and parents (grades 4-12).

14.3(c) Regular Parent Letters. Teachers of grades K through four should communicate with parents in a weekly letter, e-mail, Edline, or website posting that outlines class studies, assignments, and teaching goals. Teachers of grades five through twelve should communicate with parents in at least a monthly letter, e-mail, Edline, or website posting (bi-weekly or even weekly parent communications are still encouraged if possible). Parents should be left with a renewed sense of interest in the curriculum (e.g., something they might want to discuss at the dinner table) – and gratitude for the experiences the students are having in the class.

14.4 Failure to Complete Homework. Failure to complete homework is typically addressed with grades, teacher-student conferences, parent-teacher conferences, and other non-disciplinary, motivational intervention measures. Teachers are discouraged from using discipline as technique in motivating students to complete homework. In some cases of significant and persistent failure to complete homework assignments, a teacher may consider disciplinary measures as an intervention technique; however, this approach should only be used in close coordination with parents. Persistent failure to complete homework will be considered in the readmission and seating process. Teachers have individual discretion as to homework discipline policies in their classrooms. As a matter of general school policy, however, one or more missed or incomplete homework assignments will disqualify a student for the highest self-government grade of "outstanding." (Teachers will use their discretion in allowing make-up or late work with respect to an "outstanding" self-government grade.)

14.5 Goal of Grading. The primary goal of grading is to inspire a child to reach for excellence. Grading reports are essential for measuring the progress and performance of each student—and grades must have meaning if they are to measure progress and achieve the goal of inspiring the child to reach for excellence. Because children learn the meaning of grades both at home and at school, the ways parents and teachers convey the meaning of grades should be consistent.

14.6 Principles of Grading. There are at least four important principles in relation to grades:

1. Grades are a measurement of past performance, not a measurement of potential.
2. Grades provide a point of reference for individual progress. Comparisons to another child's grades are therefore irrelevant and often have the negative effect of conveying a false sense of inferiority or superiority.
3. The focus of teachers, parents, and students should be on making progress, not on making a particular grade. Grades are a byproduct of the learning process, not the goal of it.
4. Grades are not to be feared.

In high school (grades 9-12), additional grading principles and standards apply. Minimum class and overall grade-point averages (C minus = 1.7) are required to receive credit for classes taken and to receive an American Heritage School diploma. These minimum standards stem largely from the institutional requirements of secondary and post-secondary education (e.g., minimum high school graduation requirements as defined by the Utah State Office of Education as well as various college and university admissions standards), which are important considerations for most students and families. While we encourage high school students and families to be aware of these minimum standards, we continue to emphasize that the focus of teachers, parents and students should be on making progress, not on making a particular grade.

14.7 Purpose of Report Cards. Report cards at AHS measure performance in two separate categories: (1) academic performance and (2) self-government, which includes effort and citizenship. Report cards are an important tool in achieving the goal of grading, which is to inspire a child to reach for excellence by measuring past performance and striving for progress.

14.8 Academic Performance Grades. Grades given for academic performance should be objective measurements of a student's progress in meeting the objectives of a course or curriculum through a variety of evaluative measures, such as text assignments (both oral and written), class participation, special assignments, research, activities of various kinds/types, special contributions, tests/quizzes, homework, notebooks, and student projects.

14.9 Academic Performance Scales. Different scales for presenting academic performance grades are used at different grade levels, as follows:

Grades K-3

EP = Excellent (100-90%)

CP = Consistent Progress (89-80%)

SP = Slow Progress (79-70%)

LP = Limited Progress (69-60%)

NP = Not Passing (59-0%)

* = With Special Accommodation

Grades 4-12

A = 100-95%

A- = 94-90%

B+ = 89-87%

B = 86-84%

B- = 83-80%

C+ = 79-77%

C = 76-74%

C- = 73-70%

D+ = 69-67%

D = 66-64%

D- = 63-60%

F = 59-0%

* = With Special Accommodation

14.10 Specialty Courses and Participation Grades. Specialty courses include art, music, P.E., science, and math; these courses are taught by specialty instructors dedicated to those subjects. For science and math, the standard academic scale is used for all grades (K-12). For art, music, and P.E., grades K-3 use a participation scale (IP = Involved and Participating, U = Unsatisfactory), and grades 4-12 use a standard academic scale.

14.11 Purpose of Self-Government Grades. In accordance with the School's Honor Code, student self-government is a fundamental expectation for admission to and continuing enrollment at American Heritage School. Students who govern themselves in accordance with the AHS Honor Code contribute to an optimal learning atmosphere. In grades K-8, a self-government rubric and grading scale is used. Students who demonstrate "needs improvement" or "unsatisfactory" behaviors receive instruction and discipline in accordance with Parent Handbook, Section 9: "Student Discipline." Students whose self-government demonstrates a pattern of "needs improvement" or "unsatisfactory" behaviors may be dismissed from the school (see Section 9.10) or not re-admitted by the school in future years. AHS students who desire to continue at the school should strive to demonstrate "outstanding" or "good" self-government by observing the Honor Code. The following self-government scale in connection with the AHS Honor Code (Section 6) outlines for students, parents, faculty, and administration general expectations regarding student behavior and self-government.

14.12. Self-Government Grade Scale (Grades K-8 only). The following self-government grade scale is used in grades K-8. High school self-government is measured and incorporated in academic grades according to individualized self-government rubrics developed by high school teachers for their respective classes:

O = OUTSTANDING. Students in the "O" range:

- Are practically always on task. They almost never need to be reminded to do what is expected.
- Willingly participate in class discussions, and they have conversational etiquette, knowing when to listen and when to speak.
- Show responsibility, leadership, and self-government during group work.
- Use independent working time in class productively and show self-government. They use extra time after completing assignments in class by doing independent reading or other appropriate work for the class. They are ready to listen to the teacher's instructions at the start of class, and they do not put work away early but continue working right up to the bell at the end of the period.
- Almost always attend class punctually and almost always submit work punctually for teacher review.
- Consistently take care of property, including school property, personal property, or property belonging to others.
- Consistently observe the Honor Code and Uniform Policy.

G = GOOD. Students in the "G" range:

- Generally remain on task and generally do what is expected in class, but they require occasional reminders to do what they should be doing.
- During class discussions they may not contribute, or if they do, they occasionally lack some conversational etiquette. They may speak out of turn on occasion.
- Participate in group work, but without showing the same initiative, engagement, or leadership of students in the "O" range.
- Sometimes are not "tuned-in" to listen to the teacher's instructions at the beginning of class,

and they sometimes stop working, and start packing up their things before the bell rings at the end of class. When they have finished an assignment during class, they sometimes have to be reminded to take out reading material or other appropriate classwork during the remaining time.

- Sometimes arrive late to class and sometimes submit work late.
- Usually take care of property, including school property, personal property, or property belonging to others.
- Sometimes need minor reminders to observe the Honor Code and Uniform Policy.

N = NEEDS IMPROVEMENT. Students in the “N” range:

- Are often off-task and have to frequently be reminded or even coaxed to stay on task. Their attention seems to frequently wander.
- May refuse to join in class discussions, or if called upon, they rarely show much thoughtful engagement with the discussion or activity, at least in a productive way. When entering a class discussion voluntarily, they have a disregard for conversational manners, and rather than waiting their turn to speak, they often just blurt out their thoughts inappropriately.
- Are often off-task during group work or are doing the bare minimum.
- Are rarely ready to work at the beginning of class, and rarely do they keep working until the bell at the end of class. During class, it is usually only the fact that the teacher is watching that keeps them on task. If the teacher looks away, is occupied with something, or steps out of the room, these students usually do not stay on task. It is not unusual for them to pretend to be doing what they are supposed to be doing when they are actually doing something else. These students are frequently teacher-governed.
- Frequently arrive late to class and frequently submit late work.
- Often misuses or is careless with property, including school property, personal property, or property belonging to others.
- Often need reminders to observe the Honor Code and Uniform Policy.

U = UNACCEPTABLE. Students in the “U” range:

- Willfully choose not to do what they are asked to do during class. They are typically off-task, and even when given a reminder, they do not fully comply.
- May intentionally disrupt or cause distractions during class. They have little regard for the teacher’s right to teach or the other students’ right to learn.
- If they enter a class discussion, their remarks are often meant to derail the discussion, rather than contribute to it. In other words, rather than expressing sincere disagreement to the teacher or another student, they are intentionally disrupting or destroying the lesson or discussion.
- Make no pretense of trying to cooperate with the teacher, but seem to willfully work against the teacher’s efforts to create a productive and positive learning atmosphere.
- Very frequently arrive late or miss class altogether and many assignments are submitted late or not at all.
- Frequently misuses or is destructive of property, including school property, personal property, or property belonging to others.
- Very frequently needs to be reminded to use kind words, uplifting language, and observe the Honor Code and Uniform Policy.

In most cases (subject to discretion of instructors and administration), dismissal from class and referral to the office result in a “U” self-government grade for the term. Instructors may also supplement “O” and “G” self-government grades with “+” or “-” to indicate upper or lower boundaries of a particular self-government grade.

14.13 Accommodations in Grading. In grades K-8, in the spirit of meeting each child at his/her threshold of learning, special accommodations may occasionally be made to help a student “succeed” on an assignment or even on an exam where the student might not otherwise have been able to achieve the same result under standardized conditions. For example, more time might be given on an exam to a student who can provide correct responses but not under the allotted time constraints given to the rest of

the class. In such cases, the report card provided to the parent will simply have an asterisk placed next to the letter or number grade, indicating to the parent that the grade was given “with special accommodation.”

Grades 9-12 Accommodations. Accommodations in grading are limited (if used at all) in grades 9-12. High school students are held to a more objective standard of performance than in grades K-8 due in large part to requirements of next level institutions for comparable and objective performance data. Grading accommodations, if used by teachers, must be approved by administration in advance.

14.14 Academic Probation & Intervention.

14.14(a). *Grades 4-12, General.* Families with students in grades 4-12 who fall below a C- (academic probation status, see below) on an end-of-term report card should be prepared for a discussion with teachers and administration about immediate intervention necessary to improve the student’s performance. Families with students in grades 4-12 who fall below a 2.5 overall grade point average should be prepared for a discussion with teachers and administration about appropriate long-term intervention measures including (but not limited to) specialized tutoring, summer school, repeating a grade level, and/or discontinuation from American Heritage to find assistance and services that AHS may not provide.

14.14(b). *Grades 7-12.* In grades 7-12, academic grades are reviewed weekly each Monday morning at 10:00 a.m. by AHS administration. When a student has received a grade lower than a C- at the time of review, the student will be placed on academic probation until a current grade of C- or higher is recorded in the school’s gradebooks. In the case of students on academic probation desiring to submit work and improve their grades in time to participate in extracurricular activities that may be scheduled during the week of their academic probation, teachers have discretion to accommodate student make-up work, and to record updated grades in time for students to participate; however, given that the School policy calls for a full one-week academic probation, students and families on academic probation should not expect teachers to make such special accommodations.

The following guidelines apply to a student in grades 7-12 who is on academic probation:

(1) Extracurricular Athletics, Music, Drama, and Tech Crew. A student on academic probation will not be eligible to perform in athletic events, drama productions, musical concerts, and tech crew support of drama or musical productions. The student may still attend and participate in athletic practices, drama and music rehearsals, and tech crew planning and preparation for productions. Students on academic probation may try out and audition for all extracurricular programs and events.

(2) Other Extracurricular Activities. A student on academic probation will not be eligible to participate in other extracurricular activities such as afterschool field trips, celebrations, student government socials, and other activities that may be deemed as privileges by administration, the time for which could be used for study.

(3) Student Government Association. A member of the student government association who remains on academic probation for a continuous period longer than 60 days will forfeit his/her position in the student government association.

14.14(c). *Continuing Academic Probation Limit, Grades 7-12.* When the total number of non-passing grades on Monday reports reaches 18 for a student in a single academic year, consideration will be given by administration and teachers as to whether the student should remain enrolled at the School. Dismissal on academic probation terms typically occurs at a term break.

14.14(d). *Math Advancement, Grades 7-12.* Saxon Math guidelines indicate that test scores below 80% show that students are not prepared to move forward. Middle and high school students who at the end of the year have a cumulative C+ (79%) grade or lower in a math course will not be advanced to the next sequential math course without permission of the teacher, typically only granted in cases of math make-up work or math remediation coursework completed over the summer. See section 26.12 for more Math Department Guidelines.

14.14(e). *Repeating Terms & Making Up Credit, Grades 9-12.* For a variety of reasons, high school students may from time-to-time encounter the need to make-up credit that was not received as a result of one or more incomplete or failed terms. In such cases, the teacher will provide a packet of materials and assignments for the incomplete or failed term that must be completed by the student to receive the make-up credit. These packets must be completed and submitted on or before the first Friday in August immediately preceding the following school year. A charge of \$50 will be assessed for each quarter credit being recovered in this manner. After this date (first Friday in August), students may recover credit through other accredited providers, and the provider of the credit will be noted on the student's academic transcript. Please note that the grade for the make-up term will be an additional grade on the transcript along with the original grade earned in the course. The make-up grade must be at least a C- to receive make-up credit; however, the cumulative GPA includes the average of both the original and the make-up grade (i.e., the average of the original grade and the make-up grade does not need to exceed a C-average in order to receive make-up credit for graduation purposes).

14.15 High School Transcripts and Diplomas. In high school (beginning in ninth grade) report cards and transcripts must meet basic reporting criteria of objectivity and comparability as defined by next-level institutions that are seeking information on our students. Beginning in ninth grade, an official transcript from American Heritage School includes all coursework and curricular electives that a student has taken during their ninth grade and subsequent years. The official transcript will be provided to other schools in the event that the student transfers to another school during or following their ninth grade year at American Heritage School. In order to graduate from American Heritage High School, 28 credits will be required according to the "American Heritage High School Graduation Requirements" list (see Appendix D for full listing of graduation requirements).

14.16. Schedule or Class Changes. Parents may request academic schedule or class changes on behalf of their student(s) during the first 10 school days of the year for year-long classes, and during the first 10 school days of each semester for semester-long classes. Students may not make these requests independently. Class change requests may be granted or denied depending on a variety of factors including seats available, teacher recommendations, and other factors. After the 10th school day of the year (or 10th day of the semester for semester-long classes), students are expected to finish the course and receive the grade earned. Exceptions to this policy are addressed by administration in consultation with parents and teachers.

15. Day-to-Day Operations

15.1 Telephones, Cell Phones. Students must obtain permission from a faculty or staff member to use a school phone. Students should use the school telephones only for matters of an urgent nature.

Arrangements for after-school play and other personal activities should be made at home. Cell phones and other personal communication devices are not permitted to be used by students on American Heritage School campus during normal operating hours, from 8:10 a.m. to 3:10 p.m. or while attending Early Morning Seminary. If a student brings a cell phone or other hand-held communication device to school, the device must remain in the off position at all times on the school premises from the hours of 8:10 a.m. to 3:10 p.m., unless for an emergency, as directed by a faculty member, or unless otherwise approved by administration or faculty. Students needing to communicate with parents during school hours are welcome to use the guest phone in the front office, or to obtain permission from a faculty or staff member to use a room phone. Faculty or staff may give permission for a student to use a personal cell phone; however, the faculty or staff member must remain present during the call.

15.2 Lost and Found. Most lost-and-found items are stored at a publicly accessible location in the lunchroom. Lost-and-found items, particularly high value items, should be turned in to the office. The school assumes no responsibility for lost items. Items not claimed before Christmas break and by the last day of school will be donated to a local charity.

15.3 Lunch; Lunchtime Behavior. Student lunches should not be kept in the refrigerator. Student lunches in grades 1-6 are to be eaten in the lunchroom (7-12 may eat outside if they wish). Students generally will have 15 minutes to eat their lunch and 15 minutes for break or recess during the lunch hour. Teachers in grades 1-6 are expected to walk their students to the lunchroom. From time to time, teachers may also sit with their class (but are not expected to do this on a regular basis). Politeness and civility are expected during lunchtime. Classroom and hallway standards such as walking and normal conversational voice levels ("indoor" not "outdoor" voices) are also expected during lunchtime.

All students are expected to clean up after themselves and should clean their eating space to ensure that no food or garbage has been left on the table, seat, or floor prior to leaving the lunchroom. If food or drink needs to be cleaned from the table or floor, students should be asked to do it themselves (brooms and washcloths are available for student use) before they are allowed to go to recess. Once the eating space has been cleaned, students may be excused for recess.

15.4 Lunchtime Supervision. At least one faculty member—and in many cases two faculty members—plus parents (if any) will be assigned to supervise the lunchroom at all times when students are on scheduled lunch break.

15.5 Use of Microwave Ovens at Lunchtime. Students may bring lunches requiring no more than two to three minutes' warming in the microwave. Ready-made, ready-to-cook soups, pastas, and meals in sealed plastic containers are allowed. Dry-packed soups (such as Cup-o-Noodle) and pastas requiring the addition of water prior to microwaving are not allowed; students who bring these items for lunch often spill food into sink and drinking fountain drains as they try to obtain water for their food items, which has caused various maintenance problems.

15.6 Lunchtime Recess.

Grades 1-6 (elementary school). Students in grades 1-6 are expected to eat in the lunchroom after which they will be excused for the remainder of the period for lunch recess. Any students in grades 1-6 who finish eating early will not be excused to recess early unless a playground supervisor is on duty. They should raise their hand when they have finished eating; a supervising faculty member or parent will inspect the eating space to ensure that no food or garbage has been left on the table, seat, or floor. Students in grades 1-6 are not permitted to take food outside of the lunchroom.

Grades 7-12 (middle and high school). Middle and high school students are permitted to eat in the lunchroom or outside the building (not on the playtoy systems, swings, or in other areas that are commonly in active use by younger students). Garbage receptacles are placed outside for their use in cleaning up after themselves.

All Students. All students are expected to clean up after themselves and should clean their eating space to ensure that no food or garbage has been left on the table, seat, or floor prior to leaving the lunchroom. If food or drink needs to be cleaned from the table or floor, students should be asked to do it themselves (brooms and washcloths are available for student use) before they are allowed to go to recess. Once the eating space has been cleaned, students may be excused for recess.

15.7 Recess. All students want and need time during the day to engage in self-directed play, physical exercise and activity. Beginning in 7th Grade, lunch recess is the only recess that students will have during the day (P.E. and extracurricular athletics are the primary source of physical activity). During recess, all students are to remain in the designated recess area. As in the classroom, the supervising teacher or administrator is the primary authority during recess. Parents assisting during recess should consult faculty members if they believe that formal discipline is required. See section 8, Non-classroom Governance, for more information regarding playground policies.

15.8 Games During Recess. When playing games during recess, students are encouraged to include anyone interested in participating. Games that are dangerous, abusive or demean an individual are not permitted. For safety reasons, "Red-rover", tackle-football, and other tackling games are not permitted.

15.9 Use of AHS Playground Equipment. Students are not permitted to use playground equipment or playground systems outside of supervised recess or P.E. times, or during carpool times. Students playing on the playground systems at any time outside of supervised P.E. or recess time, and outside of carpool time, must have express permission from a parent who is physically on campus and who assumes the risk of injury if not present on the playground with their child. See Section 15.13 below regarding "Toys and Personal Recess Equipment."

15.10 School Library. The school library contains resource books, biographies, fiction books, non-fiction books, and periodicals. The school continues to add new books to the library and welcomes family donations of appropriate books and/or suggestions for new purchases. Every effort has been made to ensure that the materials in our library are of a wholesome nature consistent with our mission statement. Students and parents should notify the librarian or an administrator if they find any questionable material in the library.

15.11 Library Check-Out Policy. Library materials not reserved for use by a class may be checked out for one week. Some reference materials are available for overnight check-out only. All books must be returned before the last week of school.

15.11(a). Summer Check-out Policy. Parents may check out books (including text books such as math books) for the summer according the standard library check-out procedure. Please refer to the School librarian or administration for details and summer library hours.

15.12 Library Late Fees. Late fees may be assessed for overdue library books. More commonly, particularly in elementary school, students are not permitted to check-out additional books during their scheduled library time until their previously checked-out books have been returned or paid for. All outstanding library books must returned or purchased by the end-of-school-year due date set by the library (typically in May) to avoid withholding of report cards, transcripts, and standardized test score reports.

15.12(a) Book Fair. American Heritage School does not endorse or approve books that are presented

in connection with its biannual Book Fair. Administration and faculty communicate with the third-party vendor (for example BYU Bookstore) concerning broad genres of books to display; however, the decision about individual titles to present during the fair is initially made by the third-party vendor. Books that appear unwholesome or inconsistent with the mission statement of American Heritage School are removed from the fair on a case-by-case basis.

15.13 Toys and Personal Recess Equipment. Toys are not to be brought from home unless requested by a teacher for a specific activity. Toys to be used in a teacher-directed sharing experience should be kept in the student's backpack before and after the activity. Students are permitted to bring personal recess equipment from home to use during recess, so long as the equipment is not deemed by teachers or administration to be dangerous or inappropriate. "Dangerous" includes any equipment that is prone to causing serious injury such as bats, baseballs, golf balls, lacrosse sticks, lacrosse balls, field-hockey balls, and other dangerously hard, heavy or sharp recess equipment. "Inappropriate" includes any equipment that would be easily damaged, has little or no group play value, has little or no physical activity value (e.g., board games, dolls, action figures), or has aspects or characteristics that interfere with the spirit and mission of the School. Appropriate personal recess equipment includes such items as basketballs, soccer balls, footballs, jump-ropes, jax sets, etc. Conventional gambling face cards are not permitted at the School. During school hours, students may not play games or transact personal business or hobbies that involve advertising, buying, trading or selling with permanent transfer of ownership. All personal recess equipment must be kept in the student's backpack before and after the activity (meaning that personal recess equipment typically should not be larger than can fit in an average backpack). Please help students to understand that the school is not responsible for any personal items that are lost, damaged, or stolen on school property. As always, a teacher does have the authority to ask a child to leave a personal item at home if there are concerns of any kind. With approval of administration, personal recess equipment items that are inappropriate for general recess use may be brought by invitation of the teacher if brought in connection with a specific teacher-organized and teacher-supervised activity.

15.14 Personal Items and Electronic Devices. Unless special permission has been granted by administration, a student should not bring to school any personal items that are valuable or that could cause distraction or harm to others—including, but not limited to, cell phones, digital cameras, music players, game consoles, pagers, games, toys, guns, fireworks, pocket knives and other similar items. See section 15.1 above regarding permissible uses of cell phones on campus. Digital cameras may only be used at school with express permission of teachers for a curriculum-related purpose. The school is not responsible for personal items that are lost, damaged, or stolen on school property or at school-sponsored events or activities. If a student brings a personal electronic device to school (approved laptops or tablets for high school students excluded), the device must remain in the off position at all times on the school premises unless for an emergency, as directed by a faculty member, or otherwise approved by administration or faculty, including during carpool. Students needing to communicate with parents are welcome to use the guest phone in the front office, or other school land-lines, with permission of faculty or staff.

