

# American Legacy Academy



**FOLLOWING IN THE FOOTSTEPS OF HEROES**

## Parent Handbook

# PURPOSE

The purpose of the Parent Handbook is to give the parents the information they need to understand our commitment to and understanding of the sacred mission of educating the students of American Legacy Academy, and also provide an overview of our school policies and procedures. The handbook should serve as a reference and referred to first when a question arises. We ask all parents to read the handbook.

## Table of Content

<b><i>A Message from the Founders</i></b> .....	<b>3</b>
<b>Mission Statement and Commitment</b> .....	<b>4</b>
Mission Statement .....	4
Our Commitment to each student: .....	4
Teachers Motto.....	5
Student Motto.....	5
School Principles & Heroes .....	5
Principle Hero Quotes-Developing Christian Character .....	6
Notice of Nondiscriminatory Policy as to Students .....	6
<b>Tuition &amp; Fee Schedule</b> .....	<b>7</b>
<b>General School Guidelines</b> .....	<b>9</b>
Student Code of Conduct: “Student Agreement”.....	9
School Hours .....	9
Lost and Found.....	10
Visitors & Parents in the School.....	10
Snow Day.....	10
Replacement of Damaged or Lost School Property .....	10
Personal Items .....	11
<b>Policies and Procedures</b> .....	<b>11</b>
<b>Discipline</b> .....	<b>14</b>
<b>Homework Philosophy</b> .....	<b>15</b>
Extracurricular Activities .....	15
Overview of Class Fairs .....	15
<b>PTO- Parent/Teacher Organization</b> .....	<b>16</b>
Overview of the PTO.....	16
Budgeting and Spending .....	16
PTO Sponsored Events at a Glance .....	16
All School Performance/Program Schedule .....	17
PTO Presidency 2009-2010.....	17
Responsibilities .....	17
Room Mothers.....	17
Required Parent Meetings .....	18
Overview of School Sponsored Events.....	18
<b>Immunization Requirements</b> .....	<b>20</b>
<b>Attachments</b> .....	<b>21</b>
2009-2010 Calendar of Events .....	21
2009-2010 Overview Calendar.....	21
Parent Phone List.....	21
Faculty/Admin Contact List .....	21

# *A Message from the Founders*

September 09

Dear Parents:

Thank you for choosing American Legacy Academy. We congratulate you on your decision to make your child(ren)'s education a significant priority.

We are excited to welcome you as patrons of American Legacy Academy. We feel it is a privilege and a sacred trust as we unite with you in teaching Heavenly Father's most valiant children, sent here to prepare the world for the Second Coming of His Son, Jesus Christ.

We feel that it is through knowing you and your family that we can best know and serve your children. Parental involvement is an important foundation to a child's educational success. No one else knows better than a parent what strengths, talents and weaknesses a child has, or how to create learning opportunities and environments which are uniquely best for that child. We, of course, *love* to hear what we are doing right, but we are just as hopeful that you will share with us your concerns, insights, and your faith and prayers. Your presence in the classroom is always welcome.

We have seen miracles happen as Heavenly Father has brought us together to accomplish His divine plan in the creation of this special place of learning, where children can grow in confidence and obedience as they seek to become like Him. We recognize the foundation of all light and truth is the Gospel of Jesus Christ. It is upon this foundation of truth that your children will be taught to reason out true principles by which to measure all learning and apply it to their lives.

This handbook is designed to give you an overview of how American Legacy Academy is organized, how you might become involved, and what a typical day is like in the classroom.

Sincerely,

**Karen Bohrer**

Karen Bohrer  
Founder and Administrator

# Mission Statement and Commitment

## **Mission Statement**

American Legacy Academy was founded and exists to provide an environment and curriculum designed to aid parents in developing the hearts, minds and hands of their children in bringing them to Christ and to a desire to serve Him and to lead our nation and our families back to Him. At American Legacy Academy we strive to develop in our scholars the joy of service and Christian leadership.

To achieve this goal children at American Legacy Academy

- study the lives of our Founding Fathers and other true American Heroes
- learn manners, habits of success, and the choices of happiness
- memorize poetry, famous quotes, excerpts from great speeches and passages of scripture which inspire the accomplishment of lofty goals while maintaining an attitude of humility
- gain a love and understanding of truth through the study of great Literature, Languages, History and the Constitution as well as the Arts and Sciences
- practice reasoning from eternal principles and internal character rather than external circumstances
- participate in service projects each year
- celebrate learning in a multitude of learning styles
- enjoy small classes to allow each a voice in relating personal meaning to their learning
- seek to discover the purpose and mission of their lives
- uphold standards of excellence with a desire to achieve their highest potential as children of God

Children increase in faith, conscience, self-government, Christian character, unity and the ability to lead, as they grow in the understanding of their individual divine potential and gain knowledge of true American heroes whose lives become a pattern and inspiration to follow.

