

American Heritage Charter School

Student Handbook
2013-14 Academic Year

Go, Patriots!



Mission Statement

American Heritage Charter School strives to provide an excellent educational choice where students have the opportunity to become an informed and involved citizenry.

Vision Statement

American Heritage Charter School
creates patriotic, educated leaders.

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ACADEMICS

Class Schedule

Requests for a change in schedule must be made with the School Clerk and have the approval of the teachers of classes involved. Once the student has received approval from the teachers, the request is submitted to the Principal/Designee for final approval. Class schedules cannot be changed after the first week of each trimester.

Community Service Project

All students will participate in a yearly community service project as outlined:

1. Grades K-5: community projects established and supported by class parents
2. Grades 6-8: class sponsored community projects
3. Grades 9-11: individual/small group community projects
4. Grade 12: community action piece as part of the student's senior project
5. All students will achieve satisfactory status or above as measured by classroom/individual assignments and/or tasks based on teacher developed rubrics.

A culminating survey taken by the targeted focus group, involved students, teachers and/or parents resulting in an 80% or above positive feedback.

Grading Policy

Letter grades will be recorded with the corresponding numeric value when possible. The following scale for letter grades will be used:

90-100.....	A
80-89.....	B
70-79.....	C
60-69.....	D
59 or below.....	F

Grades will be a matter of record and a student should feel free to ask the teacher how their grades are determined.

Graduation Requirements

- Pass 10th grade ISAT
- Four (4) years of English
- Four (4) years of Mathematics
- Four (4) years of Science/Health
- Two (2) years of Spanish (or test out by passing oral and written test for college intermediate Spanish)
- Four (4) years of Social Science
- Four (4) years of Academy Focus
- GPA of 75% on a 100% scale to receive a diploma

Honor Roll

The Honor Roll is compiled and published for grades 7-12 each trimester to honor students with good grades. The Honor Roll will be determined by grade point.

- 3.50 – 4.00 High Honors
- 3.00 – 3.49 Honors

Middle Level Credit System (IDAPA 08.02.03.107)

American Heritage Charter School will develop and adopt a policy that addresses the following:

Credit Requirements

AHCS shall require students to attain a minimum of eighty percent (80%) of the total credits attempted before the student will be eligible for promotion to the next grade level. AHCS's credit system shall require a student to attain, at a minimum, a portion of the total credits attempted in each area in which credits are attempted except for areas in which instruction is less than a school year before the student will be eligible for promotion to the next grade level.

Students repeating classes in grades 7-8 (Grades 9-12 beginning with the 2014-15 school year.) will be required to repeat the class or classes of failure. The classes in which the student was successful will not be repeated. (For example, if a student repeats seventh-grade English, that student may be enrolled in seventh- AND eighth-grade English simultaneously.)

Credit Recovery

A student who does not meet the minimum requirements of the credit system shall be given an opportunity to recover credits or complete an alternate mechanism in order to become eligible for promotion to the next grade level.

Alternate Mechanism

AHCS may establish an alternate mechanism to determine eligibility for grade level promotion. The alternate mechanism shall require a student to demonstrate proficiency of the appropriate content standards. All mechanisms established and used by AHCS to demonstrate proficiency will be forwarded to the State Department of Education. Alternate mechanisms will be re-submitted to the Department when changes are made to the mechanism.

Attendance

Attendance shall be an element included in the credit system, alternate mechanism or both.

Special Education Students

The Individualized Education Program (IEP) team for a student who is eligible for special education services under the Individuals with Disabilities Education Improvement Act may establish alternate requirements or accommodations to credit requirements as are deemed necessary for the student to become eligible for promotion to the next grade level.

Limited English Proficient (LEP) Students

The Educational Learning Plan (ELP) team for a Limited English Proficient (LEP) students, as defined in Subsection 112.04.d.iv., may establish alternate requirements or accommodations to credit requirements as deemed necessary for the student to become eligible for promotion to the next grade level.

Report Cards and Progress Reports

Report cards will be compiled at the end of each grading period. Report cards will be mailed to parents. Students are to return the attached *Acknowledgement of Receipt of Report Card* with the signature(s) of parent. Progress reports and/or deficiency notices will be mailed to parents' mid-term of the trimester.

Schoolwork Make-Up Policy

Make-up Work is required for all absences.

If a student is absent on the day work is assigned, students will be given two (2) days to complete the assignment for the first day absent and one (1) day for each additional day absent.

When due dates are announced prior to absences, all work and tests are still subject to original assigned dates.

Make-up tests must be taken in a timely manner; arrangements must be made with the teacher upon the student's return.

Absences due to school activities require planning on the student's part. Any type of pre-planned absence requires that the student come in prior to the absence to collect any work that will be missed. Assignments are subject to the same due dates as if the student had been in the classroom that day, or are due immediately upon his or her return to class.

Late homework is a different issue from make-up work. Late homework policies will vary and are at the discretion of the classroom teacher.

Senior Project

Completion of a senior project is a graduation requirement.

Responsibility: Senior students **MUST** have completed as bare minimum requirements a written research paper, presentation at the Academic Fair and in class, and a product

Monitoring Responsibility: Advisor of the Senior Class is the driving force to get the student organized and moving forward.

1. Written research paper must be explained, monitored, and graded by the secondary English teacher or a certified secondary English teacher agreed upon by the principal and head teacher.
2. Presentation must be explained, monitored, and graded by the secondary head technology teacher or a certified secondary technology teacher agreed upon by the principal and head teacher.
3. Product must be explained, monitored, and graded by the secondary advisor to the student in conjunction with the English teacher, the Technology teacher, Professional Technical, etc.)

TIMELINE:

1. It is **highly recommended** the student identify the senior project by the 9, 10, or 11th grade, but it is **mandatory** the student identify the project by the end of the first trimester of the senior year. This process will be guided by the senior advisor as the student may not be enrolled in senior English, or the subject area affecting the project.
2. The senior student will be allowed, but not required, to enroll in a class designed to facilitate work on the senior project during the second and third trimester. (The student must have the Senior Project completed for the Academic Fair, so the Academic Fair should be set for the latter part of May.)
3. Grading and acceptance of the Senior Project must be completed prior to the Academic Fair by all the evaluating parties.