15.15 Bicycles. Students may ride bicycles to and from school as well as to and from school-sponsored events and activities. A bicycle lock is recommended. The school is not responsible for bicycles that are lost, damaged, or stolen on school property or at school-sponsored events or activities. Bicycles are stored on a bike rack on the East side of the school adjacent to the lunchroom exit (bicycles will not be stored in the building). Bicycles must be walked while on the school premises.

15.16 Birthday Observance. A student may bring a treat to school for his/her birthday. Parents should coordinate with the teacher the best time for treats to be delivered and should check with the teacher in advance to understand any special dietary considerations (diabetes, allergies, etc.). Invitations to birthday parties may be handed out at school on one of the following conditions: (1) the entire class is invited, or (2) a girl invites all the girls in the class for an all-girl birthday party, or (3) a boy invites all the boys in the class for an all-boy birthday party.

In the spirit of “more blessed to give than to receive,” students celebrating a birthday may also consider ways that they can give to the School and classmates on their birthday, such as through the Birthday Book Donation Program (the family donates a book of the child’s choosing to the library). If the family chooses to donate a book, please have them coordinate with the Librarian with respect to appropriate titles.

15.17 (Reserved)

15.18 Holiday and Activity Plan. School-wide class celebrations are held in grades K-6 and 7-12 according to the following schedule and activities. Unless a class celebration is specifically related to curriculum (and specifically designed by the teacher to supplement class curriculum), grades 7-12 only hold school-wide class celebrations for Constitution Day, Christmas, and Easter. Food and drink is permitted in classrooms during school-wide class celebrations but only according to the building and facilities guidelines set forth in Section 27.22 and in Section 36 below. The following activities are not intended to replace weekly art classes. Teachers and parents must follow these guidelines. We encourage “room mother” involvement at the teacher’s request.

School-wide class celebrations include the following:

September.....Constitution Day

K-12 school assemblies are held in honor of Constitution Day. K-12 classes observe Constitution Day in their classrooms in manner that is respectful and honors the principles, people and the history of the Constitution.

October.....Columbus Day and Fall Harvest Day Activities

K-6 harvest celebrations are held during the last hour of the school day. No 7-12 celebrations. Please limit decorations and refreshments. Dry ice brews are discouraged. Halloween will not be celebrated at school and traditional Halloween decorations and costumes are not permitted (e.g.,no vampires, monsters, ghosts, goblins, etc.). Classrooms may be decorated in accordance with “Fall Harvest” and other Autumn-related themes. Columbus Day in-class educational themes and opportunities are encouraged.

November.....Thanksgiving

K-12 class celebrations may be held. Stories and songs of the Pilgrims are encouraged. Emphasis should go to the First Thanksgiving and gratitude. A Pilgrim’s Feast is acceptable within class.

December.....Christmas

K-12 celebrations are held during the last school day before Christmas vacation. We encourage stories, songs, and discussions of religious traditions in keeping with the birth and mission of Jesus Christ. Gift exchange is optional but not required; if done, it should include all students.

January.....Dance Festival

Dance Festival for all grades K-12. Martin Luther King, Jr. day is not celebrated with activities.

February.....Valentine’s Day, Patriotic Program, Presidents Day

K-6 celebrations for Valentine's Day are held the last hour of the day. No 7-12 celebrations for Valentine's Day. Teachers determine if Valentines are exchanged. Valentines to Veterans are encouraged. Pink is permitted as a color in modest hair ornaments (K-12), ties (7-12), and permitted jewelry; however, no non-uniform articles of clothing or jewelry are allowed. Celebratory hair dye, skin painting, and skin stickers are not permitted.

Classes are encouraged to honor Presidents Washington and Lincoln during the week of their birthday.

MarchNo holiday activity

Explanation of St. Patrick is optional. Pinching on St. Patrick's Day is not allowed. Green is permitted in modest hair ornaments (K-12), ties (7-12), and jewelry; however, no non-uniform articles of clothing or jewelry are allowed. Celebratory hair dye, skin painting, and skin stickers are not permitted.

AprilEaster

K-12 celebrations in keeping with the resurrection and life of the Savior are encouraged. Celebrating spring is appropriate.

"Silly Sock Day" on April 1 (or otherwise scheduled by administration); colorful socks, or tights (girls only), are encouraged; must be crew length or longer. Close-toed shoes required.

May.....K-7 attend Shakespeare Play by assigned Act. Shakespeare costumes permitted K-12 on the final day of Shakespeare Week.

These are the only holidays that receive school-wide in-class celebration (either K-6 or K-12, as indicated above). Other holidays may be celebrated in homes according to family customs, or in selected classrooms if celebration would support the individual class curriculum at the discretion of the teacher.

15.19 Food, Drink, and Gum. Food and drink for students in classrooms are not permitted unless it is for a scheduled school-wide celebration or otherwise on the school calendar (Harvest; Christmas, Easter; etc.), or unless administrative approval has otherwise been obtained. This includes birthday treats, which are must be eaten outside or in rooms with hard-surface floors (lunchroom, celebration room, recreation hall, et.) or otherwise require administrative approval if they are to be eaten in the classroom. Food and drink consumed in the lunchroom or outside do not require administrative approval but may require scheduling if in the lunchroom outside of a regular lunch time. Parent volunteers, especially room parents responsible for celebrations, are reminded that when food and drink are brought for classroom celebrations, we always appreciate food/drink that, when dropped or spilled, is easily vacuumed and does not require intensive carpet cleaning. Teachers are welcome to personally consume food and drink in their classrooms at their convenience and without approval, with the exception of red-colored drinks, which are not permitted anywhere in the school at any time. Students may not eat food (including candy and snacks) in hallways or on the playground without approval of a teacher or administrator. As a general matter, student snacking is not allowed during the school day except in limited circumstances for students with medical reasons or otherwise at the discretion of administration. Red-colored drinks and gum are prohibited at all times and in all areas of the school.

15.20 Carpool; Voluntary; Not School Sponsored. Carpool is a voluntary program organized by the Parent Organization for the convenience of parents desiring to reduce their time spent transporting their children to and from the School. American Heritage School assists parents who choose to carpool by taking certain precautions to help keep children safe during carpool time; however, American Heritage School is not responsible for transporting students to or from School and parents should view themselves as primarily responsible for the safe and timely drop-off, pick-up, and transportation of their children to and from School.

15.21 Carpool Procedures.

Initial Carpool Organization. At the beginning of each year, sometimes following the first all-parent meeting in late August, and also online, the Parent Organization holds open information/sign-up meetings for families who live in common geographic areas desiring to participate in carpooling.

The following procedures apply to dropping off and picking up students during both the morning carpool time (8:00 to 8:45 a.m.) and the afternoon carpool time (2:45 to 3:30 p.m.):

15.21(a) As a general recommendation (though not required) families that live North of the School (including Alpine, Highland and Lehi) should enter on the North driveway and drop-off/pick up their children on the East or North sides of the school. Families that live South of the School (including American Fork, Pleasant Grove, Lindon, Orem, Provo, etc.) should enter on the Southwest driveway and pick up their children on the West or South sides of the School. Traffic flow is always clockwise around the school building.

15.21(b) *Dismissal and Late-Arrival Carpool Vehicles.* All students are dismissed promptly at 3:05 p.m. (grades K-6) and 3:10 (grades 7-12) and are expected to proceed directly to their carpool vehicles. All remaining students who have not been picked up by 3:20 p.m. will be required to wait for their carpool at the front doors (main west entrance) of the building.

15.21(c) *Parking and Unattended Vehicles.* Please only park along the curbs adjacent to sidewalks or in a designated parking stall. Do not park on curbs across from sidewalks on the opposite side of carpool lanes – which is dangerous for students and disruptive of traffic flow. Vehicles should not park around the center (flagpole) island or within 10 feet of crosswalk lanes while waiting for students. For efficient traffic flow and safety purposes, vehicles should never be left unattended during carpool unless they are parked in a designated parking space. Under NO circumstances should unattended vehicles be left with the engine running (with or without children in the vehicle); in such cases, carpool supervisors are instructed to notify the front office for a PA announcement to be made, wait near the vehicle until the operator returns, and explain the dangers of vehicles left unsupervised with their engine running (particularly with children in the vehicle).

15.21(d) *Vehicle Tags.* Always display your American Heritage School vehicle tag, particularly when picking up students (this is one of various internal controls that helps us to distinguish patrons from non-patrons of the school). Vehicle tags are property of the School and must be returned once a family no longer has a student at the School.

15.21(e) *Loading and Unloading Students.* Please do not stop in the middle of carpool traffic lanes to load or unload students. This encourages students to leave sidewalks and enter the carpool traffic lane (from between parked cars) as soon as they see their vehicle, which is dangerous. Stopping to load/unload students in the traffic lane is also disruptive of carpool traffic flow.

15.21(f) *Substitute and Non-Parent Carpool Drivers.* Please notify the front office secretary if you plan to send a non-parent substitute driver to pick up children. If you have children of other families in your carpool, you must also obtain prior permission from those families before sending a substitute driver. As often as possible, our practice is to inquire of drivers whom we do not recognize (even if it's "just grandma") and also to have children positively identify any drivers whom we do not recognize before permitting the children to leave in the vehicle.

15.21(g) *Speed, Parking and Backing.* Please drive slowly in carpool traffic lanes and avoid parking in a way that makes it necessary for you or other drivers to back up.

15.22 Student Drivers. According to agreements with the City of American Fork related to the safety of

elementary school students at the school, student drivers (any students at the school who have a driver's license or are in training to obtain their license) are restricted to the northwest access and are required to park in the north parking lot, regardless of whether they have elementary school students in the car with them.

15.23 Student Vehicles. All student vehicles should be parked in the north parking lot. Student vehicles are not to be occupied by students while classes are in session from 8:10 a.m. to 3:10 p.m., including during lunch, recess, and during special events held during the school day. AHS is a closed campus, and, as such, students are to remain in the building or in designated outside areas (pavilion or playing fields) while school is in session. The parking lot and parked vehicles are not an appropriate gathering place for students during the school day. Students needing to access the parking lot or their personal vehicles while school is in session (including during passing time, recess, and lunch break) should obtain permission of faculty or staff. Students who are lingering in vehicles or in the parking lot during the school day should expect to be invited by faculty or security staff to rejoin their class, and may be subject to school discipline if appropriate permission was not obtained.

15.24 Closed Campus. AHS is a closed campus. Students may not leave the premises while school is in session, 8:10 a.m. to 3:10 p.m., including during lunch, recess, breaks, and special events, without permission from administration and parents. Occasionally, parents desire to provide standing permission for their child(ren) to leave campus during the day for the purpose of obtaining or eating lunch. For various reasons, including safety, supervision, teen social sensitivities, and tardiness-related concerns – requests for unsupervised student lunch leave are strongly discouraged, and will not be granted. Students who leave campus without administrative approval may be deemed truant, which typically results in automatic suspension.

16. Emergency Preparedness

American Heritage School devotes considerable time, energy and resources to ensuring that the facilities are prepared and that the faculty is trained to appropriately respond in various types of emergency situations that could arise.

16.1 Purpose of Fire and Earthquake Drills. Fire and earthquake drills will be conducted on a regular basis throughout the year to train and condition all students and faculty to respond to the fire alarm or an earthquake in a systematic and orderly fashion.

16.2 Fire Alarm Procedures. When the fire alarm sounds:

1. Students in classrooms will line up quickly and quietly in a single-file line just inside the classroom exit. If there is more than one exit from the classroom, students will use the exit determined by the classroom teacher.
2. The teacher will appoint a responsible student (or another adult if available) to lead the students in a single-file line out of the classroom, directly out the nearest building exit, and to the location predetermined as the gathering location for the class. (The gathering locations are designated in the Emergency Folder.)
3. As the last person to leave the classroom, the teacher will: inspect the room to make sure no children are still in the room, take the Emergency Folder from its location near the door, turn out the lights, and close the door.
4. The students will gather silently with their classmates at the designated location while the teacher takes attendance based on the class roster included in the Emergency Folder.
5. If all students are present, the teacher will hold up a green flag for administration to see; if any student is missing, the teacher will hold up the red flag.
6. When the return or "all clear" signal is given by administration, everyone will return quietly to class.

16.3 Earthquake Procedures.

During an actual earthquake, students are instructed to:

1. Stay put. If you are indoors, stay there. If you are outdoors, stay there.
2. Duck and cover. Get under a desk, table, or bench, or stand alongside an inside wall, in an archway, in a doorway that does not have a door, or in a corner. Students who cannot get under their desks because of the desk's construction should kneel beside their desks and hold onto the legs of the chair.
3. Until the shaking stops, avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls.
4. Do not be surprised if the electricity goes out or if fire alarms and sprinklers go on.

After an Earthquake. Once the ground stops moving, students are instructed as follows:

1. Stay calm.
2. Carefully evaluate the situation. Check for natural gas, water, and electrical line breaks or damage.
3. Do not use the telephone, light switches, matches, candles, or other open flames unless you are sure there is no natural gas leaking.
4. Evacuate the building according to standard fire evacuation procedures.

Earthquake Drills. Periodically, administration will announce an earthquake drill over the school's PA system as follows: "This is an earthquake drill." No other instructions will be given. Teachers and students should immediately initiate earthquake response procedures (duck and cover for a sufficient period of time to simulate an earthquake, and then proceed with standard fire drill evacuation procedures).

16.3 Lockdown Procedures. Lockdown procedures may be called for in certain instances. "Soft Lockdown" is used when a threat is outside the School building. "Hard Lockdown" is used when the threat—including an intruder—is inside the building.

16.4 Other Emergency Procedures. In addition to fire and earthquake procedures, faculty members are trained to appropriately respond to other emergencies such as:

- Life-threatening medical emergencies
- Non-life-threatening medical emergencies
- Suicide threats/attempts
- Bomb threats
- Intruders
- Hostage situations
- Weapons

16.5 CPR Certification. A current list of CPR-certified faculty members is also available from any faculty member and at the office. AHS arranges training courses for CPR certification for faculty members on an annual basis.

16.6 Comfort Kits. Comfort kits are basic emergency preparedness kits that each student is required to bring on the first day of class. These kits are kept in the classroom to be distributed to students in case of an emergency in which students will need to be detained at the school for an extended period of time. The following contents should be put in a one-gallon Zip-lock bag that is labeled with the student's name and his/her teacher's name:

In a one-gallon size zip-lock bag:

_____ Non-toxic chemical Emergency Light stick

_____ 2 granola bars

_____ 2 fruit bars

_____ 2 individual size packages of crackers

_____ 3 fruit roll ups

_____ 2 rolls of Lifesavers or hard candies

_____ 1 large plastic bag

_____ A letter or picture from home with identification including name, address, telephone number, emergency telephone numbers, and birth date.

16.7 First Aid & Medications. In most cases, first aid is administered by the School's Security Director or Health Aid. Under the direction of the School's Security Director, the Health Office (located in the front office) is staffed by a Health Aid who is responsible for storing, securing, administering, and keeping an inventory of all medications used by the Health Office. Parents must provide the appropriate written or oral authorizations to the Health Office for any student to receive medication at school.

For students to carry and self-administer any medication (including asthma inhalers), the following conditions must be met:

(a) the student's parent or guardian must sign a statement:

(i) authorizing the student to self-administer medication; and

(ii) acknowledging that the student is responsible for, and capable of, self-administering the medication; and

- (b) the student's health care provider must provide a written statement that states:
 - (i) it is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times; and
 - (ii) the name of the medication prescribed or authorized for the student's use.

17. Use of Media, Entertainment, and Computers

17.1 Principles Governing Media and Entertainment on School Property. Media and entertainment used on school property—including movies, music, the Internet, and other forms of mass media and entertainment—must adhere to the standards espoused in the *For the Strength of Youth* pamphlet distributed by the Church of Jesus Christ of Latter-day Saints.

17.2 Pre-Approval of Movies. The administration will pre-approve any movies shown at school-related functions. As a general matter, any movie (or clip from a movie) rated “PG” by the MPAA will require approval from administration as well as from all parents of students in the class where the movie or clip will be shown. Any movie (or clip from a movie) rated “PG-13” or “R” by the MPAA will not be shown at the School, regardless of a teacher’s ability to obtain parental approval.

17.2(a) Pre-Approval of Internet Video. Internet video streams may be projected to students with prior permission from administration. Only computers that are centrally maintained and safeguarded by the school’s safety and security protocols will be permitted for internet media projection, and only so long as the content is approved according to this section (Use of Media and Entertainment standards). This change does not affect the ability of employees, parents, high school students, and other guests to use personal computers at the school for personal use, in compliance with the school’s acceptable use standards, and in connection with the laptop initiatives for students.

17.3 Video Games. Video games and computer games are not permitted for students on school property during school hours. Educational software games may be used by students during the school day under the direction of faculty or administration who are supervising the computer where the software games are being used.

17.4 Educational Software. Educational software may be used only under the direction of faculty or administration who are supervising the computer where the software is used.

17.5 Personal Video, Camera, Music and Multi-media Devices. Personal video, camera, music, and multi-media devices are not permitted to be used by students during school hours without administrative approval. Exceptions include laptops and tablet computers used by high school students in accordance with the school’s technology initiative (see section 17.8 below).

17.6 Principles Governing Media and Entertainment at Off-Campus School-Related Functions. All principles and policies concerning media and entertainment apply for school-related functions, even if they are held off campus, unless otherwise directed by faculty or administration. Thus, for example, video games, portable video players, and personal music players are not permitted during off-campus school-related activities, such as field trips, unless approved by administration. Also, movies or videos shown to students as part of a field-trip or field-learning exercise require pre-approval according to the same guidelines set forth above for use of videos and movies in the classroom

17.7 In-Vehicle Media and Entertainment. AHS is not legally responsible for students before they arrive at school or after they have left the school. Nevertheless, AHS strongly discourages the showing of in-vehicle movies or the playing of in-vehicle video games during carpooling (including to and from field trips), and cautions parents to be sensitive to the media and entertainment standards that may have been set by the families of other carpool participants.

17.8 Student Use of Computers. Students at American Heritage School use computers and the Internet for limited purposes related to the curriculum. Examples include typing skills classes, graphic design class (in connection with yearbook), video production and technology classes, and occasional use of computers by students for specialized math or reading assistance. Students will not use computers or the Internet at the School without a supervising adult present in the room. High school students (grades 9-12) are

permitted to bring personal laptops or tablets to School as part of the School's technology initiative and may use the laptops or tablets under supervised circumstances. Any use of a computer for non-curriculum related purposes (including internet browsing, e-mail or other instant messaging, video games, and browsing or editing photos) whether accessed via computer lab terminals, personal laptops, or handheld consoles, is not permitted on the School premises and will result in disciplinary measures, including but not limited to, the loss of personal computing privileges.

17.9 Computer Monitoring and Filters. The School adheres to standard network safety practices and maintains Internet content filters for all computers that access the Internet through the School's network. This software has the capacity to monitor and report the Internet usage history of all computers accessing the internet, including computers in the computer lab, classrooms, administrative offices, and personal computing devices. The use of such filters, however, does not guarantee that all subjective content will be filtered. The student is ultimately responsible for the content he/she attempts to access. Students and employees using the Internet are instructed to report any accidental or intentional viewing of inappropriate material to administration immediately. Students may not use personal wireless networks (such as WiFi hotspots created through personal mobile devices) that bypass the school's network safety features without permission of administration.

17.20 Intentional Access or Distribution of Offensive or Inappropriate Media. The use of School resources to intentionally access or distribute any form of inappropriate, obscene, pornographic, bigoted, or abusive material is prohibited. Any employee or student of the school that intentionally accesses or distributes such material on or off the school premises, may be temporarily dismissed or suspended or permanently terminated or expelled from the School, irrespective of the medium or network used to access or distribute the material (e.g., paper, electronic, laptop, cell phone, school network, home network, etc.). Students using the Internet are instructed to report any accidental viewing of inappropriate, obscene, or pornographic material to a faculty member or administration immediately.

17.21 Loss of Student Computer Privileges. Student infractions of acceptable computer use policies (either with respect to personal or school-provided computers) will be dealt with in the following manner:

- first infraction = loss of computer privileges at school for 5 school days (one week).
- second infraction = loss of computer privileges at school for 20 school days (one month).
- third infraction = loss of computer privileges for the remainder of the school year.

17.22 School Printers. Students are not permitted to use school printers to print homework assignments. If for any reason a student is unable to print their assignment at home, the student may work with the teacher who gave the assignment to arrange an extension or other acceptable solution.

17.23 Social Networking. School faculty and staff, especially teachers and administrators, understand and are trained that they occupy a position of uneven power dynamics in relationships with children and students. The express or implied authority that adults and teachers have over students (current and former) shapes those relationships and leads to a heightened responsibility on the part of adults and teachers to act with the utmost caution, responsibility, and maturity, when it comes to communication with students.

17.23(a). Use of Social Networking. Faculty, staff, and students are not permitted to use online social networking tools for personal use during the school day. In order to provide equal, age-appropriate access for students to course materials, faculty are expected to limit class activities to school-sanctioned online tools. New social-networking tools and features are being continually introduced which may or may not be appropriate for course use. If a teacher identifies a networking tool that he/she thinks will be useful in their teaching, they are required to obtain permission from administration.

17.23(b). Model Appropriate Behavior. Faculty and staff are expected to exercise appropriate discretion when using social networks for personal communications (friends, colleagues, parents, former students age 21 or older, etc.) with the knowledge that adult behavior on social networks will likely be experienced

by students and may be used as a model by students.

17.23(c). "Friending" Students/Alumni: Faculty and staff may not initiate or accept social network friend requests with current or former students, including their family members, who are under the age of 21.

17.23(d). Other Friends. Faculty and staff are expected to remind all members of their social networks of their position as an educator whose profile may be accessed by current or former students, and to monitor posts to their networks accordingly. Conversely, faculty and staff are expected to be judicious in their postings to all friend sites and to act immediately to remove any material from their own sites that may be inappropriate.

17.23(e). Groups in Social Networks. If faculty and staff participate in social networks, they are expected to associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the school.

17.23(f). Privacy Settings and Content. All members of the American Heritage School community (including parents and students) who participate in online social networks should exercise care with privacy settings and profile content. Content should be placed thoughtfully and periodically reviewed. In addition, learn how to use privacy settings to limit access to profiles and searchability to content. Review these settings frequently. Even with the highest of privacy precautions, always assume that content you post on social networking sites will be publicly viewed by a wide-range audience including students, parents, and the general public. Apply the following standard: "How would I feel if my content were posted on the front page of the newspaper" – and remove or change any content that would make you uncomfortable after applying this standard.

17.23(g). Public Information. Recognize that many former students have online connections with current students, and that information shared between adults and former students is likely to be seen by current students as well.

18. Summer School (“Summer Summit”)

18.1. Purpose of Summer School. Summer school (referred to as “*Summer Summit*”) is actually an AHS sponsored summer home-study support program held for the benefit of those students who, upon completion of a full academic year at AHS, have not sufficiently demonstrated the minimum academic skills necessary for advancement to the next grade level. *Summer Summit* should be a positive and encouraging experience for the child that gives the child added tutoring and increased confidence in subject areas of particular need. *Summer Summit* is not held as a punitive mechanism for below-average academic performance or unsatisfactory behavior.

