

**American Heritage
American Academy
Upper School**



**2020-2021
Student/Parent
Handbook**

TABLE OF CONTENTS

PURPOSE OF THIS HANDBOOK	2
STATEMENT OF EXPECTATIONS	4
PRINCIPLES AND EXPECTATIONS	6
IMPORTANT SECURITY INFORMATION	7
CLEAR BAGS & BACKPACKS	7
SPORTS BAG & INSTRUMENT DROP-OFF	7
SUITCASE DROP-OFF FOR OVERNIGHT TRAVEL	7
ALERTS/SAFETY INFORMATION	8
DAILY OPERATIONS	9
NON-DISCRIMINATION POLICY	9
ATTENDANCE	9
EXCUSED ABSENCES	9
EXTENDED ABSENCES AND/OR PLANNED ABSENCES	10
SCHOOL ACTIVITY ABSENCES	10
UNEXCUSED ABSENCES	10
TARDINESS	11
LEAVING EARLY	11
MAKE-UP WORK	12
AFTER SCHOOL	12
DROP OFF/PICK UP	12
BUSES - LOADING AND UNLOADING	12
CLUBS AND STUDENT ACTIVITIES	13
LUNCH	13
LOCKERS	13
LOST AND FOUND	13
MESSAGES	14
DRIVING/PARKING	14
RIDE SHARING	15
STUDENT ID CARDS	15

ACADEMICS	16
LANGUAGE SPOKEN IN CLASS	16
STUDENT DISABILITY ACCOMMODATIONS	16
PROCEDURE, REQUESTS AND DOCUMENTATION	16
REPORTING PUPIL PROGRESS	17
CREDIT	18
SEMESTER GRADE CALCULATION	18
INCOMPLETE GRADES	18
COURSES FAILED	18
GRADE FORGIVENESS	19
SUMMER SCHOOL/NIGHT SCHOOL	19
ACADEMIC PROBATION	19
TEST PREPARATION COURSE	19
SEMESTER EXAMS	20
EXAM EXEMPTION POLICY	20
HOMEWORK	22
TEST POLICY	22
COURSE OFFERINGS IN JUNIOR HIGH	22
HIGH SCHOOL CREDIT IN JUNIOR HIGH	22
JUNIOR HIGH PROMOTION REQUIREMENTS	23
SPECIAL REQUIREMENTS	23
GRADUATION REQUIREMENTS	23
COLLEGE CREDIT	24
DUAL ENROLLMENT	24
GRADE POINT AVERAGE/RANK	25
TOP STUDENTS	25
UNDERSTANDING YOUR GPA	25
ADVANCED PLACEMENT COURSES	26
HONORS CLASSES	27
STUDENT RECORDS AND INFORMATION	27
COURSE SELECTION	27
CHANGING/DROPPING CLASS(ES)	28
FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM	28

AUDIT POLICY	28
COMMUNITY SERVICE	28
REQUIREMENTS:	29
APPROVED ON-CAMPUS SERVICE ACTIVITIES:	29
APPROVED OFF-CAMPUS COMMUNITY SERVICE:	29
DOCUMENTING HOURS:	30
EXTRA RECOGNITION:	30
DISCIPLINE AND STANDARDS OF CONDUCT	31
DETENTIONS	31
CONDUCT POINTS	32
REPORTING OF INFRACTIONS TO COLLEGES/UNIVERSITIES AND SCHOOLS	35
STUDENT CONDUCT	35
DISTRIBUTION/SOLICITATION OF MATERIALS OR INFORMATION ON CAMPUS	36
BULLYING/ HARASSMENT	36
CHEATING/PLAGIARISM POLICY	38
CONSEQUENCES OF CHEATING/PLAGIARIZING	38
CRIMINAL ACTIVITIES	38
DRUGS AND ALCOHOL	38
HAZING	40
OFF CAMPUS BEHAVIORS	40
SEXUAL MISCONDUCT	40
SMOKING/VAPING/TOBACCO	42
STUDENT/ADULT INTERACTION AND COMMUNICATION	42
WEAPONS AND THREATS	43
STUDENT PROTESTS AND PETITIONS	43
INVESTIGATIONS	43
DRESS CODE AND APPEARANCE	45
MALES	45
FEMALES	45
INCLEMENT WEATHER ATTIRE	46
SHOES	46
HATS	46
ID BADGE	46

JEWELRY	46
EARRINGS	47
TATTOOS/MAKEUP	47
FRIDAY DRESS CODE	47
TECHNOLOGY AND COMPUTING RESOURCES	48
DIGITAL CITIZENSHIP	48
SOCIAL MEDIA/NETWORK POLICIES AND PROCEDURES	49
SEXTING	50
ELECTRONIC DEVICES	50
ACCEPTABLE USE POLICY	52
PRINTING	54
ONLINE LEARNING MANAGEMENT SYSTEMS AND COPPA INFORMATION	54
DISTANCE LEARNING	55
CLOSING COMMENTS (COMPUTING RESOURCES)	57
PENALTIES	59
ATHLETICS	60
SPORTS OFFERED/ELIGIBILITY	60
COLLEGE BOUND STUDENT ATHLETE (NCAA)	61
HEALTH AND SAFETY	63
ACCIDENTS	63
ANIMAL POLICY	63
CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES	63
CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS	63
EMERGENCY INFORMATION CARDS	64
FRAGRANCE	64
HEALTH INFORMATION SHARING	64
STUDENT HEALTH INFORMATION (Magnus Health)	64
GUIDANCE COUNSELORS	65
MEDICATION	65
STUDENT ILLNESS AND COMMUNICABLE DISEASES	65
SUPPLEMENTAL INSURANCE	67
MISCELLANEOUS	68
ASSEMBLIES/PEP RALLIES	68

CAMPUS VISITORS	68
FIELD TRIPS	68
STUDENT FIELD TRIP GUIDELINES	68
FINANCIAL TRANSACTIONS	69
INSPECTION POLICY	69
SAFETY DRILLS	69
SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT	69
SENIOR PRIVILEGES	70
SOCIAL FUNCTIONS FAQ's	70
TEACHERS' PLANNING AREAS	70
YEARBOOK-SPOTLIGHT	71
RECOGNITION AND AWARDS FOR STUDENTS	72
ACADEMIC HONORS	72
END-OF-YEAR AWARDS	72
NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY	72
ACCREDITATION	74



August 2020

Dear Parents and Students:

Welcome to the new school year at American Heritage and American Academy. The essence of our School is found in the commitment of you (our parents and students), and the faculty and administrators toward quality and growth in the educational process, both during the academic part of our school day and extending into our late afternoon/evening activities.

We have rules and expectations, structures which we feel improve the quality of life at American Heritage/American Academy for all of us. Please review this Handbook so that you understand and appreciate them. If you have any concerns, please do not hesitate to raise them or to make suggestions. Students, you will be held accountable for your actions in accordance with information given in this Handbook.

Please note that the School reserves the right to revise or amend this Handbook and the policies and procedures contained in it at any time. Significant changes will be distributed to students and parents as appropriate. Should you have any questions that are not addressed in the Handbook, contact your School principal.

Welcome and best wishes for an exciting, productive year.

Sincerely,

Elise Blum

Elise Blum
American Heritage Sr. High Principal

Anita M. LaTorre

Anita M. LaTorre
American Heritage Jr. High Principal

Lana Buchalter

Lana Buchalter
American Academy Principal

Dean Nolle

Dean Nolle
Dean of Students

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, and it should not be construed as one. **Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year.** You should periodically check the School's website for the most updated version of the Handbook.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18, the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with his or her principal.

We believe that a positive and constructive working relationship between the School and student's parents is essential to the accomplishment of the School's educational mission.

Consequently, we ask parents to:

- Ensure that students arrive at School prior to 7:40 a.m.
- Call the attendance office (954) 472-0022 ext. 3164 between 7:30 a.m. and 9:00 a.m. to report an absent student. **Absences must be reported within 48 hours** or the absence will be considered "unexcused." Commit to notifying the office in person or by note if they sign their children in or out during the school day. **After 48 hours an unexcused absence may not be reversed.**
- Read all correspondence mailed/emailed to the home.
- Activate your Parent Portal account. Log into the Parent Portal frequently to stay up to date of current information.
- Check the Parent Portal for teacher assignments and communication.
- Check MyBackPack periodically to monitor their child's grades and attendance.
- Review carefully with the student all academic and disciplinary communications.
- Attend athletic, fine arts, and/or academic events in which your child is involved.
- Be aware of material contained in this Handbook.

- Direct all requested letters of recommendation, evaluation, etc. to the office, **never** to an individual teacher.
- Keep accounts current. If a student's account is delinquent, parents will be notified in writing. If account remains delinquent, then the student will be held from class until the account is brought current. Exams, report cards, transcripts and access to will also be delayed/held until account is current.
- Refrain from using cell phones and other electronic devices while driving on campus.
- Realize that student, parent, teacher, and administrator all need to work hard and together to ensure a good year.

Further, it is the School's position that in order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or Florida court-appointed legal guardian at least 25 years of age so long as the student is enrolled at the School. Failure to do so will result in the student's dismissal from the School. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the School's sole discretion) of a Student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

Finally, it is essential to the educational success of your child that parents cooperate, communicate, and participate regularly with the School. Parents should also set an example in the home of the values and expectations to be achieved by students. The School reserves the right to expel a student, limit a parent's or family member's involvement at school, or deny future enrollment to a student or family if the behavior of a parent or family member has been disruptive or impedes the School's educational environment.

STATEMENT OF EXPECTATIONS

At the heart of our School is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of students. All members of the community have an obligation to know and uphold the School's values and strive to embody them in word and deed.

We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to the Junior High Principal the High School Principal, Academy Principal, Vice President, or President.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places

when student can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

PRINCIPLES AND EXPECTATIONS RELATING TO THE PARENT/SCHOOL RELATIONSHIP

We have seven expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

1. Let your student make decisions on his/her own without the constant need for parental reinforcement. Sometimes he/she will make a decision that is different from the one you would have encouraged. That is fine, too.
2. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student's guidance counselor, teachers, administrators, and deans.
3. The School may investigate issues and question students without the parent's knowledge or presence. This helps us move quickly to resolve issues.
4. Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.
5. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.
6. The School will not communicate everything that occurs in the student's daily life to a parent. Neither the teachers nor the School will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate School channels, if we believe there is a concern that you should address with your student.
7. We believe it is in everyone's best interest that there be a positive and constructive relationship between the School and the family. Consequently, parent or student unauthorized or secret recording (audio or video), taking of photographs (including screenshots), etc. of classes, meetings or other conversations, including telephone calls, is prohibited as not compatible with the law or an environment of trust and cooperation. Further, students are not permitted to photograph, screenshot, tape, film, or record anywhere on campus, on a School bus, or at a School-related activity without express permission from a teacher or administrator. Violation of these fundamental principles may result in the dismissal of the student and/or family from the School.

IMPORTANT SECURITY INFORMATION

CLEAR BAGS & BACKPACKS

All backpacks and other bags carried by students on campus at any time must be clear. Any clear backpack/bag can be used as long as it meets the following requirements:

- Plastic must be entirely *clear* and may not be tinted a particular color or contain designs of any type.
- Students may not obstruct the view of the backpack in any way or cover the backpacks in stickers (one small sticker for identification will be allowed).
- Students may have a small privacy pouch (no larger than 5"x7") in their backpacks to carry personal items.
- Lunchboxes are exempt from the clear bag rule. They should be no larger than 10"x12"x4".
- Students are encouraged to bring reusable water bottles.
- ***All other items carried to school must be in a clear backpack, bag, or tote.***

SPORTS BAG & INSTRUMENT DROP-OFF

In order to help make the school safer and to ensure students do not have to carry large bags around campus, athletic duffle bags and musical instruments will be inspected and stored as follows:

- A number of checkpoints will be available across the campus. All students with non-clear athletic bags or instruments, must proceed *directly* to a checkpoint when they arrive on campus.
- At the checkpoint, students must open their bag/instrument case for inspection.
- All athletic duffle bags (i.e. lacrosse, softball, baseball, golf, and tennis) will be given to security, searched, and stored in a locked bin for the rest of the school day. Bags are to be dropped off at lot 3.
- Athletic duffle bags must have a large (school required) name tag attached to bag with first and last name, sport and whether it is JH (Junior High), JV (Junior Varsity), V (Varsity).
- Students who arrive late to school must leave their non-clear bag at the gate with the security guard. The bag will be transported to the storage area where it will be checked and stored.
- After inspection, students who have a musical instrument will bring them *directly* to the Fine Arts Building for storage (before the start of 1st period). Students can pick up their instruments from the Fine Arts Building after school.
- After school, students may retrieve their non-clear athletic bags from the designated storage areas.

SUITCASE DROP-OFF FOR OVERNIGHT TRAVEL

Students who are traveling on a school sponsored overnight trip will be required to drop their suitcase(s) at a backdrop/check location. They will be transported to the parking

garage where they will be inspected and stored until it is time for the trip to depart. All trips will depart from lot #1.

Note: At no time will students be permitted to carry non-clear bags (e.g. athletic duffle bags or guitar cases, etc.) on campus after the bags have gone through the checkpoint, other than musicians who are transporting their instruments to the Fine Art Center before the first hour bell.

ALERTS/SAFETY INFORMATION

Students may voluntarily register their cell phone with the School's SilverShield System to receive safety and security alerts.

DAILY OPERATIONS

NON-DISCRIMINATION POLICY

Admission and participation in our educational programs is open to all eligible students in accordance with appropriate legal requirements regardless of race, color, ethnicity, national origin, sexual orientation, gender identity or expression, or disability, who meet our qualification requirements and who possess the motivation, ability, and character which would enable them to succeed in our School community.

If a transgender or non-conforming gender student or his or her parent/guardian wish to request accommodations at the school, please contact the Principal. The Principal and/or the Principal's designee(s) will work closely with the student and/or the parent/guardian, if appropriate, to discuss individual needs and requested supports and accommodations. The School will determine whether requested support and accommodations will be implemented.

