



ASL CATALOG

2026-2027



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We strive to become the catalyst of change for every student we serve. “Our mission is to create a supportive and engaging online learning environment. At ASL, we are committed to employing proven educational strategies that empower our students to grow into the successful leaders of tomorrow.”

ASL vision is centered on fostering critical thinking, creativity, and a spirit of lifelong learning, all within a diverse and inclusive framework.

Since 2010, the American School of Leadership (ASL) has been dedicated to providing students with a high-quality education through an international and global perspective, coupled with a relentless pursuit of excellence in instruction. ASL serves as a beacon of compassion and innovation, committed to fostering a student-centered learning environment. Our responsive and responsible leadership is grounded in our mission: to prepare students for success in higher education and beyond.

At ASL, we employ research-backed educational strategies designed to empower our learners, guiding them to become the visionary leaders of tomorrow. We believe that education should not only equip students with knowledge but also inspire them to explore their potential, engage with diverse perspectives, and contribute meaningfully to their communities.

Together, we are committed to shaping a brighter future, one where every student can realize their dreams and harness the power of education to make a positive impact on the world.



Accreditation

American School of Leadership (ASL) is Regionally Accredited by COGNIA, previously AdvancEd, a division of SACS. This is the highest recognition that can be awarded to an American High School that is accepted by the U.S. Department of Education.

“Having earned such an award, means our graduates can enjoy the peace of mind knowing their diploma and credits can be transferred to any Regionally Accredited Institution Nationwide. Additionally, their transcripts are accepted by all institutions as ASL is officially listed as a quality and credentialed school.”

Please Note: no institution can guarantee admission into every post-secondary university. Acceptance to some universities is often related to the student’s achievement history, GPA, grades, financial status, and professional recommendations.



School Calendar and Hours

Academic Calendar

First day of Academic year	Last Monday of August
First Monday of September	Labor Day holiday
Last week of November	Thanksgiving Break
December 24 – first Monday of January	Winter Break
Last week of March	Spring Break
Last Monday of May	Memorial Day holiday
Last Friday of May	Last day of school Session
<u>Summer Session:</u> Intensive sessions open online for students who wish to expedite their graduation.	Registration starts June 1 st ; dates are published by administration.

Office Hours

Administration is available Monday through Friday from 8:30AM to 4:30PM Eastern Standard Time by Phone or Appointment.

Curriculum

ASL possesses a centrally managed, Common Core Standards based curriculum with objectives and outcomes that are carefully defined. Individual instructors then have the responsibility to expand and enhance the basic curriculum by augmenting it with current resources and practices. The curriculum is under continual content and quality review.

Academic Classes

Courses at American School of Leadership are offered from Grades 6–12 in Math, Science, Language Arts, Social Studies, and various other electives on a flexible schedule.

Students may enroll in:

- Standard Pacing: Complete a one-credit course over 32–35 weeks
- Accelerated Pacing: Complete a one-credit course in one semester (18 weeks)

Both options require the same academic rigor, assessments, and mastery of standards.

Definition of a Unit of Credit

ASL awards credit based on successful completion of standards-aligned coursework and end-of-course assessment. One (1) credit represents approximately 120–150 hours of instructional time, including lessons, assignments, assessments, and academic engagement. Half-credit courses require 60–75 hours.

Instructional hours are documented through activity logs, assignment submissions, and instructor interactions. All courses whether standard or accelerated must meet this minimum to ensure academic integrity and alignment with national standards.

ASL Programs

Program	Grades	Description
Middle School Program	6, 7, 8 th	Enroll year-round, provide report cards from Elementary School. (International and National schools are all Accepted). At ASL we deliver engaging and innovative experiences so students can enjoy a safe, reliable, and flexible education in a supportive environment
High School Program	9 – 12 th	Flexible 24 Credits courses to complete your high school diploma. Take true ownership of your education by creating your own schedule and working at your own pace. Homeschool students, Gamers, Influencers, students with special needs, young adults and returning to work adults; everyone will find the freedom to create their own path at American School of Leadership.
Honor and Enrichment Courses	High School	Choose from the catalog to enhance transcripts with additional credits. These courses are perfect for high school students who would like to enhance their transcripts with additional credits while preparing for college.
Recovery Program	12 th Grade	Designed for senior-year students (12th graders) or Adults who due to personal circumstances were unable to complete their final year. This program offers the opportunity to catch up on missing courses and graduate. Minimum of 6 Credits required.
Dual Enrollment Program	High School	Earn college credits through dual enrollment with USF “University of South Florida” to gain valuable knowledge and potentially save on college costs by completing some courses early.