18.2. Recommendation for *Summer Summit*. The final determination as to whether a student will be invited to attend *Summer Summit* is made by administration upon recommendation by the core-curriculum instructor, with counsel and feedback from parents and specialty subject instructors.

18.3. Mid-Year Notification. In an effort to give potentially affected parents and students as much advance notice as possible, core-curriculum instructors—in consultation with administration—will notify parents before January 15 if there is a potential need for *Summer Summit* remedial assistance. These mid-year notices are strictly preliminary, giving affected parents and students a full semester to focus on areas of particular need and to demonstrate cooperation with the instructor on a plan of improvement.

18.4. Final Determination. Final determination about which students will be invited to attend *Summer Summit* will be made no later than two weeks before the end of the academic year.

18.5. *Summer Summit* Schedule. *Summer Summit* is conducted on a bi-weekly “check-up” schedule that fits the family’s summer schedule. Students and parents can turn in assignments, participate in tailored academic assessments, and receive additional support from their *Summer Summit* instructor at the check-up meetings.

18.6. Cost of *Summer Summit*. The cost of *Summer Summit* is intended to cover only the expense of the instructor and materials and will be borne by the parents.

18.7. Concluding Assessment. Students will be assessed throughout and at the conclusion of *Summer Summit* and parents will receive a report from the teacher with assessment results and specific recommendations regarding outstanding areas of weakness (if any) for which parents should continue to conduct in-home remediation before the start of the upcoming academic year.

18.8. Tutoring Alternative. Parents have the option of obtaining private tutoring assistance as an alternative to *Summer Summit* at AHS. If any such alternative arrangements are made, AHS must receive for its review on or before July 15 an assessment from a recognized institution or center for remedial education (such as Sylvan Learning Center).

19. Parent Communication with the School

*In essentials—Unity
In non-essentials—Liberty
In all things—Charity*

—*Philipp Melanchthon, academic consultant to Martin Luther, 1500s*

19.1 Avenues for Parent Communication with the School. Effective communication between parents, faculty, and administration is a vital component of a student's success in the classroom. Some of the many communication avenues include:

- Parent Orientation and Meet-Your-Teacher, held once a year at the beginning of the school year
- Parent-Teacher Conferences, held at least twice each year
- Regular e-mail or Web site communication from teachers regarding general topics being covered in class (parents should expect at least a semi-monthly update)
- All-parent Meetings and Parent organization meetings
- School service functions and special events
- Individually scheduled parent-teacher or parent-administrator meetings upon request

19.2 Parent-Teacher Conferences. Held three times in K-3 and twice a year in grades 4-12. Parent-Teacher Conferences are times set apart for parents and teachers to discuss student progress. The school calendar lists dates and times of Parent-Teacher Conferences for the current academic year. Sign-up sheets will be available the week in advance for parents to choose meeting times with individual teachers. Both parents are invited, but at least one is expected to attend. Meeting times with core (homeroom) teachers range from 10 to 15 minutes per meeting and are arranged in advance via sign-up sheet. Meeting times with specialty class teachers (science, art, music, P.E.) are approximately 5 minutes each and are conducted on a "walk in" and "open table" format the evening of parent teacher conferences. Special concerns requiring more time than is available during parent-teacher (i.e., more than 5-10 minutes) should be discussed outside of parent teacher conference per appointment with the teacher.

19.3 Parent-Teacher Meetings. Parents who would like to meet with a teacher at a time other than the regularly scheduled Parent-Teacher Conference time may leave a message on the teacher's voice mail at 642-0055 or may contact the teacher via email. (Faculty email addresses are listed in Appendix C.)

19.4 Parent Communication with the Administration. Administration is responsible for all day-to-day decision making that affects parents, students, and faculty—including discipline matters, admission and seating decisions, personnel decisions (hiring/firing), evaluation of faculty, scheduling and programs, coordination with the parent organization and individual parents, and so forth. The administration welcomes parent questions and feedback. To arrange an appointment, call the office at 642-0055.

19.5 Parent Communication with the Board of Trustees. The Board is responsible for long-term strategic planning, and for hiring the Head of School. Board members do not become involved in day-to-day decision making, including discipline matters, admissions, personnel decisions, evaluation of faculty, scheduling, and school programs. Parents and students are encouraged to resolve their questions with administration. Parents who feel the need to communicate directly with the Board of Trustees should submit the communication in writing to the Head of School and the Chairman of the Board of Trustees.

19.6 Communication from Teachers. Teachers should clearly and regularly communicate with students and parents regarding homework assignments, progress reports, and expectations; however, it is primarily the student's and the parent's responsibility to seek information about homework assignments if those assignments are not clear.

19.6(a) *Communication Tools.* Teachers may (but are not required to) use an online parent communication tool called "Edline" that enables parents and students to view class calendar items, homework assignments, and grades for recently submitted assignments. Teachers who choose not to use Edline are expected to provide to students and parents in another written format the required weekly progress report containing a list of missing assignments and/or unacceptable work.

19.6(b) *Weekly Student Progress Reports.* In all cases (all grade levels), if there are individual missing assignments or academic concerns, a weekly progress report should be made available to students and parents. This can be done on Edline, e-mail or in a written report. Regardless of the method chosen, teachers should ensure that students and parents both have access to the report. In grades 4-12, teachers are required to update grades in GradeQuick and on Edline each Monday morning by 10:00 a.m. when administration will review grades for purposes of the weekly academic probation report (grades 7-12) and for purposes of intervention conversations with students and parents (grades 4-12).

19.7(c) *Regular Parent Letters.* Teachers of grades K-4 should communicate with parents in a weekly letter, e-mail or website posting that outlines class studies, spelling words, any extra assignments, and teaching goals. Teachers of grades 5-12 should communicate with parents in at least a monthly letter, e-mail or website posting (bi-weekly or even weekly parent communications are still encouraged if possible). These letters should be informative – but most importantly, they should be inspirational, upbeat, and positive. Parents should be left with a renewed sense of interest in the curriculum (e.g., something they might want to discuss at the dinner table) – and gratitude for the experiences the students are having in the class.

20. Parent Service to the School

20.1 Service Hours Requirement. As part of the terms and conditions of enrollment, students and their parents are asked to provide service to the school. Currently, parents are required to provide a minimum of 30 hours of service per academic year. The school depends on parent participation for everything from lunchroom assistance to special event costumes and set design. Parents who have not completed their service hour requirement by April will be contacted by administration to discuss plans for fulfilling the minimum service hour commitment, which is a condition for re-admission to the school each new school year, and which is a significant factor in granting parent requests for specific teachers.

20.2 Purpose for Service Hours. Service to the school is required for the following reasons: (1) Parents serving at the school demonstrate to children that education is a joint effort between parents, children, and the school; (2) Personal service to the school engenders a sense of ownership on the part of those rendering the service, resulting in better treatment of and respect for the school facilities; (3) Service reduces the need to hire additional help, which subsequently reduces the cost for all patrons; and (4) Personal service to the school helps develop character traits such as stewardship, gratitude, and responsibility.

20.3 Recording Service Hours. All service hours should be recorded online as they are rendered. Service hours can be appropriately recorded for virtually any assistance rendered while on campus or while off campus in conjunction with school-related activities. The online service-hour log is located on the Parent Organization Edline page at the following address:

https://www.edline.net/pages/American_Heritage_School/Parent_Organization

20.4 How Service Hour Records Are Used. Service hour records are used by administration to help determine whether to readmit a family returning to the school, whether to grant scholarships, and whether to grant seating requests (request for a teacher) in the case of limited available seats in a class where multiple requests for a teacher have been made.

20.5 Volunteer Opportunities. Opportunities for service include, but are not limited to, participation in the following:

Awards Ceremony	Faculty Appreciation Week	Parent Support Group
Athletic Booster	Faculty Dinners	Picture Day
Auction & Gala	Fall Festival	Room Parents
Book Fair	Field Day	Science Fairs
Christmas Decorating/Teddy Bear Project	Freedom Essay Contest	Shakespeare Costumes
Constitution Day	Geography Bee	Shakespeare Feast
Drama/Musical productions	Grandparent Day	Snow Sculpture Day
Drama/ Musical costumes	High School Dances	Spelling Bees
Elizabethan Poetry/Prose Contest	High School Graduation	Teacher Café
Eye Screening	Library Volunteers	Uniform Swap
	Lost & Found	
	Lunchroom Duty	

Parents desiring to help with these or other activities are welcome to contact the Parent Organization or Administration for further details. See Appendix A of this handbook for more information concerning the Parent Organization, including contact information. Parent assistance in classrooms is particularly welcome by the teachers and is an effective way for parent to strengthen both their understanding of their own children's unique needs, and also of generally effective childhood and adolescent learning methodologies and processes. We encourage you to check with your teachers for specific needs.

21. Building, Facility, and Equipment Use

21.1 Principles Governing Building and Equipment Use. With the blessing of a beautiful, high-quality facility also comes the stewardship for its care and preservation. We must raise our standards and the standards of those whom we invite into the building to that of the building itself. It is not only good stewardship, but also a sign of respect and appreciation we hope to engender among all who come here. All parents, faculty, and administration should remember that the building, art work, and much of the non-classroom furniture has been made possible because of donations made for this purpose. The vast majority of improvements to the building and facilities, including artwork, continue to be funded by donations, and not tuition receipts.

21.2 Principles Regarding the School Environment. The Design Committee, comprised of members of the Board of Trustees, administration, teachers, and parents, has been given the charge to select, purchase, and place artwork and other accessories in the building. The committee was also involved with the selection of colors, fabrics, and other interior design decisions. All design and decoration has been done to create an uplifting and inspiring environment for all who use the school.

21.3 Moving Furniture/Accessories. Furniture, plants, art, or other decorative accessories belonging to the school should not be moved from the locations chosen by the Design Committee without permission of the administration.

21.4 Fastening Items to Walls/Doors. Signs, posters, banners, or student work may not be fastened to any doors or painted walls in classrooms or hallways. Carpeted, tackable surfaces have been placed on walls for these purposes.

21.5 School-owned Costumes. All costumes owned by the School are inventoried and stored in a central location. Teachers and parents must obtain administrative approval and follow designated checkout procedures to use school-owned costumes for classroom events, as well as to hem, shorten, lengthen or otherwise alter school-owned costumes for classroom events. When returning costumes, please hang or place them neatly in their central location, and notify administration of any damage to costumes so that cleaning or repair can be done prior to next use.

21.6 Extracurricular Use of Facilities (School-Sponsored). Students, coaches, parents, and faculty members involved in school-sponsored extracurricular use of the building and facilities have a responsibility for the proper care and upkeep of the building, fields, and facilities used by all persons participating in the activity. This includes notifying administration of any maintenance needs or damaged facilities or equipment. For those with keys to the building, it also includes other "good steward" responsibilities such as locking doors when leaving for the evening and generally monitoring the facilities during extra-curricular times to ensure that no unauthorized persons are using the building or facility. If an administrator is not present, coaches, parents and faculty members should not hesitate to call administration members at home with questions or concerns pertaining to extracurricular use of the building and facilities.

21.7 Third-Party Non-School-Sponsored Use of Facilities. No third-party use of the building, facilities, or equipment is permitted.

21.8 Food, Drink, and Gum. Food and drink for students in classrooms are not permitted unless it is for a scheduled school-wide celebration or otherwise on the school calendar (Harvest; Christmas, Easter; etc.), or unless administrative approval has otherwise been obtained. This includes birthday treats, which are must be eaten outside or in rooms with hard-surface floors (lunchroom, celebration room, recreation hall, et.) or otherwise require administrative approval if they are to be eaten in the classroom. Food and drink consumed in the lunchroom or outside do not require administrative approval but may require scheduling if in the lunchroom outside of a regular lunch time. Parent volunteers, especially room parents

responsible for celebrations, are reminded that when food and drink are brought for classroom celebrations, we always appreciate food/drink that, when dropped or spilled, is easily vacuumed and does not require intensive carpet cleaning. Teachers are welcome to personally consume food and drink in their classrooms at their convenience and without approval, with the exception of red-colored drinks, which are not permitted anywhere in the school at any time. Students may not eat food (including candy and snacks) in hallways or on the playground without approval of a teacher or administrator. As a general matter, student snacking is not allowed during the school day except in limited circumstances for students with medical reasons or otherwise at the discretion of administration. Red-colored drinks and gum are prohibited at all times and in all areas of the school.

21.9 Candles and Open Flames. Candles and other open flames are not permitted inside the school.

21.10 Lockers. With the blessing of lockers, it is our hope that students will demonstrate Christian stewardship through appropriate use and care of all lockers in a way that contributes to a spirit of order and unity at the school.

21.10(a). Locker Assignments. Lockers with built-in combinations are provided to all students in grades 7-12 (allocated one per student from 12th grade down to 7th grade with any shortage resulting in locker sharing by middle school students).

21.10(b). Lockers Property of the School; Personal Items in Lockers. All lockers will at all times remain the property of the School. Lockers are loaned to the students for their convenience. Students may not place an item or items in these lockers if the possession of the particular item or items would be a crime under the laws of Utah or would in any way contradict the mission or policies of American Heritage School. The school or its personnel are not responsible for any lost or stolen items from school lockers. Students are strongly advised not to leave money or other valuable items in lockers.

21.10(c). Personal Items Left Adjacent to Lockers. Backpacks, equipment, and other personal effects may not be left in the hallway adjacent to student lockers or in any other public areas of the building. Personal items left in public areas will be collected by faculty or staff and placed in lost-and-found or in the front office. If a personal item does not fit in a student locker, it must be stored in a classroom or in another non-public area of the school with permission of faculty or administration.

21.10(d). Administrative Access to Lockers. Administration will retain master keys and combinations which will permit them to enter all lockers. Students should expect occasional inspections of lockers by school administration. Any locker will be subject to inspection by administration if a student assigned to the locker is reasonably suspected of having anything in his/her locker that would constitute an infraction of school policies. In such a case, the search should be conducted by the principal or an assistant principal with at least one other administrator or teacher present. The student whose locker is to be searched shall be notified of the search prior to the time that it is performed and shall be given an opportunity to be present at the time of the search. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior notification.

21.10(e). Items Affixed to Lockers. No items of any kind may be affixed to the outside of lockers. Students should only use magnets to affix items to the inside of their lockers. Students may not use any form of adhesive (including but not limited to tape, glue, putties, "plastic-tack", gum, etc.) on the inside or outside of lockers. Writing on lockers (regardless of what is used, including pencil) or otherwise damaging lockers will result in consequences to be determined by administration, including the potential loss of locker privileges and payment for any damages. Any locker malfunction should be reported to the proper administrator or the office immediately.

21.10(f). Locker Combinations, Confidentiality, Presumption of Ownership. All lockers have built-in combination locks. Locker numbers and combinations are issued to students at the beginning of the school year. Lockers should be kept locked at all times. Items such as pencils, pens or other objects

should not be inserted into the latch to compromise the locking mechanism. Students are cautioned against telling their combination to each other. Anything found in a locker is presumed to belong to the student to whom the locker is assigned.

21.11. Cleaning. Participation by all members of the school community in the cleaning, maintenance, and care of the campus imparts a spirit of gratitude and an ethic of hard work. It also writes the principle of self-government upon the hearts of those who enjoy the blessings of our beautiful building.

21.11(a). *Stewardship Minute.* The last minute of each period, and the last few minutes before school is dismissed, should always be used for classroom cleanup. Teachers should avoid the temptation to use this time for curricular instruction at the expense of students missing the opportunity to become Christian stewards of their surroundings. In the spirit of strong traditions, it is important that teachers become accustomed to calling for a “stewardship minute” (at every grade level) during which every student attends to cleaning up litter and personal effects that can easily be picked up from the floors.

21.11(b). *Custodial Responsibilities.* Custodians will vacuum classrooms twice weekly, wipe down counters weekly, and mop tile once weekly. Faculty and students should be attentive to keeping floors clear of books, school supplies, hair ornaments (especially hairpins), and other personal effects each day before leaving the classroom.

21.11(c). It is important for teachers and students to have a clean, uncluttered place in which to work. Teachers and students should try to maintain order and pleasant surroundings. Student desks should be disinfected regularly. Students are instructed not to have individual staplers at school; and all who use staplers should take care to pick up staples when they work on bulletin boards and other areas. All employees are encouraged to turn off lights when leaving for the day. When students help to empty garbage into the dumpster outside, teachers should send students in pairs, and encourage students to pick up any papers that may fall around the dumpster. Cubbies should be kept clean and neat.

21.12 Building Access. Doors to the school are generally open during the school year Monday through Friday from 7:00 a.m. to 6:00 p.m. and during the summer hours from 9:00 a.m. to 1:00 p.m. After 6:00 p.m., unless the building is open for an evening event, or unless students have a supervised and school-sponsored purpose for remaining in the building, the doors will be locked and remaining students will be asked to vacate the building.

21.13 Faculty Room. The faculty room is for faculty members and adult volunteers only. For various reasons, including privacy and safety concerns, children (from toddlers to teenagers) are not permitted in the faculty room and faculty work area for any reason, including for helping teachers or volunteers with their work. This applies at all times during the year, including holidays, weekends, and summers.

22. Fundraising

22.1 Purpose of Fundraising. It is the responsibility of the Board of Trustees and administration to operate the school on a fiscally sound basis. It is intended that student tuition cover the vast majority of normal, direct operating expenses of the school, and that parents cover the cost of a student's personal school supplies, uniforms, and lunches. However, AHS would not exist without donations above and beyond tuition. For example, the school's facilities, certain electronic and playground equipment, and books for the library have all been acquired with the help of donors.

22.2 Fundraising Principles. Fundraising through special events, solicitations, or other means should be in harmony with the values and standards of the school and in compliance with legal restrictions.

22.3 Prohibited Forms of Fundraising. The school will not engage in games of chance—such as bingo, raffles, and lotteries—as a means of raising funds or for any other purpose. Generally, elementary school students will not be asked to sell items or make other solicitations from neighbors, family, or friends as an ongoing development effort. In some circumstances, such as for travel opportunities presented to extracurricular school groups, solicitations or other fundraising activities by students may be permitted by administration.

22.4 Contributions. It is hoped that those who have benefited from the school will, as they are able, make contributions to the school so that others might be likewise benefited in the future. All members of the school community, including current parents, alumni, and friends of the school, will be invited (but not required or pressured) to donate as they are able.

22.5 Parent Organization Fundraising. The Parent Organization may occasionally hold special events to raise money for Parent Organization goals. Such activities should adhere to the general policy regarding fundraising.

23. Political Versus Patriotic Activity

23.1 Prohibitions on Political Activity. American Heritage School is classified as a 501(c)(3) organization under IRS regulations, and is thus barred from endorsing candidates for public office, lobbying for legislation (other than legislation affecting the school and its functions), or engaging in other partisan political activity. The school and its facilities (including school e-mail, website resources, and letterhead) may not be used for these purposes. Faculty and staff members should not display campaign buttons, distribute political literature, or otherwise campaign for political candidates while on campus.

23.2 Staff Political Participation. AHS staff members are encouraged to be active, contributing citizens and are free to support the measures and candidates that best reflect their principles and values as long as their political activity it is not conducted on campus and does not adversely impact the reputation of the school. Teachers should not actively involve students with their political views and practices. This does not mean that political views may not be expressed in the classroom (which is an impractical and arguably impossible request to make of any teacher or student) – but rather that extensive involvement of students in partisan agendas, activities, or debates should be avoided.

23.3 Principles of Patriotism. While AHS is strictly non-political, it encourages patriotism. The school's mission statement clearly indicates that one of the school's goals is to develop students who "have a love, understanding, and appreciation for America and the Founding Fathers." This patriotism is expressed outwardly through the display of the American flag, patriotic artwork, singing of patriotic music, presentation of patriotic programs, and other expressions of respect supported by the curriculum. True patriotism comes from a humble appreciation for our heritage, and the obligation that rests on each generation to live in a manner that freedom under the Constitution might be preserved.

23.4 Patriotic Influences in the Curriculum. The AHS curriculum is richly imbued with patriotism. Students learn about the providential hand that has guided America from its earliest days through the study of writings and speeches of the American Founding Fathers' generation. Teachers of all subjects are expected to understand and teach American and world history, focusing particularly on the blessings of liberty under government systems of Judeo-Christian morality and laws, and also focusing on the consequences of abandoning the moral principles upon which America and other Judeo-Christian nations were founded. Respect for all religions is taught. Teachers emphasize to students that the most important government is Christian self-government. Although necessary attention is given to successful and unsuccessful institutions of civil government throughout history, teachers are cautioned that an over-emphasis on civil governments and political platforms can distract from our primary focus on Christian self-government.

23.5 Good Citizenship. American Heritage School wants to be a contributing part of the community and seeks to cooperate with and support civic authorities, and to comply with all applicable laws of the land (AHS Mission Statement and Article of Faith 12). Good citizenship necessarily includes moral conduct in public and private (2 Nephi 1:7). Unlawful or immoral behavior by a trustee, employee, or student, whether in public or in private, may be a cause for discipline, termination, or dismissal.

24. Child Abuse and Neglect Policy

24.1 Definition. Child abuse and neglect are defined by Utah Law in context of “reportable conditions” that require certain actions by any person who has a “reasonable belief” that child abuse or neglect has occurred (this is explained more in section 24.4 below). Child abuse and neglect are not normally single events, but usually involve repeated events that affect the same child and that grow more severe over time. The damage, both physical and psychological, is cumulative. The longer the offender's behavior continues unchecked, the greater the chance of serious and permanent disability to the child.

24.2 Role of Administrators and Faculty. School administrators and teachers play an important role in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

24.3 Responsibility of Parents. All parents should read and understand the reporting policy so that they are familiar with the legal and procedural requirements that apply to faculty members and staff of AHS.

24.4 Required Reporting. Utah law requires that whenever any person—including any school employee (regardless of whether a school is public, charter, or private)—has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances that would reasonably result in sexual abuse, physical abuse, or neglect, he/she shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services. All AHS personnel will comply with this legal requirement as further outlined in the procedures below.

24.5 Procedure for Reporting. When child abuse or neglect is suspected, the following procedures will be followed:

- a. The principal will meet immediately with the person who suspects child abuse or neglect. The purpose of the meeting is to discuss why the person believes that a child has been subjected to child abuse or neglect—not to make a determination regarding child abuse or neglect—and to discuss appropriate legal requirements and AHS policies.
- b. If there is any question as to reasonability of belief regarding child abuse or neglect, the principal and faculty member will immediately verbally notify either the Division of Child and Family Services or a law enforcement officer in accordance with applicable law.
- c. The principal will make and file a written report with the appropriate Division of Child and Family Services or law enforcement office within 48 hours of any oral report.