ATTENDANCE

Call the attendance office (954) 472-0022 ext. 3164 between 7:30 a.m. and 9:00 a.m. to report an absent student. **Absences must be reported by parents/guardian/host parent (regardless of student's age), within 48 hours or the absence will be considered unexcused. After 48 hours an unexcused absence may not be excused.**

A student must be in attendance for at least 30 minutes to be considered present for the class. At the discretion of the administration, students with excessive absences may be held from field trips and/or curricular activities. Students with excessive absences, excused or unexcused, may be expelled or denied re-enrollment or promotion. **Administration reserves the right to determine what is excessive, on a case-by-case basis.** Students in grades 9-12 with a 9th hour independent study may, with written permission from the Dean of Students, be allowed to leave without signing out every day. Permission is granted based on a letter submitted by the parents, which is placed on file and gives the student permission to leave every day.

EXCUSED ABSENCES

Excused absences from School may be for the following reasons:

- Sickness certified by a doctor or parent
- Doctor appointments (statement may be required)
- Religious holidays
- Family trips, *if* approved in advance (see extended absences)
- Death in the family
- College visitations (limited number) for seniors and second semester juniors (may also be classified as a School Activity); college visitations must be approved in advance (see below)

If the parent has made the mandatory call as stated in the front of the Handbook, the student should proceed to first hour when he/she returns to School. If the parent has not made the phone call prior to the child's return to School, a note from the doctor or parent should be brought to the

Upper School office. The parental or doctor's note gives the School the explanation of the absence and lets us know the parent is aware of the absence; it is up to the School to determine if the absence merits an "excused" status. Absences for reasons other than stated above will be considered "unexcused."

EXTENDED ABSENCES AND/OR PLANNED ABSENCES

The calendar for the academic year is published prior to the school year. The principal must approve any planned absence of four or more days in advance. An Extended Absence Form will be given to the student. It is the responsibility of the student to collect teacher signatures on that form and return it to the office prior to departure. The following guidelines must be met:

1. A letter or email requesting permission for the absence and stating the reason must be submitted to the Principal at least five school days prior to the proposed absence.
2. If grades and attendance record are satisfactory, the Principal will give an extended absence form to the student. The form must be presented to all teachers.
3. All classwork and homework must be submitted by the date given on the form.

Students with low achievement or students seeking to be absent during an inopportune time (testing times, etc.) will be advised not to be absent.

SCHOOL ACTIVITY ABSENCES

These are absences including, but not limited to, participation in Heritage athletics and fine arts travel and school-sponsored field trips which take place during the regular school day. The School will excuse the absence as the student is representing American Heritage Students missing school for an approved activity are expected to discuss this planned absence with their teacher(s) in advance and to make arrangements and plan to complete assignments or assessments missed during the absence. Students may not be excused from any class to go to tutoring. Junior High Study Hall is the only exception (Principal approval is required).

College visitations by second semester juniors and seniors may count as a School activity. Student must pick up a college visitation form from the Upper School/Academy office or Guidance office have it completed by an Admissions officer from the school they are visiting. The completed form must be returned immediately upon the return to School ***along with a business card from that same Admissions Officer***. Failure to complete all of these requirements in a timely fashion will prevent the absence from being counted as an activity. In addition, the parent **MUST** call the attendance office prior to the visit, so is recorded in the school attendance system.

The number of days allowed for college visitations that can count as School activities will be determined on a case-by-case basis; but in general, five days per academic year should be the maximum.

UNEXCUSED ABSENCES

Class cuts and trancies will result in five (5) points being deducted from the quarter grade for each class cut/truancy (Conduct points are also assigned.)

All other unexcused absences (all absences without a note presented upon return will automatically be considered “unexcused” as will other absences not classified as “excused”) will result in zeros being given for all tests/quizzes missed. Should a test or quiz be given or an assignment due right after the unexcused absence, the student must follow the same schedule as the rest of the class. No extra time will be given since the absence was unexcused.

Transportation problems will, at the discretion of administrators, be excused without penalty, provided that students make up all classwork, quizzes, and tests by 4:30 p.m. the same day.

TARDINESS

Morning - It is the student’s responsibility to be on time for school each day. Students should be in first hour prior to the 7:45 a.m. bell. Students who are tardy because of a late school bus will automatically be excused. **No other excuses are acceptable for being tardy.** Students who arrive after 7:45 a.m. should report to the office before going to first hour class in order to obtain an admit pass to be given to the teacher. Students who sign in late must report to class for the remainder of the class period. Emergencies do occur, and for this reason, we will accept three parent excused tardies from 1st period per quarter. After that, all tardies will be unexcused. The first two unexcused tardies per quarter carry **no penalty** at all. ***Each unexcused tardy thereafter, will result in one point being deducted from the quarter grade of the class.***

If a student arrives late to School and misses a class or classes, he/she is responsible for contacting the teacher(s) that day to arrange for the make-up of missed work.

During the Day - Students should not remain in class after the ending bell. Teachers will not keep students to finish a test or to converse. Should additional time be needed to discuss a situation, a plan should be made for meeting when neither has a class obligation. Seven minutes passing time is considered sufficient; emergencies do occur, and for this reason, the first two unexcused tardies per quarter carry no penalty. Each unexcused tardy, thereafter, will result in one point being deducted from the quarter grade.

LEAVING EARLY

A parent must sign out a student who needs to leave campus during the school day. There are sign out sheets in the Upper School office and the Academy office. No student will be allowed to leave campus without permission from a parent or guardian. It is the student’s responsibility to present the note to the office personnel. Phone permission is acceptable only in emergency situations. Students who miss class time for a medical appointment must present proof of the appointment upon return to School. **Parents are not allowed, for any reason, to take their children off campus during the day without going through the sign out procedure in the appropriate School office.**

No student will be permitted to leave campus due to illness unless the student first reports to the clinic. At that time, the nurse will assess whether or not the student will be dismissed. If a student is to be dismissed, a parent/guardian will be notified. Parents receiving phone calls from children claiming to be ill should direct their children to go to the clinic. Students leaving campus without the nurse’s permission could be considered cutting class.

Students who are absent from classes for the entire day should not return to campus until the following day for any reason other than to drop off long-term assignments. Attending off-campus School functions is not permissible [*Students must be in School a minimum of three (3) ACADEMIC periods in order to attend or participate in any School activity.*]

MAKE-UP WORK

Students who are absent for any reason are expected to complete all missed class work, homework, quizzes and/or tests. Failure to do so will affect the quarter grade. All assignments will be posted online. Students who know they will miss a test, quiz or assignment because of a School activity or a scheduled appointment off campus must approach the teacher BEFORE the scheduled activity in order to arrive at a mutually agreeable time for make-up. Tests, quizzes, or assignments missed due to a one day excused absence must be taken or completed according to teacher discretion. Failure to arrange for a make-up day may result in a zero. Students missing more than three consecutive days should see their counselor for assistance upon their return.

AFTER SCHOOL

At 4:00 p.m., students who are not under the direct supervision of a coach/teacher must be at the designated area (quad area) on the west side of campus or in the library/media center. Students may not leave the assigned areas without permission. The students will remain in the supervised area until 6:00 p.m. or when their ride arrives. As students finish with their non-athletic activities, they should report to the quad or library to wait for their rides. Students may not leave campus after school and then return to wait for their rides. Failure to report to the designated area will result in conduct points. Students are not permitted to wander the campus, watch practices, loiter in stairways, hallways, or on verandas.

DROP OFF/PICK UP

Parents who enter the lot for student drop-off/pick-up are requested to follow the directions of the security/staff members who are on duty. As you (parents) enter the lot, stay in the right lane; move up as space is available. **Do not leave car unattended.** As soon as your child is in or out of the car, move out to the left lane to exit the lot. (The left lane is **always** to be a through lane.) As you exit onto Broward Blvd. from 7:30 a.m. - 7:50 a.m. and 3:05 p.m. - 3:15 p.m., you may only make a right turn to facilitate traffic flow. **Students may be dropped off and picked up only INSIDE the School gates. DO NOT DROP OFF YOUR CHILD OUTSIDE OF THE SCHOOL GATES. No cell phones or other electronic devices are to be in use while driving on campus.**

After 4:00 p.m., students who are participating in athletics may be picked up in Lot 1 (2000 building). All other students must be picked up in Lot 3 by the quad area.

BUSES - LOADING AND UNLOADING

School transportation is provided by C&L Bus Transportation. A transportation form must be filled out and submitted to the Business Office to initiate transportation. Buses unload passengers in the east area of the campus upon arrival in the morning; buses depart from east area of property at approximately 3:30 p.m. daily. The late bus departs at 6:15 p.m. A copy of bus rules

and penalties for infractions is given to each rider. All students and parents should familiarize themselves with the rules. Behavioral infractions on the school bus, as reported by C&L Bus Company, will be part of the students overall discipline record at American Heritage School.

A rider requesting to ride a different bus or to be dropped off at a different stop must:

- Bring a note stating such, signed by a parent or guardian
- Submit note to the School office; office staff will issue bus pass
- Present bus pass to bus driver when boarding the bus

A student who is not a regular bus rider may ride the bus at a cost of \$15.00 per trip. The three steps above must be followed.

CLUBS AND STUDENT ACTIVITIES

Student clubs and activities are a great way for students to explore their interests, express their passions, and connect with others. All students are encouraged to participate in at least one club or activity. A full list of clubs and activities is posted on the portal. Clubs must meet at least twice a month, must maintain membership of at least 15 students, and must send a representative to the Inter Club Council (ICC) meeting monthly. Clubs that fail to meet their requirements may be put on probation and risk losing club status. Students wishing to start a new club may submit a proposal (available from Ms. Cashman.) The Club and Community Service Committee meets twice per year to evaluate these proposals. All clubs must have a faculty advisor. Advisors must be active members of the instructional faculty or administration and may not be responsible for more than two clubs at a time. Students may not be the president of more than two clubs at any given time.

LUNCH

Students in grades 7 and 8 eat on campus during period 5 (11:43 a.m. 12:08 p.m.). Students in grades 9-12 eat on campus during period 7 (12:40 p.m. - 1:05 p.m.) (passing times included). Seniors who submit an off campus release of liability form may go off campus for lunch. Students are not permitted to eat in any hallways or breezeways. No outside food delivery (including UberEATS, pizza, etc.) is permitted.

LOCKERS

~~Each student may have one book locker and one PE locker (if applicable). Students are not permitted to share lockers. The padlock must be purchased from the School. Any unauthorized locks will be removed with no notice to the student. Each student must fill out a locker card to be kept in the office. If a change of locker is made, the office needs to be notified. Students may claim their own locker on “Locker Day” during the summer. Locks put on before “Locker Day” will be removed. It is the student’s responsibility to keep locker combinations secure and locker(s) locked. There will be NO LOCKERS during the 2020-2021 school year.~~

The School assumes no financial responsibility for items taken from lockers. Administration reserves the right, at its discretion, to open and/or search lockers.

All lockers are to be emptied by noon of the last exam day in May/June. Articles left after that time will be given away/discarded, as appropriate.

LOST AND FOUND

Lost and Found is located in bag storage area (cage) on the first floor of the garage. Clothing and other personal items that are left at the end of each day will be placed in Lost and Found. Should a student find any items (books, backpacks, phones, iPods, iPad, money, etc.), he/she should bring them to the Upper School or Academy Office immediately and they will be transported to Lost and Found. Students should not attempt to locate the owner. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals.

If a student loses an iPad, or other electronic device, he/she should report to the Deans' Office immediately to file a report.

MESSAGES

We ask that parent and student communicate regarding transportation, medical appointments, and other personal arrangements prior to the school day. If an unexpected or emergency situation occurs, we ask that you call prior to 2:30 p.m. The office personnel will take and then relay the information, rather than call a student from class. (Calling into the classroom disrupts the learning process for the entire class.)

DRIVING/PARKING

Having a car on campus is a privilege reserved for Seniors only. Seniors who wish to drive must register in the School office and pay the fee. All Seniors with proper approved parking decal will park in the lot area designated for Seniors.

No student may park at Calvary Church. Freshmen, Sophomores, and Juniors may not park on school property during the school day. Any student who is found parking without a proper student-approved decal risks having his/her car towed at his/her own expense.

The driver is responsible for the contents in his/her vehicle.

Upon arrival at school, students must exit their cars and proceed to campus immediately. Students may not hang out in or around their cars at any time, before, after, or during the school day.

Cars and parking lots are off-limits during the day to all students, except seniors, who may go to cars only to leave campus for lunch or independent study. Permission is required for seniors to leave campus other than during lunch or independent study. A Dean must accompany students needing to visit their cars during the school day. Cars may be parked only in School approved areas.

Students who violate the parking regulations will be subject to disciplinary action and conduct points. Students who are reckless in their driving habits on or near campus risk losing the privilege to have a car on campus. **Students are prohibited from using cell phones or other**

electronic devices while driving on campus.

All students, parents, faculty, and visitors park their cars on campus (or off campus approved parking lots) at their own risk. The School assumes no responsibility for damage due to theft, vandalism, accidental or malicious actions of others, acts of nature, etc.

RIDE SHARING

American Heritage School will not allow students to use any Über, Lyft, or similar transportation services to obtain transportation to or from school or any school-related activity.

Please be advised that the School will treat violations of this policy as it would treat other violations of School rules and policies.

STUDENT ID CARDS

Each student is issued a photo ID card for the current school year within a few days of his/her entrance. The card is to be worn at all times on the shirt collar or around the neck and presented for admission to all campus activities (excluding district and post district athletic competitions.) In order to utilize the library media center, an ID card must be presented. In the case of withdrawal or expulsion, the student must surrender the card. ID cards are not to be defaced or modified in any way. The cost for replacing a defaced ID is \$10.00. If a student forgets his/her ID, he/she needs to get a temporary ID from the office. The temporary ID must have the current date. The cost for a temporary ID is \$2.00. The cost for a replacement ID is \$10.00.

ACADEMICS

LANGUAGE SPOKEN IN CLASS

English is the language to be spoken in class with the exception of foreign language classes. All instruction, participation and social dialogue within the class time are to be in English.

STUDENT DISABILITY ACCOMMODATIONS

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines that doing so is within the reasonable ability of the School and/or its staff and will not result in a fundamental change to our educational environment or mission or an undue hardship to the School. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodations.

