



AMERICAN SCHOOL OF LEADERSHIP

A m e r i c a n H i g h S c h o o l

Student Handbook

A photograph of three young women in black graduation caps and gowns. The woman in the foreground is smiling and holding a rolled-up diploma. The background is a soft-focus outdoor setting with greenery.

Interactive courses
Interdisciplinary Faculty
Access to one of the **largest E-libraries**
Scholarships available
Continuous enrollment
Flexible schedule

www.americanhigh.us information@americanhigh.us

We strive to become the catalyst of change for every student we serve. Our MISSION is to provide a caring and attentive online learning environment. ASL will continue to utilize educationally proven techniques to help our students become the successful leaders of tomorrow.

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Message from the Director...

Life takes many turns for some of us and often leads to falling behind on our plans. When this happens, your next few decisions are crucial and will make an everlasting impression in your life. Often, without a high school diploma, many doors are closed and your future can look very bleak and you feel frustrated. Also, jobs that you know you could do are often not available to you because you are missing a High School Diploma. It's a never ending phase of dead-end jobs and long hours. Sometimes you feel that you are always going to be struggling just to get ahead. While you know what you need to get out of this problem, you just don't have the time to make it happen. At American School of Leadership (ASL), we understand your dilemma; you cannot leave your job to go to school but you need more schooling to get out of your job. As an expert in the field of education for over 25 years, I know my programs can help you. Even if you have been out of school for a long time or feel that you are not a school person. I can help you begin your journey. – Dr. JL Otero

ASL's Five RULES OF SUCCESS!!!

1. Make a five year plan (include getting your High School Diploma)
2. Plan after the Diploma; whether be it college or a career certification
3. Take the first step towards beginning your plan
4. Make a commitment to yourself that today is the beginning of a great future!
5. Never-Ever lose sight of your future plans!

School Policies

Refund Policy

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

- A student may request cancellation in any of the following manners: email, mail or in-person.

Cancellation and Refund Policies

- All monies will be refunded if the school does not accept the applicant.

- In order to receive a partial refund, a parent or guardian must send written request of withdrawal to ASL within the grace period. The grace period is defined as 14 days active or 15% complete, whichever occurs first. Upon receipt of notification, ASL will process a refund less a \$150 Registration fee for any active session.

- The refund is calculated based on the postmarked date that a student's withdrawal is received by the school.

- Refund payments will be made within 30 days of termination of students' enrollment or receipt of the refund request.

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.

Academic Dishonesty Appeals Procedures

Step 1: Within 10 days following notification of action for academic dishonesty, a student who wishes to appeal must first contact the faculty member of the class in which the incident occurred. The student should explain their reasoning for reconsideration. If the faculty member and the student agree to a resolution, the faculty member notifies the administration.

Step 2: If the problem has not been resolved and the student wishes to pursue the appeal, the student must complete and send the Academic Appeal Form to the Dean's office. The Dean will review the documentation and share his decision with the student and faculty.

Failing a Course

If you fail a course, it will be necessary to take the course again and attempt a passing grade. The school will attempt to help you to understand what you need to pass the class; however, it cannot guarantee a passing grade. In the event you fail a course, it will be your responsibility to pay for the class again.

Grade Appeals Procedures

A student who alleges unfair grading practices for an assignment or course must first communicate with the faculty member of the class within 10 days of grades being posted online. The burden of proof is on the student and the student shall provide evidence that unfair grading practices occurred. If the faculty member and the student agree to a resolution, the faculty member corrects the grade or the grade stands. If the problem has not been resolved and the student wishes to continue with an appeal, the student will send the Academic Appeal Form to the Dean's Office within 10 days of the decision by the faculty member. The dean will review the student's appeal, check with the professor and make a ruling.

Academic Progress

It is the expectation of the school and responsibility of the student to ensure they organize their time and make weekly academic progress in each of their courses.

Graduation and Commencement

Only students who have satisfactorily completed all academic and financial requirements in the program will be considered for graduation. The graduation date on a student's diploma is always the date that the School approves his or her graduation.

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.

Grade Equivalents Policy

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

Student must score over a 65 to be considered passing.

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.

Communicating with the School

On occasion it will be necessary to speak with a representative of the school. If your questions are related to your class, then we encourage you to reach out directly to your teacher. However, if the matter is related to academic, counseling, finance or you just want to ask a question, we encourage you to call our office or make an appointment.