24.6 Investigation of Abuse/Neglect. It is not the responsibility of faculty, administration, or other AHS employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. Investigations are the responsibility of the Division of Child and Family Services. Investigation by AHS teachers and administration prior to submitting a report will not go beyond that necessary to support a reasonable belief that a reportable problem exists.

24.7 Gathering of Information. To determine whether there is reason to believe that abuse or neglect has occurred, AHS administration may (but is not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists. Administration, faculty, and other school employees will not contact the parents, relatives, friends, neighbors, or others for the purpose of determining the cause of an injury and/or apparent neglect.

24.8 Interviews. Interviews with the child or suspected abuser will not be conducted by AHS administrators, faculty, or staff; interviews conducted by anyone other than the investigating agency could jeopardize proper handling of a child abuse/neglect case. Notes of voluntary or spontaneous statements by the child will be made and given to the investigating agency.

24.9 Procedure for Oral and Written Reports. If there is reason to believe that a child may have been subjected to abuse or neglect, an oral report shall be made immediately by the school employee to the principal or designee reporting the suspected abuse/neglect with a written report to follow within 48 hours. When making the oral report, the principal or designee reporting the suspected abuse/neglect should record the name of the law enforcement officer or Division of Child and Family Services worker to whom the report is made. The notified person's name shall be entered on the written report.

1. One copy of the written report will be sent to the agency that received the oral report (law enforcement officials or the Division of Child and Family Services).
2. One copy will be put in a Child Abuse-Neglect file maintained by the AHS Board of Trustees.
3. One copy will be placed in a separate file to be maintained by the principal for all reported cases of suspected child abuse or neglect. The Child Abuse-Neglect Reporting Form will not be placed in the child's personal file.

24.10 Cooperation with Local Agencies. AHS officials will cooperate with social service and law enforcement agency employees authorized to investigate reports of alleged child abuse and neglect, assisting as asked as members of interdisciplinary child protection teams in providing protective diagnostic, assessment, treatment, and coordination services.

24.11 Immunity from Liability. Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions. (Section 62A-4-510, Utah Code Annotated, 1953.)

24.12 Anonymity. The Division of Child and Family Services, law enforcement personnel, and all AHS faculty, administration, staff, and board members are required to preserve the anonymity of those making the initial report and any others involved in any subsequent investigation.

24.13 Distribution of Policy. Once each year, AHS will distribute to all school employees the Child Abuse-Neglect Reporting Form and copies of the school's procedures for reporting suspected child abuse or neglect.

25. Unlawful Harassment

25.1. General. American Heritage School is committed to the maintenance of a learning and work environment which is free of any form of unlawful harassment, including sexual harassment and harassment based on race, sex, color, ethnicity, religion, national origin, disability, age, military status, or any other basis protected by federal, state, or local law or ordinance or regulation. American Heritage School will not tolerate any form of unlawful harassment in the School, including acts by or toward non-employees. Disciplinary action will be taken against any employees or students who engage in unlawful harassment. This policy applies to all phases of employment (whether on- or off-campus, and whether it occurs during or after regular business hours), including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

25.2. Unlawful Harassment Defined. Unlawful harassment is defined as unwanted conduct or communication, including of a sexual nature, that adversely affects a person's educational or work opportunities, relationships, or environment.

25.3. Prohibited Behavior. American Heritage School prohibits (and it is illegal under state and federal law) for any student or employee to:

- a. Make unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature;
- b. Make submission to or rejection of sexual advances the basis for opportunities affecting employees or students; or
- c. Create an intimidating, hostile or offensive school environment through unwanted conduct or communication, either of a sexual nature, or based on upon race, gender, color, ethnicity, religion, national origin, disability, age, military status, or any other basis protected by federal, state, or local law or ordinance or regulation.

Unlawful harassment may include (but is not limited to):

- d. Sex role stereotyping which is demeaning and involves unequal treatment of any individual on the basis of that person's gender.
- e. Gender abuse, which can be either visual or verbal, such as the display of demeaning posters, cartoons, nudity or offensive sexual jokes about gender.
- f. Visual or verbal expressions about an individual which are sexual in nature.
- g. Criminal touching or actions not involving touching but which are offensive to the extent that they visually or emotionally shock the conscience of a reasonable person.
- h. Quid pro quo cases where sexual favors are asked in exchange for educational benefits received.
- i. Any unwelcome sexual behavior initiated by an employee, a student a volunteer or a non-employee.

25.4. Filing an Unlawful Harassment Complaint: Faculty Complaint. Any faculty member may file an unlawful harassment complaint in response to conduct which is unwelcome and creates a hostile or abusive learning environment for a faculty member or student. An unlawful harassment complaint is filed by submitting a written description of the facts and circumstances to any administrator at the School. When considering whether to file a complaint, be aware of the following:

- a. Unlawful harassment complaints may be filed regardless of whether or not the behavior occurred on or off duty if it created a hostile learning environment for a student, employee or volunteer.
- b. Malicious or frivolous complaints of unlawful harassment are prohibited and could result in a defamation claim against the person filing the malicious or frivolous ("bad faith") complaint.
- c. An employee or student may be held liable in an unlawful harassment case if he/she knew or should have known that unlawful harassment behaviors were taking place and did not take prompt action.

d. Protection against reprisal is afforded for anyone who makes a complaint, testifies, assists, or participates in any manner in an investigative proceeding or hearing. Acts of reprisal toward complainants, witnesses, or others involved in an investigation are subject to disciplinary action by the School and could constitute civil or criminal violations. Prohibited reprisal actions include but are not limited to: open hostility, elusion/ostracism, creation of or continued existence of a hostile learning environment for the student or employee, gender-based negative remarks about anyone involved, special attention to or assignment of anyone involved to demeaning tasks in the school setting, tokenism or patronizing behavior, discriminatory treatment, subtle harassment, or unreasonable time restrictions on students in preparing complaints or compiling evidence or unlawful harassment activities/behaviors.

25.5. Filing an Unlawful Harassment Complaint: Student Complaint. Students who have been unlawfully harassed are afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal. Students who feel they have been sexually harassed by an adult or by another student should report it immediately to a responsible adult such as a parent, a teacher, or the school principal, who can help them to file a written complaint. The student should be instructed not to discuss the alleged harassment with other children or students. Upon receiving a written complaint (or in connection with assisting a student to file a written complaint), the principal will conduct an investigation as follows:

1. If the accusation is made against another student, the accused student's parents shall be contacted immediately to make them aware of the allegations being made against their child. The parents of any student making such allegations shall also be contacted to make them aware of the allegations. Two administrators (or one administrator and a teacher) should always be present for discussions and calls regarding allegations of sexual harassment.

2. If the administrators and parents have a sufficient factual support for a reasonable belief that the sexual harassment has taken place, the alleged offender will be instructed that the behavior must stop immediately. Disciplinary action will be followed according to the severity of the offense and in accordance with state and federal law.

26. Math Department Guidelines

26.1. General Principles. Mathematics is a subject that requires more sequential consistency from year to year than most subjects. In overall emphasis, math is second only to reading (language arts) in terms of subject matter emphasis at American Heritage School. For example, Math is the only subject other than reading for which the School has adopted a specific school-wide homework policy, namely, that homework in math should be assigned on a daily basis. A comprehensive K-12 mathematics program is consistently applied from year to year that is intended to provide not only a firm math foundation in preparation for college, but more importantly an appreciation for and competency with mathematics that will bless students for the rest of their lives.

26.2. Math Curriculum. Currently, Saxon Math is the approved curriculum for all grades, with supplementary curriculum and teaching tools as approved by administration.

26.3. Math Instructors. Mathematics is taught by the core-classroom instructors in grades K-6 and by math specialists in grades 7-12.

26.4. Short Division. Because students tend to make a large number of mistakes with this method, short division should not be taught. Long division is preferred because it inherently causes students to “check” their computational steps. If Saxon includes lessons or problem sets on short division, either skip those lessons/problems or instruct students to use long division instead.

26.5. Neatness. Require neatness! If it's unreadable, it's wrong.

26.6. Showing Work. Students in fourth and subsequent grades are required to write the problem and show their work. In grades K-3 students use worksheets. In all grades, the first weeks of school are critical for establishing these procedures. Remember, the correct process is as important as the correct answer! Habits are formed early and become difficult to change as time goes on. Particularly in math as the subject matter becomes increasingly complicated, good habits facilitate success.

26.7. Grading and Correcting. Teachers should grade individual assignments, quizzes, and exams frequently enough to be comfortable with the strengths and weaknesses of each student. Although parent- and student-graded reduces the workload of the teacher, concerns (such as cheating and tracking missed concepts) can be avoided if the teacher does a sufficient amount of the grading. Students should never grade other students' exams. When student or parent assistance is used for grading math assignments, teachers should review the work regularly.

26.8. General Parent Involvement. Parents should be informed of and involved with student math fact mastery. Parents should know the standard for each grade, as specified below, and should be committed to helping their child achieve that standard. Parents should purchase a set of flash cards for daily home drills.

26.9. Math Facts. We recommend strongly that by the fifth grade, all students know their math facts thoroughly and completely. Ideally, math facts should be mastered according to the following schedule:

- Kindergarten, begin addition
- First grade, continue addition and begin subtraction
- Second grade, mastery of addition, continue subtraction and begin multiplication
- Third grade, mastery of addition and subtraction, continue multiplication through 10×10 , begin division
- Fourth grade, mastery of addition, subtraction, multiplication through 12×12 , continue division
- Fifth grade, review and mastery of all math facts; regular written drills, with home practice assigned based on individual scores

26.10. Placement Tests. Administration will work with core-classroom instructors and math specialists to administer math placement tests at the end of each year; these are separate from the standardized Iowa

Test of Basic Skills and will help determine seating and appropriate math level placement of students for the upcoming year.

26.11. Advanced Placement. We have seen many problems with students who are prematurely advanced beyond their grade-level book; the most serious of these is a loss of confidence and excitement for mathematics when the student struggles or fails in the higher-level book. As a result, the general School policy is that students are not moved beyond their grade-level math book. Parents who believe an exception should be made must present a convincing reason. Advancement in math must be recommended by the previous math teacher. Ultimately, the decision will largely rest with the parents. In considering advanced placement:

- The student must have maintained consistent A's in independent daily homework and tests for the grade-level book at American Heritage School. Work done at home or at another school will generally not be sufficient.
- The student must maintain a score of 90% or higher on both tests and daily work from the higher-level book.
- When possible, advanced placement students will physically attend a classroom where the appropriate level of mathematics is being taught. The teacher will administer tests and grade assignments as for the other students in the class. The parent should understand that the main responsibility for teaching an advanced-placement student rests on the parent.
- Students must demonstrate consistent self-government during math instruction.
- A student should not miss more than five homework assignments in a three-week period.

26.12. Remedial Placement. Students submitting work and tests with scores consistently below 70% should generally be moved to the next lower book. Saxon indicates that test scores below 80% show that students are not prepared to move forward. Middle and high school students who at the end of the year have a cumulative C+ (79%) grade or lower in a math course will not be advanced to the next sequential math course without permission of the teacher, typically only granted in cases of math make-up work or math remediation coursework completed over the summer.

26.13. Grades K-3: Structure. Students should be given plenty of time for counting, learning math facts, understanding the lesson, and completing the guided class practice. Time for the “math meeting” may need to be adjusted to accommodate this. Teachers should work with students on problems they missed on their homework as often as possible. We believe it is important to work individually with students. (NOTE: Math meeting concepts can be covered adequately even if not done every day. Teachers can assess to determine which concepts need more time, and can spend math meeting time on those concepts for a few days. Since most of the math meeting concepts are readily understood by older students, those who miss concepts from the math meeting will learn these concepts later.)

26.14. (Reserved)

26.15. Grades 1-6: Flash Card Drills. Wrap-ups and triangles seem to be less effective than flash cards for learning math facts. Frequent math fact drills with flash cards should be done as a class. For each “family” of facts, first use flash cards with the answers on them so that the students can repeatedly see, hear, and say the correct patterns and answers, then switch to cards without the answers. Weekly timed written assessments can be administered to assess and record individual progress.

26.16. (Reserved)

26.17. Grades 4-12: Grading Homework. Homework should be graded—for example, “22 out of 25 correct”—and homework grades should be part of the overall math grade.

26.18. Cheating. Cheating and dishonesty are very serious infractions, and students are held to a higher, less lenient standard than “three infractions, you’re out.” Cheating on math (and other) assignments should be dealt with by the teacher according to the specific facts and circumstances and as the Spirit directs, but a general recommended approach is as follows:

- Be careful not to draw premature conclusions. If you suspect cheating, carefully review the student’s work and/or observe the student to avoid error in judgment.

- Notify an administrator and then speak with the student privately. If the student (1) admits cheating, (2) is apologetic, and (3) is willing to comply with whatever consequences you recommend, further action with parents and administration may be unnecessary. As always, a teacher has the discretion to initiate the formal discipline process (give a formal infraction).
- If any of the above three conditions are not met, especially if the student resists consequences or tries to redirect responsibility, speak with administration immediately. In most cases, administration will recommend that you communicate directly with the parents to determine the proper course of action.
- Be aware that according to American Heritage School's formal discipline policy, dishonesty and cheating are offenses that *may* result in automatic suspension (three formal infractions are not required if, upon consideration, the teacher and administration deem suspension to be the appropriate action).

26.19. Proper Care of Books. Math books at American Heritage School are retained for class use from year to year and, as such, they are not personal property of the students. Thus, proper care of the books is essential. Any misuse of math books beyond normal wear-and-tear will be cause for disciplinary action, reimbursement to the school, or both. Writing and drawing on the original book covers is not permitted.

27. Home and Distance Education

27.1 Program Goals and Objectives. Through its home and distance education program, American Heritage School aims to make its courses available to interested families worldwide to provide these families with an effective American Heritage School option for home schooling, summer study, credit advancement, credit recovery, and adult learning any time, any place, and any pace. American Heritage School also aims to make available additional electives and enrichment curriculum for on-campus learners. These various aims uphold our statement of core-strategic vision: to become, by 2027, an effective resource for families worldwide in assisting children and families in maximizing their divine potential.

27.2 Statement of Educational Philosophy. American Heritage School represents a partnership among students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in the school's mission statement.

Education is based on the relationship between teacher and student. As role models, teachers at American Heritage School are valued by students and parents not only for their ability to instruct students in substantive areas of academic discipline, but also for their caring attitudes and nurturing spirits. Teachers are viewed as the "lively textbooks" from which students learn some of the most important lessons in life.

American Heritage School takes very seriously its responsibility to promote the spiritual and academic development of its students; however, it also recognizes that parents are primarily and ultimately responsible for their children in this regard. Thus, parents at American Heritage School expect and appreciate direct and regular communication from the faculty concerning individual needs of their children. Likewise, teachers and administrators at American Heritage School expect parents to be responsive to requests and recommendations given to parents with respect to the particular needs of the individual students.

Academic excellence along with responsible citizenship and character development are points of particular emphasis at American Heritage School. Much of our teaching is based upon a methodology developed by the Foundation for American Christian Education (FACE), which implements a principle approach to education (see Section 3). This principle-based approach provides perfect and natural opportunities for both academic and religious education in every subject and at every grade level.

Teachers at American Heritage School take a tutorial approach to education in order to meet each child at his/her threshold of learning.

Each of the three governing branches of the school—the Board of Trustees, the Administration, and the Parent Organization—has a separate stewardship that strengthens what the school offers to its students. The three organizations work together as a "council of three" to strengthen the solid tradition of excellence at American Heritage School.

27.3. Statement of Religious Instruction. American Heritage School is not sponsored by, endorsed by, or affiliated with The Church of Jesus Christ of Latter-day Saints (the LDS Church) or any other denomination. Respect for all religions is taught. However, the founders of American Heritage School felt deeply about the importance of maintaining an environment where eternal, restored truths would be taught, and where faith in Jesus Christ and love for the Savior would be felt by each child.

We feel, as did the Apostle John when he wrote, "I have no greater joy than to hear that my children walk in truth" (3 John 1:4). This joy is felt in the children at American Heritage School who can learn and then walk in the way of truth. The reading of the Bible and other books accepted as scripture by the LDS Church are an integral part of daily classroom activity. Also, the writings of LDS Church leaders are frequently referenced and considered to be authoritative.

Our Honor Code incorporates the principles and guidelines found in *For the Strength of Youth* pamphlet and *My Gospel Standards* chart published by the LDS Church.

The school welcomes students of other faiths and does not require students or parents to subscribe to any religious creed. The school does require students and parents to acknowledge that the mission statement of American Heritage School is the basis for “all activities, teaching, governance and administration” at the school. Acknowledgment of the school’s mission statement is not intended to compromise any student’s or parent’s values or beliefs, but rather is viewed as acknowledgement by students and parents that they understand the purposes and values of the school, and that they are willing to honor and abide by those principles and values.

Daily devotionals, which consist of the Pledge of Allegiance, singing of sacred hymns, prayer, and scriptural instruction, can be expected not only in classes, but in administration, parent, and staff meetings as well. Although we hold regular devotionals that include prayer, singing of sacred hymns, and expressions of religious belief, we feel that it is important to maintain a clear distinction between American Heritage School, the Church of Jesus Christ of Latter-day Saints, and the LDS Church Education System (“CES”). Accordingly, American Heritage School faculty do not commonly refer to each other as “Brother and Sister” as is the convention with CES Staff and in LDS Church meeting houses. American Heritage School faculty also do not organize and conduct activities in the scope of their employment that are typically reserved for churches and temples, such as formal testimony meetings or class-sponsored activities requiring recommend-admission into LDS temples.

Employees, parents, students, and volunteers are asked not to use the school premises or any off-site school-sponsored events for religious proselytizing purposes. All are welcome to express their individual views on religious matters while respecting the views of others.

27.4 Program Organization. American Heritage School’s distance education program mirrors American Heritage School’s on-campus scope, sequence, philosophy, and methodologies. The delivery formats vary with student age-level. Students enroll in courses “a-la-carte” and pay the course’s tuition at the time of purchase rather than enrolling in a bundle of courses for a set monthly tuition rate. General course formats, which vary by grade level, are described below; course descriptions of specific courses are attached:

- *27.4(a). Grades K-8 Leveled Homeschool Curriculum.* American Heritage School provides curriculum and consumable student materials, along with online audio and visual resources to help children and parents engage in educational activities together. The home is the classroom and parents serve as the primary teachers. Although American Heritage School is an accredited institution, homeschool curriculum does not include credit and transcripts, which are not necessary for educational advancement in grades K-8.
- *27.4(b). Grades 7-12.* American Heritage School strives to make available three formats of distance education for students in grades 7-12: Online, Consulted, and Live distance education courses. These are described below:
 - *Online.* In Online courses, students complete assignments, quizzes, and exams on a semester calendar which includes weekly due dates and end of semester deadlines. Students receive feedback on teacher-graded and computer-graded assignments. A printed version of the curriculum is available for a nominal fee. A proctored final exam may be required. This course format results in credit for an accredited transcript that can be transferred to other schools or submitted to institutions of higher education.
 - *Consulted.* In Consulted courses, teachers and students meet together online during weekly, 20-minute, one-on-one mentoring sessions to review scholar assignments and discuss questions or topics of interest to the scholar. Scholars enjoy access to recorded classes and receive feedback on assignments. Students complete assignments, quizzes, and exams on a semester calendar which includes weekly due dates and end of semester deadlines. A printed version of the curriculum is available for a nominal fee. This course format results in credit for an accredited transcript that can be transferred or submitted to institutions of higher education.

- *Live.* In Live courses, teachers and scholars meet for “class” online or on-campus at pre-scheduled times to engage in cohort discussions based on researching, reasoning, relating, and recording. Teachers and scholars may also meet together weekly during 20-minute, one-on-one mentoring sessions to review scholar assignments and discuss questions or topics of interest to the scholar. Scholars also enjoy access to recorded classes and receive personal feedback on assignments. A printed version of the curriculum is available for a nominal fee. This course format results in credit for an accredited and transcript that can be transferred or submitted to institutions of higher education.

27.5. Code of Student Conduct. Per the School’s mission statement (see below), all Home and Distance Education students and teachers are expected to conduct themselves in all aspects of life as Christians. They will:

- Use good manners and polite speech. Repeated use of bad language will result in dismissal.
- Treat all students with respect. Belittling or making fun of another student is not allowed.
- Be honest and truthful in all dealings.
- Accept corrections respectfully.
- Display a good and positive attitude.
- Maintain a minimum of 1.7 (C-) academic grade point average beginning in the Fifth grade.
- All students must adhere to the teachings set forth in “My Gospel Standards” and “For the Strength of Youth” published by the Church of Jesus Christ of Latter-day Saints. See AHS Mission Statement below:

**Mission Statement
American Heritage Schools, Inc.**

American Heritage School exists for the purpose of serving parents in assisting in developing the minds, the hearts and the bodies of students in order that they may:

1. Be useful in the Hands of the Lord in building the Kingdom of God on Earth;
2. Increase faith in and knowledge of the Plan of Salvation;
3. Develop a love, understanding and appreciation for America and the Founding Fathers
4. Develop the basic academic knowledge and skills necessary to be able to make self-education a life-long pursuit;
5. Learn to reason and discern between right and wrong, truth and error;
6. Develop character and self-discipline of mind and body; and
7. Conduct themselves in all aspects of life as Christians.

All activities, teaching, governance, and administration are to be accomplished in light of the above objectives and, insofar as it is possible, in harmony with revealed principles of the Restored Gospel of Jesus Christ and laws of the land.

27.6. Home and Distance Education Tuition.

27.6(a). Tuition Schedule: Distance education tuition depends on course subject and grade level. Official distance education tuition rates are posted in the School’s online course catalog. No oral or written representations by any person, including representatives of the School, shall supersede or take precedence over the official tuition rates posted in the online course catalog.

27.6(b). Prepayment of Tuition. Prepayment of tuition is required to enroll in distance courses. Tuition may be paid by credit card, debit card, or automated bank account withdrawal.

27.6(c). Tuition is Non-Refundable. In the event that a student stops attending, is removed by parents, or suspended by administration for inappropriate behavior, the tuition fee is non-refundable regardless of how many (or few) days the student actually attended classes or accessed the online resources. In exceptional cases, refunds may be granted at the discretion of AHS administration.

27.6(d). Long-Distance Phone Charges. Any long-distance phone calls made by the enrollee to participate in AHS home and distance education courses are made at the sole expense of the enrollee. Tuition does not cover long-distance phone charges. Enrollees must become aware of circumstances when long-distance charges may or may not apply.

27.6(e). Hardware and Software. Tuition does NOT Include Hardware or Microsoft Office® Software: All necessary hardware or Microsoft Office® software is not included in the cost of tuition and must be purchased separately.

27.6(f). Books, Packets, and Kits. Tuition does NOT Include Books, Packets, or Kits: Texts listed in the course texts section of the course description are required or highly recommended texts. However, the cost of them is not covered by tuition and is an additional expense to be paid by enrollees.