PROCEDURE, REQUESTS AND DOCUMENTATION

Physical Accommodations: For any type of physical accommodation (including administration of medication at School), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Learning Disabilities: A student with a professionally diagnosed learning disability may be entitled to accommodations (e.g. extended time on tests in the classroom). Students approved for any accommodations are responsible for making mutually agreeable arrangements with their teachers. The accommodation must not interfere with the student's work in other classes.

To be considered for learning accommodations, the parent must bring a copy of a recent (within 3 years) educational evaluation from the psychologist to the student's Guidance Counselor. Accommodations are based on a recent, signed psychoeducational evaluation only and not on IEPs or 504 plans. The counselor will verify that the documentation meets basic guidelines and will notify teachers that the student qualifies for accommodations. American Heritage School makes every reasonable effort to provide the best possible learning environment for all of its students. In order to maintain a strong college preparatory curriculum, however, not all suggested accommodations can be

made. Below is a list of the learning accommodations we will make at American Heritage.

- Extended time on tests and quizzes.
- Arranging seating away from distractions (other students, the door, window, etc.)
- Distributing tests one page at a time so that the student is not overwhelmed.
- Breaking a test into two parts – class time for first part; after school for the second part.
- Reading parts of a test or quiz aloud when possible.
- Making allowances for spelling and handwriting in cases where a disability has been diagnosed addressing these areas.
- Accepting assignments done on computer.
- Signing the Daily Planner either daily or weekly.
- Varying teaching techniques to allow for different styles of learning.

Standardized Tests: For extended time and other accommodations on standardized tests (PSAT, SAT, SAT II, ACT, AP, etc), students with learning or physical disability must apply for accommodations directly with the appropriate testing agency. Eligibility forms and instructions for doing so are available in the Guidance Office and from the testing agencies (www.collegeboard.com or www.act.org). Students and parents should submit their eligibility form, a copy of the psycho-educational evaluation, and any other documentation to the testing agencies according to the published deadlines. Our testing coordinator for students with disabilities is Elise Civale at the American Academy. Please contact her at 954-472-0022 ext. 3083 with questions.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary.

Assessment of Request: Once the School has received the parent's request and medical documentation, appropriate persons within the administration will meet with the parent to clarify information and to discuss whether the School will be able to implement the accommodation requested.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician.

REPORTING PUPIL PROGRESS

The 175-day academic year is divided into two semesters. Each semester contains two quarters. Report cards are issued at the end of each quarter. Parent-Teacher Conference Days are scheduled at the end of each quarter.

Progress reports are also issued throughout the year and posted on MyBackPack. These reports

are in addition to the quarterly report cards.

All parents are given an initial password to enable them to access the Parent Portal and MyBackPack. Through the Parent Portal, they can monitor their children's class work and homework assignments; through MyBackPack, they can monitor their children's grades and access progress reports. These two sites provide the best means for parents to monitor their children's progress on a regular basis.

CREDIT

Credit is granted on a semester basis at the senior high school (grades 9 - 12) level. One-half (1/2) credit is granted for passing a semester's work in any given course. To receive credit (grades 9-12), a student must pass either both marking periods or one marking period and the final exam in the other marking period of the same semester.

International students who have attended a high school outside the U.S. will have their grade point average computed only on courses completed in the U.S except for student athletes. Copies of foreign transcripts will be mailed with college applications. Grades are reported with letters, not numerals.

SEMESTER GRADE CALCULATION

First semester grades are determined using the following formula:

*40% Quarter 1 letter grade, 40% Quarter 2 letter grade,
and 20% semester 1 exam letter grade.*

Second semester grades are determined using the following formula:

*40% Quarter 3 letter grade, 40% Quarter 4 letter grade,
and 20% semester 2 exam letter grade.*

The following letter grade equivalents are used to calculate the semester grades:

A+ 98.5	B+ 88.5	C+ 78.5	D+ 68.5	F+ 55
A 95	B 85	C 75	D 65	F 40
A- 91.5	B- 81.5	C- 71.5	D. 61.5	F- 0

INCOMPLETE GRADES

A student receives an Incomplete (I) when, due to an extended absence, he/she is unable to complete the required work for that particular grading period. "Incompletes" that are not taken care of within two calendar weeks of the end of the marking period automatically become "Failures." If a student's absence due to illness extends beyond the end of a grading period, the Principal will make an individual determination. It is the responsibility of the student to make arrangements for make-up work. "Incomplete" is not to be given when a student has neglected to fulfill an academic obligation. A zero will be averaged into class grade instead.

COURSES FAILED

Students who fail a **required course** during the regular academic year must retake the course to make up the lost credit. Students who fail an **elective** must make up the credit. (The same elective does not have to be retaken, but the missing credit must be made up to ensure promotion.) It is the student and parent's responsibility to make the necessary arrangements for making up lost credit and to notify the School of these arrangements.

GRADE FORGIVENESS

Grade forgiveness will be allowed for up to four (4) semesters during high school (grades 9-12). Students may repeat a course taken in grades 9-12 for forgiveness if a grade of "D" or "F" is earned in a course. A course is forgiven only if a student receives a grade of C or higher on a subsequent attempt. In all cases where courses are forgiven under the provisions above, the initial "D" or "F" grade(s) will remain as part of the academic history (on the student transcript). Students should be advised that many universities calculate GPAs based on all courses attempted.

Online courses (including Florida Virtual School) will not be accepted. Students seeking grade forgiveness may do so by attending summer school at American Heritage (or another approved program.)

SUMMER SCHOOL/NIGHT SCHOOL

Students (in grades 9-12) and their parents are notified via report cards of credit lost for the semester. It is their responsibility to arrange to make up failed courses. Failure to do so can result in being ineligible for promotion. Delaying registration for first semester summer school classes until mid-May can result in no spaces being available. Administration must be advised in advance of any course taken outside of the regular school year/school day. Administration reserves the right to validate by examinations any credit earned in Summer/night School, whether the course was taken for the first time or as a "repeat." Students who are expelled from School during the school year may not attend our summer school. Students who finish the school year but are not invited back for the new school year may attend our summer school at Administration's discretion. Students who are expelled from summer school may put the next year at American Heritage/American Academy in jeopardy with final decision resting with Administration.

Online classes will not be accepted. Students must make-up credit either at American Heritage summer school or through another accredited traditional classroom program.

ACADEMIC PROBATION

Grade point averages are officially computed at the end of each semester. However, unofficial averages are computed at the end of each quarter. Students who fall below a 2.0 GPA for a quarter are advised that schoolwork needs more effort and perhaps a tutor should be obtained. Students who stay below a 2.0 GPA for three quarters risk not being promoted to the next level at American Heritage. Students and parents should note the GPA on each report card.

Any student with a quarterly GPA of 2.5 or lower will be placed in Academic Coaching. Students and parents will be required to meet with an administrator and a guidance counselor to develop a personalized plan. High School students are required to participate in Academic Coaching once per week. Junior High students will attend an Academic Coaching class for one semester.

TEST PREPARATION COURSE

A test preparation course is offered as an elective to all high school students who want to prepare for the SAT or ACT, or to improve their scores. There is a separate fee for such course. Additionally, any student who earns a 50 (the minimum score accepted by Florida's State University System) or less, on the verbal or math sections of the PSAT is required to take the test preparation course. The fee includes all books and materials. The course will be taken in place of an Independent Study or after school for one quarter (9 weeks). The course will be Pass/Fail and will be based on attendance, participation, and completion of homework.

SEMESTER EXAMS

Semester exams are given in most classes at the end of each semester according to a schedule posted well in advance. Parents and students are expected to arrange their vacation travel schedules with their students' exam schedules in mind. The School will not give students permission to take exams early. Any student who misses a scheduled semester exam due to illness must bring in a doctor's note in order to receive permission to make up that exam.

EXAM EXEMPTION POLICY

Semester exams are given to students to assess retention of knowledge and skills retained over an extended period. A secondary purpose is to prepare students for post-high school experiences where exams over extended periods of time (semesters or quarters) are the norm. In order to be eligible to earn an exam exemption, *a student must meet the academic and discipline qualifications:*

Academic: Attained a semester grade of an "A" average in a course.
See list below*

Attendance: For the 2020-2021 academic year, attendance will not be a factor in exemption. Students must stay home when they are sick. A student may not exempt a course if he/she has any "class cuts."

7th & 8th Grade: May earn one (1) exemption per semester (in High School classes only. See list on page 14 of the Student Handbook)

Freshmen: May earn one (1) exemption per semester

Sophomores: May earn one (1) exemption per semester

Juniors: May earn two (2) exemptions per semester

Seniors: First semester, seniors who maintain an “A” (90) average and meet the attendance requirement may exempt ALL exams. Second semester, seniors who have a “C” (70) or higher for each quarter (3rd & 4th) may exempt ALL exams.

1. Students should collect an “Exam Exemption Form” from their School office (Upper School or Academy offices).
2. The student must obtain the signature of the teacher of the class. The student should then sign the form and give a copy to the teacher and one to the School office (Upper School or Academy).
3. **Any student caught cheating, plagiarizing, or participating in any form of academic dishonesty in a class is required to take that exam.**
4. It is the student’s responsibility to ask his/her teacher if he/she can exempt and to have the form completed and returned to the office by the assigned date.
5. Should the behavior of a student during the final week of the semester interfere with the learning process, he/she may lose the privilege of exemption.
6. If a student moves into a new class with a new instructor (even if it is the same subject) after the add/drop period, he/she must take the exam for the class into which the student has moved.

The following quarter grade combinations will meet the academic requirement for exam exemption:

A+	A+
A+	A
A+	A-
A+	B+
A+	B
A+	B-
A	A
A	A-
A	B+

A	B
A-	A-
A-	B+

HOMEWORK

Failure to turn in homework when due may result in a zero for the assignment. A teacher may hold the student responsible for the assignment after the due date, even though no credit will be given.

Nightly homework assignments will vary but, average 20 to 30 minutes per subject, *certain long-term assignments (science projects, research paper, speeches) will have assigned due dates which WILL NOT be extended, even if the student is absent on the due date.* Assignments must be submitted at the beginning of the individual student's regular class time; they are not to be “dropped off” later in the day.

TEST POLICY

To avoid multiple tests being given on the same day, full period tests for grades 7-11 will be scheduled:

- **Social Studies, Business, Law:** Tuesday and/or Friday
- **English:** Monday and/or Wednesday
- **Foreign Language:** Wednesday and/or Friday
- **Math:** Tuesday and/or Thursday
- **Science & Engineering:** Monday and/or Thursday

Tests given to seniors and tests given in all AP classes will not be restricted; consequently, seniors will experience days and times of the year with much pressure (similar to that of college and/or the workplace). It is School policy that all tests/quizzes remain in the classroom. Parents may visit the School to review corrected tests/exams.

COURSE OFFERINGS IN JUNIOR HIGH

All course offerings are posted on the portal.

HIGH SCHOOL CREDIT IN JUNIOR HIGH

In the Junior High program, students may have the opportunity, in certain designated classes, to earn High School credit. **Any Junior High student taking a High School class must earn a “B-” average for the year. Students who do not earn at least an overall “B-” will be required to retake the course the following year. Students will not be permitted to retake the course in Summer School AND no overrides will be permitted the following year.** If a student earns credit, the course and the grade will appear on the student’s high school transcript that is sent to colleges and is part of their permanent record but will not be computed into their high school GPA. The Bright Futures Scholarship Program and the State University System of Florida

will use those grades to determine a student's recalculated GPA. Students may have the opportunity to attempt to earn credit in the following subjects:

- Algebra I (CP, Advanced, Honors)
- Algebra II Honors
- Geometry Honors
- Introduction to Coding
- Science Research Class
- Spanish I (and above)
- Spanish II Honors for Speakers
- Spanish III Honors for Speakers
- Chinese I (students who successfully complete both Chinese IA and Chinese IB will earn 1 credit for Chinese I and may take Chinese II in 9th grade)
- French I (and above)
- Physical Science (CP, Honors*)

NOTE: If a Junior High student is taking a class for High School credit, then all High School exemption rules apply.

*In the case of Physical Science, the course does not need to be repeated. However, high school credit will not be earned unless an overall grade of "B-" is earned.

JUNIOR HIGH PROMOTION REQUIREMENTS

To be promoted to the next grade, students may be required to attend summer school. Students with low or failing **yearly** averages, will be required to fulfill the following:

- **One (1) F:** Successful completion of one session of summer school (45 hours) or 20 hours of tutoring required if subject is any of five (5) major (literature, English, math, social studies, science)
- **Two (2) F's:** Successful completion of at least two sessions of summer school required and one nine (9) weeks probation if subjects are any of the five (5) major
- **Three (3) F's:** Repeat the grade if subjects are any of the five (5) major
- **Two (2) D's:** Summer school strongly recommended if subjects are any of the five (5) major
- **Three (3) D's:** Successful completion of at least one session of summer school required and nine (9) weeks probation in next grade if subjects are any of the five (5) major
- **Four (4) D's:** Successful completion of at least two sessions of summer school required and nine (9) weeks probation in next grade OR repeat the grade if subjects are any of the five (5) major

SPECIAL REQUIREMENTS

Each year of English, grades 7 - 12, requires the successful completion of a research paper, as

well as a delivered speech in grades 7, 8, and 9, in order for a passing grade for grades 7 and 8 and credit earned, grades 9 - 12. (Grade 12 is exempt from the speech requirement.) A National History Day project is required for grades 7, 8 and 11 (except AP). A Science Fair project is required for grades 7-12 honors level science courses.

GRADUATION REQUIREMENTS

Four years of secondary education are required. (Grades 9-12) Students earn a diploma upon meeting the following basic requirements:

- At least twenty-four (24) credits must be earned through the four (4) years of secondary education. The required credits are spaced over the years, so that 6 credits are required to enter grade 10; 12 credits are required to enter grade 11; 18 credits are required to enter grade 12 and to merit senior status.
- Students are required to take six (6) courses yearly. Students who delay required courses such as P.E. and fine arts to senior year risk scheduling problems in senior year.
- Students may take seven (7) classes only if space is available.
- Only students with senior standing may graduate. Students are not permitted to graduate at the end of the junior or midway through senior year, even though most/all graduation requirements may have been met. Of the Upper School years, the senior year is the most educationally significant and requires the fullest participation possible.
- Documentation of 120 community service hours performed from the summer before ninth grade to May 1st of senior year must be submitted.
- A letter documenting acceptance at a 4 year college (Heritage) or a 2 or 4 year college (Academy) must be submitted to your guidance counselor by May 1 of senior year.