FINAL SENIOR PROJECT REQUIREMENT

The Senior Project **WILL BE INCLUDED** in the Senior Portfolio.

Valedictorian/Salutatorian Requirements

AHCS's valedictorian will be the senior who has completed all coursework and has the highest GPA. The salutatorian will be the senior who has completed all coursework and has the second highest GPA. Internships will be an acceptable part of a valedictorian or salutatorian's course of study; however, work release will disqualify a student from consideration.

ATTENDANCE POLICY

AHCS recognizes the need for students to attend school on a regular and consistent basis to ensure their academic success. Consequently, AHCS has set a goal of a daily average school absentee rate of less than 5% when calculated on a monthly basis.

Absences

If student will be absent from school, parents must notify the office as soon as possible. If not notified, AHCS will call parents to check on the student's whereabouts. Upon return to school, students must present a note from parents indicating his/her reason for the absence before being permitted to resume his/her studies.

Excessive Unexcused Absences

If students accumulate nine (9) or more absences in a trimester without documentation from a qualified healthcare professional that a medical condition exists, the lack of attendance will be considered a habitual problem, and student's may lose credits. Parents will be notified in writing. Students and parents will be required to appear before the Board to appeal loss of credit for the trimester in which the absences occurred.

Tardies

Students will be counted tardy if they have not arrived in their classroom by the time the tardy bell rings. Tardy students will be required to check in at the school office to obtain a note for admittance into class.

Truancy

A truancy occurs when a student is absent from class or classes without previous consent or knowledge of the school and/or parents, or for reasons not acceptable to school officials. This includes an absence from school or class after a student has arrived at school and then leaves without the permission of a school official. The student will receive a zero for any assignments given during the period(s) missed.

For the purposes of the following procedures, any truancy that occurs within a given school day will be deemed one truancy. The length of detention or suspension time assigned to the student under this policy will be determined by the Principal/Designee.

1st Truancy: The Principal/Designee will have a conference with the student. Detention or in-school suspension time will be assigned by the Principal/Designee.

2nd Truancy: The Principal/Designee will have a conference with the student and the student's parents. In-house suspension will be assigned to the student as deemed appropriate by the Principal/Designee.

3rd Truancy: The Principal/Designee will have a conference with the student and the student's parents. The student will be suspended for a period deemed appropriate by the Principal/Designee. The student will sign an attendance contract which clearly indicates that any further truancy can, at the Principal/Designee's discretion, result in a recommendation to the Board that the student be classed as a habitual truant and that they be expelled under provision of Idaho Code 33-205 and 33-206.

4th Truancy: At the option of the Principal/Designee, if a student is truant a fourth time, the Principal/Designee may repeat the procedure outlined for a 3rd truancy or follow the procedure for recommending that the student be classed as a habitual truant for the remainder of the trimester. Students will receive a "0" for work missed while truant.

HEALTH AND SAFETY POLICIES & PROCEDURES

Birth Certificates or Proof of Identity

Pursuant to Idaho Code, Section 18-4511, the person enrolling the student must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity. AHCS is required to contact the State Department of Health and Welfare and local law enforcement when this law is violated.

Campus Visitation

Parents are welcome and encouraged to visit the school. All persons visiting AHCS are: (1) required to sign in at the office, (2) explain the purpose of their visit, and (3) wear a visitor ID badge while in the building or on campus. Students are discouraged from inviting guests to visit them while they are at school. Those students who wish to bring guest speakers/volunteers to school are encouraged to do so; however, they must prearrange the visit with the Principal/Designee.

Child Abuse/Neglect Reporting

Idaho Law (Section 16-1601 et.sep.) requires that any person having reason to believe a student has been abused, abandoned, or neglected report the allegations to either the Idaho Department of Health and Welfare or a law enforcement agency. School personnel do not conduct any investigations into said allegations. The legal requirement is limited to reporting only.

Classroom Conduct

Students are to:

1. treat all peers, faculty, administration and visitors with respect, including but not limited to, no swearing, trash talking, bullying, or insubordination)
2. be in their seats with necessary classroom equipment when the bell rings.
3. always have a teacher-signed hall pass or agenda when out of the classroom.
4. follow AHCS's computer, network, and Internet policies when working on computers.
5. refrain from random Internet surfing, streaming music, using headphones with or without iPod players, program surfing to "see how something works," or using cell phones are not acceptable and will result in appropriate disciplinary action.
6. leave gum and/or candy off campus.
7. remember cell phones are NEVER allowed in the classroom. [If cell phones are brought to school, they must be checked at the school office at the beginning of the day to be returned at the end of the day. If phones are detected in the classroom, they will be confiscated until such time as the parents can come to school and pick them up. Disciplinary action may follow.]

All faculty members are expected to enforce the above rules in their classrooms.

Code of Conduct

AHCS expects students to be able to conduct themselves in such a manner that few rules are necessary. A violation of any school rule or regulation may result in disciplinary action, including, but not limited to, suspension, removal, expulsion, or possible court action.