## **Our Commitment to each student:**

At American Legacy Academy, we know that it is essential for every child to have 5 foundational pillars on which to build their success as students, namely:

1. A safe, comfortable environment where every student builds confidence as they feel love and acceptance from teachers, peers and Heavenly Father.
2. A daily opportunity to express what they know and how they feel about what they are learning and achieving.
3. A classroom setting where each student learns and practices leadership.
4. A realization that what they are learning and achieving is of great value to them personally.
5. Personalized curriculum (as needed) in all subjects for maximum comprehension, retention and success.

## Teachers Motto

Teaching students to reason from Christian principles and to act honorably,  
Reaching the hearts and minds of Heavenly Father's children,  
Acknowledging that we are interdependent,  
Together learning, growing, serving, appreciating, and respecting,  
Recognizing each as a unique individual sent to earth with a special purpose,  
Preparing our students to be future leaders for our God,  
Our families and our country-  
This is our pursuit.

## Student Motto

We are learning to reason from Christian principles  
And to act honorably as we grow in character,  
Soaring to great heights of achievement,  
Following in the footsteps of true heroes,  
We are preparing to be future leaders for our God,  
Our families and our country-  
This is our pursuit.

## School Principles & Heroes

Our Principles are built upon a foundation of Faith, Desire and Individual Divine Potential.

American Legacy Academy was founded to provide parents and children a setting where the study of all knowledge could be enjoyed from a spiritual perspective. By searching out of the best books, we embark the students on a search for truth. Our main focus is to consecrate our hearts and minds to God as we prepare to serve Him. The curriculum is designed to show His hand in all things, and in the lives of all individuals throughout history. This helps the students recognize that He is mindful of them and has a unique purpose for them here on Earth, thus the significance of their decision to do their best in all they do. At American Legacy Academy, we endeavor to **research, reason, relate and record** every subject from a position of absolute truth, thereby enabling the students to discern correct thinking and action from which to exercise self-government in serving others. The seven principles of education and the hero representing these principles at American Legacy Academy are:

Kinder Prep:	Faith	Nephi
Kinder:	Divine Potential	Columbus
First:	Conscience	Joseph Smith
Second:	Self-Government	Benjamin Franklin
Third:	Example	Jesus Christ
Fourth:	Service	George Washington
Fifth:	Unity	Abraham Lincoln
Sixth:	Leadership	Thomas S. Monson

## **Principle Hero Quotes-Developing Christian Character**

**Kinder Prep-Faith:** “I will go and do the things which the Lord has commanded...” 1 Nephi 3:7

**Kindergarten-Divine Potential:** “The Lord made me the messenger of the new earth....and he opened my mind to the fact that it would be possible...” Christopher Columbus

**First-Conscience:** “I had actually seen a light, and though I was hated and persecuted, yet it was true.” Joseph Smith

**Second-Self-Government:** “It was about this time that I conceived the project of arriving at moral perfection.” Benjamin Franklin

**Third-Example:** “Come Follow Me.” Jesus Christ

**Fourth-Service:** “Let your heart feel for the afflictions of everyone. And let your hand give in proportion to your purse.” George Washington

**Fifth-Unity:** “A house divided against itself cannot stand.” Abraham Lincoln

**Sixth-Leadership:** “Courage, not compromise, brings the smile of God’s approval.” Thomas S. Monson.

### **Notice of Nondiscriminatory Policy as to Students**

American Legacy Academy does not discriminate on the basis of race, religion, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. All students admitted are given the rights, privileges, programs, and activities generally accorded or made available to students at the school.

# Tuition & Fee Schedule

2009-2010

## Kindergarten Prep

Tuition	\$1,305.00	\$145.00 per month (9 months) + Fees
Registration Fee	\$50.00	
Supply Fee	\$100.00	
<b>Total:</b>	<b>\$1,455.00</b>	

## Grades 1-6

Tuition	\$3,600.00	12 month: \$300.00 month
Registration Fee	\$50.00	
Supply Fee	\$100.00	
<b>Total:</b>	<b>\$3,750.00</b>	

## Kinder

Tuition	\$3,000.00	12 month: \$250 month
Registration Fee	\$50.00	
Supply Fee	\$100.00	
<b>Total:</b>	<b>\$3,150.00</b>	

### Other Miscellaneous Fees:

Riggs Phonogram Cards for K-3 <sup>rd</sup> (1 box per family)	\$25.00
Damaged/Lost Material/Books	\$ determined by principal.
Late Tuition Payment (after the 5 <sup>th</sup> )	\$25.00
Returned Check Fee	\$30.00
Special Needs and/or tutoring Fee	\$15.00 per hour in addition to tuition
Unfulfilled Volunteer Hours:	\$10.00 Per Hour (Due at end of each semester)
Late fee pick-up (after 3 p.m./1:45 for pre-school)	\$10.00 every 15 minutes
Missing Lunch Fee	\$5.00
Missing Snack Fee	\$1.50
Other activity fees may be requested by teacher throughout the school year.	