Middle School Core Courses



MATHEMATICS

M Grade 6 Mathematics

Credit: 1 Two-semesters

Course Code: 1205010

In Grade 6 Mathematics students will experience solving problems through interactive activities by being exposed to foundational concepts such as integer operations, equations, and statistics.

M Grade 7 Mathematics

Credit: 1 Two-semesters

Course Code: 1205040

This course covers Key foundational concepts like proportional relationships, probability, and geometry. Students will work with rational numbers, create and solve equivalent expressions, equations and inequalities, and analyze two- and three-dimensional figures.

PRE-ALGEBRA

Credit: 1 Two-semesters

Course Code: 1205070

Pre-Algebra will strengthen student skills in topics like linear relationships, functions, and equations, and learn new skills that prepare them for Algebra 1 in High school.



SCIENCE

Comprehensive Science 1

Credit: 1 Two-semesters

Course Code: 2002040

This course introduces students to the disciplines of life science, physical science, and earth-space science. The lessons require skills like analysis, problem solving, science knowledge, and engineering practices.

Comprehensive Science 2

Credit: 1 Two-semesters

Course Code: 2002070

It builds on concepts introduced in the first course in 6th grade, including the disciplines of life science, physical science, and earth-space science.

Comprehensive Science 3

Credit: 1 Two-semesters

Course Code: 2002100

This course builds on concepts introduced in the first and second courses in 6th and 7th grades, including the disciplines of life science, physical science, and earth-space science. Students learn about properties of matter, physical and chemical changes, atoms and the periodic table of elements, photosynthesis and cellular respiration, the universe, and the solar system.



English Language Arts

M Language Arts 1

Credit: 1 Two-semesters

Course Code: 1001010

Students acquire a foundational understanding of the reading, writing, language, and speaking/listening skills necessary for success. They also learn to write effective narrative, informational, and argumentative pieces.

M Language Arts 2

Credit: 1 Two-semesters

Course Code: 1001040

Students study the ways in which word choice and sentence structure contribute to developing perspective. Students continue to develop the reading, writing, language, and speaking/listening skills necessary for success with a strong connection to civics throughout the centuries.

M Language Arts 3

Credit: 1 Two-semesters

Course Code: 1001070

Students examine how authors fine-tune and utilize their craft to create texts with purpose. Students continue to develop the reading, writing, language, and speaking/listening skills necessary for success. Students evaluate and analyze voice, purpose, diction, syntax, and rhetoric in historical speeches, and informational texts.



Social Studies

World History

Credit: 1 Two-semesters

Course Code: 2109010

World History is presented to students as an integrated study of the political, economic, and social aspects of history. Travel back in time to discover the secrets and benefits of our world's history.

Civics

Credit: 1 Two-semesters

Course Code: 2106010

In this course, students discover the rights and responsibilities of citizenship in the United States. This course examines elections, the lawmaking process, and how citizens can impact public policy. Geography and economics support the learning of civics in this course.

U.S. History

Credit: 1 Two-semesters

Course Code: 2100010

Students will investigate history by using the tools of a historian to examine the historical, geographic, political, economic, and sociological events that influenced the development of the United States. Students will imagine what it was like to live in the past by reading the stories from the people who experienced it.

High School Core Courses



MATHEMATICS

Algebra I

Credit: 1 Two-semesters

Course Code: 1200315

This course solidifies topics such as real numbers and probability, provides an in-depth coverage of writing, solving and graphing equations and inequalities, functions, and their graphs, graphing linear, exponential and quadratic equations, solving systems of equations and inequalities, quadratic equations and functions, radical and rational expressions and equations, and graphing translations, including rotations, dilations, and reflections.

Algebra II

Credit: 1 Two-semesters

Course Code: 1200335

Prerequisites: 1200315

This course covers advanced algebraic concepts such as trigonometry, statistical analysis, permutations and sequences and series. Students learn to manipulate and use matrices in various formats to determine data relationships. Functions are given center stage in this course, delving into function types such as polynomial, logarithmic, quadratic, exponential and rational and periodic.

Geometry

Credit: 1 Two-semesters

Course Code: 1206315

This course features an introduction to geometry, including reasoning and proof and basic constructions. Students are taught how to organize and meld geometrical and algebraic concepts through writing, analyzing, and using proofs. An in-depth coverage of triangle relationships (similarity and congruency) and quadrilaterals enables a student to further hone such



SCIENCE

Physical Science

Credit: 1 Two-semesters

Course Code: 2003310

This course is an introduction to physics and chemistry. Students will first explore the movement of objects. Students will deepen their understanding of energy through exploring the fundamental principles of electricity and magnetism and nature and use of sound and electromagnetic waves. The second term of the course explores the matter around us on the atomic level, the nature of chemical bonding, and the reactions that make new substances.