- **Academic Dishonesty:** Cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network and Internet, including violating the *Internet Access Conduct Agreement*.
- **Creating False Emergencies:** Creating a false emergency, including misuse of fire alarms. Bomb threats or other such false emergencies will result in disciplinary action, and/or involvement of appropriate local, county, and/or federal enforcement agencies.
- **Damage or Theft of Private Property:** Causing damage or attempting to damage or steal private property on school premises.
- **Disruption:** Including, but not limited to, running, littering the school, making excessive noise, such as loud or boisterous talking or shouting.
- **Bullying/Fighting/Harassment:** Verbally or physically harassing or harming another student or any AHCS personnel or interfering with or disrupting the job function of any AHCS personnel.
- **Illegal Acts:** Commission of acts that by law are considered felonies or misdemeanors in courts of law.
- **Initiation and/or Hazing:** Ceremony, ritual, test, or period of instruction in which student is subjected to any or all of the following: rough practical jokes, ridicule, persecution or harassment with meaningless, difficult, abusive, disagreeable, and/or humiliating tasks.
- **Insubordination:** Refusal to follow the reasonable directive of a staff member or AHCS personnel.
- **Littering:** Refusal to dispose of unneeded items in approved receptacles.
- **Profanity:** Abusive, vulgar, or irreverent language.
- **Public Display of Affection:** Participating in displays of physical affection is not allowed.
- **Throwing Snowballs/Water Balloons or Water Devices:** Throwing snowballs/water balloons or discharging a water (squirt) device.
- **Traffic Violations:** Violations on campus against speed limit, stop signs, and Idaho Traffic Laws.
- **Vandalism:** Destruction or disfiguring of public and/or private property.
- **Weapons, Fireworks, and Dangerous Instruments:** Possession, handling, or transporting a firearm, dirk knife, bowie knife, dagger, metal knuckles, or any deadly and dangerous weapons as defined in Section 921 of Title 18 of the United States Code, including any knife, any explosive, including firecrackers, or any other dangerous object [Dangerous object is defined as any object used in a dangerous and/or inappropriate manner that may cause harm to a person or property], on or about his/her possession while on the property of the AHCS, while engaged in a school activity on other property, and/or while riding school-provided transportation.

Causing or attempting to cause physical injury with a weapon or dangerous implement as defined in the aforementioned paragraph, or behaving in a way that could cause physical injury to any person is in violation of this policy.

Violation of the weapons policy will result in immediate suspension and expulsion for a minimum of one year or as determined by the Board on a case-by-case basis. The suspension and expulsion includes no participation in or watching of any school activity on school property. The suspended or expelled student may not be present on school property at any time. This may be modified only by the Board.

Any school employee or designee has jurisdiction over AHCS students during any school activity. If consequences are necessary for an infraction, the Principal/Designee may follow the protocol of discipline procedures, or may choose to enforce any of the consequences nonsequentially, or assign an appropriate work consequence as befitting to student and situation.

Discipline Procedures

Due Process

When school begins in the fall of each year, the Principal/Designee will review with staff and students AHCS's expectations of students. At that time, the material contained in this handbook will be reviewed as well as any other information that may be pertinent. This review will constitute the basis for informing students of policies and procedures, and should they fail to adhere to them, the disciplinary action that will occur.

Consequences

Discipline actions and consequences for violations of school rules, regulations, and procedures include, but are not limited to, the following:

1. Student conference with the Principal.
 - a. Loss of privileges
 - b. Detention (lunch hour or before or after school)
 - c. Phone call to parent
 - d. Letter sent to the parent
 - e. Student and parent conference with Principal
 - f. Suspension from extracurricular activities
 - g. In-school suspension
 - h. Out-of-school suspension
 - i. Referral to Status Offenders Service
 - i. Behavioral
 - ii. Attendance
 - iii. Truancies, etc.
 - j. Referral to Counselor or Student Specialist for intervention
2. Recommendation to Board for expulsion

The Principal determines appropriate consequences for infractions.

Suspension Policy

The Principal may temporarily suspend any pupil for disciplinary reasons. Procedure used for suspension will conform to the minimal requirements of due process.

Temporary Suspension

AHCS's Principal may temporarily suspend any student for disciplinary reasons or for other conduct disruptive of good order or of the instructional effectiveness of AHCS. A temporary suspension by the Principal shall not exceed five (5) school days in length; and the Board may extend the temporary suspension an additional ten (10) school days. If the Board finds that immediate return to AHCS by the temporarily suspended student would be detrimental to other students' health, welfare or safety, the Board may extend the temporary suspension for an additional five (5) school days. Prior to suspending any student, the Principal or Board will grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any student who has been suspended may be readmitted to AHCS by the Principal or Board who suspended him upon such reasonable conditions as said Principal or Board may prescribe. The Board will be notified of any temporary suspensions, the reasons therefore, and the response, if any, thereto. The Board shall be notified of the reasons for and response, if any, to any temporary suspensions.

In-school Suspension

In-school suspension can be for one (1) period to five (5) days. The student is assigned to a study area during the suspension. The missed period(s) or days do not count as absences and the student is allowed to complete all work for full credit.

Expulsion Policy

The Principal or Board may deny attendance at American Heritage Charter School by expulsion of any student who is a habitual truant, or who is incorrigible, or whose conduct, in the judgment of the Principal or Board, is such as to be continuously a discipline problem, or who may be harmful to the other students. Any student having been expelled may be readmitted to American Heritage Charter School by the Principal or Board upon such reasonable conditions as may be prescribed by the Principal or Board; but such readmission will not prevent the Principal or Board from again expelling such pupil for cause.

No student will be expelled nor denied enrollment without the Principal or Board having first given written notice to the parent of the student, which notice shall:

1. State the grounds for the proposed expulsion;
2. Indicate the time and place where such parent may appear to contest the action of the board to deny school attendance; and
3. State the rights of the pupil to be represented by counsel, to produce witnesses and submit evidence on his own behalf, and to cross-examine any adult witnesses who may appear against him.

Within a reasonable period of time following such notification, the Principal or Board will grant the student and his parents a full and fair hearing on the proposed expulsion. However, the board will allow a reasonable period of time between such notification and the holding of such hearing to allow the student and his parents to prepare their response to the charge.

Any student who is within the age of compulsory attendance, who is expelled as herein provided, will come under the purview of the Juvenile Corrections Act, and the Principal or representative designated by the Board will, within five (5) days, give written notice of the student's expulsion to the Prosecuting Attorney of the county of the student's residence.

Reenrollment to School Following Expulsion

A student who has been expelled may appeal to the Board to hear a petition for reenrollment in school. AHCS's Board will have the right to deny reenrollment for disciplinary or attendance reasons.

Drug Abuse Policy

In accordance with Federal law, the Board hereby establishes a “Drug-Free School Zone” that extends 1,000 feet from the boundary of any school property.