## Terms and Conditions

1. The registration fee, supply fees and first monthly tuition payments are non-refundable. If the first monthly payment is not received, the student will be removed from the class list and enrollment process.
2. You must notify the school at least 30 days prior to withdrawal.
3. Tuition is due on the 1<sup>st</sup> of each month and a late fee of \$25.00 will apply after the 5<sup>th</sup> (unless other arrangements are made). Direct bill payment is available for your convenience.
4. No monthly billing is sent out unless the account is past due.
5. An additional \$50 (for a total of \$75.00) will be added to your account if tuition is not paid by the last day of the month, unless other arrangements have been made with the Director.
6. A \$30 fee will be charged for all non-sufficient withdrawals or returned checks. If an account is sent to collections, all attorneys' fees, court costs, filing fees, and all collection costs, up to 50% of amount owing, may be assessed by any collection agency retained to pursue the matter and are your responsibility. An interest rate of 18% will be charged on your account.
7. After the second returned check or non-sufficient withdrawal, the remaining payments must be made by cashier's check or money order. American Legacy Academy has a "no cash" policy.
8. If an account becomes delinquent by two months, student enrolment will be terminated (unless immediate arrangements are made with the Director).
9. Tuition for a partial month will not be refunded.
10. Prorated tuition applies only to families that enroll partway through the academic year.
11. Report cards are not distributed and student records will not be transferred if an account is not paid in full by the last day of school (May), or if school property has not been returned.
12. Previous accounts must be paid in full before returning students will be admitted for the current year.
13. Parent/Guardian agrees to pay these fees with the June payment or at time of acceptance to American Legacy Academy (if entering mid-year).

Tuition for the current year will be paid in the following manner: **(check one)**

- In full at the time of enrollment
- By check in 12 monthly payments due on the first of each month beginning June 1
- By direct deposit (12 payments) – See office for bank form
- 9 month Kinder Prep (September payment due by June 1 (or at time of registration))

If you have any further questions regarding tuition and fees, or payments, please feel free to contact the Director or Business Administrator. We/I agree to the above terms and conditions, tuition and fees.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Student Dress Code

The focus of American Legacy Academy is on high academic achievement in an environment where the Spirit is welcome. Therefore, we require uniforms to be worn every day. It takes away from the distraction that clothing and appearance can cause. It also insures that students come to school in modest dress, promotes neatness and gives opportunity for them to feel united in purpose. It is the responsibility of the parents to purchase the approved uniforms and insure their child is dressed accordingly.

Uniforms and accessories may be purchased through French Toast using our school code, QS5EMFF. Further information may be picked up in the front lobby of our school. You can view items and order from [www.Frenchtoast.com](http://www.Frenchtoast.com).

### General Standards:

- **Shirts must be tucked in** and clothing clean and in good condition. (i.e. no pants w/holes in them). Boys must **wear a belt**. On Fridays, boys must keep blazers on during class.
- Students are not permitted to wear baseball caps or team logos on clothes or jackets.
- Jackets and Sweaters are not to be worn around student's waists during school.
- Girls are allowed to wear 1 pair of small earrings to school. Accessories must be kept to a minimum (i.e. 1 bracelet/watch).
- Hair shall be clean, neatly combed or brushed out of the eyes, trimmed and attractive in appearance. No extreme styles or colors. Boy's hair length must be off the collar. For girls, small hair accessories may be worn within school colors.
- Black or Brown Shoes shall be kept in a clean, attractive condition. A pair of gym shoes should be brought to school to wear during recess & P.E. Friday shoes must be dress shoes which are black or brown. No shoes with blinking lights or wheels are to be worn at any time. **No open toed shoes/sandles. No boots.**
- Snow boots may not be worn during school, except for recess. Please send a pair of school shoes to be worn in the classroom on snowy days.
- Boys must wear black, navy, brown or white socks. Girls must wear white or black knee-high socks or footed tights. Girls may NOT wear leggings. **NO PANTS under skirts** for girls. **No Navy Pants or Navy Skirts allowed.**
- Coats may not be worn in class and must be kept hung on coat hooks along with backpack.

### Monday –Thursday: Girls

- French Toast Red/Navy Plaid skirt, skort or jumper. (See specifics online)-**No Navy skirts**
- Navy, or white polo (no logos) or French Toast red polo (See specifics online)
- Navy sweater
- White Peter Pan Collar Blouse (short or long sleeve)
- Black or Brown shoes
- White or Black Footed Tights or Knee-high Socks

### Monday – Thursday: Boys

- Khaki slacks or knee length shorts preferred (no cargo, athletic or carpenter style pants can be used)
- Navy or white polo (no logos), or French Toast red polo (See specifics online)
- Navy sweater or sweater vest
- Black or Brown Shoes

### Friday Dress Day: Girls

- French Toast 2-Pleat Navy Jumper (See specifics online)
- White Peter Pan Collar Blouse (short or long sleeve)
- White Knee-high Socks or Footed Tights
- Black or Brown Shoes
- Red/Navy Plaid Cross Tie

### Friday Dress Day: Boys

- Khaki poly/cotton slacks
- Navy Blazer (required)
- White Dress Shirt
- Black or Brown Belt
- Black or Brown Dress Shoes
- French Toast navy/ red plaid tie
- Tan or Black socks

**Formal Dress Uniform must be worn every Friday, as well as for all specified performances & fieldtrips.**

### Enforcement of Dress Code

The teacher will check in the mornings to ensure that everyone is in proper uniform. It is the teachers' responsibility to know the uniform code and enforce it for the rest of the day. If a student is not in proper uniform, the discipline will go as follows:

- **First Offense**—written warning sent to parents in a sealed envelope by the teacher and documentation placed in the student's file. Parent's will be called to bring the needed uniform.
- **Second Offence**—Another written warning will be sent, and a meeting will be set up with the parent, student, and a member of administration to determine how the matter will be resolved.
- It is the responsibility of the parents to purchase the approved uniforms and insure their child is dressed accordingly.
- Uniform pieces are available in the storage room for student use to help enforce the uniform policy. Students may be sent to a member of administration to "check" these out. Students will then need to wash and return the item within 2 days, or pay the appropriate amount for lost and ruined items.