ENGLISH	4 credits (one per year to include World, American, British)
MATHEMATICS	4 credits (Heritage only)
SCIENCE	3 credits (incl. Biology) + Chemistry or Physics
SOCIAL STUDIES	3 credits (incl. Amer. Gov./Economics, American History, World History)
FOREIGN LANGUAGE	2 credits (in same language during grades 9-12)
FINE ARTS	1/2 credit (Drama, Art, Music, AP Art History)
PERSONAL FITNESS	1/2 credit
ELECTIVES	7 credits (4 of which should be in the first 5 subject areas listed above)
TOTAL	24 credits

Students are required to take the PSAT during their freshman, sophomore and junior years, and the SAT or ACT sometime during their junior or senior years.

COLLEGE CREDIT

If a student opts for credit in escrow (taking college courses while enrolled in high school)

- Graduation requirements may not be earned through college courses
- Course(s) taken do not show on American Heritage transcript
- Course(s) taken do not count in GPA

- Course(s) result in your own college transcript that you may wish to share with colleges when you apply.

DUAL ENROLLMENT

American Heritage does not recognize Dual Credit Enrollment courses. They cannot be used toward graduation requirements, nor does the School transfer these college credits to the high school transcript. If a student is considering taking college courses while in high school, he/she should consult his/her guidance counselor for advice.

The student is responsible for requesting an official form from the college where he/she takes Dual Credit Enrollment courses, if he/she wants to include them in the college applications.

GRADE POINT AVERAGE/RANK

Grade Point Averages are computed/updated for senior high students at the end of every semester. In keeping with current practices in both public and private schools, we do not rank students according to their grade point averages.

TOP STUDENTS

Beginning with the Class of 2021, the School will no longer declare a valedictorian and salutatorian. Instead, at the end of the first semester of the senior year, administration will evaluate student transcripts and determine which students will be declared **the top 3% students of the graduating class**. Only academic classes will be evaluated for this honor (not P.E., fine arts, etc.) These students will be recognized during Senior Awards Night and at Graduation. Eligible students must have attended American Heritage their Freshman through Senior years (9-12 grade).

UNDERSTANDING YOUR GPA

Grade Point Average, or GPA, is a calculation based on your semester grades in courses, the level of the courses, and the credits earned. There are a few ways that your GPA is calculated: there are two GPA's on your American Heritage high school transcript – a Cumulative GPA (weighted) and a Cumulative GPA (unweighted), and there are separate GPA's calculated for Bright Futures and for college admission (these do NOT appear on your transcript). ***Please note that your Heritage GPA may be higher than the GPA that is calculated by Bright Futures and the State University System.***

American Heritage CUMULATIVE GPA (Weighted) – On Transcript

A weighted grade point average is computed using marks earned in all courses taken. If a course is repeated, the higher grade will be used in the GPA calculation as long as the student has petitioned for grade forgiveness. An additional 1.0 point is awarded for all honors courses and an additional 2.0 points for AP (Advanced Placement) courses. Point values for grades in these courses are:

<u>Grade</u>	<u>College Prep</u>	<u>Honors</u>	<u>**AP</u>
A+ 97-100	4.67	5.67	6.67
A 93-96	4.33	5.33	6.33

A-	90-92	4	5	6
B+	87-89	3.67	4.67	5.67
B	83-86	3.33	4.33	5.33
B-	80-82	3	4	5
C+	77-79	2.67	3.67	4.67
C	73-76	2.33	3.33	4.33
C-	70-72	2	3	4
D+	67-69	1.67	2.67	3.67
D	63-66	1.33	2.33	3.33
D-	60-62	1	2	3
F	0-59	0	0	0

**Taking the AP exam is required for this weighting to occur.

In compliance with SACS 3.49: Course credit from non-accredited schools shall be accepted only when validated by examination or by scholastic performance in subsequent classes.

American Heritage CUMULATIVE GPA (Unweighted) – On Transcript

An unweighted grade point average is computed using marks earned in all courses taken. If a course is repeated, the higher grade will be used in the GPA calculation as long as the student has petitioned for grade forgiveness. The point values for grades reflect the *College Prep listing above with no extra points* awarded for honors or AP courses.

Bright Futures GPA – NOT on Transcript

This GPA is a weighted grade point average using grades earned in 16 required “core academic” credits: 4 English, 4 math, 3 science, 3 social studies and 2 foreign language. Students may use up to 2 additional credits from courses in the academic areas listed above. Not all courses offered at American Heritage are designated as “core academic” by Bright Futures (this is posted on the portal or you can see your counselor for a listing). Bright Futures awards an additional .5 points for state designated honors and AP courses. If a course is repeated, the higher grade will be used in the GPA calculation. A minimum recalculated 3.0 GPA is required for the academic scholarship program.

Recalculated GPA for State University Admission (in Florida) – NOT on Transcript

The State University System (SUS) in Florida computes GPA using only “academic” courses (English, math, science, social studies and foreign language). Not all academic courses at American Heritage are designated as “academic” by the SUS (each college makes its own determination). Colleges in the State University System award an additional .5 points for honors and 1.0 point for AP courses. If a course is repeated, the higher grade will be used in the GPA calculation. A minimum 2.5 recalculated GPA is required for admission to the SUS. Many state universities are looking for a higher GPA than the minimum requirement. Universities outside of the SUS may use their own method for re-calculating your GPA.

FHSAA GPA - Not on Transcript

The Florida High School Athletics Association (FHSAA) requires an unweighted GPA on a 4.0

scale. FHSAA uses semester grades to calculate the GPA and assign 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F. If a course in which the student received a D or F is repeated and the student earns a C or higher, the higher grade will be used in the GPA calculation. Student athletes must have a 2.0 GPA in order to participate in high school athletics. *Please note the NCAA has a 2.3 GPA requirement as well as standardized testing minimums. Please visit www.eligibilitycenter.org for NCAA eligibility information.*

ADVANCED PLACEMENT COURSES

American Heritage offers students the opportunity to earn college credit through AP classes. In order to be placed in an AP course, a student must meet the prerequisites and be approved by his/her current teacher. AP weighting is applied to the grade when the GPA is calculated (see above). The AP Exam (given in May on a national test date) must be taken in order for this weighting to occur. Students who drop an AP class at semester time will still have the course title for first semester listed as an AP course on the transcript. Weighting for the **entire** year can be in jeopardy if the teacher/proctor determines that the class/exam is not taken seriously. Students who are already enrolled in another AP course may petition to self-study for up to two (2) additional exams per year. All requests to self-study must be approved by administration. A fee per exam will be billed in December. AP fees are non-refundable and presently are \$95.00 per exam.

HONORS CLASSES

Honors and AP levels of many classes are offered at the High School level. Administration makes the placement based on student testing, motivation, teacher recommendation, and the good of the individual and the whole class. We ask that students/parents abide by our decisions. Students in honors classes where there are regular classes available will be moved at semester if a “D+” or lower is earned.

STUDENT RECORDS AND INFORMATION

The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. When a student has transferred to another institution, the School’s standard policy is to release only the student’s transcript (assuming payment has been made in full). If the parent/student (over 18) requests that the School provide additional records, information, or to complete forms relating to the student’s attendance at the School, the parents/student (over 18) must sign a release and waiver on the School’s standard form.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

COURSE SELECTION

Students are urged to carefully plan their programs of study and select courses that will enable

them to realize their future plans and aspirations. The Upper School guidance counselors will assist students in choosing courses in accordance with their future goals. Students should be aware of prerequisites for course choices.

Students who are already enrolled in another AP course may petition for self-study for up to 2 additional exams per year. All requests for self-study must be approved by the administration.

Students should select courses that satisfy entrance requirements of the college they are considering for post-high school studies. College requirements should be checked through college catalogs or information on the college's website.

Foreign students who are not fluent in English may be encouraged/required to take one or more classes of ESL daily. There is an additional charge for ESL classes.

American Heritage students with an established learning difficulty in a subject area may, with approval of Principal and if space is available, take a course at American Academy. There will be an additional charge for classes taken at American Academy. Students and parents should not assume that Academy classes are approved and available just because they were available the previous year. Priority is given to students enrolled full-time at American Academy.

CHANGING/DROPPING CLASS(ES)

If a student wishes to change or drop a course after the add/drop period (the first week of either semester) has ended, he/she may complete a petition for mid-semester course change. If the parent, teacher, counselor, and Administration agree to the change, it will be approved. Students must be aware, however, that should they transfer levels (i.e. honors to college prep), their grade will transfer with them. Weighting for the semester will be based on the course the student is in at the end of that semester. The student will also be responsible for obtaining new books and for making up any missed assignments. Exam exemption will not apply and the student will be required to take the semester exam and to find out what material was covered prior to his/her entering the class. If a student is granted permission to withdraw from a course after the add/drop period has ended (only allowed if a student is carrying seven courses), the transcript will show a grade of "WP" (withdraw pass) or "WF" (withdraw fail). Students may not withdraw from a class after 1st quarter (semester 1) or 3rd quarter (semester 2.) This assessment is based on the student's work up until the time the course is dropped. The GPA will not be affected.

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

American Heritage/American Academy participates in the Florida Bright Futures program. Please visit Florida Bright Futures' website at www.floridastudentfinancialaid.org. College Advisors visit classrooms every year to discuss this program.

AUDIT POLICY

In special circumstances with administrative, parental, and instructor approval, a student may elect to take **one** class per semester on an AUDIT basis. Only non-required courses, as space is available, may be taken as AUDIT; all course requirements must be met. The decision to audit a

course must be made within the first 10 days of the semester and may not be changed, nor may the course be dropped. The transcript will indicate the grade earned and that the course was taken on an AUDIT basis; however, no credit will be earned nor will the grade be computed with the GPA. Students taking class on AUDIT basis are ineligible for recognition at awards assemblies.

COMMUNITY SERVICE

Our mission at American Heritage School is to graduate students who understand how knowledge, integrity and compassion can help them to reach their full potential as contributing members of a global society. We believe it is as important to prepare students for lives of good citizenship, as it is to prepare them for the intellectual challenges of college. Community service encourages students to broaden their experience and outlook on life and helps them to develop skills and attitudes of responsibility and leadership. Another purpose of this service is to provide students with real-life experiences that challenge them and build their moral character. *It is important the service students choose to perform benefits others rather than themselves.*

REQUIREMENTS:

All students must complete a total of ***120 hours of community service***. We recommend students complete 30 hours per year.

Because we believe that students must contribute to the larger community and not only to our School community, at least ***50% of the required service hours must be performed in the community and not on-campus.***

Students earn one hour of service for each hour of service performed. Double or triple hours will not be honored. Hours may not be tied to the raising of funds (i.e. 10 hours for raising \$100), but will be awarded based on the amount of time the student spends fundraising.

APPROVED ON-CAMPUS SERVICE ACTIVITIES:

On-campus service may not be earned during the school day (7:45-3:00). The following are the ***ONLY*** pre-approved on-campus service activities. If you wish to petition the Community Service Committee to accept hours from another on campus activity (including a club sponsored activity), you must submit a Service Approval Form (<http://bit.ly/serviceapprovalform>). All pre-approved activities listed below are considered “school service.”

- **Peer Tutoring through the Peer Tutoring Program and/or after school tutoring labs**
- **Heritage Ambassadors/International Ambassadors**
- **Extended Care/Corporate Care** - Service must be voluntary; you cannot earn service hours if you are being paid.
- **Donating Blood** (3 hours)
- **Assisting with Theater Productions** - Service must be voluntary and may not be part of a course requirement
- **Assisting with Sporting Events** - i.e., statistics recorder, water person, mascot, being a team manager
- **C.I.T. at Heritage Summer Camp** (3 hour per day)
- **Assisting at Heritage Summer School** (up to 3 hours per week)

APPROVED OFF-CAMPUS COMMUNITY SERVICE:

Service must be performed with a pre-approved organization, or it will not be accepted. Below is a link to a list of approved organizations. This list is continually updated.

<http://bit.ly/ahsapprovedservice>

Consult this list before beginning your service. If the agency or organization you wish to perform service with is not listed, you may submit a Service Approval Form. In general, organizations should be not-for-profit 501 (c) (3), and the service you complete should directly benefit others. You can pick up the form in the Upper School Office or find it at: <http://bit.ly/serviceapprovalform>.

A list of upcoming service opportunities can be found at: <http://bit.ly/ahsupcomingservice>

Examples of some activities, which will NOT be approved:

- Service performed for your family (e.g. providing lawn services at your uncle's house)
- Services performed for profit-making institutions (i.e. clerical services rendered at a privately-owned law firm)
- Volunteer work done to promote a particular religious or political point of view or person (i.e. working on a political campaign, teaching religious school or singing in a church choir)
- Participation in performances, festivals or competitions *unless*:
 - your participation is voluntary and
 - the service is not part of a class requirement and
 - the performance meets an identified community service need and
 - there is no admission fee collected and
 - neither your organization nor the sponsoring organization receives any payment

DOCUMENTING HOURS:

Community Service Forms are available in the Upper School Office, Academy Office and Guidance Office. You must complete the entire form (including your signature, a parent signature, and a supervisor signature). Please print legibly and use blue ink. Submit the original form to the Upper School Office. Photocopies of this form will not be accepted. The form will be date-stamped and you will receive the yellow carbon copy. It is very important you ***SAVE THIS COPY*** in a file for your records. This will be useful if there is ever any dispute over the number of hours you have completed. You must submit your Community Service Form ***within 60 days*** of the date the service was provided.

EXTRA RECOGNITION:

If you complete a significant number of hours of service prior to May 1st of your senior year, you will be recognized at graduation with a service cord. Students who complete 250 or more hours will earn a gold cord. Students who earn 500 hours or more will earn a black cord and gold cord. Students who complete more than 1000 hours of service are honored at the senior awards ceremony with a medal to be worn at the graduation ceremony.