This policy includes the following three sections:

1. Random/Voluntary Drug-, Alcohol-, and Tobacco-Use Policy
2. Drug Abuse Policy for Students Involved in School Activities
3. Reasonable Suspicion Drug Policy

Random/Voluntary Drug-, Alcohol-, and Tobacco-Use Policy

Philosophy

Parents should be involved in all aspects of their student's education, including drug, alcohol, and tobacco prevention programs and counseling.

Definitions

Controlled Substances: Include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

Drug: Any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substance, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance whose use is intended to alter mood.

Reasonable Suspicion: An act of judgment by intervention trained school personnel, which leads to a reasonable and prudent belief that a student is in violation of use or "under the influence" of drugs and/or controlled substances. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date. Reasonable suspicion does not include intentional harassment of a difficult student.

Intervention Trained: School personnel who have completed an accredited course related to illegal substance, their physical characteristics, physiological effects, and how student behavioral changes typically associated with the use of such products may be evidenced in the classroom.

Policy

It is a violation of AHCS policy for a student to possess, use, buy, sell, or give away drug paraphernalia, controlled substances, or drugs on any school premises or at any school-sponsored activities, regardless of location, or to have such substances on his/her person, in his/her locker, vehicle, school bus, or other property.

Students reasonably suspected by intervention-trained personnel of any of the above will be identified, examined, and reported in accordance with the law. The student's parent will be contacted as soon as possible.

A urinary analysis (UA) drug screening can be an automatic part of the referral process, done at the discretion of the Principal/Designee. When there is “reasonable suspicion” that a student is under the influence of drugs, he/she will be given a UA, which screens for amphetamines, cocaine, morphine, PCP, and THC, and which provides immediate results. A positive UA will be sufficient to justify the need for assessment as well as result in parent notification and referral to law enforcement personnel, as allowed by Idaho Code 33-210. If there is a question as to the results or the validity of the UA, the specimen will be sent to a local, certified lab with which AHCS will contract for authentication. Referrals, records, assessments, and UA results are classified as confidential.

Students of suspicion or who have a substantiated controlled substance or drug problem will be offered assistance.

Any student who voluntarily discloses using or being under the influence of any drug or controlled substance while on school grounds or under school supervision and before he/she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

Disclosure is held confidential on a faculty "need-to-know" basis;

1. Notification is provided to parents; and
2. Available counseling is offered at the school level.

Once a student is reasonably suspected to be in violation of the law and this policy, regardless of any previous voluntary disclosure, the Principal/Designee will immediately notify the local law enforcement agency and will seek a law enforcement evaluation of the student. The evaluation may seek transfer of school custodial responsibility to the appropriate law enforcement agency.

Voluntary disclosure of use or being under the influence of any drug or controlled substance to school personnel while the student was off school grounds and not under the supervision of the school, may not be reported unless in the best interest of the student or required by school district policy, or State Code.

Discipline

Discipline for students who possess, use, buy, or give away drug paraphernalia, controlled substances or drugs, on any school premises or at any school-sponsored activity, regardless of location will involve suspension and possible expulsion.

Process

The following process applies to first and second/subsequent offenses on school property and at school-sponsored activities, regardless of location:

1. A student's person and/or personal effects, including, but not limited to purse, book bag, etc., may be searched whenever a school official has reasonable suspicion that the student is in possession of materials which violate AHCS policy or law.
2. Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for

the security of their lockers and desks. Periodic general inspection of lockers and desks may be conducted by authorized school officials for any reason at any time without notice, without consent, and without a search warrant. The interiors of lockers may be inspected whenever an authorized school official has reasonable suspicion that materials which violate AHCS policy or law are contained therein. Such inspections may be conducted without notice, without consent, and without a search warrant.

3. Students are permitted to park on school premises as a matter of privilege, not right. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exterior of automobiles on school property.

First Offense

1. The student's parents and law enforcement personnel will be notified as soon as possible; AND
2. The student will be subject to a ten (10) day suspension by Principal/Designee; AND
3. The Principal/Designee may reduce the suspension to three days when:
 - a. The student and parents show evidence of attendance at a local substance abuse meeting (AA, ALA Teen) and agree to a drug and alcohol assessment provided at a State-approved alcohol/drug agency in the area and conducted by a Certified Alcoholism/Drug Abuse Counselor, at the family's expense, and follow the recommendations of the agency.
 - b. The student submits a copy of the recommendation prior to re-admittance. Reduction in length of suspension or extracurricular ineligibility will be immediately revoked by the Principal/Designee whenever a student fails to follow through with the evaluation recommendation.

Second/Subsequent Offense:

1. The student's parent(s)/guardian(s) and law enforcement personnel shall be notified as soon as possible; AND
2. The student will be subject to a ten (10) day suspension at the discretion of the Principal/Designee; AND
3. The student and parent will attend a hearing with the Board or Board Approved Intervention Team.

All students and parents must sign a contract at the beginning of each activity, which contains these guidelines and resulting penalties for offenses. Activities, sports, and extracurricular activities are defined as all activities sponsored by AHCS including clubs, class officers, drama, pep band, INEEL, etc. There will be no break between school sport seasons. For purposes of this policy, the next sport season begins the same day the previous sport season ends. Non-sport season summer vacation time is excluded from this policy.

In the case of and also for those activities and clubs which do not have a regular season, the first penalty is for the remainder of a season defined as August - October (Fall), November – February (Winter), and March - May (Spring) if the chemical dependency assessment and evaluation are followed. Field trips that are a part of classroom instruction are not considered an extracurricular activity.

Any appeal of the above penalties or any change in procedures may only be made to the Board.

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments, Individuals with Disabilities Education Act, Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow said guidelines as well as the provisions of this policy.

AMERICAN HERITAGE CHARTER SCHOOL
DRUG-, ALCOHOL-, AND TOBACCO-USE POLICY
STUDENT CONTRACT

NOTE: THIS FORM IS INCLUDED SEPARATELY IN THE SECTION OF YOUR PACKET THAT INCLUDES ITEMS TO BE SIGNED AND RETURNED.

I understand and will abide by AHCS's *Drug-, Alcohol-, and Tobacco-Use Policy*. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, school disciplinary and/or appropriate legal action may be taken.