American School of Leadership
1507 S. Hiawassee Rd. Suite 114
Orlando, FL 32835

Tel: 1 (407) 619-3185 | Guidance: guidance@americanhigh.us | Email: information@americanhigh.us

Admission to ASL




Before you can begin your academic career with American School of Leadership, you must be able to provide information and documents to our admissions department. You cannot begin classes unless you receive a “letter of admissions” that clears your paperwork. We advise you to work closely with our admissions people to ensure your acceptance to our school. Missing documentation will result in your admission being denied or delayed.

1. Thoroughly complete the Online Registration Form.
2. Take a completed School Records Release Form to the student's previous school and request that a copy of all the student's high school records be sent to ASL as soon as possible.
3. ASL will review the above application materials and continue to guide the potential student and make requests for other documents until the applicant's file is complete.
4. Upon completion of all admissions documents, the students’ transcripts will undergo a transcript evaluation process. This will determine the students Individualized Evaluation Program, Course Placements and Financial Commitment to complete their graduation requirements.
5. The student will then receive a letter of Admission which will include a notice of tuition due.
4. Upon payment of tuition, the student will receive an Individual Academic Plan which includes a class schedule.
5. The student is encouraged to follow the schedule as planned in order to avoid falling behind.

Individualized Academic Plan

Our students enjoy the benefits of learning through our personally prescribed academic plan. Upon admission, the student receives an Individual Academic Plan (IAP). This plan outlines what courses were accepted and transferred and what courses they will need to complete in order to graduate with ASL.

 AMERICAN SCHOOL OF LEADERSHIP American High School					
Transcript Evaluation Record Student Name: Evaluator Name: Date of Evaluation:					
T/E*	COURSE NAME	CREDIT	T/E	COURSE NAME	CREDIT
	ALGEBRA 1	1		<input type="checkbox"/> FRENCH LEVEL 2 OR <input type="checkbox"/> SPANISH LEVEL 2 OR <input type="checkbox"/> OTHER LANGUAGE	1
	ALGEBRA 2	1			
	GEOMETRY	1		ART/WORLD CULTURE/MUSIC	1
	PRE-CALCULUS	1		PHYS ED. / LIFE MANAGEMENT	0.5
	CHEMISTRY / LAB	1		PHYS ED. / PERSONAL HEALTH	0.5
	PHYSICS / LAB	1		U.S. GOVERNMENT	0.5
	BIOLOGY / LAB	1		U.S. HISTORY	1
	ENGLISH 1	1		WORLD HISTORY	1
	ENGLISH 2	1		ECONOMICS	0.5
	ENGLISH 3	1		<u>Transferred Elective Credits</u>	
	ENGLISH 4	1			
	<u>Evaluation Results</u> Approved Core Credits Remaining Core Credit Needs Credits with ASL Approved Elective Credits Remaining Elective Credit Needs			<u>Courses Needed for Graduation from ASL</u>	

This sample Transcript is the outcome of your individualized evaluation. Once you have received admissions, your transcript record begins. This record is the most important part of documenting your progress. It is also the document a university will want to see upon application to their school.

Getting Your Classes Started

Begin your Login by using the ASL Virtual Classroom Website, User Name and Password you were issued by your instructor.

Sample of the ASL Virtual Classroom |

The screenshot shows the ASL Virtual Classroom website. At the top, there is a blue header with "ASL Virtual Classroom" on the left and "American School of Leadership" on the right. Below the header, on the left, is the American School of Leadership logo and a quote: "Our MISSION is to provide a caring and attentive online learning environment. We strive to become the catalyst of change for every student we serve. ASL will continue to utilize educationally proven techniques to help our students become the successful leaders of tomorrow." To the right of the quote is a login form with a language dropdown set to "english", fields for "User name" and "Password", and an "Enter" button. Below the login form is a "Lost password" link. On the right side of the page, there is a motivational message: "Today is the beginning of a great future! Never, Ever lose sight of your future plans! At ASL our goal is to help you succeed". At the bottom of this message is a small image of a person working at a computer. At the bottom left of the page, there is contact information: "*To register for a class, please contact ASL administration: Tel: 407-619-3185 ; Fax: 407-540-9586; or admissions@americanhigh.us".

Once you enter, you will find your class. Upon entering the class, look for the assignments tab and begin the class. Because ASL uses the latest Curriculum available, you might need to login to additional locations to take your class. Follow the online instructions on the class website to begin your online learning.

Sample of our CCC curriculum Website |

The screenshot shows the CCC! Streaming Media website. The main heading is "Welcome to CCC! Streaming Media". Below the heading is a login form with fields for "User Name" (containing "dr.otero@americanhigh.us") and "Password". There is a "LOGIN" button and a link for "Forgot Password?". The background of the page is a collage of various images, including a globe, a person's face, and a person working at a computer. At the bottom of the page, there is a copyright notice: "CCC! Streaming Media - Version 5.2 (Released on 09/12/2014) Copyright © 2014 New Dimension Media. All Rights Reserved."