27.7. Graduation Requirements. In order to receive a diploma from American Heritage School, home and distance education students must complete the following: (1) Submit to the office of Home and Distance Education a written statement that they would like to prepare to graduate from American Heritage School, and the intended graduation date. Students then submit any transcripts from any high schools you have attended. The Office of Home and Distance Education will begin consulting with student to help them progress toward a diploma. (2) Earn 28 credits according to the high school graduation requirements listed in Appendix Q. (3) A minimum of 7 credits must be taken from American Heritage School or its Home and Distance Education Program, and at least 6 of those must be earned during the 12 months preceding graduation.

27.8. Course Credits. Credit is granted in grades 9-12 in accordance with the Carnegie Unit of credit standard that 120 hours of course work is equivalent to 1.0 credit.

27.8(a). Extra-Curricular Participation for Credit. Student may receive up to 1.0 high school credit for participation in an extra-curricular activity provided each of the following is met:

- *Tuition.* Prepayment of tuition and/or administrative fees associated with this application is required. American Heritage School will not review and/or process applications that do not include the required tuition and/or fee payment.
- *Eligibility.* In order to be eligible for high school credit for extra-curricular activities, Students must verify that they are enrolled in a program that meets all of the below qualifications:
 - a. The program provides academic, physical, artistic, or musical instruction to the student from a teacher, coach, or supervisor who is knowledgeable in the given subject.
 - b. The student receives a minimum of 30 hours for 0.5 credits and 60 hours for 1.0 credit of direct instruction and supervision from the teacher, coach, or supervisor.
 - c. The student either, receives an additional 30 hours for 0.5 credits and 60 hours for 1.0 credit of direct instruction and supervision from the teacher, coach or supervisor, or the student engages in 30 hours for 0.5 credits and 60 hours for 1.0 credit of independent study, independent practice, or personal enrichment under the indirect supervision of the teacher, coach, or supervisor.
 - d. In the opinion of American Heritage School, the activity meets or exceeds the school's expectations for academic, physical, artistic, or musical instruction for high school credit.
- *Discretion.* American Heritage School reserves the right to determine, in its sole discretion, whether a program meets the minimum requirements the school for credit.
- *Limitation of Liability.* The Student and the Student's Parent or Guardian agree that American Heritage School shall have no liability to the Student, and shall hold the School

harmless for any harm, damages, or injury that the Student receives while engaging in the extra-curricular activity.

- *American Heritage School Standards.* All students of American Heritage School are expected to conduct themselves in all aspects of life as Christians. They will:
 - a. Use good manners and polite speech. Repeated use of bad language will result in dismissal.
 - b. Treat all students with respect. Belittling or making fun of another student is not allowed.
 - c. Be honest and truthful in all dealings.
 - d. Accept corrections respectfully
 - e. Display a good and positive attitude.
 - f. Maintain a minimum 2.0 (C-) academic grade point average.
 - g. All students must adhere to the teachings set forth in “My Gospel Standards” and “For the Strength of Youth” published by the Church of Jesus Christ of Latter-day Saints.

27.8(b). Minimum Requirements for Home and Distance Education Students to Participate in On-Campus Extracurricular Activities. Students enrolled in, and activity working toward completion of, a minimum of three credits of Home and Distance Education courses may participate in American Heritage School on-campus extra-curricular activities. HDE students participating in on-campus extracurricular activities must complete at least three HDE courses on an academic calendar similar to on-campus students, and will be held to the same academic probation standards as on-campus students.

27.9. Course Length; Semester Calendar. Live, Consulted, and Independent study courses are conducted on a semester schedule with beginning and end-dates that reflect American Heritage School’s Calendar of Days..

27.9. (a). Course Extensions. Course extensions are available by administrative approval only, by calling AHS’s Office of Distance Education. AHS administrators will consult with course instructors before granting extensions.

27.9. (b). Summer Consultations. Teachers of “Live” and “Consulted” courses are not required to conduct consultations with students during the months of June, July, and August. However, courses that are sold as “summer term” courses require summer consultations.

27.10. Transcripts. All students who take courses from American Heritage School’s Home and Distance Education Program may request a transcript for themselves or to be sent to another educational institution. One transcript per student will be provided free of charge. Additional copies will cost 2 dollars each, payable by check or credit card to American Heritage School.

27.11. Commencement. American Heritage Home and Distance Education students may participate in AHS commencement ceremonies. To participate in AHS commencement, a student must complete the graduation requirement list in section 27.5 before commencement, must be a student in good standing, and must contact the Office of Home and Distance Education by February 15 immediately preceding to ensure eligibility and make arrangements.

27.12. Technology Requirements. Enrolled students are typically expected to work from locations other than the School’s American Fork, Utah campus and to provide their own computer, internet access, and Microsoft Office Software 2003 (version or later), and long-distance phone account (optional), all of which are purchased and maintained at the sole cost of students or their families.

27.13. Third-Party Websites and Hold Harmless Agreement. American Heritage School recognizes that Internet resources are integral to the learning environment. AHS distance education courses are Internet-based and are securely maintained. However, in some courses, assignments may direct students to Internet sites for limited educational purposes. American Heritage School does not control the content or security of third-party sites. By enrolling in Home and Distance Education courses, parents agree to hold American Heritage School harmless for any security breach or exposure to content that may occur when their child is accessing the Internet for any assignment or School related activity.

27.14. Intentional Access or Distribution of Offensive or Inappropriate Media. The use of School resources to intentionally access or distribute any form of inappropriate, obscene, pornographic, bigoted, or abusive material is prohibited. Any employee or student of the School that intentionally accesses or distributes such material on or off the school premises or within the School's online learning management system, may be temporarily dismissed or suspended or permanently terminated or expelled from the School, irrespective of the medium or network used to access or distribute the material (e.g., paper, electronic, laptop, cell phone, school network, home network, etc.). Students using the Internet are instructed to report any accidental viewing of inappropriate, obscene, or pornographic material to a faculty member or administration immediately.

27.15. Intellectual Property Rights

- *27.15 (a). Copyrights.* Teachers shall observe all copyright laws insofar as possible. The School shall hold all intellectual property rights associated with any original work produced by Teacher and published in the School's learning management system in relation to the stated course during the term of this contract. Teacher may keep, make, or order (at no cost to Teacher) for her personal records, a single copy of any curricula created personally.
- *27.15. (b). All Rights Reserved.* Course enrollment subscriptions are for one (1) student only and are not assignable. American Heritage School's copyrighted online or print curricula materials are licensed for student use only by the student originally named in the course application and are not assignable. Furthermore, materials are not licensed to share, distribute, redistribute, or re-sell. This is true of all course materials, whether an official copyright notice is included or not. All rights are reserved by American Heritage School. Copyright permission requests may be made by emailing a detailed request of specific curricular portion(s) requested and the intended use(s) to American Heritage School's Principal or Assistant Principal of Distance Education.
- *27.15. (c). Publishing Release.* During the year publishing opportunities for students often arise. By enrolling in American Heritage School Home & Distance Education, families agree that they or their child/ren's name(s) and/or project(s) and/or photograph(s) may be published by American Heritage School through the media at its discretion, including by television, newspaper, the Internet, or other means, unless that permission is first revoked and delivered to American Heritage School's Copyright Office in writing.

27.16. Right of Revocation of Access. Subscriptions to American Heritage School's online curriculum are revocable at the discretion of American Heritage School. Decisions to revoke subscriptions are typically made on the basis of student or parent behavior that is repeatedly unaligned with the mission of the school.

27.17 Teacher Hiring. Teacher candidates interested in applying to teach or develop a Home and Distance Education Course should complete the following steps:

1. **Application Submission.** Submit an application, indicating grade level(s) and subject(s) of expertise and interest. Also, submit a cover letter, resume (or curriculum vitae), and three professional references.
2. **Recommended Readings.** American Heritage School provides library access to selected readings for self-directed study (e.g. *The Noah Plan Self-Directed Study in the Principle Approach*; See also *Family School Foundations: A Parent Guidebook*,

<http://latterdaylearning.org/wp-content/uploads/2012/08/0-Family-School-Foundations-A-Parent-Guidebook.pdf>). Candidates should take time to study the recommended readings, which describe the school's philosophy of education and its approved methods.

3. Curriculum Sample Submissions. After completing the recommended readings, candidates submit the following documentation to the school in an electronic submission:
 - Curriculum samples. Submitted curriculum samples should clearly reflect AHS's fundamental teaching philosophies and approved methodology (e.g. 4R-ing, Notebook Method, use of timelines, use of character charts). Samples should also align with the subject and grade-level the candidate wishes to teach.
4. Personal Interview. Candidates who submit excellent curriculum sample materials may be invited to participate in a personal interview with one or more of the following: the Assistant Principal of Distance Education, faculty members, and others as appropriate. Candidates are encouraged to ask questions during the interview. During the interview, candidates also respond to administrative questions and receive information about the position's compensation and when the School plans to announce a hiring decision.
5. Teaching Demonstration. A successful interview may lead to a teaching demonstration. Candidates receive a teaching demonstration assignment. Instructions are communicated directly by phone or email. Teaching demonstrations typically occur on AHS campus, with current students and topics relevant to the current curriculum. Two or more administrators observe teaching demonstrations, looking for high levels of student engagement and application of the school's 4R method (see recommended readings for more information about the 4R methodology).
6. Hiring Decision. AHS administration makes a hiring decision only after a thorough process of interviewing candidates, checking references, and viewing teaching demonstrations. All candidates who are invited to give a teaching demonstration receive personal notice of the School's final hiring decision. If candidates have not heard from AHS within a month's time of their teaching demonstration, they should not hesitate to contact AHS and inquire about the status of their application.

27.18. Course Development. Upon hire, American Heritage School invites teachers to participate in a curriculum development program that provides useful templates and guidelines to aid in curriculum development. Although American Heritage School already has outlined scope and sequence documents for some courses, the School is also open to courses not currently offered. Teachers are invited to prepare proposals for new courses.

27.19. Live Broadcasting, Screen-sharing, and Video Conferencing. Teachers use an approved screen-sharing and video conferencing platform for "Live" course sessions. All sessions should be recorded in a current video format and posted to the course learning management system within 12 hours of the Live session. If you have any questions about how to do this, please contact the school's technical support team.

27.20. Teacher Consultations with Students. Teachers and students should set a routine consultation appointment and strive to fill each appointment. Tuition paying student are entitled to 15 consultations per semester—or approximately one per week. If a student misses an established appointment, the consultation cannot be made up. However, students may request to reschedule up to two (2) appointments per semester for any reason by contacting the teacher at least 24 hours in advance and requesting a new appointment. Teachers should strive to accommodate these requests.

- *27.20 (a). Video Conferencing Tools.* During 2014-2015, American Heritage School Home and Distance Education will designate a consulting tool for distance education instructors of grades K–12. This software will be provided free to teachers and students and includes video- and screen-sharing capacities.
- *27.20 (b). Reducing Risk.* Whenever possible, AHS distance education teachers should hold consultations in high traffic areas within earshot of others. This may mean leaving doors open or

asking parents and/or students to station students in high-traffic places within their homes to allow maximum awareness of others.

- *27.20 (c). Schedule of Consultations.* Teachers should share a schedule of consultations with the Assistant Principal of Distance Education. These schedules must be kept current, and should be updated for the Assistant Principal of Home and Distance Education whenever a change is made. Shared documents or AHS-approved scheduling tools may be used for this purpose.
- *27.20 (d). Unscheduled Administrative Visits.* At any time, the Principal or Assistant Principal of Distance Education or other AHS administrators may join conferences or phone calls to experience consultations in conference-call fashion; these visits should always be received and should be welcomed by the teacher.
- *27.20 (e). Relevant Policies.* Teachers who consult with student should avoid situations that could put themselves or the School at risk. All teachers should read the (1) Child Abuse and Neglect Policy (policy 39), (2) Unlawful Harassment policy (policy 50), and (3) the Social Networking policy (policy 22.17) in this Employee Handbook.

27.21. Calendars, Deadlines and Grading. Live, Consulted, and Online courses should include weekly assignment deadlines, final exams or projects, grading, and semester deadlines as follows:

- **Semester Calendar.** The calendar of days for home and distance education matches the official AHS on-campus calendar posted on the school's website, with the exception that HDE courses are organized into semesters, rather than terms—and home and distance education courses may begin up to a week later than on-campus classes.
- **First Week of Each Semester.** Teachers should contact all enrollees during the first week of class to establish routine consultation times with each "Consulted" student. Classes during the first week should include (but are not limited to) a review of course syllabi or disclosure documents. It is recommended that teachers begin academic instruction after Labor Day.
- **Grading and Correspondence.** Teachers should grade submitted work within 48 hours, whenever possible. Teachers should ensure that written feedback includes substantive praise and instruction. Teachers are expected to respond to all student and parent email within two business days whenever possible. Teachers are expected to use video feedback tools at least 10 times per student per course.
- **Final Exams and End of Semester Deadlines.** Unless otherwise approved by the Assistant Principal of Distance Education, teachers should implement deadlines for all assignments and plan to administer a final exam on a specific date. Semester deadlines may not exceed the last day of the semester (in 2014-2015, the end-of-semester dates are December 20, 2014 and May 23, 2015).
- **Reporting Final Grades.** To facilitate production of report cards and transcripts, final course grades should be recorded and reported in the learning management system within one week of the semester end.

27.22. In-service. On-campus and HDE-specific in-service materials are circulated to Home and Distance Education teachers in electronic format via AHS's network email. HDE Teachers are encouraged to attend in-service when possible, and to review all materials sent by the school. Teachers are also encouraged to maintain active, frequent communication with AHS administration regarding their Christian stewardship over scholars, parents, curriculum, technology, etc.

27.23. Standards of Excellence; Code of Conduct. As a representative of the School, Teacher is expected to maintain a standard of excellence in dress, speech, conduct, and presentation that conforms to the standards set forth in the American Heritage School Code of Conduct.

27.24. Teaching Location and Equipment. Teacher is expected to work primarily from locations other than the School's American Fork, Utah campus and to provide his or her own computer, internet access, Microsoft Office Software 2003 (version or later), and long-distance phone account (which is optional if

the School's online meeting account is used with a multimedia headset), all of which are purchased and maintained at the sole cost of Teacher. Teacher's equipment and internet access must be of sufficient quality to ensure a good quality experience for the students.

27.25 Teacher Evaluations. Section 10 of the American Heritage School Employee Handbook "Teacher Evaluations" applies to Home and Distance Education Teachers.

28. Lyceum Orchestras

28.1. Overview. The American Heritage Lyceum Orchestra program, comprised of five ensembles, is designed to serve talented student musicians ages 5-18, and is open to all American Heritage students as well as youth from the community. An audition is required for entrance into all ensembles. Returning ensemble members need not audition, unless they are auditioning to move to the next ensemble.

28.2. Lyceum Philharmonic Orchestra. The Lyceum Philharmonic orchestra is the most advanced of the five ensembles offered in the American Heritage Lyceum Orchestra program. An advanced full symphony orchestra, the Lyceum Philharmonic is led by the director of the American Heritage Lyceum Orchestra program. Instrumentation includes strings, winds, brass and percussion. Music is at a college/professional difficulty level. Students perform the masterworks of the repertory as well as sacred and patriotic music. Named "Best Youth Performing Ensemble" by Best of State Utah in 2009-2014, the Lyceum Philharmonic is one of the nation's premier youth orchestras and regularly performs with nationally recognized guest artists.

28.3. Symphonic Strings. Symphonic Strings is the most advanced preparatory ensemble in the American Heritage Lyceum Orchestra program, preparing students for entrance into the Lyceum Philharmonic. Symphonic Strings students have the opportunity to collaborate with choirs and learn the masterworks of the string literature. Students should be studying with a private teacher and playing at a high school level.

28.4. Lyceum Chamber Ensemble. The Lyceum Chamber Ensemble orchestra gives young musicians an opportunity to excel musically alongside students of like ability. Students in this ensemble should read music well, be studying with a private teacher, and be capable of vibrato and shifting.

28.5. Lyceum Crescendo Strings. The Lyceum Crescendo Strings gives young musicians an opportunity to excel musically alongside students of like ability. Students in this ensemble should read music, be studying with a private teacher, and be able to play in 1st-3rd positions.

28.6. Lyceum Prelude Strings. The Lyceum Prelude String ensemble is an introductory level orchestra for talented beginners. Students should be studying with a private teacher, read simple music, and have at least one year of playing experience. Students under the age of 8 or with limited music reading experience are strongly encouraged to have a parent attend rehearsals and practice with them.

28.7. Rehearsal Schedule. All ensembles rehearse during the school year at American Heritage School at times and dates posted on the School's orchestra website.

28.8. Tuition and Fee Agreement. Tuition is due the first of each month and past due after the tenth day of the month. Automatic withdrawal or pay in full by check will be the standard payment practice; exceptions to this should be cleared with Administration. Cash will not be accepted. No monthly billing is sent out unless the account is past due. A late fee of \$10 will be added to your account if tuition is not paid by the tenth of each month, unless other arrangements are made. The 2014-15 annual tuition must be paid in full not later than April 15, 2014, regardless of the payment option chosen above. Students with past-due accounts will not be permitted to participate in the ensemble. A \$20 fee will be charged for all non-sufficient withdrawals or checks. Tuition will not be refunded. If a student withdraws prior to the end of the orchestra season, the student/family is still liable for the remainder of the tuition due.

28.9. Expectations and Standards.

- *Attendance.* Students are expected to attend all rehearsals, sectionals, and performances during the season. However, illness or other extenuating circumstances may necessitate missing up to two rehearsals per concert cycle. An email notification must be given for each absence. Emails should be sent in advance, except in cases of emergency. Please send emails to the appropriate ensemble manager Phil@ahsmail.com, Symphonic@ahsmail.com, LCE@ahsmail.com, Crescendo@ahsmail.com, Prelude@ahsmail.com. Students missing more than two rehearsals

in any given concert cycle will not be permitted to participate in the concert unless those absences are the result of participating in mandatory school obligations. When missing a rehearsal due to an organized school activity such as band, orchestra, choir, debate, or student government, please have your teacher/conductor/advisor email regarding the absence. If the email notification is received in advance of the absence, that absence will not be counted toward the two allowed absences. Please understand that it is not the *reason* for the absence that creates a problem for the orchestra, but the *absence itself*.

- *Preparation.* All music should be prepared in a timely manner and should be included in the student's daily practice regimen. It is expected that each student will employ the help of their private teacher to help learn the demanding music we perform.
- *Volunteering.* Each family is required to complete a minimum of one volunteer assignment per student who participates. Opportunities to volunteer include bringing concert refreshments, acting as an usher, stage setup, publicity, and many other details pertaining to the success of events. Volunteer assignments are coordinated through the Parent Volunteer Coordinator.
- *Annual Commitment.* Students enrolled in any of the ensembles are committed to play in and pay for the ensemble for the entire 2014-15 Season, or from the month of enrollment through to the end of the season. Payments will be debited through April 2015 for all participants.

28.10. Sponsoring Organization. American Heritage School sponsors the Lyceum Orchestra Program. All students enrolled in Lyceum Orchestras are considered American Heritage School students. Orchestra performances therefore serve the mission of the school including performance of religious music, fundraising, and development. No student will be discriminated against based on religion, race, or disability. Participants and families enrolled in the Lyceum Orchestra Program understand that this is a mutually beneficial relationship for all orchestra families regardless of other school affiliations, and that tuition alone pays for only a portion of the total cost of orchestra events, staff, music, facility, etc.

28.11. Concert Dress. Each student is required to own concert dress for the ensemble. Concert dress for all girls is a modest, black dress, sleeves at least to the elbow, skirt or slits below the knees or floor length, (black blouse and black skirt is acceptable). Concert dress for Philharmonic men is a black tuxedo, black bowtie and cummerbund. LCE/INT/JR boy's concert dress is white shirt, black slacks, black shoes/socks.

28.12. Rehearsal Dress. Dress modestly at all times. "Immodest" clothing includes short shorts and skirts, tight clothing, shirts that do not cover the stomach, and other revealing attire. Young women should wear clothing that covers the shoulder and avoid clothing that is low-cut in the front or the back or revealing in any other manner. Young men should also maintain modesty in their appearance. Students should avoid extremes in clothing, appearance, and hairstyle. Always be neat and clean and avoid being sloppy or inappropriately casual in dress, grooming, and manners.

28.13. Instruments, Equipment and Sheet Music. Students will be provided with folders containing copies of their music. They are expected to have their music, instrument, pencil and all other necessary equipment with them at each rehearsal. Each folder is the sole responsibility of the student to whom it is checked out. Any lost, damaged or unreturned music will be charged to the student's account.

28.14. Standards of Conduct. Students and parents are expected to be respectful of all orchestra members and directors at all times. This means coming to rehearsals prepared, on time, and being willing to help other students to be better musicians. All parents and members of AHS Youth Orchestras will be expected to conduct themselves on and off the School premises in accordance with the following standards:

- Use good manners and polite speech. Use of profanity or other vulgar or offensive language will result in dismissal.
- Treat all students and adults with respect.
- Be honest and truthful in all dealings.
- Accept corrections respectfully.
- Display a good and positive attitude.

28.15. Use of School Facilities. Participation by all members of the school community in the cleaning, maintenance, and care of the campus imparts a spirit of gratitude and an ethic of hard work. It also writes the principle of self-government upon the hearts of those who enjoy the blessings of our beautiful building.

Food and Drink. Food and drink are not permitted outside of the lunchroom, including in hallways, unless specifically approved by administration for consumption of food and drink. Students, parents, and guests are asked to please eat in the lunchroom or outside.

Cleaning and “Stewardship Minute.” The last few minutes of each rehearsal should always be used for cleanup. Orchestra staff should avoid the temptation to use this time for instruction or rehearsal at the expense of students missing the opportunity to become Christian stewards of their surroundings. In the spirit of strong traditions, it is important that instructors become accustomed to calling for a “stewardship minute” (at every ensemble level) during which the instructor and each student attends to cleaning up litter, replacing chairs and stands, and picking up garbage that can easily be picked up from the floors. Each room has a regular cleaning schedule; however, custodians do not vacuum every room every day. Rather, all members of the school community, including employees, students, volunteers, and guests, are encouraged to help keep the building clean. Vacuums are accessible for use by volunteers, and are expected to be used by students and teachers on a regular basis, particularly after special events or celebrations that result in crumbs or other debris on the carpets.

28.16. Designated Areas and Unsupervised Children. Parents are welcome to attend rehearsal with children. Any children who are not enrolled in the School or Orchestra must be supervised by an adult at all times. All students in afterschool music programs and their guests must remain in designated rehearsal and performance areas at all times. Students should not be in any unsupervised areas of the building including the second and third floors, the library, elevators, classrooms, etc. Children (except nursing babies) and students, even if supervised by a parent or adult, are not permitted in the Faculty Lounge at any time, including in the summer and after-hours.