Student Name (Printed)	Student Signature	Date of Signature
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As the parent of this student, I have read the attached *Drug-, Alcohol-, and Tobacco-Use* policy.

Parent Name (Printed)	Parent Signature	Date of Signature
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**American Heritage Charter School Drug-, Alcohol, or Tobacco-Use Policy
for Students Involved in School Activities**

Philosophy & Objectives

School activities play an integral part of the total educational process of students enrolled in American Heritage Charter School (AHCS). Because activities provide an educational opportunity, participants and coaches/advisors strive to meet the following objectives:

- Promote and contribute to the goals of the total educational program;
- Promote good citizenship and respect for rules and authority;
- Promote involvement and community interest in activities;
- Promote good sportsmanship;
- Learning the value of competitive participation;

- Development of individual and team skills;
- Practicing good health habits;
- Practicing physical, intellectual, and artistic development; and
- Representing the school and community in a positive manner.

Participation in activities is not considered to be a right, but rather, it is a privilege.

The illegal use, possession, distribution, or sale of tobacco, alcoholic beverages, or other controlled substances is strictly forbidden.

If a student involved in school activities tests positive, is cited by police, or is under “reasonable suspicion” of committing any of the above, a review of the situation will take place before sanctions are applied.

It is not acceptable for a student to be in attendance at a gathering where the student knows rules of conduct are being violated. If a student is known to be at a gathering of this nature, sanctions will also take place.

If students choose to participate in activities, they do so voluntarily, and, therefore, there are expectations beyond the required expectations of students who do not wish to participate in activities. These include maintaining academic eligibility, abiding by rules set forth by the coach/advisor, and setting high standards for behavior. Moreover, commitment to activities requires that participants refrain from the use or possession of controlled substances.

Definitions

- 1. Reasonable Suspicion:** Otherwise unexplained behavior which, based on specific objective facts and reasonable inferences drawn from these facts, or any substantive evidence pointing to either use, possession, or distribution of illicit drugs, unlawful alcohol or tobacco, may constitute “Reasonable Suspicion.” Reasonable Suspicion may arise:
 - From direct observation of an individual;
 - From a pattern of abnormal conduct;
 - When the individual has been arrested for, convicted of, or identified as the target of a criminal investigation into a tobacco, alcohol or drug related offense; and/or
 - Based on information provided either by reliable and credible sources or independently corroborated.

Although reasonable suspicion does not require certainty, mere hunches are not sufficient to meet the standard. In any reported case, the Principal and Athletic Director must investigate and substantiate the facts before consequences are carried out.

- 2. Extracurricular Activity:** Any school competition that occurs out of the regular classroom setting. These include sanctioned activities such as, but not limited to, music, drama, debate, speech, cheerleading, dance, drill team, basketball, cross-country, football, golf, tennis, track, volleyball, and wrestling.
- 3. Participation:** “Participation” in an activity (including practice), as used in this policy, will include competition in any given activity, and includes managers.
- 4. Alcoholic Beverages:** Any beverage that contains alcohol, including, but not limited to beer, wine, coolers, and liquor.
- 5. Drugs:** Any controlled substances as defined in Idaho Code 37-2705 or 37-2707, except those possessed and/or used pursuant to a valid prescription.
- 6. Seasons:** The activity season extends from the first day of tryouts to the last day of competition. There will be no break between school activity seasons. For purposes of this policy, the next activity begins the same day the previous activity ends. This also applies for a student that, for instance, participates in only one or two activities. For example, if a violation occurs 2 days before the end of the football season and the student's next activity is track, the sanction will “carry-over” to the spring.

The non-activity season starts when the last State Tournament ends for spring sports and the first day of practice starts for fall sports. This time is excluded from the policy.

Determination of Violations

When there is reasonable suspicion to believe that a student has violated this policy by committing any of the above acts, an investigation will be conducted by the Principal and Athletic Director.

- As part of the investigation process, the student will receive written notice of the allegation that he/she violated the policy, and will be given an informal meeting with the investigators. Parents and the head coach/advisor are also encouraged to attend this meeting.
- In the event that a student self-reports the violation, upon being questioned by a coach, Athletic Director, or administrator; the first offense sanction will be reduced by 50% (one (1) week, consisting of at least a one (1) game suspension).
- Student has a right to face his/her accuser(s).

Appeals

- A student may appeal the determination that he/she has violated this policy and/or the penalty imposed by filing a written request with the Principal within ten (10) days of the date the determination is made. The request for an appeal must clearly state the reasons why the review is being requested. The review will be an informal meeting of the student, parents if desired, and Principal. The Principal will issue a written decision within five (5) school days of the date of the review.
- If the student's appeal to the Principal is not successful, the student has the right to appeal to the American Heritage Charter School Board of Directors by filing a written request with the Board Secretary within ten (10) days of the date the determination is made. The request for an appeal must clearly state the reasons why the review is being requested. The Board will issue a written decision within five (5) school days of the date of the review. The decision of the Board is final.
- Students will abide by all other terms of their suspension until a final determination is made regarding their appeal.

Sanctions (Sanctions will accumulate through grades 9-12)

FIRST OFFENSE:

- Automatic suspension remainder of sport season and next sports season;
- No attendance at school activities for two weeks after 3p.m.

OR

- Drug Assistance Prevention Program for 6 weeks;
- Suspended from the current extracurricular activity for two (2) weeks, but can participate in practice; or
- Mandatory drug testing for three (3) months.

SECOND OFFENSE:

- Suspended from activities for one calendar year
- OR
- Drug Assistance Prevention Program for six (6) weeks;
 - Suspended from current sport and next sport season;
 - Mandatory drug testing remainder of school or six (6) months;
 - No attendance at school activities for two (2) weeks after 3p.m.

Required recommendation must be met or student is automatically placed at next step.

THIRD OFFENSE:

- No participation in extracurricular activities for the remainder of one’s school career; or
- No attendance at school activities after 3:00 p.m. for one year.