Biology

Credit: 1 Two-semesters

Course Code: 2000315

This course covers an in-depth view of biological science concepts. A brief section of biochemistry leads into an overview of ecology and the interactions of the environment and populations of living organisms. A comprehensive section on cellular biology and genetics exposes students to biology on a small scale that leads to the theory of evolution and the history of life on earth. The remainder of the course explores the complexity and variety of life on earth with sections devoted to simple organisms, plants, invertebrates, and vertebrates as well as human biology.

concepts as surface area and volume, circles, and transformations.

Pre-Calculus

Credit: 1 Two-semesters

Course Code: 1202340

Prerequisites: 1200335

This course explores in detail the relationship that exists between advanced algebra topics and trigonometry objectives. An exploration into the nature of graphs (including the twelve basic functions) is provided along with nonlinear systems, polynomial, and rational functions. Logarithmic knowledge and application are developed. Other topics include vectors, parametric equations and sequences and series. The students are introduced into the world of calculus, by exploring topics of limits, continuity, derivatives, and the Fundamental Theorem of Calculus.

Probability and Statistics

Credit: 1 Two-semesters

Course Code: 1210300

Prerequisites: 1200335

In this course students learn the fundamental principles of probability and statistics and apply these principles to data analysis. Students are expected to utilize scientific calculators, graphing calculators, and/or computer software.

Chemistry

Credit: 1 Two-semesters

Course Code: 2003345

Designed as a two-semester, this course covers the foundation for the composition, structure and reactions of matter. Beginning with the discussion of scientific measurements, and general properties of matter, a good deal of the course covers the structures of the atoms, the periodic table, types of bonds and equations. Other topics involve students in states of matter, reactions and the energy involved in chemical change. Sections on organic chemistry are also included as well as a brief overview of nuclear chemistry.

Physics

Credit: 1 Two-semesters

Course Code: 2003385

This course provides the foundation for an understanding of the laws that govern the concepts of motion and energy. This course relies on the use of mathematics to represent and illustrate different phenomena, so students need to have a strong math background to be successful. Major themes on this course include mechanics, states of matter, waves and light, energy and magnetism and modern physics.

Earth Science

Credit: 1 Two-semesters

Course Code: 2001310

This course focuses on the study of space and the geologic and atmospheric forces that shape our world. Through experimentation and investigation, you will explore Earth's cycles, including the geosphere, hydrosphere, cryosphere, atmosphere, and carbon cycle.

****All Core Courses have Honor levels (course code will have an H)***



English Language Arts

English I

Credit: 1 Two-semesters

Course Code: 1001315

Develop language arts skills by reading, writing, listening, viewing, and speaking. This course provides text-based research and writing opportunities. You will learn to use the English language to successfully express yourself.

English II

Credit: 1 Two-semesters

Course Code: 1001345

Prerequisite: 1001315

Encounter new vocabulary, refine the grammar and mechanics of your writing, and engage in thought-provoking projects. Throughout the course, you will discover how the human experience is the foundation of the best stories, plays, poems, films, and articles.

English III

Credit: 1 Two-semesters

Course Code: 1001375

Prerequisite: 1001345

Acquire the language, reading, writing, and speaking/listening skills necessary for success in college, career, and beyond. Become a critical reader and thinker as you dive deeply into the texts presented throughout this course. You will learn how to effectively research and integrate your findings, as well as cite your sources.



Social Studies

World History

Credit: 1 Two-semesters

Course Code: 2109315

World History is presented to students as an integrated study of the political, economic, and social aspects of history. Travel back in time to discover the secrets and benefits of our world's history.

U.S. History

Credit: 1 Two-semesters

Course Code: 2100315

This course provides students with a concrete understanding of the timelines associated with the birth of the United States and its historic figures. The course is also designed to engage the student in understanding the complex events in history that occurred and that lead to the current political position of the country.

U.S. Government

Credit: 1 Two-semesters

Course Code: 2106315

Students will examine all facets of American government from its formation to its present-day role as a global power. Topics discussed include: The foundations of American government, participating in government, the legislative branch, the executive branch, the judicial branch, civil liberties and law, state and local government, and global, political, and economic systems.