# General School Guidelines

## **Student Code of Conduct: “Student Agreement”**

Attending a private school is a great opportunity. In order to take full advantage of the learning experience provided at American Legacy Academy, students support is required as outlined in the following student agreement. Their obedience will help maintain a school of learning and reverence for the Spirit, as they exercise self-government and conduct themselves in all aspects of life as Christians.

The Students at American Legacy Academy agree to:

- Know and follow the policies and procedures of the school, its teachers, and administrators.
- Attend school every day, unless sickness prevents.
- Inviting the Spirit, ready to learn.
- Do my part to arrive on time.
- Complete homework as assigned, applying my best efforts.
- Use language which is uplifting, positive, and polite. I understand that swearing, calling names, belittling, teasing or bullying is inappropriate and unacceptable.
- Show respect for teachers, administrators, parents, peers, other’s belongings, the school building and equipment. This includes allowing each member of the class to enjoy an environment where learning can take place.
- Wear the school uniform as it is described. Your uniform is to be clean, wrinkle free, and without tears or holes.
- Use good manners at all times.
- Display a positive attitude toward anything presented to me.
- Be completely honest and truthful in all of my dealing with students, teachers, administrators and parents.
- Participate fully in the school curriculum and programs including, but not limited to, field trips, grade-specific fairs, all school programs and celebrations, Math Bowl, Spelling Bee, school devotionals, and testing; realizing that all these activities contribute to your growth and development.
- Contact the teacher first, and second the administrators with any concerns you have.
- Realize that we, at American Legacy Academy, are here to help you develop a love of learning!

It is the responsibility of the teachers and administration to enforce the code of conduct. It will allow our school to be a safe and comfortable environment at all times for the students as well as help develop Christian Characters.

## **School Hours**

Students may be dropped off at school beginning at 8:15. We ask that parents drop off their students by 8:25 a.m. to ensure that school can begin at 8:30 a.m. This will also enable your child to be present for the morning activities, which are graded. Students should be picked up at 2:45 p.m. Students being picked up after 3 p.m. are subject to a late pick-up fee of \$10.00. If a student arrives late to school, they will not be able to enter the classroom until 9 a.m. (after devotional) and must have a “Late Slip” signed by a parent and member of administration in order to enter the classroom.

Kindergarten	MWF	8:30am – 2:45 p.m.
First through Fifth	M-F	8:30am - 2:45 p.m.
Kinder Prep	T-Th	9 a.m. - 1:30 noon
Mom & Me	T	1:45 p.m. - 2:45 p.m.

## **Office Hours**

M-Th 8:00 a.m. – 3:30 p.m.  
 F 8:00 a.m. – 3:00 p.m.  
 F School tours can be scheduled between 12:40 and 2:30  
 (Office closed on Holidays and Teacher Inservice days)

## **Teacher Hours**

M-F 8:00 a.m. – 3:00 p.m.  
 Kinder 8:00 a.m. – 3:00 p.m. MWF  
 Kinder Prep 8:00 a.m. – 1:45 p.m. T-Th  
 (School closed on Holidays and Teacher Inservice days)

## **Lost and Found**

The lost and found is located in the supply closet next to the stairs. Every 3 months, unclaimed items will be donated to local charities. Clothing items will be kept for the school clothing exchange.

## **Visitors & Parents in the School**

All visitors and parents are required to check in at the front office. They will be required to sign in and receive a “Visitors” or “Parents” badge. A member of the Administration will guide visitors through a tour of the school. If a potential parent has requested to observe a class, a member of the administration will approve it and then inform the teacher. No individual is allowed in the classroom without signing in at the front desk, including parents with a child in our school.

## **Snow Day**

Teachers will be notified by one of the admin by 7:30 a.m. to start the phone tree if school is to be cancelled or start late. Parents will then be contacted by 8 a.m. An email will also be sent to all parents, teachers & administration.

## **Replacement of Damaged or Lost School Property**

If a student damages or loses any property belonging to the school, a Lost or Damaged form will be filled out. One copy will be sent to the front office and one to the parents. Parents should send a check to school on the next School Day so that the item may be replaced as soon as possible.

## **Personal Items**

No personal electronics, including cell phones, game boys, computers, pagers, palm pilots, blackberries, and so forth, are allowed in the school. Toys, guns, fireworks, knives, or any other items which could cause distraction, harm, or are of great value are to be left at home unless special written permission has been granted by the principal to do otherwise. If brought to school, they will be confiscated by the teacher and returned to the parent at the end of the day.