DISCIPLINE AND STANDARDS OF CONDUCT

We ask that you, the students of American Heritage/American Academy:

1. Adhere to all state, federal and local laws
2. Demonstrate personal honesty
3. Respect personal and School property
4. Strive for positive interpersonal relationships
5. Take responsibility for being in the proper place at the proper time
6. Avoid behavior unbecoming to a Heritage/Academy student, whether at School or elsewhere in the community
7. Avoid excessive accumulation of minor disciplinary infractions

Students should understand that they represent American Heritage/American Academy at all times. The policies and standards apply any time a student is enrolled in the School, including when a student is on campus, is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break. In addition, the School regards any behavior prejudicial to the best interests of the School, whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Each situation will be handled at the School's discretion in accordance with the School's rules, policies and practices, as well as general common sense. Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The policies and rules outlined in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may be treated as a major School rule violation. Students are expected to comply with School standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

DETENTIONS

Deans assign detentions for less serious infractions of our conduct code. They are intended as a warning to cease undesirable conduct before more serious disciplinary action is necessary.

When a detention is assigned, students will have three (3) "detention days" from the date of issue to serve the detention. Detention may be served Tuesday and/or Thursday. Detentions not served in the three (3) day period will result in the assigning of ten (10) conduct points. During the detention hall, a writing exercise will be assigned. Students will spend the one-hour period on this work rather than homework. Students need to be prepared: book, paper, pen or pencil.

An accumulation of excessive detentions should alert student, parent, and American Heritage that the student needs additional guidance in order to accept responsibilities involved in being an American Heritage/American Academy Upper School student. Some possible courses of action may include parent conference, probationary period, suspension/expulsion.

CONDUCT POINTS

Conduct points are assigned by the Deans' office for infractions that intrude upon the educational process of fellow students or the orderly pattern of campus life. **Conduct points cannot be "worked off."**

The administration views certain offenses as particularly serious and reserves the right to expel a student, even for the first offense, for the following behaviors (without assigning conduct points):

- **Direct threat of physical harm by use of weapon (or anything that could be used as a weapon)**
- **Possession of a weapon or explosives**
- **Bomb threat**
- **Profanity and/or obscenity directed at faculty or staff members in any language**
- **Striking a faculty or staff member**
- **Gang affiliation**
- **Any violation of the School's drug and alcohol policy (including, without limitation, possession, selling, purchasing, or promoting alcohol or other mind-altering substances, possession of drug paraphernalia, testing positive on a School-mandated drug test, and/or refusal to take a requested drug test)**
- **Anyone who creates a social media account in someone else's name or likeness without permission**
- **Fighting**
- **Bringing a toxic substance on campus**
- **Taking inappropriate pictures or videos in restrooms or locker rooms**
- **Use of inflammatory hate speech directed at or about a particular group, ethnicity, race, or religion or an individual's sexual orientation or gender identity.**

We have zero tolerance, no second chance, on all of the above behaviors.

Expulsion is the most severe penalty that American Heritage/American Academy assigns. It is recorded as part of the permanent school record. Once dismissed (expelled), the student must leave campus immediately, unless a Principal or Dean has granted an extension due to unusual circumstances. All School property must be returned to appropriate parties, locker must be emptied, and student ID surrendered. A dismissed student may not return to campus without a specific appointment with a member of the School's faculty or administration.

Students who are asked to withdraw or who are expelled from the School forfeit any undelivered class rings, yearbooks, graduation announcements, etc., and no monies are refunded.

<i>Other offenses that will result in conduct points:</i>	<u>Maximum of</u>
Possession of a toxic substance on campus	36
Possession of electronic media containing drugs, drug use, nudity or sexual activity	36
Violation of drug and alcohol policy	36
Any type of sexual activity on campus	36
Failure to wear an appropriate facial covering when facial coverings are required	36
Inappropriate use of an iPad, computer or other mobile device	36
Use of an object as a weapon, including laser pointer	36
Destruction of School property (including vandalism and graffiti)	36
Tampering with the fire alarm system or defibrillator	36
Indirect threat of physical harm, use of a weapon, or bomb threat	36
Stealing	36
Inappropriate use of the Internet or tampering with the School's computer	36
Possession of pornography	36
Possession of missing/stolen property/property not your own	36
Carrying a non-clear bag on campus - second offense	36
Computer hacking	36
Congregating in a bathroom stall	36
Fighting	36
Harassment, bullying (verbal, cyber, via computer, phone, etc.)	36
Behavior unbecoming of a Heritage/Academy student	36
Buying, selling, or bartering items for profit or for an outside organization (except for School approved fundraisers)	36
Cheating or Plagiarism	36
Lying to School administration during an investigation	36
Violation of the Smoking/Vaping/Tobacco Policy – second offense	36
Violation of cell phone policy/Refusing to surrender	36
Taking pictures/screenshots on campus without permission	36
Taping/taking pictures in a campus bathroom or locker room	36
Posting video or pictures taken in a campus bathroom or locker room	36
Video uploading pictures/videos without permission	36
Violation of inspection policy	36
Taping, filming or posting, any sexual, racial, violent or vulgar content (on or off campus)	36
Taping or filming on campus, not relating to approved school work	36
Carrying a non-clear bag on campus – first offense	18
Cell phone/any unauthorized device visible during a test/assessment	18
Pushing/shoving (especially in hallways or stairwells)	18

Violation of the Smoking/Vaping/ Tobacco Policy – first offense	18
Leaving campus without permission/aiding other student(s) to leave campus without permission	18
Gambling	18

<i>Other offenses that will result in conduct points:</i>	<u>Maximum of</u>
Public display of affection	18
Being in unsupervised/unauthorized area, including cars in parking lots	15
Sitting on parked golf carts	10
Dress code violation	10
Rudeness or discourteousness	10
Verbal abuse	10
Profanity/obscenity/swearing/racial slur in any language, offensive or inappropriate symbols	10
Automotive violation (moving)	10
Class disruption	10
Attending functions on or off campus after being absent from class	10
Failure to report to quad area by 4:00 p.m.	10
Misbehavior at quad area	10
Class cut (per period)	10
Taping, taking pictures/screenshots, or posting pictures or video on campus (innocent or non-malicious content)	10
Off task on iPad in class (MANDATORY)	5
Automotive violation (parking)	5
Food or drink in building	5
Wearing of headphones in classroom	5
Using elevator without permission of the administration	5
Spitting	3
Chewing gum/drinking energy drinks during School hours	3

An accumulation of eighteen (18) points will result in suspension from classes for one or more days; suspension may be on or off-campus at discretion of Administration. *Any disciplinary obligation takes precedence over athletic practices, games or other extracurricular activities.* Therefore, any suspended student may not attend or participate in any School activity, either on or off campus, during time of suspension. Students who have accumulated 18 points will not be eligible for any field trips or overnight events.

When the accumulated total reaches thirty (30) or more points, the student will serve a minimum of a two-day off-campus suspension. The student is responsible for all work/tests/assignments, etc. during his/her absence. It is the responsibility of the student, not the teacher, to initiate discussion regarding the plan for make-up work. Absences from class during suspension (internal or external will be “excused”. Students who receive a suspension must take all of their exams that semester. Students who are suspended (internal or external) may not participate in any extracurricular activities on the day(s) of suspension.

An accumulation of thirty-six (36) points, whether from one event or a series of events, will result in expulsion from American Heritage/American Academy. The statement regarding expulsion given previously in this Handbook applies. Parents are advised via mail regarding detentions and accumulated conduct points.

Any senior who is found to have participated in a senior prank of any kind, may not be allowed to attend senior year-end activities including but not limited to graduation. This includes food fights, water guns, water balloons, graffiti, or any activity that impedes the educational process, endangers others and/or creates a negative image for the School. **Administration reserves the right to determine what is considered inappropriate.**

American Heritage reserves the right to expel a student prior to 36 points if he or she cannot accept the conduct code and accumulates points at a rapid rate with no apparent modification of behavior. Any action by a student or his parents which seriously interferes with American Heritage's/American Academy's ability to accomplish its educational goals may be grounds for immediate dismissal.

At the end of the school year, each student's discipline record will be reviewed. If a large number of points or detentions has been accumulated, a decision will be made by Administration to accept student for enrollment on a probationary status or to request placement elsewhere. Students who return on disciplinary probation may be considered for expulsion after accumulating eighteen (18) points rather than thirty-six (36). A student on probation who completes first semester with fewer than 10 points may be removed from disciplinary probation for semester two at the administration's sole discretion.

REPORTING OF INFRACTIONS TO COLLEGES/UNIVERSITIES AND SCHOOLS

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's, university's, or other school's reporting guidelines. Many colleges, universities, and other schools require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the school/college of such an incident. The School's reporting will take place in letter form to the college or school within ten (10) days after the consequence has been imposed or the withdrawal has occurred. Please also see the School's Weapons and Threats Policy for additional information regarding violation of that Policy.

STUDENT CONDUCT

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The “Golden Rule” – treating others as you wish to be treated -- will be the foundation of all personal relationships.

In addition, the health and well being of all students is of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student’s or another person’s body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, Internet activity, criminal activity, sexual activity, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from School.

Certain student communications or behaviors (such as threat of suicide, self-harm, etc.) will be addressed by the administration taking all factors into consideration.

DISTRIBUTION/SOLICITATION OF MATERIALS OR INFORMATION ON CAMPUS

Parents and students are prohibited from distributing materials or information on campus relating to non-School-sanctioned parties, events, or sales of items or materials. In addition, parents are not to arrange for students to be picked up or dropped off at the School in connection with a non-School event. The School provides no supervision and assumes no responsibility for any events that occur off campus and are not School-sanctioned.

BULLYING/HARASSMENT

The School is dedicated to fostering an environment that promotes kindness, acceptance and that embraces differences among individuals and is committed to making the School environment a safe and caring place for its students. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student’s inappropriate behavior.

Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, threats, insults, and other visual, verbal, graphic, or offensive physical conduct relating to race, religion, color, sex, sexual orientation, gender identity or expression, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual’s sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti

- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group systematically and chronically trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Deans' Office. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from School, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

CHEATING/PLAGIARISM POLICY

There are various forms of plagiarism, and students are responsible for knowing and avoiding all of them. The following are the most common types of plagiarism that occur in student work:

1. Blatant plagiarism or the direct copying of another's material without acknowledging that source
2. Plagiarizing material or using an original idea of someone else without crediting the source of the material or ideas
3. Inadvertent or unknowing plagiarism caused by sloppy research or writing techniques

CONSEQUENCES OF CHEATING/PLAGIARIZING

If a course instructor detects plagiarism in a written assignment or exam, the impact of plagiarism includes one or more of the following consequences, depending on the severity of the plagiarism:

1. No credit at all for the written assignment or exam
2. A reduced grade for the entire course
3. Disciplinary action as per the Dean of Students
4. A student guilty of plagiarism or cheating will forfeit his/her right to exempt the examination (midterm or final) for that particular course.
5. Repeat offenders are subject to expulsion

CRIMINAL ACTIVITIES

A student engaging in conduct that is defined under law as a serious misdemeanor, civil offense or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Serious Discipline Committee.

DRUGS AND ALCOHOL

Our students are prohibited from having alcohol or mind-altering substances (including, without limitation, marijuana (regardless of prescription or physician certification) in their systems; promoting, possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including, without limitation, marijuana (regardless of prescription or physician certification)); possessing drug paraphernalia on or near School property, on School buses, at a School-related activity; or possessing digital images or videos depicting drugs or drug usage. Having any mind-altering substance or alcohol or drugs in one's system when on School premises, on the school bus, or at a School-related activity, regardless of when ingestion occurred, is a violation of this policy. Mind-altering substances includes any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, but are not limited to, alcohol, marijuana (regardless of prescription or physician certification) legal or illegal substances, products containing hemp or hemp extracts, CBD products, over the counter salts, spices, incense, vapors or other similar items. Off-premises possession, use, sale or purchase of mind-altering substances and off-premises alcohol abuse is also prohibited. Students may be required to submit to urinalysis drug screens, blood alcohol tests, Breathalyzer tests, and medical examinations under the following circumstances:

- When a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system;
- When a student suffers an injury or is involved in an accident while at School;
- On a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities;
- When a student is placed under disciplinary contract and such screenings or examinations are terms of the contract;
- Students in the company of others thought to be doing drugs/alcohol may be tested for illegal substances.

The presence of alcohol or any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and will result in expulsion. Any student who tests positive for drugs/alcohol, or who has otherwise violated this policy, will be expelled from School. In addition, the School may report use, sale or possession concerns to the appropriate authorities.

The faculty and administration are committed to our campus being a safe environment at all times for your children. Fortunately, over the years we have been free of many situations, which have affected some other schools. But we are also aware that our students are subject to the same pressures, stresses, and temptations that affect other teenagers in contemporary America. Drugs and alcohol might be regarded as an answer to these pressures, stresses, and temptations. We are committed to keeping our School campus a safe haven. To that end, we will:

- Have drug dogs visit our campus at irregular intervals
- Search vehicles driven by students; the driver is responsible for the contents in his/her

vehicle. If illegal substances are found, all occupants of vehicle will be subject to testing.

This policy does not prohibit the proper use of medication under the direction of a physician although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs that could affect their ability to function in a safe and efficient manner must notify an administrator in the School office of this fact when they report to School.

Parents of American Heritage School students are asked to support the School's drug and alcohol policy by refraining from providing alcohol or drugs for our students at their homes or at other social functions. When parents allow or encourage underage children to drink or use drugs, they put those children at risk. Consequently, parents who choose to do this jeopardize their children's enrollment at the School.

HAZING

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact Dean's Office and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Dean's Office. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

OFF CAMPUS BEHAVIORS

The School does not wish to unnecessarily involve itself in a student's off campus behaviors. However, the School reserves the right to take action with respect to off campus behavior when

it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impact other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

SEXUAL MISCONDUCT

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See School's Student/Adult Interaction and Communication Policy);
- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our School values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate principal. In accordance with Florida law, the School reports suspected instances of sexual misconduct to the Department of Children and Families.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the

complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to take action if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

SMOKING/VAPING/TOBACCO

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products, at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Students violating this rule will be assigned 18 points. A second offense will result in **expulsion** from School. Students should be aware that the School reserves the right to test devices, pods, etc. for illegal substances. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy.