English IV

Credit: 1 Two-semesters

Course Code: 1001402

Prerequisite: 1001375

Build your analytical and critical thinking skills through close readings of a variety of literature and informational texts. Master the writing process with relevant, real-world research activities, and integrate your findings in the completion of argumentative and informational essays. This interactive course presents multiple opportunities to apply your learning in creative and expressive ways.

Economics

Credit: 1 Two-semesters

Course Code: 2102315

Students will analyze the aspects of both the current American economy and the global economy as a systematic entity. The primary topics summarized in this course include the primary principles of economics, aspects of microeconomics, business and labor, monetary principles and banking, fundamentals of macroeconomics, government and its role in the economy, and conventions of current global economies.

Geography

Credit: 1 Two-semesters

Course Code: 2103300

Geography is the study of humans and people through space, throughout time, and how those spaces have shaped history. It's a fascinating field of study, and important too.

**All Core Courses have Advanced and Honor levels*

Elective Courses

Art/World Culture/ Music

Credit: 1 Two-semester

Course Code: 100320

This course is designed as a two-semester course; students will explore both the traditional forms and contemporary interpretations, including analysis of purpose, theme, cultural and historical context, formal qualities, symbols, and media. Students explore and compare various cultural responses to universal themes, as evidenced in their art. Students also consider the value of preserving these works in today's museums and other public buildings, private collections, and in digital format.

Bioscience

Credit: 1 Two-semester

Course Code: 2000500H

Bioscience introduces students to basic DNA and molecular biology, epigenetics, emerging and re-emerging infectious diseases that affect plants and animals, ethics of bioscience, and careers in bioscience and forensics. Students will learn the principles of qualitative and quantitative analysis using biomolecular indicators, spectrophotometry, and standard curves.

Career Research

Credit: 1 Two-semester

Course Code: 1700380

Designed as a two-semester course, the purpose of this course is to further develop the career planning competencies mandated by section 1003.4156, Florida Statutes. This course will enable students to make informed career choices and develop the skills needed to successfully plan and apply for college or a job.

Computer Literacy

Credit: 1 Two-semester

Course Code: 200310

Philosophy

Credit: 1 Two-semester

Course Code: 900310

The primary content emphasis for this course pertains to the study of the fundamental questions pertinent to all areas of human activity and inquiries. Content should include, but is not limited to, an introduction to classical and modern philosophies, the fundamental principles of philosophical thought, such as semantics, logic, inductive and deductive reasoning, and social, political, and religious philosophies.

Physical Education-Life Management

Credit: 1 Two-semester

Course Code: 800300

The purpose is to produce health literate students that make sound decisions and take positive actions for healthy and effective living. The course is wellness oriented and emphasizes responsible decision-making and planning for a healthy lifestyle.

Physical Education/Personal Health

Credit: 1 Two-semester

Course Code: 800310

The purpose of this course is to provide an in-depth study of the principles of personal health maintenance. Wellness promotion for self and others will be emphasized along with responsible decision-making and planning for a healthy lifestyle.

Designed as a one-semester course, this course is an Introduction to Computer Science, the student will learn to design and implement computer programs that correctly solve a given problem and are also understandable, adaptable, and when appropriate, reusable.

Law Studies

Credit: 1 Two-semesters

Course Code: 2106350

The primary content for the course pertains to the study of the American legal system as the foundation of American society by examining those laws which have an impact on citizens' lives and an introduction to fundamental civil and criminal justice procedures.

Content should include, but is not limited to, the need for law, the basis for our legal system, civil and criminal law, adult and juvenile courts, family, and consumer law, causes and consequences of crime, individual rights and responsibilities, and career opportunities in the legal system.

Leadership Development

Credit: 1 Two-semesters

Course Code: 2400300

The purpose of this course is to teach leadership skills, parliamentary procedure, problem solving, decision making, communication skills, group dynamics, time and stress management, public speaking, human relations, public relations, team building, and other group processes.

Psychology

Credit: 1 Two-semesters

Course Code: 2107300

Students acquire an understanding of and an appreciation for human behavior, behavior interaction and the progressive development of individuals.

Visual Art

Credit: 1 Two-semesters

Course Code: 0109320

In this course, students will experiment with media and techniques to create a variety of artworks as they develop skills in drawing, painting, and more! You'll explore artworks to understand how to use the elements of art and principles of design to plan, create, and reflect on your own art. There are supplies you'll need to purchase for this class.

World Languages

French 1

Credit: 1 Two-semesters

Course Code: 701320

Learn how to introduce yourself and others, share your interests, and talk about the weather, all in the language of Molière. Explore the rich culture of France including historical sites, foods, and sports through interactive activities, written practice, and speaking and listening exercises.