29. American Heritage Youth Chorus.

29.1. Overview. The American Heritage Youth Chorus is an LDS-oriented choral organization for children and youth ages 8-18. Its purpose is to build musical excellence and enduring faith in the lives of young people through uplifting and sacred music. The American Heritage Youth Chorus is comprised of three choirs that accommodate youth of varying ages and skill levels, ages 8-18: the American Heritage Concert Choir, for more advanced choir students, and the American Heritage Children's Choir. Although the choir is sponsored by American Heritage School, enrollment is open to all students, regardless of school affiliation. Although the mission of American Heritage Youth Chorus is focused on LDS values and beliefs, it is not sponsored by or legally affiliated with the Church of Jesus Christ of Latter-day Saints.

29.2. Concert Choir. The Concert Choir is for children and youth ages 9-18. Entrance is by audition only and rehearsals are held each Monday from 3:30-5:00 p.m. The Concert Choir has quarterly performances, including a mandatory tour in the Spring. The estimated cost for the Concert Choir Tour is announced prior to the beginning of the Choir season, and is typically between \$200 and \$400 depending upon the tour plan and destination. Fundraising opportunities may be provided by the American Heritage Youth Chorus program; however, the full cost of the tour is the responsibility of each choir member regardless of fundraising opportunities provided by the program.

Children ages 9-12 who wish to audition for the Concert Choir must have participated for at least one year in the Children's Choir.

29.3. Children's Choir. The Children's Choir is for children and youth in grades 4-6. The Children's Choir is open enrollment, although new members will still typically be heard in an audition prior to admission. Rehearsals are held on Mondays from 3:30-4:30 p.m. The Children's Choir has a lighter performance schedule than the Concert Choir and does not tour.

29.4. Auditions. Auditions for the 2014-15 season will take place during late August at the American Heritage School. Returning members need not re-audition but must complete an individual vocal assessment (held during audition times).

29.5. Tuition, Fees and Scholarships. See the school's website for tuition, fee, and scholarship information.

29.6. Registration. New and returning members should wait until after their audition/individual vocal assessment to register

29.7. Expectations and Standards.

29.7(a) Attendance. Members of the AH Youth Chorus are expected to attend all required rehearsals and performances. Permission to miss, arrive late, or leave early from a rehearsal should be obtained from the director. Students are allowed to miss a maximum of two rehearsals per semester (September-December or January-May). Coming late or leaving early will count as half of a rehearsal. Concert Choir only: If students need to miss more than two rehearsals per semester, they must attend a help session to clear their absence. Help sessions are generally held twice a month. This flexible but firm attendance policy is designed to help student be able to participate in the choir, even if they are involved in other extra-curricular activities. Check the online calendar for scheduled help session dates and times. The following are NOT considered valid reasons for excessive absence from rehearsals: sports practice (even if the season has not started yet -- please plan ahead), play practice, school projects or homework. Please plan accordingly in order to honor your commitment to the choir. Choir members who drop out before the end of May will be responsible to pay the full amount of tuition for the year.

29.7(b) Preparation. Members of both the Concert Choir and the Children's Choir will be required to complete weekly at-home practice assignments. On average, students should plan on practicing their

music about 10 minutes per day. All choir members will be given an at-home practice CD to aid them in their practice. Students who habitually fail to complete at-home practice assignments will be placed on probation and will not be allowed to perform with the group until they have "passed off" their music to the director in a private session (additional \$10 fee may apply). This opportunity may be granted or denied at the director's discretion.

29.7(c). *Rehearsal Dress.* Students are not required to wear the School uniforms as outlined in the American Heritage School Uniform Policy; however, students will be expected to dress modestly at all times. "Immodest" clothing includes short shorts and skirts, tight clothing, shirts that do not cover the stomach, and other revealing attire. Young women should wear clothing that covers the shoulder and avoid clothing that is low-cut in the front or the back or revealing in any other manner. Young men should also maintain modesty in their appearance. All should avoid extremes in clothing, appearance, and hairstyle. Always be neat and clean and avoid being sloppy or inappropriately casual in dress, grooming, and manners. Directors may ask choir members to make changes to their dress and appearance in order to participate in rehearsals.

29.7(d). *Standards of Conduct.* Students and parents are expected to be respectful of all choir members and directors at all times. This means coming to rehearsals prepared, on time, and being willing to help other students to be better musicians. All parents and members of the American Heritage Youth Chorus will be expected to conduct themselves on and off the School premises in accordance with the following standards:

- Use good manners and polite speech.
- Use of profanity or other vulgar or offensive language will result in dismissal.
- Treat all students and adults with respect.
- Be honest and truthful in all dealings.
- Accept corrections respectfully.
- Display a good and positive attitude.

29.7(e). *Use of School Facilities.* Participation by all members of the school community in the cleaning, maintenance, and care of the campus imparts a spirit of gratitude and an ethic of hard work. It also writes the principle of self-government upon the hearts of those who enjoy the blessings of our beautiful building.

Food and Drink. Food and drink are not permitted outside of the lunchroom, including in hallways, unless specifically approved by administration for consumption of food and drink. Students, parents, and guests are asked to please eat in the lunchroom or outside.

Cleaning and "Stewardship Minute." The last few minutes of each rehearsal should always be used for cleanup. Choir staff should avoid the temptation to use this time for instruction or rehearsal at the expense of students missing the opportunity to become Christian stewards of their surroundings. In the spirit of strong traditions, it is important that instructors become accustomed to calling for a "stewardship minute" (at every ensemble level) during which the instructor and each student attends to cleaning up litter, replacing chairs and stands, and picking up garbage that can easily be picked up from the floors. Each room has a regular cleaning schedule; however, custodians do not vacuum every room every day. Rather, all members of the school community, including employees, students, volunteers, and guests, are encouraged to help keep the building clean. Vacuums are accessible for use by volunteers, and are expected to be used by students and teachers on a regular basis, particularly after special events or celebrations that result in crumbs or other debris on the carpets.

Designated Areas and Unsupervised Children. Parents are welcome to attend rehearsal with children. Any children who are not enrolled in the School or the Youth Chorus program must be supervised by an adult at all times. All students in afterschool music programs and their guests must remain in designated rehearsal and performance areas at all times. Students should not be in any unsupervised areas of the building including the second and third floors, the library, elevators, classrooms, etc. Children (except nursing babies) and students, even if supervised by a parent or adult, are not permitted in the Faculty Lounge at any time, including in the summer and after-hours.

29.8. Sponsoring Organization. American Heritage School sponsors the American Heritage Youth Chorus program. All students enrolled in the Youth Chorus are considered American Heritage School students. Performances therefore serve the mission of the school including performance of religious music, fundraising, and development. No student will be discriminated against based on religion, race, or disability. Students and families understand that this is a mutually beneficial relationship for all choir families, regardless of other school affiliations, and that tuition alone pays for only a portion of the total cost of choir events, staff, music, facility, etc.

30. Student Travel, Field Trips, and Service/Experiential Learning

30.1. Principles. American Heritage School encourages teachers to plan meaningful field-learning and service-learning experiences for students. “Tell me and I will remember for an hour. Show me and I will remember for a day. Let me do, and I will remember for a lifetime.” Although field learning is a powerful method of instruction, it also requires significant time, energy, and resources on the part of the entire school community, and can present substantial risk to participants depending upon distances and circumstances of the activity. The following guidelines and policies are intended to provide for memorable field learning experiences while at the same time balancing and moderating the time, resources, and risk that these experiences present.

30.2. Approval for Travel Activities; Guest Presenters. Travel activities not previously approved or scheduled in the curriculum must be approved by administration before arrangements are made and before the activity is communicated to students or parents. This includes not only longer distance field trips, but any activity that requires leaving the school premises, including walkable destinations. When determining whether to make travel arrangements, consider the possibility of having guests come to the campus instead of taking students off-campus. Special presentations and activities that involve bringing guest lecturers or presenters to campus can oftentimes be accomplished at a lower cost, in less time, and can benefit more students. Guest presenter approval forms can be obtained in the front office. Factors that administration will consider when approving travel activities include:

- *Is it mission-centered?* Does the travel activity significantly enhance the curriculum and learning experience for the students? If the travel activity is exclusively or substantially entertainment-related, it will typically not be approved.
- *Is it necessary?* Can a similar experience be accomplished on-campus by bringing people and resources to us instead of our taking students to them? Can a similar experience be easily or more appropriately accomplished by parents, families, or church groups?
- *Is it inclusive?* Does it include all students for whom it is intended; or are a significant number of students who desire to participate unable to attend for reasons of cost, timing, logistics, etc.
- *Does it support other classes and teachers?* Are there components to the travel activity that enhance or detract from other classes and teachers’ goals and curriculum? Travel activities that conflict with required inservice or faculty training dates will typically not be approved. Travel activities that are supported by multiple teachers and enhance multiple different class and curricular objectives are more likely to be approved.
- *Is it age-appropriate?* Does the travel plan fit the age and maturity of the students involved? Long-distance (out-of-state) travel will not be approved for students under the age of 14.
- *Is it safe?* Does the travel plan carefully control and account for physical, social, and moral risks associated with the activity?
- *Is it covered?* Does the travel activity fall within the insurance coverage provided by the school, and is the activity administered and supervised by school employees acting within the scope of their employment?

30.3. Field Trip Request and Carpool Assignment Forms. Field trips are to be approved through the administration via a “Field Trip Request” form (see appendix for sample) obtained from the office or from Edline. Once a field trip has been approved, the organizing teachers are responsible to complete a “Field Trip Carpool Assignments” form (see appendix for sample) detailing which students will be traveling with assigned carpool drivers (including cell phone numbers of each driver). The “Field Trip Carpool Assignments” form must be submitted to the office prior to travel. In grades 9-12, administration will generally only approve two field trips for core classes and Principles of Leadership (a field learning course), and one for science classes. All other field trips should be saved for Experiential Learning Week, typically held during the second semester.

30.4. Field Trip Insurance, Participation Authorization & Release. Although American Heritage School carries insurance for faculty members and parents who are transporting students in connection with school-related activities, it is mandatory that every participant (parent of each student and each

adult participant) sign a "Participant Authorization & Release" form (see appendix for sample), which is available in the front office and also accessible to teachers on Edline. In addition, each driver must provide a copy of their driver's license and proof of current vehicle insurance to the front office. The faculty member organizing the travel should ensure that the "Participant Authorization & Release" forms are obtained from all participants. These should be kept with the faculty supervisor at all times and used for purposes of communicating to drivers/chaperones any special medical information about the students.

30.5. Field Trip Uniform and Safety Standards. The school dress uniform should be worn on field trips unless permission is otherwise received from administration. During transport, each student will be required to wear a seat belt and have a permission slip. Utah law requires that any child under the age of 8 (unless 57 inches tall) must also have a booster seat; students without booster seats will not be permitted to travel on field trips. Note that the law makes the driver of the vehicle responsible for booster seats, and the driver would receive a ticket for an infraction even if a consenting parent is a passenger in the vehicle and authorizes his/her child (under the age of 8 or less than 57 inches tall) to ride without a booster seat. Students traveling away from school for school-related functions are subject to the same rules, regulations, and appropriate behavior as when on the school's campus. Teachers should submit to the office the appropriate written field trip request forms for approval as well as chaperone names and information well in advance of the field trip day. Parent drivers are required to present their drivers' license and proof of insurance to the front office prior to the field trip. Parents are strongly discouraged from showing in-vehicle movies or talking on cell phones while serving as driver chaperones for school field trips. Each adult chaperone departs from the school, having first reviewed with the Office Manager a packet containing school contact information, school field trip and accident/injury/illness policies, and the other chaperones' cell phone information. The Office Manager also retains copies of this information in an easily accessible fieldtrip file.

30.6 Field Trip Vehicular Accidents. In the case of a traffic accident, driver-chaperones should follow these procedures:

1. Remain calm and convey a sense of calm and comfort to the individual and other students.
2. Assess passengers for injuries.
3. Call 911 immediately.
4. Call the School (801-642-0055); do NOT call the parents or other driver/chaperones. The Office Manager will do this after asking for the health and safety status of each of the students.
5. Remain at the scene until authorities dismiss you.
6. Stay in contact with the school.

30.7 Minor Injury and Illness while away from School. One teacher chaperone takes a first aid kit (provided by the school) with them when traveling from the school. The kit is used in case of minor injuries and is returned to the school, with any injury reports.

30.8. Significant, but not life-threatening, injury while away from the School. The supervising teacher or chaperone follows these procedures:

1. Remain calm and convey a sense of calm and comfort to the individual and students.
2. Call the School (801-642-0055); do NOT call the parents or other chaperones. The Office Manager will do this after asking for the health and safety status of each of the students.
3. Call 911 if instructed to by the Office Manager or other school administrator.
4. Remain at the scene until authorities dismiss you.
5. Stay in contact with the school.

30.9. Life-threatening injury or illness while away from School:

1. Remain calm and convey a sense of calm and comfort to the individual and other students.
2. Assess passengers for injuries.
3. Call 911 immediately.
4. Call the School (801-642-0055); do NOT call the parents or other chaperones. The Office Manager will do this after asking for the health and safety status of each of the students.
5. Remain at the scene until authorities dismiss you.
6. Stay in contact with the school.

30.10. Notifying Families of Accidents While on Field Trips. The School contacts the parents and other driver-chaperones to inform them of the accident and communicate the health and safety status of the students. Generally, the School's overriding communication message is that measures are being taken to ensure the health and safety of the students.

30.11. Paying for Accidents Occurring on Field Trips. Costs of accidents are covered first by the driver's insurance, which must meet Utah state minimums (25/50/25). The school carries an insurance policy to cover additional costs.

30.12. Experiential Learning Week.

30.12(a) Experiential Learning: Principles and Overview. American Heritage School's Experiential Learning Week serves as an intensive implementation of the 4R-ing methodology, with the purpose of bridging academic experiences and exploration of real world applications—all in harmony with American Heritage School's mission statement. Experiential Learning Week is a one-week course of study devoted to a single subject offered by American Heritage School typically in second semester. During Experiential Learning Week, regular classes in grades 9–12 are suspended and replaced with project-based, real-world learning experiences in academic fields of interest to AHS students under the mentorship of qualified AHS instructors, guest presenters, and practitioners. The week consists of a focused, single-course format and allows the school to take advantage of community resources, to be responsive to student needs and interests, and to experience a variety of places and styles of learning. Experiential Learning Week courses include classes at school, educational fieldtrips and guest presenters. Students and parents choose from a list of offerings provided by the School. High school students receive a letter grade and .25 credit hours which are required towards graduation for each year of Experiential Learning Week participation.

30.12(b) Experiential Learning: Program History and Development. The initial concept for Experiential Learning Week came from the FACE Demonstration School, Stonebridge Academy, which has a well-developed and highly successful experiential learning program in its high school; however, hundreds of schools around the nation (middle/secondary/post-secondary) use experiential learning programs to improve the quality of the educational experience for students and teachers. The AHS Teacher Development and Curriculum Committee proposed the Experiential Learning Week to the Board of Trustees, which approved the program for the 2013-14 year. As with other pilot programs, the School conducted significant amount of homework to launch the program prudently and carefully. Input was gathered over the course of two years from teachers, parents, administrators, and students before launching. More input is welcome as we move forward and refine the program.

30.12(c) Experiential Learning: Work Product and Portfolios. In keeping with the "Record" component of the 4R methodology, Experiential Learning Week culminates in portfolios, notebooks and other 4R-ing "Record" deliverables. The portfolio or another method of completing the Record component, as is most appropriate for each Experiential Learning option, creates an opportunity for students to create a record of what they have learned and the ways in which that knowledge relates directly to them and can help them be useful in the hands of the Lord. Consequently, portfolios are a key component of the Experiential Learning Week program.

30.12(d) Experiential Learning: Student Eligibility, Credits, and Grading. AHS students in grades 9–12 are eligible to enroll in Experiential Learning Week courses. Students must be enrolled full time, on-campus to participate. Enrollment is a privilege that will be extended to students who meet basic academic requirements and demonstrate self-government in adherence to the Honor Code. Students are expected to work diligently during Experiential Learning Week. Students must understand that this is not a break from studies; rather it is a privilege and opportunity to learn more about an area of individual interest. High-school credit is awarded to students who participate in and earn passing grades in experiential learning week courses.

30.12(e) Experiential Learning: Participation Requirement; Elective Priority. All eligible students are expected to participate in Experiential Learning Week. Not all Experiential Learning electives will be

available to every student every year. Some options may not “carry” based upon enrollment considerations. Some students may not qualify for some options based upon academic performance, self-government, or other pre-qualification requirements.

30.12(f) Experiential Learning: Cost. AHS tuition will not be affected by Experiential Learning Week. In its inaugural year, the eight Experiential Learning Week courses had associated fees ranging from \$15 to \$50. The board and faculty committees that developed the program felt it important to include a nominal participation fee (separate from tuition) to increase the commitment level of students to the program; however, in no case should the participation fee discourage a family or student from participating. Parents, teachers, or students should contact an administrator if they feel that financial assistance is needed for a student to participate.

30.12(g) Experiential Learning: Travel. Travel during Experiential Learning Week is limited to three of the five days during the week, and is restricted to the Wasatch Front. No international or out-of-state travel will be permitted for Experiential Learning Week activities. AHS instructors should address all of the relevant questions about travel set forth in the school’s general field learning travel policies (see above, Section 30.2).

30.12(h) Experiential Learning: Homework. Experiential Learning instructors should plan to accomplish the vast majority of their work with students during the day. Limited evening preparation might be necessary for the next day’s activities; however, it should not be more (and in most cases less) than what a typical school week’s 7-period day would require. As always, homework load is something we try to leave to teacher discretion and coordination as much as possible; however, with respect to Experiential Learning Week, we see many benefits to modifying the pace and keeping evenings as open as possible for students, teachers, staff, and parents to reflect and rest, particularly when travel is involved.

30.12(i) Experiential Learning: Optional Participation by Teachers. Participation in Experiential Learning Week is entirely optional for teachers. If a teacher chooses not to develop and lead an Experiential Learning course, they will still be employed during that week in the following alternative ways: (1) they may participate by supporting another course that is offered, or (2) they may continue teaching and tutoring (middle school, for example, does not participate in Experiential Learning Week, and therefore needs standard specialty classes to be covered per the typical daily schedule), or (3) they may use the time for classroom preparation or other school/special event support needs.

(Annual Policy Review. This policy is reviewed by administration annually.)

Appendices

Appendix A—Parent Organization

Appendix B—Board of Trustees and Administration Profiles

Appendix C—Faculty & Staff Contact Information

Appendix D—High School Graduation Requirements

Appendix E—Uniform “FAQ’s” (Frequently Asked Questions)

Appendix A—Parent Organization

General Overview

All parents and guardians of enrolled students automatically become members of the Parent Organization. There are no required dues. The Parent Organization sponsors various activities, including some fundraising activities, that may involve some cost or at which items are sold; however, the primary purpose of the Parent Organization is to serve, support, and assist the school community by (1) Providing a conduit for communication and feedback among parents, administration, and trustees; (2) Coordinating service to the school; and (3) Organizing special events that assist parents to come together to share ideas and talents so that children may benefit and homes may be strengthened. Participation in Parent Organization sponsored activities is encouraged, but is completely voluntary. Much of the volunteer service hours contributed by parents will be organized through the Parent Organization.

Parent Organization Budget and Spending

The Parent Organization has a budget that is allocated to it by the school from a portion of the proceeds generated at the annual benefit auction and gala. The Parent Organization budget is used for Parent Organization priorities and as a source of operating funding for some organization-sponsored events; however, the most events coordinated by the Parent Organization are funded by the operating budget of the school. Examples of past Parent Organization priorities have included playground expansion, audio enhancement in classrooms, and emergency preparedness supplies, for a few examples. Questions concerning spending priorities with respect to Parent Organization budget should be directed to the president of the Parent Organization.

Structure of the Parent Organization

Parent Organization Presidency 2014–15

President: Jenny Burr (jennymburr@gmail.com)
Vice President: Melissa Washburn (sm_washburn@yahoo.com)
Vice President: Jody Nielson (jody@lowbooksales.com)
Assistant: Autumn Cook (autumnfcook@gmail.com)
Assistant: Krista MacArthur (macarthurs@mac.com)

Parent Organization Sponsored Events

<i>Event</i>	<i>Team Leader</i>	<i>Date</i>	<i>Email</i>
Auction & Gala	Angela Johnson		angelschef@yahoo.com
Book Fair	Linda Bowen	September 23-25, 2014 & February 10–12, 2015	zillnergirl@yahoo.com
Christmas Decorating & Teddy Bear Project	Amberly Meeker	November & December 2014	amberlymeeker@hotmail.com
Constitution Day	Sarah Blair	September 17, 2014	sarah_blair@rocketmail.com
Drama & Musical Costuming	Wendy Harbaugh	August 20–22, 2014	sunshine_harbough@juno.com
Elizabethan Poetry & Prose Contest	Melonie Cannon	May 2015	melonie_cannon@yahoo.com
Faculty Appreciation Week	Laurea Sterling & Shauna Maughan	April 27–May 1, 2015	laureastirling@gmail.com shaunamaughan@msn.com
Faculty Dinners	Sarah Crawford	August 28, September 24–25, 2014 & February 11–12, 2015	sarah_tod@yahoo.com
Fall Festival	Merisa Golding	September 12, 2014	mgoldi@msn.com
Field Day	Kadee Stratton	May 21, 2015	rstratton_1@msn.com

Freedom Essay Contest		March 2015	
Geography Bee	Heather Meyer	January 8, 2015	heabbsmeyer@gmail.com
Grandparents Day	Amanda Templeman	February 6, 2015	purplepiggs@hotmail.com
High School Dances	Kaye Stice	September 6, October 5, November 15, 2014, January 24, March 7, April 25, May 16, 2015	kayestice@hotmail.com
High School Graduation		May 20, 2015	
Lost and Found & Clothing	Vachelle Johnson		lovedisneyfamily@gmail.com
Lunchroom Coordinator	Sheryl Johnson	Daily	sherylcantoo@yahoo.com
Parent Support Group	Autumn Cook		autumncook@gmail.com
Picture Day	Ginger Ford	September 19, 2014	ginger5ford@gmail.com
Room Parents	Kathy Bay	Holidays / Special Events	kathy.bay@gmail.com
Science Fair (K-12)	Chantel Gunther	February 11–12, 2015	chantelgunther@gmail.com
Shakespeare Costuming	Melonie Cannon		melonie_cannon@yahoo.com
Shakespeare Feast	Claudia Hales	May 11–15, 2015	ositach@gmail.com
Spelling Bees	Amy Handy	October 22–23, 2014	amy@sewhandy.com
Teacher Café	Julie Bushman	Ongoing	jb1@xmission.com
Uniform Swap	Annie Cowley	August 21, 2014 and June 1, 2015	greggcowley@gmail.com

AHS Parent Organization Page Website: <http://www.american-heritage.org/OnCampus/ParentOrg>

Appendix B—Board of Trustees and Administration

Board of Trustee Profiles



Bob Sorensen (Chairman). In 1988 Bob Sorensen's wife Robbi Ann noticed each morning several children in their south Orem neighborhood scurrying across their back yard in route to catching a small yellow bus which would take them to American Heritage School. Three years later the Sorensen's would enroll their second grade son in American Heritage School. This began their love for the school which continues some 24 years later with their last two children currently enrolled in the American Heritage High School. American Heritage truly has been an extension of the Sorensen family and with two grandchildren in tow they are pleased with the blessing of distance education that will allow the schools influence to bless their posterity. Bob was raised in Gurnee Illinois and moved to Phoenix Arizona where he joined the LDS church in his 20th year. After the blessing of serving a mission to Santa Cruz Bolivia, Bob attended Brigham Young University, receiving his bachelor's degree in Finance in 1984. After graduation Bob was employed by King Services, Inc. a manufacturing company in Southern California. Later Bob participated with two partners in forming System Connection, Inc., which today is known as ATL Technology, LLC, an international engineering and manufacturing company. Bob has been active for most of his adult life with the Boy Scouts of America, recently serving on the staff of scouting's premier training course. Bob has also been blessed to return to Bolivia several times leading humanitarian expeditions. Bob and his wife, Robbi Ann, have been married 30 years and have five children, all whom have attended American Heritage School.