STUDENT/ADULT INTERACTION AND COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or action towards one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or principal.

Further, students and their parents should promptly notify the guidance counselor or principal if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off School property other than for approved field trips and school activities;

- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pen names or inappropriate nicknames;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events;
- Visiting a student in this home or another locations when the student’s parents are not present;
- Socializing or spending time with students (including, but not limited to, activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the adult’s social networking profile or become a “friend” or “follower” on a social network or send messages or images on a social network;
- Telling off-color jokes or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances;
- Vaping, smoking or drinking with students; and
- Dating or engaging in consensual relationships with students.

Similarly, we expect that parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student’s parents. Loud, angry or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

WEAPONS AND THREATS

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon to School or School sponsored events, including knives, guns (all types), fireworks, etc. Any such item may be confiscated, and if appropriate, turned over to law enforcement. Any depictions of weapons, or verbal or written comments that appear to be threatening or any behavior that is threatening will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

American Heritage feels strongly that all students and parents have an obligation to ensure that a student’s behavior is appropriate and non-threatening at all times. Therefore, students and parents should be aware that if a student is expelled for violation of this policy, the School will make a note on the student’s transcript or report card that the student was expelled. In addition, if the student withdraws during the middle of an investigation into an alleged violation of this

policy, the School will note on the student's transcript or report card that the student withdrew during an investigation into misconduct. The School may also contact any school to which a student has transferred after expulsion/withdrawal as a result of a violation or alleged violation of this section to advise such school of the circumstances of the student's separation from American Heritage.

STUDENT PROTESTS AND PETITIONS

Student may not participate in any walkouts or protests on campus during the school day. Student petitions must be approved by a Principal in advance.

INVESTIGATIONS

Students are expected to cooperate during an investigation. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses or is unable to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges or under the advice of legal counsel, the School reserves the right to take action. The School may proceed without a statement from the student, or require the student to withdraw from School.

DRESS CODE AND APPEARANCE

The School has a uniform that identifies members of the School community. All clothing items are to be clean and in good repair at all times. Uniforms are not to be altered, stretched, cut, or slit. Sizing must be appropriate to the individual figure, not to individual taste. At no time may a student wear a hooded sweatshirt or any non-Heritage outerwear.

We expect total compliance; students not in compliance may not be allowed to attend classes. Full dress code is in effect on campus daily from time of arrival to time of departure or 6:00 p.m., whichever comes first. Should a student leave campus before 6:00 p.m., but return prior to 6:00 p.m., he/she should be in uniform. Failure to comply with this policy will result in the student incurring conduct points and after 5 dress code violations in the course of a semester, the student (including seniors) will serve an in-school suspension for “defiance.” A student repeatedly defying the dress code may be removed from class, sent home, and not allowed to return until he/she complies with the dress code policy. In addition, students wearing non-Heritage outerwear will be sent to the School store to purchase appropriate outerwear and the students’ account will be charged accordingly.

Whenever a student returns to campus for an activity representing American Heritage/American Academy, his/her dress should be appropriate. Bare midriff, halter tops, low cut tops, short shorts, and ripped pants are a few of the items that are unacceptable. Students not in compliance will be asked to leave the campus.

Uniform items are ordered and purchased through the Admissions Office or through Continental Uniforms directly (<http://continentaluniforminc.com/americanheritageup.html>)

MALES

Shirts must be regulation cotton knit (red, black, or white with Heritage logo) purchased through the School. All shirttails must be neatly tucked into slacks or shorts at all times. This includes all spirit shirts or approved athletic shirts. No hooded garments, including Heritage athletic team-wear, are allowed.

Slacks - regulation uniform slacks must be hemmed and of ankle-length and must be purchased through the School. Pants will have company logo on them. **Pants must be worn at waist level with a belt that fits through the loops. The whole belt must be visible. Pants are not to be unbuttoned, frayed, slit, written on, etc.**

Shorts (khaki or navy color) with School logo must be purchased through the School.

Males are to have a clean-shaven look (no beards, mustaches, goatees, or excessive sideburns).

FEMALES

Shirts must be regulation cotton knit (red, black or white with Heritage logo) purchased through

the School. **All shirttails must be neatly tucked into slacks or shorts at all times.** This includes all spirit shirts or athletic shirts. No hooded garments, including Heritage athletic team-wear, are allowed.

Slacks - regulation uniform slacks must be hemmed and of ankle-length and must be purchased through the School. Pants will have company logo on them. **Pants must be worn at waist level with a belt that fits through the loops. The whole belt must be visible. Pants/shorts are not to be rolled, unbuttoned, altered, frayed, slit, written on, etc.**

Shorts (khaki or navy color) with School logo must be purchased through the School. **No leg covering may be worn under shorts. Long pants should be worn in cool weather.** Shorts **MAY NOT BE HEMMED OR MODIFIED.** The Student Handbook also prohibits rolling shorts, as well. Only shorts with the hemline logo will be allowed.

INCLEMENT WEATHER ATTIRE

Should weather dictate that an undergarment be worn under the regulation “polo” shirt, it must be short-sleeved, a solid color, and have no text. The Heritage uniform sweatshirt may be worn over the regulation “polo” shirt. The shirt collar must be evident. A Heritage jacket (satin, fleece, or wool) or Heritage cardigan may also be worn. We remind students to plan ahead in ordering cold weather items, since these items are not in stock and often take weeks for delivery. On rainy days, students may wear rain boots and Heritage raincoats.

HAIR

Hair is to be kept neat and clean. Hairstyles that are inappropriate will not be allowed. Examples of inappropriate styles are: hair covering the eyes, ponytails on top of the head, multicolored hair, Mohawks, shaved designs in hair, shaved portions, etc. Students who experiment with hair, risk being held from classes indefinitely. Administration will decide the consequences on an individual basis.

SHOES

Athletic shoes, Topsiders (deck shoes), dress shoes, and flats are allowed. Boots of any kind, Crocs, hiking shoes, bedroom slippers, flip-flops, and sandals of any kind are not allowed. Shoes exposing heel and/or toe are not acceptable.

HATS

NO HATS, hoods, head coverings or caps are allowed on campus until after 6:00 p.m.

ID BADGE

The student ID badge must be worn on the shirt collar or on a lanyard and should not to be defaced or covered with stickers. The student name and picture must be visible on both sides. Students who have defaced their ID’s will be required to purchase a new ID through the Deans’ Office at a replacement cost of \$10.00.

JEWELRY

The wearing of jewelry in pierced areas (other than ears) is not permitted including, but not

limited to, nose and eyebrow piercings. Students who choose to get a piercings in locations other than the ears, risk being sent home. Bandages may not cover unauthorized pierced areas. Clear studs are not acceptable under any circumstance.

EARRINGS

Oversized and chandelier earrings are not permitted. No gauging of the ears is allowed.

TATTOOS/MAKEUP

No visible tattoos are permitted; makeup must be appropriate; no black/dark makeup, lipstick, etc., and no Gothic look.

FRIDAY DRESS CODE

Approved spirit shirts may be worn on Fridays. These shirts must be worn with regulation uniform shorts or pants and they must be tucked in. Seniors may wear their senior jerseys on Fridays.

Any exceptions to the uniform dress code must be cleared through the Office of the Deans.

TECHNOLOGY AND COMPUTING RESOURCES

DIGITAL CITIZENSHIP

We live in a digital age. Students cannot avoid interacting with others electronically on a daily basis. In order to create a safe digital community for everyone on campus, we expect each student to sign a Digital Citizenship Agreement each year. Below is a copy of the agreement:

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and be careful about posting personal information.
- I will only post text and images that are appropriate for School.
- I will be aware where I save my files so I can access them later (Examples: Google Docs, Student Portal, portable drive or flash drive).
- I will select online names that are appropriate.
- I will always log off when leaving a computer.
- I will immediately report any inappropriate behavior directed at me to a teacher, librarian, counselor or other adult at School.

Respect and Protect Others

- I will not use computers to bully or harass other people. I will not log in with another student's username and password.
- I will not trespass into another student's files.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to a teacher, librarian, counselor or other adult at School.

Respect and Protect the Learning Environment

- I will keep my iPad updated to the latest ios.
- I will register on the American Heritage WiFi.
- I will not use a VPN (Virtual Private Network).
- I will "allow" staff access to my iPad, when requested.
- I will limit my web browsing to School research.
- I will not visit inappropriate websites. If an inappropriate page or search result comes up, I will immediately close the window or tab.
- I will not play games, or listen to music on School computers or iPads without specific teacher instructions.
- I will use the technology as directed by my teacher.
- I will use Apple Classroom as directed by my teacher at all times when using my iPad in class.

- I will not use a laptop in class (unless specifically allowed due to a special accommodation).
- I will not send or read instant messages on School computers or iPads.
- I will only send and receive School related email.
- I will not change computer or iPad settings and displays including cursors, background images and screensavers.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

SOCIAL MEDIA/NETWORK POLICIES AND PROCEDURES

Social media encompasses a broad array of online activity including social networks such as Facebook and Twitter, Instagram, SnapChat, Tik Tok, blogs, other social networking sites, and similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event: We do not permit students to access social media and/or social networking sites while on School property or at a School-related event, unless such use is on a School social media platform or School sanctioned site **and** the use is for school related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property: It is not our goal to regulate a student's personal online activity when not on School property. Please understand, however, that certain activities might impact a student's relationship with other students or School employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies. What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

Guidelines: Students should keep in mind the Digital Citizenship Agreement at all times when interacting via social media sites. Failure to do so may result in disciplinary action. For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, conduct unbecoming, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that behavior, on or off of campus, violates the School conduct code by making

disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not be "friends" with or "follow" any faculty member or other adult member of our community (other than the Student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

Anyone creating a social media account in someone else's name or likeness without the consent of that person, is subject to immediate expulsion.

Your Identity Online: You are responsible for any of your online activity with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets. In addition, the postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited. Students are expected to cooperate in investigations by providing access to such sites.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post inappropriate photographs of the School, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Questions and Clarification: If you have any questions or need further clarification of any aspect of this policy, please contact the Deans' office.

SEXTING

"Sexting" is the term used to describe the transmission over the Internet of photos of persons engaging in sexually-related behavior, or touching of one's or someone else's private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices (phones, iPads, laptops, etc.). Any student receiving such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action, but could lead to a report to law enforcement.

ELECTRONIC DEVICES

If a student chooses to bring electronic device (including, but not limited to smart/cell phones, video/audio recorders, iPads, tablets, smart watches, etc.) to School, the student does so at his/her

own risk and it is the student's responsibility to ensure the security of that device throughout the day. Also, the following conditions must be adhered to:

- Only iPads are allowed to be used in classrooms
- Other electronic devices must not be on, used, or visible in the classroom without express permission from a teacher or administrator.
- If a teacher has specifically authorized the use of the device during that particular class for educational purposes, the device may be used only for such purposes and students must comply with the guidelines relating to such use.
- Whenever such use is permitted, students may not use electronic devices to cheat on any assignment or use such devices for non-instructional purposes.
- Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment, including making threats, bullying or harassing another, lying or deceiving another, to send or text or email messages to other students in class, or in ways that would otherwise violate a School rule.
- Electronic devices must be tendered upon request. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a School administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the School office to pick up confiscated items.
- Student may not leave class to respond to electronic devices.
- **Students may not have any electronic device out during any test or assessment. Students violating this policy may receive a ZERO for the test or assessment.**
- Students are not permitted to photograph, screenshot, audio or video record anywhere on School grounds, on the School bus, or at a School-related activity, without express permission from a teacher or an administrator.
- **Drivers are not permitted to use electronic devices while driving on campus.**

The School has implemented an iPad program. Each student is required to bring an iPad to School daily. The iPad must be registered in the Library/Media Center. The above rules regarding electronic devices apply, as well as the School's computer & technology policies (including, without limitation, the Acceptable Use Policy and the Digital Citizenship Agreement) and all other School policies and rules. In addition:

- Students will comply immediately with any teacher's or administrator's request to shut down the iPad or close the screen.
- Students will use Apple Classroom as requested by their teachers whenever they use an iPad in the classroom.
- Students must adhere to any and all classroom rules set by the teacher regarding iPads.
- Students will not leave the iPad unattended.
- Students will not loan the iPad to other individuals.

- Students will bring their iPads fully charged to class each day.
- Students will keep the volume turned off at all times unless instructed to do otherwise.
- During class times students will access only files, books or sites that are relevant to the classroom curriculum.
- Parents agree to monitor student use of the Internet while on their home network.
- Students will register their iPad in the Library/Media Center (WiFi capability will not be enabled until the iPad is registered).

Violation of these additional iPad rules will likely result in loss of network privileges and permission to use an iPad, as well as other disciplinary action, up to and including expulsion from School.

Students are prohibited from using any electronic device or computer to transmit or show photographs of any person (including themselves) depicting partial or total nudity or suggesting sexual activities. Not only is this a violation of School policy, but may also be a violation of law. Misuse will result in consequences to be determined by administration.

The School assumes no responsibility for lost, damaged, or stolen items.

ACCEPTABLE USE POLICY

All persons using the School's computers, the School's computer systems, or personal computers on School property, at School-related events, or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, iPads, Blackberries, video cameras, PDAs, etc.) on School property, at School-related events, over the School's systems, or used at or away from School for school work on a regular or intermittent basis. In addition, a student's off-campus computer or Internet behavior may also violate School conduct codes. All computers should be used in a responsible, ethical, and legal manner (per the Digital Citizenship Agreement). Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary action.

The School reserves the right to monitor all data contained in the system to protect the integrity of the system and to insure compliance with the policies, rules, and regulations governing the use of the computer systems. Furthermore, American Heritage School/American Academy reserves the right to refuse computing services at any time.

Purpose: The purpose of providing access to the Internet and to the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Computers: The computers in the computing labs, classrooms, and library are equipped with a standard set of the most commonly used applications at American Heritage/American Academy. Users cannot modify the system software installed on these computers. They have been carefully configured to run properly in the American Heritage/American Academy computing environment, and may crash if altered. Modifying the systems without approval is strictly prohibited. Inexperienced users rely on the computers working in predictable and straightforward ways, and modifications that are useful and convenient to a “power” user may be terribly confusing to a novice.