French 2

Credit: 1 Two-semesters

Course Code: 701330

Prerequisite: French 1

Expand your listening, speaking, reading, and writing skills in French through interactive videos, dialogues, and self-checks. Grow your vocabulary and learn to discuss activities in the past, future, and conditional tenses. Explore the francophone world and the influence France has had across the globe.

French 3

Credit: 1 Two-semesters

Course Code: 701340

Prerequisite: French 1 and 2 Continue your journey in the exploration of the French language and the richness of its diverse cultures. In the French 3 course, you will sharpen the increased listening, speaking, reading, and writing skills you acquired in French 1 and 2. Communication remains the focus through speaking, listening, writing, and reading. You will dive a little deeper into the francophone cultures and apply what you learn through written practice and listening, reading, and speaking exercises.

Spanish 1

Credit: 1 Two-semesters

Course Code: 708340

Learn basic Spanish grammar to help build your fluency and understanding, and apply what you learn through interactive games, written practice, listening, and speaking exercises.

Spanish 2

Credit: 1 Two-semesters

Course Code: 708350

Prerequisites: Spanish 1

Strengthen your Spanish listening, speaking, reading, and writing skills while experiencing the beauty and expressiveness of a language that is shared by different people and cultures throughout the world using authentic materials.

Spanish 3

Credit: 1 Two-semesters

Course Code: 708360

Prerequisites: Spanish 1 and 2

Spanish 3 immerses learners into the rich diversity of Hispanic culture across the globe. Students will improve conversational, vocabulary, and writing skills through authentic tasks.

Other Languages

Credit: 1 Two-semesters

Course Code: 100990

Course accepted for Transfer credit toward enrichment courses: course should develop a foundation in your choice of other languages. Strengthening your reading and writing skills

**These courses provide elective credit.*

School E-Library

To accommodate student and faculty needs, American School of Leadership offers its library services online. This online distribution of information is well suited to the needs of today's students and offers a functional version of the types of information systems our students and faculty will be expected to use throughout their careers.

The E-Library with its collection of databases is available to all students and faculty at any time and from virtually any location where an Internet connection is available through a safe and secure password protected login.



General Information

Motivation: ASL recognizes that intellectual ability alone does not necessarily make a good student. Interest and motivation often may be the determining factors of a student's performance. We encourage students to bring their special qualities to the school, such as leadership ability, diversity, and non-academic talents. All these factors should be used to help the parent and student determine if ASL is the optimal setting for the student to learn. We are here to help you succeed!

Parent/Guardian Involvement: ASL believes that the learning environment for a student is most successful when there is a partnership among student, parents, and school. Furthermore, the nature of ASL requires substantial parent involvement and supervision.

Diversity: ASL values diversity within the student body and staff. ASL does not discriminate in admissions, retention, or academic program on the basis of gender, creed, age, race, disability, marital status, sexual orientation, color, national origin, religion, public assistance status or any other protected class status defined by local, state, or federal law.

Registration materials: Applicants for full-time status may be admitted after completion of registration forms and all other supporting documents, including prior school records and initial payment. Phone or face-to-face interviews may also be expected. Part-time applicants may be admitted upon completion of this application and initial payment.



Admission Requirements

Students need to submit the below documents:

- 1- [ASL Registration Form](#)
- 2- Completed School Records as of date.
- 3- A copy of a government issued ID for the student and their parent if the student is under 18 years of age.
- 4- Non-Refundable [Application Fee of \\$150.](#)

Student Services

American School of Leadership provides students with necessary services, such as academic advisement, financial advisement, and placement services, by phone, email, through our website, or by appointment in our office. For students needing personal advice, the administration can recommend counselors.

Financial Information

Tuition *

Application Fee- Non-refundable	\$ 150
1 year (6 Credits)	\$5,400

Fees

Administrative fee for monthly payments	\$25
Inactive student Fee/semester	\$30

Returned Check Fee	\$50
Transcript Fee	\$10
Graduation Processing Fee	\$80
Commencement Fee	\$175
Replacement Diploma Fee	\$100
Reinstatement fee	\$100

*** Partner Registration Discount**

American High School offers partner registration discounts to students who enroll through approved education partners, affiliates, or referral programs. These discounted rates are designed to expand access to quality education and support our outreach efforts with collaborating institutions.

 **Key Points:**

The discount applies only to students who register directly through a participating partner organization.

Standard tuition rates apply for all other students registering directly through ASL.

All students receive the same academic curriculum, teaching support, services, and accredited outcomes, regardless of how they enrolled.