AMERICAN HERITAGE CHARTER SCHOOL (AHCS)
STUDENT-PARENTAL DRUG-TESTING CONSENT FORM

NOTE: THIS FORM IS INCLUDED SEPARATELY IN THE SECTION OF YOUR PACKET THAT INCLUDES ITEMS TO BE SIGNED AND RETURNED.

We, the undersigned Student and Parent, understand that Student’s performance as a participant in AHCS extracurricular activities and the reputation of the Student’s school are dependent, in part, on the Student’s conduct as an individual. We, the Student and Parent have read the drug policy in this handbook and hereby agree to accept and abide by the standards, rules, and regulations set forth by American Heritage Charter School’s Board and the sponsors for the activity in which Student participates. In order to participate, this form must be signed and on file at American Heritage Charter School.

We also authorize American Heritage Charter School to conduct random drug testing of urine specimens provided by Student, to test for illegal drugs and/or alcohol use. We also unconditionally authorize the release of information concerning the results of such test to the Parent and Principal.

This testing will be deemed consent for the purpose of the Family Education Right to Privacy Act.

Student Name (Printed) _____ Student Signature _____ Date _____
Parent Name (Printed) _____ Parent Signature _____ Date _____

Emergency School Closure

Occasionally AHCS is forced to close school because of unforeseen circumstances. A sudden storm that threatens to close the roads, power outages, or maintenance problems are some of the reasons school will be closed. Parents will be given an emergency closure plan form to complete and return to the school at the beginning of the school year.

In the event of school closure while school is in session, teachers will consult the emergency closure plan on file and help students follow their plan. A school official will contact:

- Radio Stations – Riverbend Communications' stations; Rich Broadcasting's stations; Sandhill Media's stations; Idaho Wireless Corporation's stations; Pacific Empire Radio's stations; and KBYI & KISU.
- Television Stations – KIFI & KIDK and then KPVI
- Post Register – Breaking news alerts

to request the posting and broadcast of a special “school closure” bulletin at least 30 minutes prior to students’ dismissal.

In the event of school closure prior to commencement of school session, a school official will use the same methods and vendors listed above to request the posting and broadcast of a special bulletin to notify students and parents that school will not be in session.

Head Lice

The best way to control the spread of head lice is early detection and treatment. AHCS will direct the school nurse and/or other properly-trained personnel to conduct periodic checks for head lice. If head lice are detected during such checks, the office will contact the parent to pick up the student. Prior to re-admittance to AHCS, proof (box top, bottle, etc.) of treatment must be presented, and the school nurse and/or other properly-trained personnel must re-check the student’s hair.

Illness/Injury/Emergency Treatment

It is extremely important that a student’s file is accurate so a parent or designated alternate contact can be reached in case of illness or injury to your student. No medication will be administered without your written consent. (See Also, *Medications Policy* below.)

When a student is injured, staff will provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The Principal/Designee will immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a student develops symptoms of illness while at school, the responsible school officials will do the following:

1. Isolate the student immediately from other students in a room or area segregated for that purpose.
2. Inform the parent as soon as possible about the illness and request him or her to pick up the student.
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the Principal/Designee immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

Immunization Records

Idaho Code, Section 39-4801, requires all students attending Idaho public schools to provide evidence documenting current immunizations required by the State of Idaho.

Insurance

AHCS does not furnish health or accident insurance for any student. However, you may purchase one of several optional protection plans. Insurance applications and claim forms will be made available in the school office.

Internet Use and Safety

Acceptable Use of Electronic Networks

All use of electronic networks will be consistent with AHCS's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. **Educational Purposes Only.** All use of AHCS's electronic network must be (a) in support of education and/or research, and in furtherance of AHCS's stated educational goals; or (b) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via AHCS's electronic network or computers. AHCS reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
2. **Privileges –** The use of AHCS's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and/or Principal/Designee will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.
3. **Unacceptable Use –** The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or deauthorized;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette –** The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties –** AHCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. AHCS will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. AHCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification –** The user agrees to indemnify AHCS for any losses, costs, or damages, including reasonable attorney fees, incurred by AHCS, relating to or arising out of any violation of these procedures.
7. **Security –** Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Principal/Designee. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user

- identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
 9. Telephone Charges – AHCS assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
 10. Copyright Web Publishing Rules – Copyright law and AHCS policy prohibit the republishing of text or graphics found on the Web or on AHCS Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent and the student.
 11. Use of Electronic Mail.
 - a. AHCS’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by AHCS. AHCS may provide e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
 - b. AHCS reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via AHCS’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with AHCS. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of AHCS. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
 - f. Use of AHCS’s electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members will supervise students while students are using AHCS Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each AHCS computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Principal/Designee.

The system administrator and Principal/Designee will monitor student Internet access.

Leaving Campus

A student who has been in school during any part of the day and who must leave during any part of the school day must get permission from the office and must sign-out. Upon returning, the student must check in at the office and sign-in. Students leaving school grounds without permission will be truant.

Boyfriends and/or girlfriends may not pick up AHCS students and transport them off campus without written permission from parents.

No persons other than parents and parent-authorized individuals may pickup and transport students from the school grounds between the hours of 7:30 a.m. and 4:30 p.m. to ensure the safety of students and staff.

Medications

If a student needs to take medication during the school day, the medication must be brought to the office in its original packaging with a form, signed by parent, indicating the (1) name of the medication as it appears on the prescription bottle, (2) dosage instructions, (3) duration of administration of medication, and (4) reason for which medication is being taken.

ALL MEDICATION MUST BE PROVIDED IN THE ORIGINAL PRESCRIPTION CONTAINER WITH PROPER LABELING. THIS INCLUDES NON-PRESCRIPTION MEDICATION. NO MEDICATION OF ANY TYPE WILL BE ADMINISTERED BY ANY SCHOOL PERSONNEL UNLESS PROVIDED BY PARENT WITH WRITTEN CONSENT.

Medication administered on a regular basis at school will be stored in a locked area in the office. These procedures will be followed in every case for the safety of all students!

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in AHCS. An employee, Charter School agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with the student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, opportunities or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any AHCS employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of AHCS who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

AHCS will make every effort to ensure that employees or students accused of sexual harassment or intimidation is given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Principal/Designee for the name of the current Title IX Coordinator for AHCS. The Principal will insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating AHCS's compliance efforts.