Filtering Systems: The School uses an Internet filtering program. Although filtering Internet access generally eliminates access to most offensive and pornographic materials, it is not foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered in violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, social security number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software.

Network Access: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass the restrictions set by the network administrator or to create links to the School’s web page is prohibited. Obtaining another’s password or right to another’s directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s login name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password. You will be responsible for any activity done on the School’s system under your password.

School’s Right to Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus, to a School-related event or used at or away from School for school work on a regular or intermittent basis. In such case, students must provide any passwords to inspect the device upon request by a School administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications.

Do not assume that any messages or materials on your computer or the School's systems are private.

Electronic Communication: Students are expected to use their school provided email for all school related work and communication. Students are expected to check their email daily. Electronic communication, such as e-mail and text messaging, may not be used to harass or threaten others. The School reserves the right to randomly check electronic communication. Electronic communication must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be retrieved.

Any person who believes that they have been harassed or threatened by any electronic communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for any damage suffered from a virus.

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirement/Discipline: Any student who accesses inappropriate material on the Internet or who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity, or to an administrator for the student's School so the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

PRINTING

At present, users may print to any of the printers on campus for School-related projects without charge. Please note, the printing of individual homework assignments must have the express approval of American Heritage/American Academy faculty. While printing is free, use it responsibly. Do not print multiple copies of long documents, and try to do as much proofreading on-screen as possible, rather than printing out several drafts of a project. Regardless of whether printing is free or not, students should try to print work for assignments in advance if at all possible since, if the printers are in heavy use, there can be long waits for them.

ONLINE LEARNING MANAGEMENT SYSTEMS AND COPPA INFORMATION

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and

provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the programs with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information—generally the student’s name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children’s Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. **If you do not want your student to participate in these programs, please notify**

DISTANCE LEARNING

This policy applies whenever students are engaged in distance learning. All computers and devices while participating in distance learning courses should be used in a responsible, ethical and legal manner. Failure to abide by these rules will result in appropriate disciplinary action up to and including expulsion.

Purpose: The purpose of providing access to distance learning is to support the School’s educational objectives while addressing the challenges that arise out of a campus closure because of a pandemic or other force majeure event, or circumstances where although the campus is open, the School, in its sole discretion, is offering a distance learning program option for students who are unable to come to campus as a result of a pandemic or other force majeure event. Participating in the School’s distance learning program is a privilege and not a right.

Inappropriate or illegal use of the School's distance learning program will result in loss of the privilege and disciplinary action.

Expectations: Our expectations of our students are as though they were on campus in their classrooms. Students are expected to fully engage in all courses, complete all course-work, and submit all course-work, including homework as instructed. Students are held to the same academic standards, as in face-to-face instruction, and subject to the School policies on plagiarism and cheating, dishonesty, and all other conduct policies.

Absences: Students are expected to log-in to Google Meet for each class every school day. Attendance will be taken. Parents must report a student's absence (regardless of student's age) using the school form. See the policies related to excused and unexcused absences and make-up work in this Handbook.

Live Sessions: Distance learning courses will take place live and will be recorded. Students are responsible for attending live courses as scheduled. Only enrolled students and approved staff will be allowed to log-in to the live sessions and to review the recordings. Students are prohibited from sharing course passwords or links with others or permitting others to view the sessions, whether live or recorded (other than a parent or legal guardian), or to otherwise share class information/instruction with others.

For all live sessions, it is the parents' responsibility to ensure that the student participating in the course is participating in an appropriate environment, is appropriately dressed (School Uniforms *are* required), and that the device and camera that the student is using does not show anything inappropriate. Virtual backgrounds are not allowed. Students are encouraged to place their device on a stable surface like a table, rather than a soft surface (like a couch or bed).

The live sessions will be recorded. Students will be required to keep their camera on and to participate in class which means that their identity will be revealed, their voice will be heard, and their image displayed to others participating in the course, and the class will be recorded. If the parents do not want the student to be recorded, it is the parent's responsibility to contact the appropriate principal at least five days prior to the student beginning distance learning.

Internet Safety: The School will provide strict security protocols while participating in live distance learning sessions, but online security for the student will be the responsibility of the parents and students. The School is not liable in any way for irresponsible acts on the part of the student while participating in distance learning courses. Students should never access or share any material that is pornographic, violent in nature, or otherwise harassing. Students also should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet.

Equipment: It is the parents' responsibility to provide any equipment needed for distance learning, such as a computer, iPad, internet access, headset, earphones, microphone, digital

camera. Any damage to said equipment will be the sole responsibility of the students and the parents. The School will continue to provide technical support.

Appropriate Interactions and Communications: Appropriate behavior for students is expected. Standard handbook policies apply. Any student who believes that they have been bullied, threatened, harassed, or received any inappropriate remarks or comments should immediately contact their teacher (Lower School) or Principal or Dean of Students (Upper School).

Bullying, including cyberbullying, threats, and harassment during a session or outside of a session is not appropriate. All students should always use respectful language and never use profanity or threatening, aggressive, or abusive language. No one should ever make sexual, racial, ethnic, or other inappropriate remarks or jokes.

There may be some situations in which students will want additional information from a teacher. That communication may be by email, phone call, or through Google Meet. Any online help sessions will be recorded. In all communications and interactions, all parties will continue to respect appropriate boundary guidelines. If a student or a parent becomes aware that any adult's communications are inappropriate, such information should be immediately reported to the appropriate Principal.

Personal Information: The distance learning program requires the use of several computer software applications and web-based/cloud-based education technology services operated not by the School, but rather by third parties. These applications include, but may not be limited to, Google Suite for Education, Discovery Education, Explain Everything, See Saw, Scratch, EPIC, Vitalsource, Zoom, Code Monkey, Savvas MyLabs, ExamSoft, and other similar educational programs. In order for students to use these programs and services, certain personal identifying information—generally the student's name and email address provided by the School—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. More information about this policy is included in the Student/Parent Handbook.

Photographs/Recordings: Parents and students are not allowed to: (1) take, and shall not take any photographs, video, screenshot, or other recordings of teachers, other students, other children, or other parents/guardians; (2) record, photograph, or screenshot, in whole or in part, classes or instruction and materials; and (3) transmit, upload, or post any such content online or electronically including on any social media or similar site, or use or publish such content in any non-personal media such as a book, video, film, television program or publicly viewable website. Upon the School's request, parents and students shall immediately delete and/or remove such content from any device, site, platform, or other media.

CLOSING COMMENTS (COMPUTING RESOURCES)

Since this document primarily talks about restrictions, it may obscure the fact that our goal at

American Heritage School is to make computing easier, more accessible, and more open to all users. No matter what the level of security at any site, there will always be risks. Our task is to try to find an acceptable level of risk given the trustworthiness of most American Heritage/American Academy users. We do want you to know what we do not allow, so that you can make the most effective use of the services available to you and not cause problems for other users (intentional or otherwise). Treat your fellow users and the American Heritage/American Academy staff with respect and courtesy and you should find yourself treated the same in return. As a user of American Heritage/American Academy computer resources:

1. You are required to have a valid student ID as well as an authorized account to access any computer system, and you may use only those computer resources that you are specifically authorized to use. You may use your account only in accordance with its authorized purposes.
2. Computing is free to all students; faculty and staff in the American Heritage/American Academy community, and all users are expected to have their own account where appropriate. As such, at no time should you tell anyone your password, allow anyone to use your account, or should you ever make use of another person's account. You are responsible for safeguarding your computer account. You are expected to take all necessary precautions to protect access to your account by periodically changing your password, and not giving it out. You may not intentionally circumvent system protection facilities or engage in activities that could be construed as such.
3. You may not knowingly use any means to produce system failure, degrade performance, or proliferate computer viruses.
4. You acknowledge that, while computing, accessing, and/or using the American Heritage/American Academy resources, there are courses, course materials, manuals, software, programming, and/or other works fixed in a tangible medium of expression (collectively "the Works") that are owned by American Learning Systems, Inc. These Works are protected under U.S. and/or international copyright law and the Copyrights © are owned by American Learning Systems, Inc. American Learning Systems, Inc. has all rights reserved in the Works. No part of the Works may be reproduced, distributed, performed, publicly displayed, or transmitted in any form (in whole or part) or by any means, including but not limited to photocopying or other electronic or mechanical methods, without the prior written permission of American Learning Systems, Inc. The Works cannot serve as the basis for derivative works without the prior written permission of American Learning Systems, Inc.
5. American Learning Systems, Inc. owns U.S. and/or international trademark rights in various trademarks including, but not limited to, the AMERICAN HERITAGE SCHOOL™ trademark. You cannot use any of American Learning Systems, Inc. trademarks without permission from American Learning Systems, Inc.
6. You may not engage in unauthorized duplication, installation, alteration, or destruction of

data, programs, or software. You may not transmit or disclose data, programs, or software belonging to others and may not copy material, including manuals, protected by copyright.

7. You may not engage in abusive or improper use of computer resources. This includes, but is not limited to, misuse of system/operator privileges, tampering with equipment, unauthorized attempts at repairing equipment, and unauthorized removal of equipment components.
8. You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profit making or illegal purposes.
9. You must adhere to policies regarding the imposition of a time limit on access to all equipment and relinquish access to others with business of a higher priority. Instructional and research computing, including assigned work, research projects, and other American Heritage/American Academy course-related activities have priority over other work.
10. You may not use computer resources to engage in abuse of other users. Such abuse includes the retrieving/sending of abusive or obscene messages within American Heritage or beyond via network facilities.
11. You may not use computer resources for translation purposes in your foreign language classes. Online dictionaries are permitted, but only on a word-by-word basis. Entire phrases, sentences, paragraphs, or essays may not be translated via computer resources.
12. Any student who accesses inappropriate material on the Internet, or who receives harassing, threatening, or inappropriate materials via e-mail or the Internet must immediately report the concern to the teacher who is supervising the activity or to your administrator so that the situation can be investigated and addressed appropriately.
13. Students may not use any teacher's computer.
14. Non-academic use of computers is prohibited.

PENALTIES

Any user who is found to be in violation of these rules may be subject to the following:

- Referral to Dean for punitive consequences up to and including expulsion.
- Suspension and/or termination of computer use privileges.
- Referral to civil law enforcement authorities for criminal prosecution.
- Other legal action, including action to recover civil damages and penalties.

ATHLETICS

We pride ourselves in providing an opportunity for all interested students to play on our teams. We make no cuts for those athletes who are just beginning or are less skilled in a sport. We stress participation, sportsmanship, and fun in our team sports.

We are an active member of the Florida High School Activities Association (FHSAA) and offer full interscholastic participation on varsity, junior varsity, and junior high levels to boys and girls grades 7 - 12. We encourage involvement in our athletic program subject to the FHSAA's overall age requirements.

SPORTS OFFERED/ELIGIBILITY

- Fall:** girls' volleyball, swimming, diving, football, cross-country, cheerleading, dance/drill, golf
- Winter:** girls' and boys' soccer, girls' and boys' basketball, wrestling, cheerleading, dance/drill
- Spring:** boys' volleyball, softball, baseball, girls' and boys' tennis, track, weightlifting, lacrosse

Eligibility to participate in sports is determined by adherence to FHSAA guidelines:

As long as a student in grades 9 - 12 maintains a 2.0 cumulative GPA (based on the FHSAA's guideline of a 4.0 scale) at the conclusion of each semester, the student will be eligible for participation. FHSAA uses semester grades to calculate the GPA and assigns 4 points for an A, 3 points for a B, 2 points for a C, 1 points for a D, and 0 points for an F. If a student repeats a course in which the student earned a D or lower and, when repeated, earns a C or above, the higher grade will replace the lower grade for the GPA calculation. Student athletes must have a cumulative 2.0 GPA each semester in order to participate in high school athletics.

If a student is academically ineligible during the second semester of 9th grade or the first semester of 10th grade, and does not regain a cumulative 2.0 grade point average by the end of the ineligible semester, the student may be granted eligibility for the next semester if the student (a) signs an academic performance contract with the School, which requires the attendance at summer school; (b) sits out the semester of ineligibility; and (c) earns a 2.0 grade point average in all courses taken in the semester in which the student is sitting out. . Once, however, the student enters the 11th grade, he or she must have and maintain, from that point forward, a 2.0 cumulative grade point average to be eligible. If his/her guardian voluntarily holds a student back after successfully completing the 8th grade, the student is ineligible to participate in the "retention" year. A student may participate four (4) consecutive years from first entry into the 9th grade ("entry" into 9th grade and "promotion" from the 8th grade are the same) however, a student's eligibility may need to be determined by the FHSAA. A 6th, 7th or 8th grade student may participate only one year in each grade level. A 6th, 7th, or 8th grade student who repeats a grade will not be eligible during the grade being repeated.

Proper medical forms must be on file.

Student must be in attendance a minimum of three academic periods on the day of an interscholastic athletic activity, in order to participate in an afternoon or evening athletic event.

Athletes planning to play sports at Division I or II colleges need to register with the NCAA (National Collegiate Athletic Association) *Eligibility Center* before graduation from high school. Forms and regulations on GPA and SAT or ACT scores are available in the Guidance office.

COLLEGE BOUND STUDENT ATHLETE (NCAA)

The NCAA Eligibility Center verifies the academic and amateur eligibility status of all student-athletes who wish to compete in Division I or II athletics.

College-bound student-athletes who want to practice, compete and receive athletically related financial aid during their first year at a Division I or II school need to meet the following requirements:

- Graduate from high school.
- Complete a minimum of 16 core courses for Division I or Division II.
- Earn a minimum required grade-point average in core courses.

- Earn a qualifying test score on either the ACT or SAT.
- Request final amateurism certification from the NCAA Eligibility Center.

For Division I student-athletes who will enroll in August 2016 and later, the requirements to compete in the first year will change. In addition to the above standards, prospects must:

- Earn at least a 2.3 grade-point average in core courses.
- Meet an increased sliding-scale standard (for example, an SAT score of 820 requires a 2.5 high school core course GPA).
- Successfully complete 10 of the 16 total required core courses before the start of their senior year in high school. Seven of the 10 courses must be successfully completed in English, math and science.