Discounts may vary depending on the specific agreement with the partner and are subject to change based on program terms.

If you have questions about eligibility or would like to learn more about enrolling through a partner, please contact us at 407-801-5140.

Payments

Tuition can be paid by major debit and credit cards through PayPal, US issued bank check, or bank wire.

ASL offers monthly payment plans at an additional \$25 per month, with balance paid prior to graduation according to a schedule detailed in the school enrollment agreement.

Before mailing in your payments, please check with the admission office to get the correct forms and amounts.

Office of the Admissions, American School of Leadership
 7380 W Sand Lake Rd, Suite 500, Orlando, FL 32819
Tel: 407-801-5140 or **Email:** admissions@americanhigh.us

Scholarships

Scholarships are made to support a student's education. This "gift money" does not need to be repaid. ASL scholarships are from within as well as from outside civic and private organizations and foundations based on student academic interests, outstanding academic record, ethnicity, or parents'/self-employment.

Scholarship Application Process

Many students find it helpful to discuss their personal situation with one of our officers to plan and arrange funding for their education.

Start by:

- 1- Downloading the [scholarship application](#) available in ASL website.
- 2- Fill out truthfully your application and attach proof of eligibility and any other documentation that can help your case.

You may type in your responses on the form and print it, or you may simply print the form and write in your answers. Remember, you must sign, date, and mail the form to the address provided.

- 3- The following records should accompany your form as applicable, if student is dependent then parents' documentation applies:
 - a- Driver's license or passport
 - b- Records of student grant, scholarship, and financial aids
- 4- Administration reviews student scholarship packages and responds within 2 weeks to applicants.
- 5- If approved, students will be informed through email and must agree by signing the scholarship approval letter within 5 business days, failure to return your approval automatically transfers the offer to the next applicant in the waiting list.

Continuing Education Scholarship

When you graduate from American School of Leadership, you are automatically accepted into American University of Leadership and its worldwide partners with a partial scholarship. This means you can skip the cost of both the entrance exam and application process. Simply enroll and begin your undergraduate education.

To be eligible for this scholarship, you must be enrolled full-time, successfully complete your program, and have received the ASL diploma. Failure to maintain continuous enrollment will result in loss of scholarship. The scholarship cannot be combined with any other offers, scholarships, and promotions, discounts, or savings programs.

Payment Plans

For all students who prefer to pay out of pocket, there are payment plans available. Payment plans are discussed during meetings where the student is evaluated, privately and impartially, to determine the dollar amount that they and their family can be expected to contribute to their education.

This amount is then compared to their cost of education, including tuition, fees, books and supplies. Payment arrangements must be made prior to the start of the term. This means that students on a tuition payment plan must make their first payment before the term begins. ASL does not charge an interest rate on its payment plan, however an administrative fee of \$25 is added to the monthly amount.

Students utilizing employer or other third-party tuition reimbursement plans must have a letter of contract on file that has been approved by the school for delayed payment.

Policies and Procedures

To ensure that ASL students have the best education possible, we have established the academic policies and procedures outlined below.

Registration

Students may register for classes online.

Students Qualifications

Students with disabilities typically find that online is a better option and is very inclusive, but all applicants with or without a disability must be qualified students who are able to meet the essential elements of the degree program including being able to use a computer, to read, and interact with the community for research purposes.

Transfer of Credits Policy

Transfer in: Applicants who have prior education may transfer up to 18 credits towards the degree requirements. The decision to award transfer credits is made by the Admissions Committee. A minimum of six credits must be taken with ASL.

Transfer out: Students who wish to continue their education at other institutions must not assume that credits earned at the school will be accepted by the receiving institution. Transfer of Credits from ASL is at the discretion of the receiving institution, it is the student's responsibility to confirm if credits will be accepted by another institution of the student's choice.

*For the Full "Transfer of Credits Policy" please check out our website.

Attendance

At ASL, attendance = academic engagement. A student is counted present when they:

- Submit an assignment
- Take a quiz or exam
- Post in a graded discussion forum
- Message the instructor with a content-related question
- Receive and respond to instructor feedback

Simply logging into the campus without academic activity does NOT count as attendance.

Students must demonstrate engagement in each enrolled course at least once per calendar week to remain active and avoid administrative withdrawal.

A student who has been absent in a class due to mitigating circumstances should contact the student advisor for additional time to complete coursework.

Examination Policy

Assignments and projects

American School of Leadership coursework is broken down into **modules or Chapters**. In each module students will work by assignment, quizzes, exams and/or projects. Our students are required to turn in their work and respect the deadlines.