An individual with a complaint alleging a violation of this policy will follow the Uniform Grievance Procedure.

Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board policy.

AHCS will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the Principal will investigate and attempt to resolve the complaint. If either party is not satisfied with the Principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the Principal's decision. This request must be submitted to the Board within fifteen (15) days of the Principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal will turn the complaint over to the Nondiscrimination Coordinator who will investigate the complaint. AHCS will appoint Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Board within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Board agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Board rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: The Board

Upon receipt of a written appeal of the decision of the Principal, and assuming the appeal alleges a failure to follow Board policy, the matter will be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision will be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Volunteers

AHCS welcomes and encourages volunteers. Volunteers can enhance the educational experience of students in numerous ways—both at home and at school. Volunteers are required to register at the school office and receive a Visitor ID badge. This procedure will be followed each time a person volunteers at the school.

Definition of Volunteer

Volunteers are persons who assist in school or school programs. Volunteers are encouraged to use their time and effort to support school and school programs. A volunteer will be an individual who:

- Has not entered into an express or implied compensation agreement with AHCS;
- Is excluded from the definition of “employee” under appropriate state and federal statutes;
- May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- Is not employed by AHCS in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to students are subject to AHCS’s policy mandating background checks.

For more information on how you can become involved, please contact the school office.

Weapons Policy

(See, *Code of Conduct*, under “Health and Safety Policies & Procedures” section above)

SCHOOL POLICIES & PROCEDURES

Activity Card

The purchase of an activity card entitles the student to become a member of the student body with all privileges of the organization. The activity card entitles the student to take part in extracurricular activities. Any student participating in American Heritage Charter School activities may be required to purchase an activity card.

Assemblies

All assemblies for students, except pep assemblies, will be opened with a Pledge of Allegiance to the Flag. Students will report to their regularly scheduled classes for attendance and then the students will be dismissed by notification from the office.

Controversial Issues

Controversial issues may be discussed in the classroom and a student may be excused from all or some of that instruction if his or her beliefs so dictate. The parent may also make that request. The teacher will provide an appropriate and alternative assignment of equal time if the teacher and the Principal/Designee approve the request. The teacher will require written parent permission prior to a topic they feel may be highly controversial.

Dances

Dances may be held during the school year for high school students. Dances must be approved by the Principal/Designee. After students enter a dance, they are not allowed to leave and re-enter the dance or the building. All school rules apply at dances. Dances for students in ninth through twelfth grades end at 11:30 p.m. It is the responsibility of the sponsoring club/organization to provide chaperones to include teachers and parents. Without chaperones, the dance will be cancelled.

Dress Code

Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Since it is the duty of the Board of Directors to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students, all students will abide by the uniform code of dress outlined by AHCS when the student is on any school premises or at any school sponsored activity, regardless of location. AHCS’s Uniform Code of Dress is outlined below, and may be changed by the Principal with approval from the Board at any time. On September 2, 2008, the Board voted to amend the dress code. Additions are in bold; deletions are struck through.

Uniform Code (Principal may choose to alter the Uniform Code on a per student basis as requested by parent.)

1. Clothing must be clean and in good condition.
2. No denim is allowed.
3. No head coverings are permitted indoors except as permitted under special circumstances outlined by Principal/Designee.
4. Students are prohibited from wearing excessive cosmetics **or coming to school with extreme hairstyles as determined by the Principal/Designee.**
5. Students are permitted to wear no more than one pair of earrings while at school or at any school-sponsored activity, regardless of location.

Shirts

- Red, white, or blue shirts in solid colors with collars and sleeves, such as a Polo[®] or a button-down shirt. Turtlenecks in approved colors may be worn under shirts with collars and sleeves.
- Vests and/or sweaters in solid, approved school colors may also be worn over shirts.
- Shirts must be tucked in at all times.
- AHCS t-shirts and/or sweatshirts may be worn on approved days.
- May not be made of fleece or nylon material typically used in athletic wear.

- Must be made of opaque material.
- Must extend past waist and/or top of pants.
- May not show any chest or torso in front or back.
- Must have sleeves that cover any tattoos.

Pants/Shorts/Skirts/Skorts/Jumpers/Capri's

- Tan or navy blue pants/skirts/shorts/skorts/jumpers/Capri's made of cotton, cotton-polyester blend, linen, wool, or corduroy. May not be made of fleece or nylon material typically used in athletic wear.
- Must reach a student's hips or midsection. (No undergarments may show above the pant line.)
- Shorts must be no less than mid-thigh in length. Skorts/jumpers/skirts must reach no less than three inches above the knee while student is kneeling.
- No pockets are permitted on the sides of clothing.
- Must cover any tattoos.

Footwear

- Socks/tights-solid colors of tan, brown, navy blue, white, or black.
- Shoes-no flip flops are permitted; heels must be of moderate height.
- Winter footwear-must be removed at the door and replaced with appropriate footwear.

Outerwear

- Worn outside is not considered part of the dress code and must be removed while indoors.

Students may wear clothing they currently own if it conforms to AHCS's uniform code. Parent may purchase appropriate clothing at any clothier of their choice. Often vendors offer schools a discount so are encouraged to compare pricing before purchasing apparel.

Students are not to wear or carry items of apparel (accessories, cosmetics, tattoos, jewelry—including body piercing) which depict or allude to, by picture, symbol or word, drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts. The wearing, using, or displaying of any gang clothing or attire (based upon the Principal/Designee's reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school-sponsored activity, regardless of location.

Head coverings are inappropriate in the school building during regular school hours, unless the Principal/Designee specifically makes an exception to the policy.

Unless the Principal/Designee indicates otherwise, students will wear footwear at all times. When students are in lab classes, closed-toe footwear is required.

Interpretation and Implementation of Policy

The building Principal/Designee will use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building Principal/Designee will be final. Principals, administrators, and teachers will use reasonable discretion in enforcing this policy.