## **Policies and Procedures**

Classrooms are kept locked when teachers are not in class. Students are not allowed to play in rooms unattended or wander and/or chase in the building.

### **Recess**

Teachers are encouraged to be with their children to enjoy the fresh air and sunshine and must be with them at all times unless there is another teacher who is out on assigned duty. The safety of the children is of prime importance, and the teacher on duty must be on the playground the entire time, closely observing the children at all times, and quickly putting a stop to any unkind or unsafe words or actions. Even when another parent volunteer may be present, the teacher is the authority.

When playing games, students are encouraged to include anyone interested in participating. Games that are abusive, exclusionary, or demeaning are forbidden.

### **Playground Policy**

- Do not throw anything except balls
- No fighting or simulated fighting
- No littering or spitting
- No saving swings
- No blocking the slide, monkey bars, or any play equipment
- No taking of equipment from others students while they are playing with it
- No cutting in line or saving places in line
- Return any play equipment brought out.
- All students are to remain in the designated playground area
- No belittling, teasing, sassing or disrespect to children or adults.

### **Lunch time/Allergen Protocol**

Because we have a student in Preschool that is severely allergic to peanuts, we are implementing a no-peanut policy in Preschool and continuing our No-Peanut Policy for all School-Wide events. We ask that parents of all students take this into consideration and educate your students.

Lunch time will be in the classroom. It is the teacher's responsibility to enforce all lunch policies, as well as create procedures for your classroom. (i.e. what will the child do when a student finishes lunch). The Student of the Week will have the option on the last school day of that week to eat lunch in another classroom if they choose.

Students should place a paper towel on their desk to eat. Upon finishing, they should fold crumbs and other garbage inside and carry it to the garbage. This procedure must be taught until students carefully comply. They are to wash their desk thoroughly after eating with a Clorox wipe to remove any potential allergens, teaching children care and concern for other's safety.

If a student is missing a lunch, please give them the “missing lunch” pass and send them to the office. A member of the administration will be responsible to provide lunch for that student and bill the parent. If it becomes a frequent problem for one student, a meeting will be schedule by the administration.

## **Bathroom Procedures**

Students should be encouraged to go to the bathroom during recess and lunch times. Exceptions may be made on need.

Our general bathroom policies are:

- Keep restrooms neat and clean
- Flush after using the toilet
- Wash hands

Teachers of young grades should remind students of this often and demonstrate when needed.

## **After school pick up**

At the beginning of the school year, each family will be assigned a Car-Pool number. This must be displayed in your front window, as well as on each individual student’s desk, until they have memorized their family number. When a staff member calls the student’s number, they are to walk quickly and quietly to the front foyer.

To create order in this procedure, it is required that at 2:45, all students have the necessary items (i.e. Backpack, homework, etc.) ready to go and be seated with the classroom door open. No student should be out of their seat during pick up time and the noise level should be kept to a minimum to listen for numbers to be called. When the second to last student is called, the last child must proceed to the front foyer as well. No student should be alone with a teacher in the classroom.

## **Field Trips**

At American Legacy Academy, we believe and support field-trips as a great tool in bringing the curriculum to life, creating memories and reaching the student on a different level. We encourage field trips. Dress Day uniforms are required on most field trips.

A Field Trip Form will be sent home with each student, filled out and must be returned to school 2 days before we are scheduled to leave. We will not permit any student to leave school grounds without this form, **no exceptions**. It is the responsibility of the teachers to send the form home with each student, and then once they are all received, turn them into the office.

Transportation will be arranged by the administration when it is an “all school” field trip.

## **Absence**

It is the parent's responsibility to collect all homework each day a student is absent for their child at the end of the school day. Teachers will have all assignments ready for parents when they arrive. Parents should send a note to school with the student explaining the absence on the first day back.

## **Late Check-In & Early Check-Out**

Parents must come into the school in order for a student to check in or out. The parent must obtain a check-out slip, signed by the office and parent, and presented to the teacher.

## **Illness**

In order to promote a healthy environment, the following are the guidelines concerning illness. ALA expects parents to keep sick children home, and teachers/administrators to stay home, so the chance of spreading illnesses is greatly reduced. If a child has any of the symptoms listed below while they are at school, the child is to be sent to the office immediately and we will notify the parents. If a child shows any of these symptoms, but the parent feels they are well enough to be at school, a doctor's note is required stating the child is not contagious. The office will then notify the teacher.

It is a parent's responsibility to collect all homework each day a student checks out early from school at the end of the school day. Teachers should have all assignments ready for parents when they arrive.

### Symptoms:

Fever of 100°F or above, orally- may return after 24 hours with no fever.

Vomiting- may return after 24 hours of not vomiting

Serious nausea or stomach pains

Diarrhea- may return 24 hours after symptoms end

Unusual drowsiness or tiredness

Sore throat, acute cold or persistent cough

Runny nose (thick green/yellow discharge) (non-allergenic)

Red, inflamed or discharging eyes (pink eye) (non-allergenic) must be treated with antibiotic drop/ointment for at least 24 hours before returning to school

Suspected head or body lice

Earache

An unexplained rash

Symptoms which may suggest an acute illness

Students with conditions needing treatment with an antibiotic may return to the classroom after at least 24 hours of treatment and a decrease in symptoms.