Grading Criteria

Assignments and Quizzes	Midterm	Final
20%	35%	45%

Grade Equivalency

Grade	Quality Points	Meaning
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Above Average
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	Minimum Pass
F	1.00	Fail

- Student must score over a 60/100 to be considered passing.
- Cumulative Grade Point Average (CGPA): To maintain good academic standing, the following minima apply: **2.00 CGPA**

Withdrawal

Before withdrawing from a course or a program, a student should confer with an Academic Advisor and the Business Office to discuss the process for proper withdrawal. Failure to follow these procedures may result in a failing grade in the course. Students who follow the policy to withdraw will receive a grade of “W” (withdrawn).

Plagiarism and Dishonesty Policy

American School of Leadership considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their work. Use of another person’s work or ideas must be accompanied by specific citations and references.

On joining the school's academic community, students are expected to embrace the tenets of liberal learning – critical thinking, intellectual exploration, and academic honesty. Academic dishonesty, cheating, plagiarism, and other violations of academic integrity are causes for suspension or expulsion from the school.

Each incident will be reported in writing from the instructor to the administration, and may result in the following sanctions:

First time: 10 weeks Suspension

Second Time: Dismissal from the School.

The administration office maintains a database of all offenses, including plagiarism, and a file of all charges.

Student Records Policy

In order for American School of Leadership to be in accordance with state statutes and The Family Education Rights and Privacy Act (FERPA), we will not release information concerning our students. We maintain student records in our administrative offices located at our listed address in Orlando.

Exceptions to the release of records, grades, or status are made with written permission from the student's parents/guardians if a student is under 18 years of age or with the written permission from a student if the student is 18 years of age or older.

Confidentiality and Privacy Policy

American School of Leadership will never release personal student information to third parties without the student's and/or parent's written consent.

American School of Leadership will always maintain a policy of not selling its mailing lists of current or prospective students.

Refund Policy

If a student is terminated or cancels enrollment for any reason, the following refund policy applies:

A student may request cancellation by fax, email, mail or in person at ASL's administrative offices.

1- Application, Registration, and all other fees are Non-Refundable

2- Tuition refund is based on the below:

- Full refund of tuition: A student may cancel their annual enrollment within 48 hours of the day on which the registration form is signed or submitted electronically
- Partial Refund: If a student requests cancellation after the above 48 Hrs and before end of week 3 of classes ([*C1](#)), the school will refund on a pro rata basis for up to 40% of the program.
- No refund: If a student withdraws after 3 weeks of start of classes ([*C1](#)) no refund is given and a grade of "W" will be issued.

If you have received financial aid, or if your fees were paid by an approved agency, you might be entitled to a refund after proper credits are first issued to the awarding agency. Refund policies are established by and subject to change by the Legislature of the State of Florida.

For refund purposes, the first day of classes is the one designated "Classes Begin" as published in the class schedule and does not refer to the first scheduled class day for any particular student. Refund payments will be made within 30 days of termination of students' enrollment or receipt of the refund request.

Graduation

To be eligible for an ASL diploma, students must successfully complete a minimum of 24 High school credits. Transfer students must complete at least 25% of the total courses required for graduation through ASL which is the equivalent of 6 Credits, no exceptions allowed.

Graduation Credit Requirements

To be eligible for an ASL diploma, students must successfully complete a minimum of 24 standard high school credits, distributed as follows:

Subject Area Required Credits

- English Language Arts 4 Cr
- Mathematics 4 Cr
- Science 3 Cr
- Social Studies 3 Cr
- Foreign Language 2 Cr
- Arts or PE 1Cr
- Electives 7 Cr

Diploma Issuance

Once all graduation requirements have been met, including financial obligations, students will receive a diploma from American School of Leadership, recognized under Florida educational standards.

The School holds its annual commencement end of June. Students who fulfill graduate requirements before June are invited and encouraged to participate in the annual commencement. The graduation date on a student's diploma is always the date that the school approves his or her graduation.

Academic Records

Semester Grade Reports: grade reports may be accessed online through "HIS" ASL Student Information System.

Transcript Requests: Official or unofficial transcripts may be requested online. Unofficial Transcripts can be downloaded and printed online, the student needs to log in and access their home page in the "HIS".

Official Transcripts will be sealed. Official transcripts will not be issued to students with an outstanding financial obligation with the school. Various delivery options are available.