Enforcement

Parents will be notified each time a student is in violation of the dress code. Parents will be responsible for facilitating prompt compliance with the dress code. Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations will be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances for violating the uniform dress code.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building Principal/Designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

Driving

Students who drive cars to school are to obey school rules and regulations concerning all speed limits, safe driving and parking area rules.

Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities will be available for all AHCS students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless student. Any student may file a discrimination grievance using the Uniform Grievance Procedure.

No student, will on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the Principal/Designated Coordinator. An individual with a complaint alleging a violation of this policy will follow the Uniform Grievance Procedure.

In compliance with federal regulations, AHCS will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries.

AHCS will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. AHCS considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Extracurricular and Interscholastic Activities

Students may participate in sanctioned sports and activities through ~~Gooding~~ Idaho Falls School District #91 as determined by AHCS and ~~Gooding~~ Idaho Falls School District #91 (~~GSD~~).

AHCS intends to offer intramural activities as requested by stakeholders.

The following represents American Heritage Charter School's Eligibility Policy and Guidelines.

To be academically eligible for athletics and cheerleading, a student must:

1. Be enrolled full-time or dual enrolled (see definition in graduation requirements).
2. Have received no failing grades during the preceding nine-week grading period.
3. Have earned credits in at least five (5) full-credit subjects in the previous trimester or grading period for which credit is granted.

Academic eligibility will continue until that particular sport season or activity has been completed. Any student who is enrolled and participates in a Chapter 1 or Special Education program and does not meet the eligibility requirements may be declared eligible by a favorable vote of at least five (5) of the student's seven (7) classroom teachers.

Students who do not come to school the day of an activity for a full day will not be allowed to participate in that activity unless a special problem beyond the student's control arises and is acknowledged by the Principal, athletic director, coach, and/or advisor.

A student can be declared ineligible to participate in an activity by decision of the Principal/Designee because of poor citizenship. This ineligibility can extend from one day to the remainder of the activity season. The Principal/Designee will make his/her decision after meeting with the teachers, coaches, and advisors involved and according to written guidelines included in this handbook. Each coach or advisor may add any additional training rules to this policy upon review and approval by athletic director and Principal/Designee. All policies must be on file with school clerk.

Clubs and Organizations

There will be officially recognized clubs and organizations at AHCS, to be determined by staff and students after school commences.

Student Transportation

Students will be transported by ~~Cheney Bus Company~~ a contracted transportation provider. ~~Cheney Bus Company~~ The contracted transportation provider will provide a regular pick-up and drop-off route in our district. Areas outside of the district will have a one designated pick-up and drop-off location. Students must comply with the rules of the school and bus company while riding the bus. Discipline issues on the bus will be handled by the bus company and supported by AHCS.

Family Educational Rights and Privacy Act of 1974

(See Also, *Record-Keeping*)

Parents have the right to have access, inspect, and limit disclosure of personally identifiable information from permanent school records. When students reach eighteen years of age, these rights are exercised by them. Parents or eligible students need only to contact the Principal/Designee and request the record review.

Fees

Parents will be advised in advance of any fees, required or optional. Students will be charged for damage and/or replacement costs for misused school property, which includes buildings, books, equipment, and materials. The teacher and Principal/Designee will assess the costs.

Field Trips

Field trips to community agencies, businesses, or other locations can provide valuable information that coincides with a teacher's curricular goals. Teachers will inform parent of upcoming events and will send a permission slip home with students. No student will be permitted to participate in a field trip without written consent from parent!

Food and Drinks

No food, drink, gum or candy is permitted in any buildings. Lunch will be eaten in the designated area or outside the building.

Freedom of Expression

Students have the right to freedom of expression in so far as it does not interfere with the educational process or climate. Students also have the right not to be infringed upon by other students' expression.

Lockers

(NOTE: Lockers may not be available to students. Students should be prepared to use a backpack or similar portable storage device to store and transport school supplies.) If students are offered the use of a locker, lockers are and remain throughout the year the property of the entity from whom AHCS is leasing facilities. Students are allowed to use the lockers as long as they are kept clean and not damaged. The lockers are subject to search at any time without notification by the Principal/Designee. Students are advised not to store valuables in their lockers.

Lost/Stolen Property

Valuable items should not be brought to school. AHCS is not responsible for lost or stolen articles. Reports of stolen property will be referred to the Principal/Designee. Lockers offer limited security even when locked.

Record-Keeping

(See Also, *Family Educational Rights and Privacy Act of 1974*)

All student records will be maintained in a secure location by the School Clerk.

Information Changes

Any changes in address, contact information, parent's place of employment, emergency contact, care provider, or healthcare provider should be reported to the school office to ensure accuracy of student's records.

Release of Student Information

Biological parents/court-appointed guardians of students are entitled to information regarding their students. The exception to this policy is if the legal system has issued an order restricting that exchange of information. If such an order exists, parent must provide a copy to the school, for inclusion in student's file so AHCS may act accordingly.

Information will only be released to a third party with written parental consent.

Student Body Officer Elections (Grades 6-12 only)

Classes and Clubs

Most of these are governed by the constitution approved by the Student Council. Most organizations will have definite grade requirements. Before any new activity or club can be formed, it must have the permission of the Board. All clubs and activities have sponsors and no money will be spent or activities placed on the school calendar without consent of the sponsor.

The Election Process

Balloting for Student Body Officers will be done in the spring for the next school year. This voting will be by secret ballot.

Should any Student Body Officer fall below a 3.00 GPA at the end of the nine weeks, that office will be declared vacant and a new election for that position will be held by secret ballot.

The call for student body elections will be by the Principal/Designee during April. Petitions can be picked up in April and are to be returned as scheduled. All petitions must be signed by the Principal/Designee to assure the eligibility of candidates.

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or handicap. It is the policy of the American Heritage Charter School not to discriminate in any educational programs or activities.

Telephones

The school maintains an office business phone so that the school can be contacted for important matters. Students and staff will not be requested to come to the phone during class time. In cases of emergency, the student will be given a message and access to the telephone as appropriate. Students may use phones in the classroom with teacher permission. The office phone may be used by students with permission of the office staff.