Mr. Sorensen was a board member from 2003-2011, and returned to the board in 2012. His AHS board committee assignments include: Chairman, Audit Committee, Development Committee, Finance Committee, and Scholarship.



Jill Bigelow. Jill Bigelow and her husband, Rob, adore their ten children and thirty grandchildren. With a love for children, learning, and teaching, she served many years as principal organizer and as a teacher for Founders' Academy, a home school co-op which has served over a hundred students and their families. She has had significant experience developing curriculum and providing inservice training, and founded and implemented a successful community ESL program. An experienced piano teacher, she established a thriving studio of over fifty students. Most of all she loves nurturing her family through grandchildren's Cousins' Camps, family gatherings, and writing family history.

Mrs. Bigelow has been a board member since 2011. Her AHS board committee assignments include: Curriculum Committee (Chair) and Family Education Center Committee.



Dan Burton. Dan Burton was born and raised in Salt Lake City. He attended BYU where, 18 years ago, he met and then married his sweetheart, Sarah, and graduated with a BS in Economics and a minor in English Literature. After a few years working as a Strategy Consultant for the Boston Consulting Group, Dan attended the Harvard Business School, graduating with a Master's in Business Administration. After graduate school, the Burtons moved to Boise, Idaho where they lived for nearly a decade, during which time Dan held various positions with Hewlett Packard and Micron Technology. Four years ago Dan co-founded a private firm, HB Ventures, that invested in education, healthcare and technology industries. One of the startup companies in which HB Ventures invested, Health Catalyst, began to grow very rapidly, and two years ago Dan was asked to devote his full-time efforts to Health Catalyst, where he currently serves as CEO and a board member. Dan and Sarah have four wonderful children, all of whom attend American Heritage. The Burtons have felt such gratitude to experience the school's markedly positive influence within their family.

Mr. Burton has been a board member since April of 2013. His AHS board committee assignments include: Legal (Chair), Finance, and Development Committees.



Mikel Chertudi. Mikel Chertudi is married to his sweetheart Nanette and is the father of four children. The Chertudi family lives in Lehi and the children have been attending American Heritage School for several years. Professionally, Mikel oversees all media and digital marketing for Adobe. Formerly at Omniture and Ancestry.com, Mikel holds a BA from Weber State University with an emphasis in Spanish and Business. He loves being actively engaged with his family, community, and church callings, and is excited to be serving on the AHS Board of Trustees.

Mr. Chertudi has been a board member since April of 2013. His AHS board committee assignments include: Development Committee and Scholarship Committee.



Brett Gerlach. Brett Gerlach grew up in Minnetonka, Minnesota. He attended BYU, served a mission in Helsinki, Finland, and returned to BYU to study Computer Science, where he met and married Vicki Richards. A summer internship with Microsoft led to fulltime work there, first developing software for printing in Windows, and later developing software to help manage large networks of computers. Brett eventually finished his Bachelor's degree at the University of Washington, and went on to complete a Master's in Business Administration at the Wharton School, where he was awarded the Benjamin Franklin Award and graduated as a Palmer Scholar for outstanding scholarship. Ten years ago, while completing his MBA, Brett left Microsoft to start Brevium, a software company that helps medical practices identify patients that need care and contact them. In 2006, Brett moved the company and his family to Utah. He currently serves as President and CEO of Brevium. The Gerlachs have ten children, with five attending American Heritage School. The Gerlachs have fallen in love with the school, and earnestly hope that its influence can grow to bless many more families.

Mr. Gerlach has been a board member since April of 2014. His AHS board committee assignments include: Development Committee and Finance Committee.



Katie Holmstead. Katie Holmstead was born and raised in Southern California. For elementary school she attended a Christian private school. She earned an Associate Degree in Liberal Arts at Moorpark College. She received a Bachelor of Science in Business Management with an emphasis in Finance at Brigham Young University. Prior to graduating college, Katie worked as an Administrative Assistant and Accounting clerk. Upon graduation she worked as Assistant to the Vice-President of Operations at a foundry in Springville, Utah. In 2003, Katie and her husband Robb were grateful to find American Heritage School. The 2013-2014 year will be their eleventh year at the school and all five of their boys will be enrolled. Katie served as Secretary for the AHS Parent Organization in 2008-2009. After which she served for two years as President of the AHS Parent Organization from 2009-2011. She enjoys serving in The Church and serving her family. Katie and Robb love the school and its mission and they are grateful for the blessing it is in their family's life.

Mrs. Holmstead has been a board member since 2012. Her AHS board committee assignments include: Family Education Center Committee (Chair) and Teacher Development & Curriculum Committee



LaDawn Jacob. LaDawn Andersen Jacob is the daughter of H. Verlan and Shirley Andersen and the wife of James C. Jacob. She and Jim have been involved with American Heritage School since its founding as parents and Board members, and Mrs. Jacob also served as a part-time teacher at the school. She is a graduate of Brigham Young University in Elementary Education and Music. She has been involved for many years in teaching her children music, a love for learning, and a love for the Lord. She was National Young Mother of the Year in 1982 and has been a frequent speaker on the topic of families at BYU Education Week, BYU Women's Conference, home education conventions, and wards and stakes throughout the area. She and her husband Jim have recently served missions together to the Ukraine and also the Phillipines. Jim and LaDawn are the parents of eleven children. They live on a small farm in Orem where they raise fruit trees, a large vegetable garden, bees, children, and grandchildren.

Mrs. Jacob was a board member from 1998 to 2007 and returned to the board in April of 2013. Her AHS board committee assignments include: Family Education Center Committee and Teacher Development & Curriculum Committee.



Jeffrey Lee Mathews M.D. Dr. Jeff Mathews practices Adult and Pediatric Rheumatology in Provo, Utah. Born in Salt Lake City, he graduated from Granite High School. He served in the United States Marine Corp from 1967-73, and on an LDS mission in Sweden from 1968-71. Dr. Mathews holds multiple degrees from the University of Utah, including a BA and MA in English, a BS in Biology, and an MD. In the course of his medical training, he also became an alumnus and fellow of Duke University, where he was the Internal Medicine Chief Resident, and UCLA, where he completed a fellowship in Pediatric Rheumatology. He is a Fellow of the American College of Physicians, the American College of Emergency Physicians, a Founding Fellow of the American College of Rheumatology, and also a member of the Provo Rotary Club and the Sons of Utah Pioneers. Dr. Mathews is a proud Father of 9 and grandfather of 21, and serves as the High Priest Group Leader in the Manila 7th Ward. He loves running, painting, reading, and raising horses on the family farm in Fairview, Utah. Dr. Mathews lives in American Fork with his wife Amy and three children: Ella (14), Caleb (10), and Olivia (7) – all students at American Heritage.

Dr. Mathews has been a board member since 2012. His AHS board committee assignments include: Development Committee (Chair) and Finance Committee (ex-officio).



Derek Maxfield. Derek Maxfield was born and raised in Meridan, Idaho and studied Computer Science at Boise State University, Ricks College (now BYU Idaho), and Brigham Young University. After a number of years as a software developer, Derek turned entrepreneur in 2003 when he founded a local software development company NetSteps. NetSteps enjoyed tremendous growth and claimed top spots on local and national fastest growing company lists year after year, including being the 11th fastest growing software company in the U.S. in 2010. Nothing is more important to Derek than his faith, and he feels profoundly grateful to have his children attend American Heritage and to be associated with such a wonderful institution.

Mr. Maxfield has been a board member since 2011. His board committee assignments include: Development Committee, Finance Committee, and Home & Distance Education Committee.



David Stirling. David Stirling is the President of DoTERRA and has extensive experience and education in business management. With BS and Master's Degrees in business management, David also has a background in technology, having overseen IT development and engineering efforts for a billion-dollar consumer products company prior to joining DoTERRA. David and his wife, Laorea, are the parents of nine children, four of whom are currently enrolled at AHS from elementary to high school. The Stirlings have served at the school on the Development Committee and in classrooms and programs widely. David's strength is in his ability to see what can be, while inspiring the same vision in others. David has a deep respect for the mission of American Heritage School, and says that "it has been an enlightening experience to be exposed to more of the vision, sacrifice, and mission of our forefathers, especially when combined with that of the Restoration."

Mr. Stirling has been a board member since April 2014. His board committee assignments include: Finance Committee, Development Committee.



Laurie Swim. Laurie and Gaylord Swim became involved in American Heritage School as parents. Gaylord served as chairman of the Board for ten years until his death in February 2005, when Laurie was elected to succeed him. Laurie was born and reared in Provo, Utah, and received an associate of arts degree from Brigham Young University. She is the vice president of the GFC Foundation. She served on the Young Women General Board and is currently a Relief Society President. Laurie is the mother of five children and grandmother of ten. Mrs. Swim served as a board member from 2005 to 2011. In addition to serving as the Chairman of the Board, her other board committee assignments have included: Administration Liaison, Finance Committee, and Chair of the Design & Facilities Committee.

Mrs. Swim has been a board member since April 2014.* Her board committee assignments include: Facilities & Design (Chair), Finance.

*Mrs. Swim previously served on the Board from 2005 to 2011



Mary Kay Ware. Mary Kay Ware was born and raised in Utah County. She attended Brigham Young University and received a B.S. in Family Science. While attending BYU, she studied abroad in London and Jerusalem. She taught 5th grade at American Heritage School from 2000-2002 and currently serves on the Curriculum and Uniform Committees for the school. Mary Kay also serves on the GFC Foundation Board. She and her husband Michael have four children and reside in Orem, Utah. Mary Kay is the daughter of Gaylord and Laurie Swim.

Mrs. Ware has been a board member since 2011. Her AHS board committee assignments include Scholarship Committee (Chair) and Teacher Development & Curriculum Committee.



Nancy Willis (ex officio). Nancy Willis has over 25 years of experience teaching kindergarten through fourth grade children and spent two years as an Elementary School principal. She grew up in Provo, Utah, where she attended Brigham Young University and graduated with a bachelor's degree in Elementary Education. After serving an LDS mission and teaching for three years in Utah she and her husband moved to Alaska where she lived for the next 24 years until moving back to Utah in August of 2008. After retiring from public education in Alaska, she volunteered with the Alaska PTA, taught piano lessons, and home-schooled her youngest child. She has taught Kindergarten for two years at American Heritage School and began teaching Elementary Science in the fall of 2010. She and her husband have eight children and three grand children. In her spare time, Mrs. Willis enjoys going for walks, playing games, reading, doing family history research, baking, playing and listening to music, and traveling. She has a love of nature and a deep love and appreciation for its Creator. "I am grateful for the opportunity to share my love of learning and the wonders of God's creations with the children in the K-4 science classes at American Heritage."

Mrs. Willis has been a board member since April 2014.

Administration Profiles

Grant Beckwith, Principal

E-mail: gbeckwith@ahsmail.com | (801) 642-0055 ext. 302



Mr. Beckwith joined American Heritage School in 2005. Prior to joining American Heritage School's administration, Mr. Beckwith was a practicing attorney for the Washington D.C. office of Nixon Peabody LLP. A member of the Utah Bar, the Virginia Bar, and the District of Columbia Bar, Mr. Beckwith is a graduate of the BYU Law School and also holds bachelors and masters degrees in accountancy and information systems from the Marriott School of Management. Mr. Beckwith has lived and worked in Moscow Russia, New York, New York, and Washington D.C., and grew up in various parts of the United States including Utah, California, Texas, Florida and Wisconsin. He and his wife Candice are the parents of four children and are honored to be involved with American Heritage School.

Blaine Hunsaker, Assistant Principal, K-12 On-Campus

E-mail: bhunsaker@ahsmail.com | (801) 642-0055 ext. 304



When Blaine Hunsaker was first introduced to American Heritage School he was impressed with the principles taught at the school that develop the Christian character of each child. Mr. Hunsaker is a graduate of Brigham Young University with a bachelors degree in secondary music education and a minor in history. He was delighted to accept a position as a music teacher when first coming to the school in 2002. Later, he would also teach science, and in the summer of 2005 he joined the administrative team. In the summer of 2006 he completed a rigorous certification in the Kodaly methodology of music teaching at BYU. He has performed as a singer in such places as New York, Hawaii, El Salvador and Italy. Though he is grateful for these gifts, his true desire is to work with and bless the

lives of children. He and his wife Adrienne are the parents of five sons and one daughter, and consider American Heritage School to be a wonderful blessing to their family.

Leland Anderson, Assistant Principal, Home and Distance Education

E-mail: landerson@ahsmail.com | (801) 642-0055 ext. 307



Leland Anderson joined American Heritage School in July of 2008. Prior to this, Mr. Anderson graduated from Harvard University with a master's degree in School Leadership, held leadership and teaching positions in Massachusetts and Utah, and earned a bachelor's degree and university honors in English Teaching from Brigham Young University. He and his wife, Gina, have three daughters and two sons. "After considering schools in many states," Mr. Anderson says, "American Heritage School was right for me."

Elizabeth Jacob, Assistant Principal 7-12, Admissions Director
E-mail: ejacob@ahsmail.com | (801) 642-0055 ext. 305



Elizabeth Jacob was privileged to attend American Heritage as a student for grades 1-6 and is a granddaughter to H. Verlan Andersen, one of the original school founders. She holds a Bachelor's Degree in Music Performance and Pedagogy from Brigham Young University and is a single mother to six children ranging in age from 5-19. She has lived in Orem, Chicago and a suburb of Washington D.C. She has been involved heavily with education for many years. She taught her own children in home school for many years and also taught as an orchestra teacher at Meridian School in Provo. She wrote the charter and served as a co-founder for Karl G. Maeser Preparatory Academy a charter high school located in Lindon, Utah, which was ranked the best high school in Utah by Newsweek in May 2010. She served on Maeser's board as Curriculum Chair for five years. She currently has two students attending American Heritage and is grateful for the opportunity her children have to enjoy the same educational experience she values so much from her childhood.

Debbie Hobbs, Assistant Principal K-6
E-mail: dhobbs@ahsmail.com | (801) 642-0055 ext. 303



Charné Adams comes to American Heritage with over twenty years of experience as an elementary school teacher in private and public schools, the last four of which she served as Principal of North Star Academy, a K-9 charter school in Bluffdale, Utah. Mrs. Adams was born and raised in South Africa. She received her Bachelor's degree in Elementary Education in South Africa and began teaching in 1994. She immigrated to the United States with her family in 2002, and continued to teach elementary grades. With a deep love for children and education, Mrs. Adams graduated from Idaho State University with a Masters in Educational Administration and Leadership, and has K-12 administrator's and teacher's licenses in the states of Utah and Idaho. More importantly, the mission of American Heritage envelopes everything Mrs. Adams holds dear to her heart. She feels honored to be a part of American Heritage School. Besides teaching, Mrs. Adams has directed a school production, created and designed school yearbooks, coached fast pitch softball, field hockey, netball, and swimming, and above all else, is passionate about quality education and the power in realizing one's potential. She and her husband are the proud parents of five children. Two of their sons are married, adding two wonderful daughters to the family as well as a beautiful grandson.

Bob Wheeler, Director of Health and Safety, Facilities and Security
E-mail: bwheeler@ahsmail.com | (801) 642-0055 ext. 314



Bob Wheeler joined American Heritage School with a diverse background not only in facilities management but also significant experience in security, law enforcement, risk management, institutional emergency preparedness, and medical first responding. Originally from Southern California, Bob moved his family to Utah in 2002. He earned a BS in Criminal Justice Administration from San Diego State University, and is a graduate of the FBI National Academy. Prior to AHS, Mr. Wheeler had a 23-year career in law enforcement, and 7 years as a small business owner. Mr. Wheeler and his wife, Shari, are the parents of four children and live in Alpine, Utah.

Peter Knecht, Marketing Director, Assistant Director of Home & Distance Education
E-mail: pknecht@ahsmail.com |



Peter Knecht joined American Heritage School with an extensive background in sales, marketing, and business operations. While attending BYU business school, he started his first of many contract sales companies for various telecommunications companies. The last of which, he grew to become the largest nationally of its kind. Recently, after visiting with a friend and Board Member of the school, Peter began volunteering his services in support of the school's new distance education program. Four months later, he officially joined the school as Director of Marketing and Assistant Director of Distance Education and is eager to put his experience to work for this important outreach. Peter and his wife Amber stay busy in their house of four boys, and long awaited daughter. They enjoy

competing together as a family in local triathlons and love Utah and all the wonderful recreation it provides.

Tammy Morse, Administrative Assistant - Front Office, Computer Technology Instructor
E-mail: tmorse@ahsmail.com | (801) 642-0055 ext. 300



Tammy Morse joined American Heritage School in 2002. She has served the school as head librarian, computer lab instructor, yearbook graphic design instructor, and Technology Director. In 2009 Mrs. Morse accepted a Family and Church History service mission call for the Church of Jesus Christ of Latter-day Saints. In 2011, she returned as front office administrative assistant. Mrs. Morse and her husband, Lucky, are the parents of 5 children, one of whom attended the school for five years.

Lisa Mulvey, Administrative Assistant - Front Office, Assistant Registrar
E-mail: lmulvey@ahsmail.com | (801) 642-0055 ext. 301



Lisa Mulvey has been a teacher, parent, volunteer and administrative staff-member at American Heritage School since 2000. In addition to her many talents as an office manager, she is also a gifted musician and pianist. She and her husband, Kevin, have three children, the youngest of whom currently attends American Heritage.

Marilyn Patch, Administrative Assistant - Finance
E-mail: mpatch@ahsmail.com | (801) 642-0055 ext. 346



Marilyn Patch joined the American Heritage staff in the fall of 2005. She loves working at the school and says that the school has been a place of healing and learning for her. Ms. Patch grew up on a Dairy Farm in Pleasant Grove and learned what hard work was all about at a very young age. Hard work has helped her accomplish many of her life long goals. She attended Brigham Young University where she studied accounting. She was a co-owner and accountant for a steel construction company for 27 years. Ms. Patch is the mother of seven children (4 sons and 3 daughters) and ten grandchildren who are the joy of her life. Marilyn loves to travel and learn about new places. When she has a spare minute she plays competitive tennis and loves the many friends she has made.

Melanie Bills, Librarian
E-mail: mbills@ahsmail.com | (801) 642-0055 ext. 308



Melanie Bills is a Utah native. She was born and raised in Orem. She attended Utah Valley State College until she was married. She and her husband, Mike, moved to Highland shortly after their second child was born and have resided there ever since. They have three children: Brandan, Brittani, and Andruw, all of whom attend American Heritage School. Mrs. Bills is an avid reader and loves education. She enjoys camping, hiking and four-wheeling with her family. She has served in the Primary and is currently serving in the Young Women's Presidency in her ward. She enjoys good music and scrap booking. Mrs. Bills has had children attending American Heritage School since 1999, and has enjoyed helping in classrooms and in the library.

Linda Strong, Director of Elementary Teacher Services and Kindergarten Teacher.
E-mail: lstrong@ahsmail.com | (801) 642-0055 ext. 109



Linda Strong began teaching at American Heritage School in 1994. Having graduated from BYU, she has a composite bachelor's degree in Early Childhood and Elementary Education. In addition to her years of teaching and training at American Heritage, she has deep and varied experience being trained in American Heritage School methodologies by other professional organizations, including FACE Principle Approach training in Chesapeake, Virginia (twice), and Riggs language training in Oregon, Montana, and Utah. A longtime resident of Utah, she has traveled as far as Korea and New Zealand but has always called Utah County home. After teaching Kindergarten for three years in the public school system, Mrs. Strong retired for several years to raise seven children. During this time, she also conducted a preschool out of her home. Her family is unique in that it is multi-cultural. Of her seven children, four are adopted—two from Korea and two from India. She and her husband Mark are now the grandparents of twelve and they have enjoyed the experience of blending different backgrounds in their family. "Words cannot express my gratitude for the blessings that I have received from being at American Heritage School," Linda says. "I love teaching and cherish my association with the children, patrons, and faculty of this wonderful school." Congratulations, Mrs. Strong

Greg Hansen, Technical Director and Tech Crew Instructor
E-mail: ghansen@ahsmail.com | (801) 642-0055 ext. 453



Greg Hansen is a multi-award winning professional composer, music producer/arranger, film score writer, author, recording artist and event producer for over 35 years. His credits include a Peabody Award, 36 Pearl awards, and 2 Golden Cine awards. His new-age jazz album "Wilderness" went to #21 on the national charts in 1994. Greg is best known in the LDS market for more than 400 albums he produced and arranged in that genre. He also has worked extensively in the national market with clients such as David Foster, National Geographic, the Bellagio Hotel Watershow Theme in Las Vegas, Disney, PBS, National Public Radio, Discovery Channel, The Osmonds, Mormon Tabernacle Choir, Hal Leonard, Senator Orrin Hatch, Janice Kapp Perry, and a host of others too numerous to name. He also runs a music download site, a music label, a video production company, and an audio and video studio. His work is published by BYU Studies, Shawnee Press, GlorySound, and Jensen Publications. Mr. Hansen looks forward to using his talents and experience to bless the lives of students and families at AHS.

Cortnie Graham, Finance Clerk
E-mail: cgraham@ahsmail.com | (801) 642-0055 ext. 504



Cortnie Graham grew up only a few blocks away from American Heritage School. She has been a parent, and volunteer at the school since 2010. She and her husband Matt, have a son who attends American Heritage. When asked, Cortnie says she is humbled and grateful to have the chance to contribute to the school as an employee. Cortnie is an accomplished dance teacher and marathon runner. She is also an alumni of the Santa Clara, California based Vanguard Drum and Bugle Corps. Cortnie enjoys gardening, listening to music, and trips to Disneyland. Welcome, Mrs. Graham!

Alyse Moore, Help Desk, Computer & Information Technology Support, 7-12 Mathematics
E-mail: amoore@ahsmail.com | (801) 642-0055 ext. 515



Alyse Moore, 7-12 Mathematics and Computer Technology. Alyse Moore graduated from Brigham Young University with a bachelor's degree in mathematics teaching. A woman of many talents, she has been serving part-time at American Heritage School for the past year as a computer technician. She is thrilled to have the opportunity to teach math and computer technology at the school. In her spare time, Ms. Moore loves to ballroom dance. Welcome, Ms. Moore!