Academic Redshirt: Student-athletes who earn at least a 2.0 core course GPA but not a 2.3 core course GPA and who meet the current sliding scale standard (for example, an SAT score of 1000 requires a 2.025 high school core course GPA) will be eligible for practice in the first term and to receive athletically related financial aid the entire year, but may not compete with the team. Freshmen who are academically successful in the first term will earn the ability to continue to practice with the team for the remainder of the year.

Division III college and universities set their own admission standards. The NCAA does not set initial eligibility requirements in Division III.

For more detail about academic requirements visit the [Eligibility Center](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp)
http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

You will be a non-qualifier if (a) you do not graduate from high school, or (b) you graduate but you either (i) fail to complete the minimum number and distribution of core courses, or (ii) fail to achieve the minimum core-course grade-point average and corresponding minimum required ACT or SAT scores. As a non-qualifier, you:

- Cannot compete for your college or university during your first year of college;
- Cannot practice with the team or receive an athletics scholarship during your first year of college, unless you qualify and are certified as an academic redshirt, although you may receive need-based financial aid; and
- Can play a fourth season in your sport during your fifth academic year of college provided that, upon attaining initial eligibility, you have maintained your eligibility year to year and, at the start of the fifth academic year, you have completed 80 percent of your degree program.

Division III does not use the NCAA Initial-Eligibility Clearinghouse. Contact your Division III College regarding its policies on financial aid, practice, and competition.

For more detail about academic requirements visit the [Eligibility Center](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp)
http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

American Heritage School provides all student athletes and their parents with free access to CoreCourseGPA.com, a web-based software program. **If your child has aspirations of competing athletically as a freshman at an NCAA Division I or Division II school, he/she must meet NCAA Initial-Eligibility minimum standards**, including minimum core course GPA and SAT/ACT test score requirements. CoreCourseGPA.com is an innovative tool that allows you to easily track your son or daughter's progress towards meeting these requirements, beginning as soon as the second semester of 9th grade. **To activate your child's CoreCourseGPA.com membership, please contact his or her counselor.**

INTERNATIONAL STUDENT ATHLETES:

International students will not be permitted to participate in high school Athletics during their first fall semester at American Heritage unless all paperwork (including final official transcripts with translation) are submitted no later than July 1st. International students wishing to take part in fall sports during their first year must also be on campus by August 1st in order to participate in practice. Because the eligibility approval process for international students can be complicated, it often takes longer than it does for U.S. citizens. International students are therefore asked to submit all paperwork at least two months prior to the start of the sport in which they plan to participate.

HEALTH AND SAFETY

ACCIDENTS

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

ANIMAL POLICY

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Principal. This means that animals may not be brought onto School property for any reason (even if the animal remains in a vehicle or on a leash), including drop-off, pick-up, parties, games, and activities, and may not be brought to School-related events on or off campus.

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Principal.

CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders

living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at <http://myfloridalegal.com>.

EMERGENCY INFORMATION CARDS

Emergency information cards ***MUST BE*** completed and turned into a school office by every student attending American Heritage/Academy **by the first day of school**. Non-compliance will result in interruption of class schedule.

FRAGRANCE

Due to the increase in allergic reactions, use of these items (colognes, perfumes, deodorants, etc.) should be kept to a minimum. Spraying in a classroom is inappropriate.

HEALTH INFORMATION SHARING

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Principal or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

STUDENT HEALTH INFORMATION (Magnus Health)

Parents must log on to the Parent Portal through our website to enter important health information. Please select the Magnus Health link to begin completing the health questionnaires and uploading required health forms.

Remember all requested medical information must be submitted directly to Magnus Health through this online platform. The School does not collect any medical forms. You will receive email reminders from Magnus Health until all required forms have been submitted. Once you submit the information required, the reminders will cease.

Please visit www.magnushealth.com/parents to see how Magnus Health addresses topics such as privacy, terms and conditions, and different types of information that will be collected. If you need assistance, contact Magnus Health customer support at 877-461-6831 or service@magnushealthportal.com.

Reminder: Students may only be released to those adults listed on the Student Health Form and/or Office Emergency Card.

GUIDANCE COUNSELORS

The Guidance Department is staffed by professionally trained counselors. Counselors are available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Students and parents should be aware that our School's philosophy is that conversations with guidance counselors will not be treated as confidential. The guidance counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed. The guidance counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the guidance counselor may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the Guidance Department.

MEDICATION

All medicine, including over-the-counter (OTC), is to be given to the nurse. This includes prescription medication and all over-the-counter medicines, including Tylenol or Advil.

STUDENT ILLNESS AND COMMUNICABLE DISEASES

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the

School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. **The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.**

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Principal if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

SUPPLEMENTAL INSURANCE

We do our best at all times to insure the physical well-being of your child while he/she is in our care, either during the school day or at an after school activity. Should an injury occur, however, we have, through a division of Cigna, a secondary insurance plan that provides excess coverage intended to supplement your own coverage for your child.

The above-mentioned policy, which is provided as part of your enrollment package, is not a replacement for your own coverage, but will cover expenses in excess of your own primary policy, should an injury occur at School or at a School-sponsored activity.

Should an injury occur: make sure your child's injury is reported to someone in authority at American Heritage/American Academy. Don't take your child's word that "the coach knows."

If medical care is necessary and all charges are not covered by your primary insurance, ask the clinic staff for the proper insurance form. Complete the form, attaching copies of all bills and insurance payments. Submit to the address given on the form.

MISCELLANEOUS

ASSEMBLIES/PEP RALLIES

Assemblies are scheduled periodically for information-giving, educational purposes, or enjoyment and entertainment. Assemblies are considered a valuable part of the total School program; attendance is mandatory. We ask parents for cooperation in making certain that all students attend.

CAMPUS VISITORS

This is a closed campus. Alumni may visit during the traditional senior high lunch period (12:30 - 1:05) with prior permission from the Dean of Students or Principal.

FIELD TRIPS

All students must have submitted a release of liability form in advance of any field trip. School rules apply at all times on or off campus. A student may be denied the privilege of participating in field trips, social, and/or extracurricular activities at the discretion of the Principal or Dean of Students. Monies paid may or may not be refundable, depending upon the trip. Students may be sent home at parent's expense for disruptive, illegal, inappropriate behavior on a School field trip. There may be additional consequences. Off-campus field trips begin on campus and conclude on campus. All participants must depart with the group and return with the group unless prior arrangements, documented in writing, have been made with and approved by an Upper School administrator.

STUDENT FIELD TRIP GUIDELINES

When attending a field trip, students shall represent the School at all times and must never conduct themselves in a way that is detrimental to the reputation or identity of the School. Students must abide by all rules, regulations, and guidelines outlined in this Handbook, including, but not limited to, rules prohibiting alcohol, smoking, vaping, and illegal substances. In addition:

- In the event of an illness or accident, the field trip supervisor will determine the best course of action to follow. The School will not assume liability, either express or implied, for any action taken in the best interest of the student. Students should maintain and carry accident medical coverage in case of injury during the field trip. Parents agree to assume any medical expenses not covered by their own family insurance policies. Any medication that must be administered during a field trip, either over the counter or prescribed, requires a physician's written order and a parent/guardian authorization.
- Students must wear appropriate clothing at all times. Revealing clothing and attire with sexually suggestive expressions; profanity; or references to or images of drugs or alcohol is prohibited.
- Unnecessary and untimely yelling, screaming, or other disruptive or destructive behavior will not be tolerated, nor will fighting or horseplay.

- On overnight trips, students will be assigned a nightly curfew. Students are expected to be in their own rooms with the lights out and their doors locked at this time. Bed checks will be made. Students may not leave their hotel rooms for any reason once bed checks are made. Students may not audio or videotape others in the room.
- Students are prohibited from having members of the opposite sex in their rooms **at any time** or any same-gender romantic partner.
- Students must be on time for all scheduled events and activities. Students cannot deviate from the field trip itinerary.
- If a student disregards the established rules, then the principal, field trip supervisor and/or chaperone will notify the student's parents; and the student may face serious consequences, including, but not limited to, removal from the field trip (at the parents' expense) and suspension or expulsion from school.

FINANCIAL TRANSACTIONS

Students may not conduct personal business on campus. This includes buying, selling, or bartering for items.

INSPECTION POLICY

The School reserves the right to inspect and conduct a search of all areas of campus, all School-owned property, and all personal property brought onto campus or to School-related events, including lockers, book bags, backpacks, vehicles, purses, electronic devices, etc. Searches of electronic devices includes cell phones, computers, iPads, Blackberries, etc., and the inspection of such includes documents, e-mails, texts, photos, images, address books, and any other electronic contents. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords to inspect the device upon request by a School administrator. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law.

SAFETY DRILLS

Fire drills are held throughout the year. A map in each room shows the safest, quickest route out of the building. Movement and noise during drills should be kept at a minimum. Talking is prohibited. Students should be alert to any instructions given by the person in charge. Lockdown drills are also held regularly.

SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond

the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

SENIOR PRIVILEGES

A senior with off-campus permission must use the privilege wisely. A senior that is tardy to his/her class 3 times after leaving campus for lunch or independent study will forfeit his/her senior privileges for 2 weeks. A pattern of continued behavior may result in the complete revocation of all off-campus privileges for the remainder of the semester or school year.

Seniors and their parents need to be aware that "senior pranks" may result in the Senior/graduate being held from participation in Prom, Grad Bash, and/or any senior festivities, including the graduation ceremony. The School will take a firm disciplinary stand on such behaviors.

Should a graduate choose not to walk at graduation or should he/she be denied the privilege, he/she forfeits any rights to graduation tickets and no part of the graduation fee will be refunded.

SOCIAL FUNCTIONS FAQ's

Why do we monitor the guests from off campus who are allowed to attend a School function? Our first concerns are the safety of all our students and the reputation of the School. We cannot assume responsibility for the actions of young people we do not know or those whose reputations precede them.

What is the rule for comings and goings at a School function? Once a student leaves a School function, he/she may not return. No exceptions. Students should plan accordingly.

What is the acceptable time for a parent to pick up the student after a function? We ask that parents arrive a few minutes before the scheduled end of the event. A chaperone will stay until the last student has a ride, and it is unfair to the student and the chaperone to extend the evening waiting an hour for tardy parents.

What about renting hotel rooms for student use after a function? We do not endorse this practice. American Heritage's liability stops when the student leaves the function. Should the behavior of any student be cause for concern for the hotel and word gets back to the School, we will take disciplinary action.

Do you keep track of who buys a ticket? Why? We want to know whom to expect; tickets are non-transferable. We check students in at the door; students who forget their tickets are let in once their names are found on the list.

Who chaperones social functions? School faculty, including one or more administrators and our own security personnel are chaperones.

TEACHERS' PLANNING AREAS

Teachers' planning areas are off-limits to students at all times. Students who wish conferences with a particular teacher should arrange to meet in another area.

YEARBOOK-SPOTLIGHT

The yearbook class produces the annual, *Spotlight*. *Spotlight* highlights activities of the Upper School only. The required activity fee covers the cost for all Upper School students. Students who are dismissed from the School forfeit their right to the annual.

RECOGNITION AND AWARDS FOR STUDENTS

We expect our students to do their best at all times, whether it's in daily academic classes, on the playing field or court, or in special academic contests. We believe in recognizing students' efforts in a variety of ways.

ACADEMIC HONORS

High Honors and **Honors** lists are posted quarterly. Students who maintain a 4.33 GPA or above make the High Honors list. Exemplary behavior and a record of promptness to class are also required.

Students named to the High Honors list are honored quarterly at a breakfast provided by the PTO.

END-OF-YEAR AWARDS

End-of-year evening awards assemblies are held in April or May for all grades. These evening ceremonies are our way of recognizing the top students in individual classes, or those who have earned other honors throughout the year. Students who will be honored receive an invitation.

The Patriot Award, chosen by the faculty, is given to one student at each grade level who has made a noticeable difference in the School's program through his/her participation in athletics and/or fine arts, compliance with all rules, and general student morale. An engraved plaque is presented to the student.

Outstanding Student Award, also chosen by the faculty, is given to one student at each grade level who has shown an exemplary academic record in addition to participation in School activities. An engraved plaque is presented to the student.

NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY

Each year American Heritage alerts students, via student announcements, the web site, postings in the display cases, and in this Handbook, that those with 4.33 or higher cumulative GPA's for at least 3 semesters, depending on the grade level, are eligible to pursue induction into NJHS or NHS. Only students who have been at Heritage for a minimum of one semester (not 18 weeks) are eligible for consideration (NHS/NJHS rules). All students who meet the minimum GPA requirement are invited to apply in January. The Faculty Council will review applications and make selections based on the following criteria:

SERVICE: A minimum of 30 hours is required for NJHS at the time the application is submitted. A minimum of 120 hours of documented service is required for graduation, and we like to see it spread over the four years of high school. Therefore students who are inducted into the National Honor Society (NHS) should have gone above and beyond the minimum requirements. If you are trying to do service hours at this point to meet that goal, you are too late. An NHS member should also be able to show he/she has made a significant commitment and

contribution to at least one project or organization.

It is important to make sure you have submitted documentation to the office (using the school form) for all service already done. Please look at your report card to see how many hours you currently have. Now is the time to deal with any potential discrepancies you see. Service forms submitted after January 30th will not be considered as part of your NJHS/NHS application.

LEADERSHIP: Student leaders go beyond participation; they inspire, organize, and solve problems. When the Faculty Council evaluates student leadership, they are looking for students who are proven leaders inside the classroom and within the community. Leaders should exemplify positive attitudes and inspire positive behaviors in others. A strong leader is dependable and can effectively delegate responsibilities and supervise others.

CHARACTER: Are you honest and trustworthy? Do you have academic and personal integrity? Do you show respect for others; are you well respected by your teachers and peers? NJHS/NHS members should always be in compliance with school rules and should demonstrate the highest standards of honesty and reliability.

ACCREDITATION

American Heritage School is accredited by Association of Independent Schools of Florida (AISF) and Southern Association of Colleges and Schools (SACS); Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools (MSA-CES); Accreditation International (Ai)