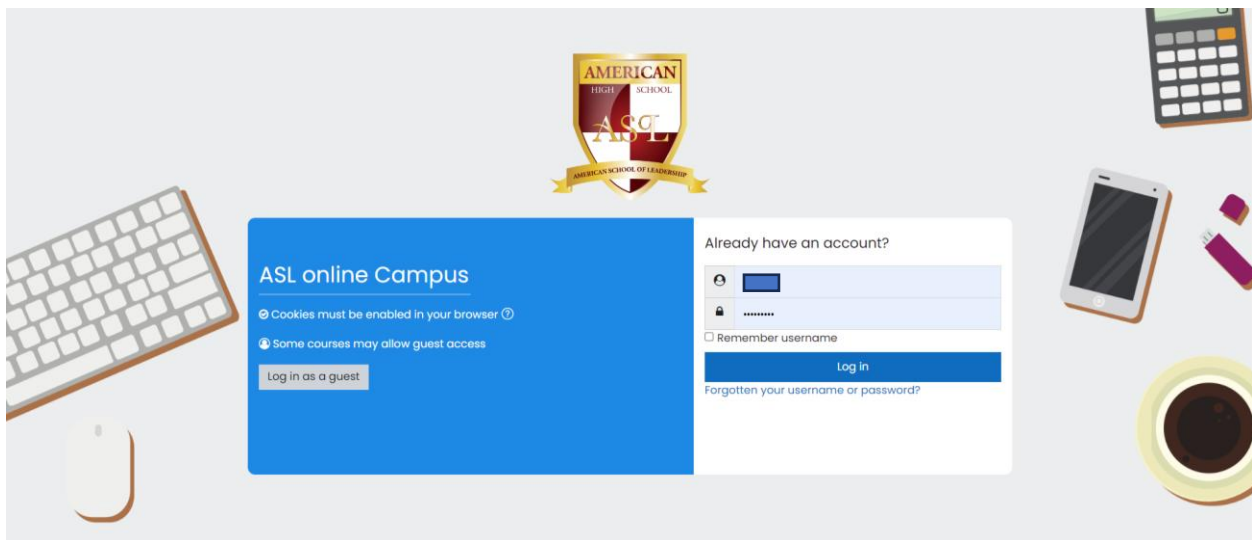
Official Transcript Processing Hours: Monday-Friday 10:00 am to 3:00 pm Eastern Standard Time, allow 5-7 days processing time.

Online Learning: How it works

A short description of ASL Learning Management System

Once a student is registered, their only necessary equipment is a personal computer with internet, a student can access the LMS from anywhere in the world by login into their personal space using the login sent to their emails.

To maintain privacy and security, each student is provided with a username and password which allows them to reach their own personal page within the campus



Student navigation process

Students will have to follow the guidelines listed below for ASL Online campus

1. Login <https://lms.americanhigh.us/login/>
2. Login using the Username and Password given to you via email
3. Go to " My Course List "
4. Click on your Course to begin.
5. Download the Syllabus
6. Check " Assignments " for dates and submission

American School of Leadership provides you also with a virtual Course Navigation tutorial, while zoom live training can also be requested for further navigational help.

For all other matters or concerns the student can reach out to the eLearning operator through webmaster@americanhigh.us and for academic issues at advisor@americanhigh.us or call the office during posted hours.

School Administration and Staff

Effective August 1st, 2024 up to date

- Dr. Anass Lahlou: Chief Executive Officer
- Dr. Ounsa Achour: School Principal
- Mrs. Meriem AitBacha: Assistant Principal
- Ms. Salma A: Operations Manager and Counselor
- Mrs. Chelsea Gagnon: School Counselor
- Mrs. Lisa Acuna: School Librarian
- Mrs. Firdaws Belaihou: Enrollment Manager
- Mrs. Lynda Amaouz: Enrollment Agent
- Mr. Mehdi Kahlaoui: IT Director
- Mrs. Salma Lahlou: Marketing and Finance Director
- Mr. Simo Sardaoui: Social Media Manager
- Dr. Jose Otero: Advisory Board Member, Chair
- Dr. Hajar Ouhammou Otero: Advisory Board Member, co-chair
- Dr. Sam Waldron: Advisory Board Member
- Dr. Saad Belkouch: Advisory Board Member
- Mrs. Debbie Duncan: Advisory Board Member
- Teachers: (List of our teachers is shared upon request)



**7380 W SAND LAKE RD, SUITE 500
ORLANDO, FL 32819**

**TEL: 407-801-5140 EMAIL: INFO@AMERICANHIGH.US
[HTTP://WWW.AMERICANHIGH.US](http://WWW.AMERICANHIGH.US)**