Department Chairs. In keeping with the principle of “local self-government,” the following teachers have accepted Department Chairs invitations for the 2013-14 school year:

Grades K-3 Core: Angie McIntyre

Grades 4-6 Core: Julie Arnold

Grades 7-12 Core & Foreign Language: Lauri Updike

Math: Alyse Moore

Science: Jolyn Newman

Music: Rob Swenson

Art and Drama: Chris Culver

Athletics, Dance and Physical Education: Stephanie Bigelow

Special Assignment Faculty-Administrators. In addition to Department Chairs, the following faculty members have accepted significant administrative responsibilities for the 2013-14 school year:

Rob Swenson: Assistant Special Event and Program Coordinator

Nancy Morrill: Assistant Special Event and Program Coordinator

Stephanie Bigelow: Athletic Director

David Hancock: Multi-media Production Coordinator

American Heritage School, 2014-15

Board of Trustees, Committee Assignments, and Strategic Goals

Board Members

Bob Sorensen, Chairman:
Dan Burton, Chair Elect:
Jill Bigelow:
Mikel Chertudi:
Brett Gerlach
Katie Holmstead:
LaDawn Jacob:
Dr. Jeffrey Mathews:
Derek Maxfield:
David Stirling
Laurie Swim
Mary Kay Ware:
Nancy Willis (ex officio)

Committee Assignments

Administration Liaison, Audit, Development, Finance, Legal
Legal (Chair), Development, Finance
Teacher Development & Curriculum (Chair), Family Education Center
Development, Scholarship
Development, Finance
Family Education Center (Chair), Teacher Development & Curriculum
Family Education Center, Teacher Development & Curriculum
Development (Chair), Finance
Finance (Chair), Development
Finance, Development
Facilities & Design (Chair), Finance
Scholarship (Chair), Teacher Development & Curriculum

Full Board Description

- Members: At least 5, no more than 12 (Bylaws 3.02)
- Meets: Currently 4 times per year, additionally as needed
- Duties:
 - ✓ Provide long-term vision and direction for the School
 - ✓ Hire and evaluate the Head of School
 - ✓ Develop relationships and resources to maintain and promote the mission of the School
 - ✓ Develop and oversee implementation of the Strategic Plan
 - ✓ Provide counsel and support to the Head of School

Short-Term Goals 2014/15

- Friendraising – invite three new families to the school and cultivate the relationship until engaged (enrollment, participation, donation) **[Board, 12/31/14]**
- Fundraising – annually make a personal cash donation to the school (as generous as possible given personal circumstances) and “set the pace” for the school community in achieving resource development targets **[Board, 12/31/14]**
- Clearly define a “mission-appropriate family” with respect to both parent and student to facilitate admissions evaluation of a family’s compatibility with the School’s mission and purpose **[Board, 12/31/14]**.

Committees, Descriptions, and Strategic Goals

Audit Committee

Bob Sorensen,* chair
[Brett Gerlach]*

Audit Committee Description

- Members: At least 2 Trustees
- Reports to and appointed by: Board of Trustees
- Meets: Once per year following external audit, additionally as needed
- Duties:
 - ✓ Recommend audit firm to Board of Trustees
 - ✓ Outline scope of audit
 - ✓ Review audit report with auditors
 - ✓ Report on audit to the Board of Trustees
 - ✓ Make recommendations to the Board of Trustees and Administration based on audit findings

Finance Committee

Derek Maxfield,* chair
Dan Burton*
Brett Gerlach*
David Stirling*
Bob Sorensen*
Laurie Swim*
Jeff Mathews*

Finance Committee Description

- Members: At least 2 Trustees
- Reports to and appointed by: Board of Trustees
- Meets: Two to four times per year in connection with budget approval (winter) and performance evaluations (spring), additionally as needed
- Duties:
 - ✓ Evaluate the School Head, and execute the annual Employment Agreement with the School Head
 - ✓ Propose and approve benefits and compensation for the School Head
 - ✓ Review annual budget proposed by School Head and make budget recommendations to the Board of Trustees
 - ✓ Review and approve proposals from the School Head regarding compensation and benefits for Administration and Faculty
 - ✓ Develop and oversee professional development incentives and programs
 - ✓ Recommend investments, including investment advisors, managers, and investment strategies to the Board of Trustees

Short-Term Goals 2014/15

- Establish and maintain short- and long-term funding strategies to support the school's strategic plan [12/31/14];
- Develop and implement a formal evaluation rubric for School Head [12/31/14]

Teacher Development & Curriculum Committee

Jill Bigelow, * chair
Katie Holmstead*
LaDawn Jacob*
Mary Kay Ware*
Charné Adams
Leland Anderson
Grant Beckwith
Lynette Carver
Dr. Jenet Erickson
David Hancock
Blaine Hunsaker
Elizabeth Jacob
Linda Strong
Stan Swim
Lauri Updike

Teacher Development & Curriculum Committee Description

- Members: At least 2 Trustees and one Administrator; others as desired
- Reports to and appointed by: Board of Trustees
- Meets: Two to three times per year
- Duties:
 - ✓ Develop and evaluate teacher training, inservice, and professional development programs
 - ✓ Develop and evaluate overall K-12 scope and sequence of curriculum
 - ✓ Recommend to School Head, and evaluate, major texts used in classrooms
 - ✓ Provide training to teachers and administration as needed
 - ✓ Make recommendations to the School Head and Board of Trustees

Short-Term Goals 2013/2014

Teacher Development

- Plan and Evaluate Foundations Training [**J. Erickson, Lead 4/1/14**]
- Organize an annual Inservice Training Calendar for more effective and coordinated use of inservice days [**L. Anderson, B. Hunsaker, Leads, 9/1/14**].
- Develop an “observation rotation” for teachers to observe other teachers (peer training using model AHS teachers) [**L. Anderson, B. Hunsaker, Leads, 9/1/14**].
- Provide a mechanism for ongoing, instantaneous, and anonymous feedback from parents to administration and individual teachers [**L. Anderson, B. Hunsaker, Lead, 12/31/14**].
- Modify the school’s professional development program to allow more self-directed options within the framework of the required topical areas and school priorities.
- Develop curriculum mapping, grading and homework tracking system with at least one lead teacher in each grade level. (Long-term: Achieve comprehensive K-12 curriculum maps that include lesson plan content from each class and teacher) [**L. Anderson, Lead, 6/1/14**].
- In addition to course descriptions, post unified K-12 Scope & Sequence (syllabi, if possible) to website [**C. Adams, E. Jacob, Leads 6/1/14**]
- Develop and refine “Honors and Enrichment” program for self-directed study and accelerated learners K-12 [**C. Adams, E. Jacob, Leads, 12/31/14**]

Math

- Identify and communicate to parents recommended

web-based or CD-ROM based math programs for in-home mathematics instruction and tutoring [**Math Teachers, Leads, 12/31/14**].

- Launch a school-wide mathematics celebration that will afford an opportunity for all grade levels to showcase math concepts and math mastery (celebrate in connection with K-12 Math Bowl competition) [**C. Adams, E. Jacob, Leads, 12/31/14**].

Science

- Communicate K-12 science objectives, curriculum, lab highlights, and learning outcomes to school community [**G. Beckwith, Lead, 6/1/14**]
- Provide a genuine audience for students to showcase concepts learned in lab experiments. This may involve demonstrations to other students in a “show and tell” setting, or simply a “field trip” by classes to observe science lab work-product at other grade levels [**C. Adams, E. Jacob, Leads, 12/31/14**].

Design & Facilities Committee

Laurie Swim,* chair
Leland Anderson
Grant Beckwith
Blaine Hunsaker
Curtis Miner
Bob Wheeler
[Teacher Representatives from K-3,
4-6, 7-8, 9-12, Specialty, Afterschool
Programs]

Design & Facilities Committee Description

- Members: At least one Trustee
- Reports to and appointed by: Board of Trustees
- Meets: as needed
- Duties:
 - ✓ Recommend design and facilities policies for Board approval
 - ✓ Select and place art work
 - ✓ Identify areas of need and communicate with administration and appropriate board committees (Development, Library, FEC, etc.)

Short-Term Goals 2014/15

- Develop and implement a long term facilities plan that is incorporated into the School’s strategic plan [**B. Wheeler, Lead, 12/31/14**].

Development Committee

Dr. Jeffrey Mathews,* chair
Jill Bigelow*
Dan Burton*
Mikel Chertudi*
Derek Maxfield*
Bob Sorensen*
Charné Adams
Justin Allen
Leland Anderson
Grant Beckwith

Development Committee Description

- Members: At least 2 Trustees, one administrator, others as needed for two year terms each
- Reports to and appointed by: Board of Trustees
- Meets: Regularly as needed
- Duties:
 - ✓ Develop and direct fundraising and “friend-raising” opportunities
 - ✓ Involve the school community, including Trustees, faculty/staff and parents, in peer-to-peer networking
 - ✓ Coordinate with administration to leverage school and

Stephanie Bigelow
Kayson Brown
Jake Carter
Jared Chappell
Amy Chappell
Marc Chenn
Joseph Cook
Autumn Cook
Ryan Denney
Laura Denny
Brett Gerlach*
Vicki Gerlach
Andy Goddard
Natalie Goddard
Dan Handy
Scott Holmes
Chrissie Holmes
Blaine Hunsaker
Elizabeth Jacob
Peter Knecht
Amy Mathews
Morgan Philpot
Heidi Pierce
Shayne Pierce
Don Powell
Richard Robbins
Jeff Sheets
David Stirling*
Lisa Stone
Rob Swenson
Lyll Swim
Jenny Swim
Lauri Updike
Ralph Van Der Beek
Rebeccah Van Der Beek
Scott Wilson

- FEC activities for fundraising and networking purposes
- ✓ Organize and execute fundraising events
- ✓ Produce promotional literature and direct general advertising campaigns
- ✓ Inform Trustees of development opportunities

Short-Term Goals 2014/15

Friend-raising

- Invite three acquaintances to the School during the 2014/15 year, cultivate the relationships until engaged (enrollment, participation, donation) **[All Members, 6/1/15]**
- Give at least one annual report or school marketing piece to friends or family in preparation for each Development Committee meeting **[All Members, Ongoing]**
- As appropriate, provide names of invitees to Mr. Beckwith for inclusion in AHS development database (eTapestry) **[All Members, ongoing]**

Fundraising

- \$1.5 million for Annual Fund priorities directed by Board and Finance Committee; **[Mr. Mathews, Lead, Mr. Beckwith, 6/1/14]**
 - GOAL #1: \$500K for General Operations
 - GOAL #2: \$1 million for strategic priorities including soccer field and recreation hall/locker-room addition.
- Pursue donations and options intended to secure adjacent property (up to \$5 million) **[Mr. Beckwith, Lead, 6/1/15]**.
- Produce AHDE development video with Development Committee that helps potential donors understand vision, needs, and strategy for AHDE **[Peter Knecht, Lead]**

Development Subcommittees

HDE Business Development Subcommittee Derek Maxfield* (chair), Justin Allen, Leland Anderson, Andy Goddard, Dan Handy, Peter Knecht, Derek Maxfield, Don Powell, Richard Robbins, Scott Wilson, Dan Oaks

Alumni Relations Subcommittee [_____] (chair), Blaine Hunsaker, Liz Jacob, Leland Anderson, Scott Holmes, Chrissie Holmes, Lauri Updike

Marketing & Community Relations Subcommittee Mikel Chertudi* (chair), Grant Beckwith, Marc Chenn, Morgan Philpot, Jeff Sheets, David Stirling, Jenny Swim, Lyall Swim, Autumn Cook, Joe Cook

Music & Fine Arts Subcommittee Brett Gerlach (chair), Jill Bigelow,* Kayson Brown, Blaine Hunsaker, Rob Swenson, Vicki Gerlach, Ralph Van Der Beek, Rebeccah Van Der Beek

Athletics Subcommittee Dan Burton* (chair), Stephanie Bigelow, Jake Carter, Jared Chappell, Amy Chappell, Ryan Denney, Laura Denney, Blaine Hunsaker, Derek Maxfield, Shayne Pierce, Heidi Pierce

Family Education Center Committee

Katie Holmstead,* chair
LaDawn Jacob*
Leland Anderson, HDE director
Grant Beckwith, FEC director
Ruel Haymond
Larry Hilton
Peter Knecht, HDE asst. director
Jane Mack
Nanette Wiggins

Family Education Center Committee Description

The Family Education Center (“FEC”) is the community outreach arm of American Heritage School, and includes the Home & Distance Education (“HDE”) Program.

- Members: At least two Trustees, others as needed
- Reports to and appointed by: Board of Trustees
- Meets: as needed
- Duties:
 - ✓ Develop adult and family education products and programs, particularly parent training resources to strengthen families, and facilitate Christian education in the home
 - ✓ Develop and execute the Home & Distance Education program and strategic goals
 - ✓ Provide counsel and support to the Center’s director
 - ✓ Approve the Center’s programs and policies

Short-term Goals 2014/15

- Launch The Family School - Year Three [**L. Anderson, P. Knecht, Leads, 2/1/15**]
- Develop a full K-12 line of homeschool (9-12 Family School?) products that leverages existing lesson plans, resources, and activities at AHS and makes them accessible for homeschool use. [**L. Anderson, P. Knecht, Leads, 6/1/14**]
- Develop a blended learning calendar that integrates AHS on-campus activities for AHDE subscribers. [**L. Anderson, P. Knecht, Leads, 12/31/14**]
- Produce development video with Development Committee that helps potential donors understand vision, needs, and strategy for HDE [**G. Beckwith, P. Knecht, Leads, 11/1/14**]

Legal Committee

Dan Burton,* chair
Grant Beckwith
David Handy
Bob Sorensen*

Legal Committee Description

- Members: At least two Trustees, school principal, and others as needed
- Reports to and appointed by: Board of Trustees
- Meets: as needed
- Duties:
 - ✓ Work with administration to review and respond to legal issues.
 - ✓ Review current policies for legal compliance
 - ✓ Make reports and recommendations to the Board of Trustees, as necessary and appropriate

Safety Committee

Bob Wheeler, chair
Charné Adams
Grant Beckwith
Jane Davis
Blaine Hunsaker
Arnie Lemmon
Dan Reed
Stan Swim
Dan Todd
Lauri Updike
James Uhl
Greg Hansen

Safety Committee Description

- Members: At least one Trustee, school director, and others as needed
- Reports to and appointed by: Board of Trustees
- Meets: Dates as needed.
- Duties:
 - ✓ Recommend policies and procedures to Administration and Board of Trustees for campus safety and security

Scholarship Committee

Mary Kay Ware,* chair
Mikel Chertudi*
Charné Adams
Leland Anderson
Grant Beckwith
Elizabeth Jacob
Blaine Hunsaker
AHS Finance Director

Scholarship Committee Description

- Members: At least one Trustee, school director, and others as needed
- Reports to and appointed by: Board of Trustees
- Meets: Dates posted on Scholarship and Financial Aid site of School's website; otherwise as needed.
- Duties:
 - ✓ Establish policies and procedures for screening and approving scholarship applications
 - ✓ Make scholarship awards based on established criteria
 - ✓ Report to the Board of Trustees regarding scholarship awards
 - ✓ Make financial aid recommendations to the Board of Trustees

Short-Term Goals 2014/15

- Develop guidelines for more proactive use of financial aid in admissions, increased enrollment of mission appropriate students in available seats [**G. Beckwith, Lead, 12/31/14**]
- Increase the availability of privately sponsored

- scholarship programs [**G. Beckwith, Lead, 12/31/14**]
- Evaluate the effectiveness of the Carson Smith Special Needs Scholarship program [**C. Adams, Lead, 12/31/14**].

Appendix C—Faculty Directory & Contact Information

(Please see <http://american-heritage.org/Instructor/Directory>)

Appendix D—American Heritage High School Graduation Requirements



High School Graduation Requirements

Graduation Requirements	Credits	Notes
English	4.0	One class each semester
Mathematics	3.0	Minimum of 6 semesters of math in high school. Students must complete through Algebra 2.
Science—for graduating class of 2014-2015 and beyond	3.0	1.0 Biology 1.0 Chemistry 1.0 Physics
History/Geography	4.0	2.0 World History 1.0 American History 1.0 American Government and Economics
Fine Arts	2.0	Select from the following choices: Choir, Orchestra, Drama, Debate, Art, and Dance
Foreign Language	2.0	Choose from Spanish or French
Educational and Computer Technology	0.5	Typically taken in 9 th Grade
Principles of Leadership	0.5	Typically taken in 10 th Grade
Physical Education	2.0	Select from Ballroom Dance, Girls or Boys PE, or after-school athletics.
Financial Literacy	0.5	Typically taken in 11 th or 12 th Grade
Electives	4.5	Nine (9) semesters of student's choice (Seminary not included)
Written Portfolio I (.5) and II (.5)	1.0	Typically taken in 9 th and 10 th grade
Jr. (.5) and Sr. (.5) Thesis	1.0	Typically taken in 11 th and 12 th Grade
Experiential/Service Learning	1.0	(.25 credits required for each year enrolled in AHS High School beginning 2013-14 school year)
Total Credits Required	29.0	1.0 credit=one year .50 credits=one semester

Updated July 25, 2014

Appendix E—Student Uniform FAQ’s (Frequently Asked Questions)

Thank you for the many suggestions that you have shared with us as we have refined the AHS uniform policy through the years. We have incorporated much of this feedback into the policy, but differences of opinion on particulars will always exist. We appreciate your spirit of unity in upholding the uniform policy. Our uniform is an important teaching tool. Most importantly, it helps us to teach our children to make and keep commitments with exactness—a skill that will serve them well as they prepare to make more significant commitments in the future.

Why a detailed uniform policy rather than just a general dress code?

- A uniform serves as a better foundation for teaching the importance of making and keeping commitments with exactness, even when the commitment may appear to be small.
- Uniforms reduce socio-economic stigmas. When children come dressed in a uniform, their individuality is expressed more through their countenances and personality than dress.
- Uniforms are more effective at reducing fashion distractions that can inhibit learning.
- A uniform allows teachers to focus more on teaching and less on upholding and debating a dress code with students.
- A uniform creates a stronger identity with the School.
- A uniform is helpful for security purposes to quickly and easily distinguish between AHS students and visitors.

How can my child express his/her individuality if most of what he/she wears is prescribed in the uniform policy?

Fashion is one form of expressing ourselves, but individuality (who we are) goes much deeper than fashion. We feel that when we eliminate differences in apparel during school hours, it is easier to focus on the more significant aspects of our individuality: our Christ-like character and behavior, our God-given talents, our countenances, our divine nature, and our personality.

Why do we have an exclusive provider contract with Dennis Uniform?

As a result of our exclusive provider contract, Dennis Uniform contracts with fabric mills for the materials needed and provides certain guarantees to have AHS uniform items in stock. Dennis must have a multi-year commitment for their mills and manufacturers to provide these guarantees.

Doesn’t an exclusive provider contract with Dennis Uniform create a monopoly, when competition can help drive prices down?

Competitors’ prices and quality are still factors in our exclusive provider contract with Dennis. Price is an important factor, but not the only factor in our choice of uniform supplier. Each year, the Uniform Committee compares Dennis extensively with competition before continuing the exclusive provider contract with Dennis. Through this process, Dennis competes with other companies on price, quality, and customer service. So far, we have found that Dennis continues to provide the best balance of quality, variety of product, size options, online purchasing, and customer service. For example, they offer longer skirt options for our School than are available through other providers. We continue to actively research and compare options for future consideration.

Why are girls required to wear dresses and not allowed to wear pants or shorts?

- Dresses establish appropriate gender distinction and elevate the level of dignity and respect by and for our girls and young women.
- The uniform standards for boys and girls set the tone for an atmosphere of diligent learning and study. Various accommodations and options are available in the uniform policy for activities that require clothing other than dresses (field trips, P.E., etc.); however, the general uniform standard for boys and girls is “classroom” focused and not “playground” focused.

- The requirement for girls to wear dresses predates the School's uniform policy and has been in place from the founding of the School in 1970. It continues to be a part of the School's history and identity. Maintaining this dress standard not only displays respect for girls and young women, but also shows respect and gratitude for those who have made immense sacrifices of their time and resources through the years to establish and perpetuate the culture and spirit of American Heritage School.

Why are there not more options in the uniform?

Historically, the School uniform has gone through periods of more and fewer options than are currently permitted. As the Uniform Committee reviewed this history with parents, teachers, and administrators at AHS, it became apparent that a policy with relatively fewer options best supports the underlying purposes and goals of the uniform policy and the mission of the School. Fewer options are easier for teachers to uphold and support in the classroom, and oftentimes less expensive for parents.

Who do I talk to about suggestions or concerns I have about the uniform policy?

Although you are welcome to speak with a School administrator or a Uniform Committee member, we strongly recommend that concerns or suggestions be submitted in writing to the Uniform Committee Chair, bhunsaker@ahsmaail.com, who will circulate it to the full Uniform Committee. An e-mail or letter is far more likely to make a difference for the following reasons:

- It can be circulated to the full Uniform Committee for careful review, instead of heard by a single individual who may or may not act upon the suggestion or concern.
- It can be saved and referenced in future Uniform Committee discussions.
- Written feedback requires careful and thoughtful articulation, and therefore separates it from the less carefully considered and passing suggestions that we sometimes receive about the School uniform policy.

Who is on the Uniform Committee, how was it established, and what is the process for getting on the Uniform Committee?

The Uniform Committee is comprised of experienced parents, teachers, and administrators who represent students, parents, and teachers from across the K-12 grade level spectrum. Although students are not represented as voting members of the Uniform Committee, they are included indirectly in the decision making process through in-class and personal feedback opportunities, as well as through the AHS Student Government process, which includes a mechanism for making proposals to administration.

Currently the Uniform Committee is comprised of the following individuals: Blaine Hunsaker (Chair), Debbie Hobbs, Katie Holmstead (board member), Liz Jacob, Jill Murdock (Parent Organization President), Chrisann Patch, Rob Swenson, and Lauri Updike.

Members are invited to serve on the Uniform Committee by the Head of School, the Uniform Committee Chair, and the Parent Organization President. Invitations are based upon experience, understanding of and commitment to the principles underlying the AHS uniform policy, ability to effectively listen to and communicate with others, and ability to approach uniform questions objectively and even-handedly. The Uniform Committee bylaws provide for changing no more than 25% of the Committee membership in a given year.

Because there are typically so many recommendations concerning uniforms, the Uniform Committee requires a significant time commitment from its members (monthly and sometimes weekly meetings of two or more hours each). Parents who have made written proposals to the Uniform Committee are oftentimes given opportunities to make brief presentations at the Uniform Committee meetings to allow parents the chance for an in-person hearing with the Uniform Committee, particularly when the written recommendation from the parent was thoughtful, principle-based, and persuasive.

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