## **Student Birthdays**

Each teacher is allowed to set the policy on birthdays in the classroom. These are the ALA's guidelines:

- The birthday student may bring a treat to share w/the class as long as there is enough for everyone.
- The birthday student may pass out party invitations at school ONLY if the entire class is invited.

## Discipline

“Reproving betimes with sharpness, when moved upon by the Holy Ghost, and then showing forth afterwards an increase of love toward him whom thou hast reproved....”  
—D&C 121:43

Discipline is necessary in maintaining the order in school as well as teaching the students that happiness comes from honoring and respecting the rules and principles we are governed by. Understanding choice and consequence is an important part of growth in this life.

Students will be sent to the office if any of the following behaviors occur:

- Dishonesty, cheating, stealing
- Use of bad language
- Continued lack of respect for other students, teachers, or another adults
- Fighting or physical harm to another student or adult

Suspension and Expulsion will be determined by the administration and according to the following guidelines:

### Reasons for Suspension:

- Dishonesty, cheating, stealing.
- Use of bad language.
- Continued lack of respect for other students, teachers, or administration.
- Failure to adhere to the signed student agreement.

### Reasons for Expulsion:

- Being suspended three times.
- Severe violation of the Mission Statement or inappropriate behavior as determined by the Administration.
- Leaving the school campus without permission.

### Steps for Reinstatement:

- Meeting with parents, administration, and teacher.
- Confirmation that the student has experienced a *mighty change of heart*.
- Rededication to live and abide by the policies of the school.

These guidelines and policies are presented as a matter of information only and cannot and do not describe all circumstances and situations in which we might find ourselves, nor can they or do they describe all policies and procedures that might affect the employment relationship.

# Homework Philosophy

We believe that family comes first and that it's an important component for a student success in school and life. We also believe that the students' ability to focus and enjoy school is contingent on a balanced childhood understanding and respecting extra curricular activities and family events have a big impact on our students. School and homework is a big part of students time but not exclusive. Therefore all teachers at American Legacy Academy will follow these homework guidelines.....

Teachers will clearly and regularly communicate with students and parents, through newsletters, regarding homework assignments and expectations; however, it is primarily the student's and parent's responsibility to seek information about homework assignments if those assignments are not clear.

Homework for the week will be given on Monday for that week. This will allow parent(s) and student(s) to find the time for homework that best fits within their own family schedule. The quantity and complexity of homework will vary by grade level and subject. As a general rule please expect to receive enough homework that math, reading, and spelling should be worked on every day.

Consistent failure to complete homework assignments may be grounds for discipline and will be considered in the readmission and seating process.

At times it is important to assign a big project that will accompany a unit of study to the students. We understand that it reinforces what's being taught as well as helps bring the curriculum to life for the child as they express the information in their own way.

## **Extracurricular Activities**

Students will be required to participate in the extra curricular activities assigned to their grade. We invite and encourage students to participate in ALL fairs if they desire.

## **Overview of Class Fairs**

ALA has a variety of fairs throughout the school year. The fairs provide an opportunity for more hands-on exploring of subjects taught in class. Children who have a gift in an area have an opportunity to "shine"!

**Science Fair:** The Science Fair is an opportunity for students to apply the scientific method to conduct independent research. The results of each student's research may be presented on a Presentation Board which states the scientific method used and then presented orally in class. Student's efforts are displayed and are given awards based on the knowledge students gain, use of a scientific method, their display, etc.

**Geography Fair:** A Geography Fair provides a creative approach to learning Geography. It encourages students to explore topics in geography in more detail than what can be covered in the classroom. Since most students have not had opportunities to explore the world first hand, the Geography Fair is a way to bring the world to them. Geography Fairs can be interdisciplinary. Geography is closely tied with history as it provides important information about the past. Climate and landforms influenced migration patterns, how the land was used, and even the rise and fall of civilizations. Geography is also closely tied to economics as well. Natural resources and transportation networks greatly impact the economy of a

region. Geography also studies the relationship between people and the environment. The results of each student's research may be presented on a Presentation Board and then presented orally in class.

**History Fair:** Students do best when they build upon their strengths and pursue topics that interest them. History Fair students can choose a topic from the era of history the Teacher designates. Based on their interests and abilities, they can also choose the method of presenting their information. There are four presentation categories: students may build an Exhibit, write a Historical Paper, produce an audio-visual Documentary, or create a dramatic Performance.

**Art Fair:** Visual Arts, Literature, Music and Photography. This activity involves promoting a love and appreciation of the various forms of art by showing examples of children's art. This encourages and inspires ideas in the children for submission and participation. Students are awarded based on creativity and participation.

**Essay Contest:** The purpose of the essay contest is to provide all students an opportunity to express their views and opinions as well as showcase all Language Art abilities. The top 2 students will have their essay submitted to Provo's Freedom Festival.

