

## **Priority Acceptance Policy: Admission Criteria**

Current patrons who have fulfilled their service hour commitment and have timely submitted their application (typically prior to mid-February) are given first priority.

New students are accepted based on the following criteria:

1. Students new to the school who have siblings currently enrolled at American Heritage School.
2. Space availability in classroom (see policy regarding waiting lists below)
3. Strength of interview with Administration
4. Academic standing (see policy regarding academic standing below)

### **Waiting Lists**

American Heritage School accepts a certain number of students per grade. When a grade has been fully seated, a waiting list is created. Students who would otherwise be admitted if a seat were available will be added to the waiting list for that class. Admission from a waiting list is NOT first-come-first-served; rather, when a seat opens in a class, the Admissions Committee will choose what it believes to be the applicant (parents and child viewed together) that best fulfills the admission criteria and best personifies the mission statement of American Heritage school. All waiting lists expire at the end of each academic year and are re-established in connection with the annual application process.

### **Academic Standing**

Prior to admittance, the Admissions Committee reviews the academic standing of a student to avoid putting a child in a grade level for which the child is unprepared. American Heritage School does not have the resources to offer specialized academic assistance for those students who are significantly below grade level. Consequently, students who require substantial or specialized in-class help will generally not qualify for acceptance to the School. In limited circumstances, factors such as private tutoring (at the additional expense of the family) and significant parental involvement, when taken together with other admission criteria, may result in acceptance of a student who has special needs or who is performing significantly below grade level. If a student has tested below grade level in some areas, but exhibits average or above-average performance in other areas, the student may still qualify for acceptance.

### **Standards**

All students are expected to abide by the School's Honor Code and are expected to conduct themselves in all aspects of life as Christians. Successful students:

- Use good manners and polite speech. Use of profanity or other offensive language will result in automatic suspension in grades 7-12. Repeated use will result in permanent dismissal from the school.
- Treat all students and teachers with respect. Belittling or making fun of others will not be tolerated.
- Are honest and truthful in all dealings.
- Accept corrections respectfully.

- Display a good and positive attitude.
- Maintain a minimum of 2.0 (C-) academic grade point average beginning in the Fourth grade.
- 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. Adherence to these standards is expected on and off campus, at all times.

### **Interview**

- All families new to the School are required to have a family interview with an Administrator. Both parents (or legal guardians) and those children desiring to attend American Heritage School must attend this interview.
- Returning families who are enrolling a new student are required to have an admission interview with the new student, one parent, and an Administrator in the Admissions office.
- Once the application is completed, you will be contacted regarding the interview.

### **Academic Evaluation**

- Official Report Cards and Transcripts are required. All new students applying for admission to grades 1-9 will need to provide the most recent Report Card from their previous school, and students applying for grades 10-12 must provide a Transcript.
- Full Academic Assessment Required for students applying for grades 1-12. All new applicants must be assessed at the School. The assessment fee is \$75 per student in grades 1-12 and includes a full battery of subject matter evaluation in math, reading, spelling, and writing, and also includes a written summary of results. Once the application is completed, you will be contacted to schedule an assessment.
- Kindergarten Readiness Assessment Required. All Kindergarten applicants must be evaluated for basic Kindergarten readiness. Kindergarten Readiness Assessments will be conducted at the School. The assessment fee for Kindergarten Readiness is \$50 per student. Once the application is completed, you will be contacted to schedule an Assessment.

### **Dress Code**

In keeping with principles of unity, modesty, and focus – students wear uniforms as outlined in the American Heritage School Uniform Policy. Parents agree to purchase uniforms in conformity with specified instructions in the uniform policy. It is the responsibility of the parent(s) to understand the uniform policy, monitor their children’s compliance with the policy, and to order uniforms far enough in advance that the dress code is followed beginning with the first day of school.

Non-discrimination Notice: American Heritage School does not discriminate against any employee, student, employee applicant, or student applicant because of race, creed, color, religion, sex, age, national origin, physical and/or mental disability.