A login form with a light gray background. It contains two input fields: "Username:" with the text "Student 49" and "Password:" with six asterisks. Below the fields is a "Login" button and a blue link labeled "Forgot Password?".

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Our Curriculum and Resources

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 in Math, Science, Literature, Composition and Social Studies. Additionally, we offer special Career courses in Preparatory Business and Computer Science. However, students are still required to complete general education requirements that are described in greater detail in the programs section.

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 "knowledge workers" and offers a functional version of the types of information systems our students and faculty will be expected to use throughout their careers.

Preparing for Graduation

It is important that you understand that graduation is not automatic. You must continue to check your progress and compare your courses with your ILP to make sure you are on schedule. It is your responsibility to make sure you reschedule classes you failed, withdrew or did not finish. Below is a list of the current graduation requirements for ASL. Most students are in the 24-credit program unless it is specifically noted on your ILP.

Subject Area	Graduation Requirements		
	24-Credit Program	Three-Year, 18-Credit College Preparatory Program	Three-Year, 18-Credit Career Preparatory Program
English	4 credits with major concentration in composition, reading for information, and literature	4 credits with major concentration in composition and literature	4 credits with major concentration in composition and literature
Mathematics	4 credits, one of which must be Algebra 1 or its equivalent, one of which must be Geometry or its equivalent, and one of which must be Algebra 2 or a series of courses equivalent to Algebra 2	4 credits, one of which must be Algebra 1 or its equivalent or a higher-level mathematics course from the list of courses that qualify for state university system (SUS) admission, one of which must be Geometry or its equivalent, and one of which must be Algebra 2 or a series of courses equivalent to Algebra 2	4 credits, one of which must be Algebra 1 or its equivalent, one of which must be Geometry or its equivalent, and one of which must be Algebra 2 or a series of courses equivalent to Algebra 2
Science	3 credits in science, two of which must have a laboratory component and one of which must be Biology 1 or an equivalent course or a series of courses	3 credits in science, two of which must have a laboratory component and one of which must be Biology 1 or an equivalent course or a series of courses	3 credits in science, two of which must have a laboratory component and one of which must be Biology 1 or an equivalent course or a series of courses
Social Studies	1 credit World History 1 credit U.S. History .5 credit U.S. Government .5 credit Economics	1 credit World History 1 credit U.S. History .5 credit U.S. Government .5 credit Economics	1 credit World History 1 credit U.S. History .5 credit U.S. Government .5 credit Economics
World Languages	Not required for high school graduation; but required for admission into state universities	2 credits in the same language or demonstrated proficiency in a second language	Not Required
Fine Arts and Performing Arts, Speech and Debate, or Practical Arts	1 credit in Fine or Performing Arts, Speech and Debate, or Practical Arts (eligible courses specified in Course Code Directory)	Not Required	Not Required
Physical Education	1 credit in Physical Education to include the integration of Health	Not Required	Not Required
Electives	8 credits	2 credits in electives	3 credits in single vocational/career education program and 1 elective credit <i>or</i> 3 credits in single career/technical certificate dual enrollment and 1 elective credit <i>or</i> 4 credits in vocational/career education (including 3 credits in one sequential career and technical education program) – pending legislative action
Total	24 credits	18 credits	18 credits

'Feel free to contact us with any graduation questions'

Next Steps

Continuing Your Education

One of the lessons we have learned in this economy is that we must continue to develop our talents in order for us to remain valuable in the workforce. Whether you are considering going directly into the workforce or are thinking of upgrading to your college degree, ASL can help.

Through our courses we can help you obtain the necessary skills needed to prep for college entry exams or specific career certifications. We believe our courses contain rigor and relevance and will better prepare you for your next move.

If you desire to continue to college, upon confirmation of graduation, your advisor can help you fill out your college application to American University of Leadership (AUL), a U.S. university with exciting business programs. Your ASL diploma qualifies you for acceptance to AUL.

IMPORTANT!!! - ASL does not guarantee acceptance into all universities. Please check with your institution before applying to ASL, acceptance of transfer credentials is subject to the policies of the receiving institutions.



AMERICAN SCHOOL OF LEADERSHIP

A m e r i c a n H i g h S c h o o l

This handbook is designed with the student in mind. It will help you to navigate our educational platform as well as give you the information you need to succeed in our school. Please keep it handy for future reference.