## PTO- Parent/Teacher Organization

### **Overview of the PTO**

All parents and guardians of enrolled students automatically become members of the Parent Organization (hereafter PTO). The President, Vice President and Secretary are chosen by a vote of the body of the PTO at the March or April PTO meeting. The new PTO Presidency begins their service on June 1 and serve until May 31. The Vice President may be nominated to become the new President, and the Secretary may be nominated to become the Vice President. There are no required dues. The PTO sponsors various activities, including some fundraising activities that may involve a cost or where items are sold. However, the primary purpose of the PTO is to serve, support, and assist the faculty and administration of the school by (1) Providing a conduit for communication and feedback among parents, administration, and trustees; (2) Coordinating service to the school; and (3) Organizing special events that enrich the curriculum and lives of the students. Participation in such activities is encouraged, but is completely voluntary. Much of the volunteer service hours contributed by parents will be organized through the PTO.

### **Budgeting and Spending**

The PTO has a budget which consists of proceeds earned from organization-sponsored events during the academic year. The PTO budget is used as a source of operating funds for organization-sponsored events; however, some events coordinated by the PTO may be funded by the operating budget of the school. Questions concerning spending priorities with respects to the PTO money should be directed to the PTO president.

### **PTO Sponsored Events at a Glance**

Picture Day	Eye Screening	Read-a-thon
Custodian Appreciation Day	Book Fair	Field Day
Teacher Appreciation Day	Book Day	Field Trips
All Class Parties	Peak Reader	Room Mothers

Monthly PTO Meetings  
Holiday Decorations  
Yard Sale  
Box Tops

Class Celebrations  
Teddy Bear Project  
Help with School Programs  
Cold Stone Fundraiser

Year Book  
Class Fairs

### **All School Performance/Program Schedule**

<b><u>Year</u></b>	<b><u>Fall</u></b>	<b><u>Spring</u></b>
2008-2009	Christmas (Dec)	Restoration (April 6)
2009-2010	Plymouth Plantation (Nov)	Patriotic (April)
2010-2011	Heroes (Nov)	Shakespeare (May)
2011-2012	Christmas (Dec)	Restoration (April 6)
2012-2013	Plymouth Plantation (Nov)	Patriotic (April)
2013-2014	Heroes (Nov)	Shakespeare (May)

### **PTO Presidency 2009-2010**

President:

Vice-President:

Secretary:

### **Responsibilities**

The primary responsibility is to support the teachers, administration and volunteers of the school. Other responsibilities include: Fundraising, tracking service hours, communicating with administrator over website, scheduling picture day and eye screening day, and Decorating for Christmas.

**President Responsibilities** : The president of the PTO is responsible for overseeing the PTO committee, attending and directing all Required Parent Meetings and PTO/Administrative Meetings, sitting on the Curriculum Committee, and beginning the calling tree when needed. Other responsibilities include eye screening/hearing test, meet your teacher day, room mothers, PTO news for the monthly school newsletter, Teddy Bear Project (arranging for the Police Officer), Teacher Appreciation Day, and refreshments/set-up/clean-up for all school programs.

**Vice President Responsibilities**: The primary responsibility is to support the president as well as teachers and administration of the school. Other responsibilities include overseeing PTO Fundraisers, Book Day Celebration, Picture Day, overseeing Yearbook, and other programs as assigned.

**Secretary Responsibilities**: The primary responsibility is to support the president as well as teachers and administration of the school. Other responsibilities include Room Mothers, Custodian Appreciation Day, Field Day, tracking parent service hours, lost and found, assisting with Parents Recess Schedule.

### **Room Mothers**

Each classroom will have one room mother that will serve throughout the school year. Their main responsibility is to work closely with the teacher and support them where needed by helping to create unit celebrations that reflect the teachings in the classroom, organizing all seasonal classroom parties, oversee the Fair(s) for your grade(s), as well as support the PTO and ALA Parent Handbook

administration as needed. They are also responsible to coordinate transportation for class field trips and other needs the teacher's may have. Room Mothers can best serve teachers as teachers let them know they need.

The cost of celebrations should be kept to a minimum. Monies come from the PTO budget. For reimbursements and purchases, please fill out a Purchase Request Form and turn it into the office for approval. Celebrations should be scheduled between Parents and the teacher at least 2 weeks in advance. Please submit receipts with the approved Purchase Request Form for reimbursement.

### **Role of the Room Mother for Fairs:**

1. Follow the Fair guidelines (for your grade).
2. Advertise and motivates students to participate
3. Oversee set up and take down
4. Keep PTO presidency, teacher and Administration informed of needs

### **Required Parent Meetings**

It is required that teachers and a representative from each family be at every Required Parent Meeting. Each meeting will fulfill 1 hour service credit. The PTO is the voice of the parents and because of this, we ask that teachers & parents take great value in the PTO meetings. They are a way for parents to discuss their ideas, questions, and concerns about school in an open forum and meet with teachers for individual questions.

### **Overview of School Sponsored Events**

**Storytelling Festival:** Each class should pick a children's storybook to act out. Students may divide into groups and do an enactment of the children's story, or do it as an entire class. Please keep it to no more than 2 stories per class at 5-7 minutes each. Teachers should coordinate the books so that none are repeated. We will meet together in the Kinder/PK room during the last hour of the day to perform the books while the Grandparents are there (as part of our Grandparent's Day). It is a good way to kick-off the year by discovering the joy of books! Costumes may be provided by teachers, parents and the room mom. Teachers should guide the students, but allow students to use their creativity! The Room Mom's should help with refreshments and coordinating this event.

**Grandparent's Day:** Grandparents will be coming to visit the school during the last 1 ½ hours of school and watch our Storytelling Festival. Please have students prepare letters or pictures of things they love about their grandparent(s) that they can either present to them at the event (in an envelope) during the 1<sup>st</sup> half hour or mail to them if they are not able to attend. These should be done in class ahead of time. We can provide stamps and envelopes for those who need to mail them. Teachers should oversee this in their own classrooms.

**Plymouth Celebration:** The students will work on a program in school and present it to Parents. It is in conjunction with a "Thanksgiving Feast". The PTO is over the feast and parents should plan to contribute food and time to the event. The teachers will oversee the program. There is money in the PTO budget to cover some of the food, but sign up sheets will be going around for much of the other food. The PTO Presidency will also help locate a venue for this event, with the help of the administration. They will be in charge of setting up and cleaning up.

**Teddy Bear Project:** Throughout the month of December, students may bring in new teddy bears and set them under the Christmas Tree in the foyer. During our Christmas Celebration, we will have a police officer from the American Fork Police Department (or another organization that may need them) talk to

the students about how these teddy bears will be used and thanking the students for their contributions. The students will then line up and each give the bears a hug and pass them on, then load them into the car. It is a way for students to focus on giving rather than receiving, reminding them of the true meaning of Christmas. The administration and PTO Presidency oversee this project.

**Read-a-Thon and Book Day Celebration:** Students are given pledge sheets and should have people from their neighborhoods, local businesses and families pledge a certain amount for the students to read a certain amount of hours during the read-a-thon. The reading time is then logged by students and parents over a two week period. In-class reading is logged by teachers and the total number of hours will be sent to parents to add to their child's total. Two weeks is then given to collect pledge money and turn it into the PTO Presidency. They will calculate the total amount earned as well as the total number of hours read. Prizes are awarded to students who have met their goal of reading and money collected during our Book Day Celebration. The prizes consist of books donated to the school in honor of the students who have met their goals (This book was donated by .....student's signature). In addition, students with the highest dollar amount earned and the highest amount of hours read will receive a gift certificate to purchase playground equipment for the school. All students are awarded for participation at the celebration. The PTO oversees this program and celebration.

**Patriotic Program:** Students will prepare a musical presentation celebrating the founding of our country and the great men who sacrificed so much for our freedoms. This program is overseen by the Choir Director and Teachers. The PTO oversees refreshments and can either purchase them out of the PTO budget or ask parents to donate them. They are also in charge of set up and take down for this event, and working with administration to find a venue for the event.

# Immunization Requirements

## **A student born AFTER July 1, 1986**

5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday  
3 OPV (Oral Polio) or 4 IPV (Inactivated Polio) - 3 doses if 3rd dose was given on/after the 4th birthday  
2 Measles  
1 Mumps  
1 Rubella

## **A student born AFTER July 1, 1993**

5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday  
4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday  
2 Measles  
1 Mumps  
1 Rubella  
3 Hepatitis B

## ***A student born AFTER July 1, 1996***

5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday  
4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday  
2 Measles  
1 Mumps  
1 Rubella  
3 Hepatitis B  
1 Varicella (chickenpox) - history of disease is acceptable, parent must sign verification statement  
2 Hepatitis A

## ***EFFECTIVE May 7, 2007***

All Utah students, kindergarten through grade 12, are now required to have two doses of the Measles, Mumps, Rubella (MMR) vaccine, rather one dose of the MMR and one additional dose of the measles vaccine.

## **IMMUNIZATION REQUIREMENTS FOR CHILDREN IN EARLY CHILDHOOD PROGRAMS**

(includes children in a licensed day care center, nursery or preschool, child care facility, family home care, or Head Start Program)

Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Haemophilus, Influenza type b

**NOTE:** Hepatitis A, Hepatitis B, Varicella and Pneumococcal vaccines are recommended, but are not required for students in early childhood programs.

Children attending early childhood programs are required to be immunized appropriately for age. This means a child has received all of the doses of each vaccine appropriate for his or her age, but is not considered "adequate for school entry". Children are to be immunized according to current immunization schedules.

### **R396-100-5. Exemptions.**

A parent claiming an exemption to immunization for medical, religious or personal reasons, as allowed by Section 53A-11-302, shall provide to the student's school or early childhood program the required completed forms. The school or early childhood program shall attach the forms to the student's USIR. Forms can be obtained at the Utah Health Department.

# Attachments

Attached please find:

2009-2010 Calendar of Events  
2009-2010 Overview Calendar  
Parent Phone List  
Faculty/Admin Contact List