

AMERICAN SCHOOL OF LEADERSHIP CATALOG



AMERICAN SCHOOL OF LEADERSHIP

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



ASL CATALOG, VOL. 5

Effective 08/01/2019 to 07/31/2020

American School of Leadership

Table of Contents

1. Message from the Principal	3
2. Mission Statement	4
3. Academic Information	5
3.1. Accreditation	5
3.2. Curriculum	6
3.3. Academic Calendar	15
4. General Information	16
4.1. Admission Requirements	16
4.2. Student Services	17
5. Financial Information	18
5.1. Tuition and Fees.....	18
5.2. Payments.....	18
5.3. Scholarships.....	19
6. Policies and Procedures	21
6.1. Registration.....	21
6.2. Student Qualifications.....	21
6.3. Transfer of Credit Policy.....	21
6.4. Attendance	21
6.5. Examination Policy.....	22
6.6. Grade Equivalents Policy.....	23
6.7. Withdrawal Policy	24
6.8. Plagiarism and Dishonesty Policy	24
6.9. Student Records Policy	24
6.10. Confidentiality and Privacy Policy.....	25
6.11. Refund Policy	25
7. Graduation	26
8. eLearning Offerings	27
9. School Administration and Staff	30

American School of Leadership



Message from the Principal

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 it be college or a career certification
3. Take the first step towards beginning your plan (contact us)
4. Make a commitment to yourself that today is the beginning of a great future!
5. Never, Ever lose sight of your future plans!

Our goal is to help you succeed; contact us to discuss your future today!!!

American School of Leadership

Mission Statement

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.”

Since 2010, ASL helps students obtain a quality education using our International and global perspective and relentless pursuit of quality instruction. Our research keeps our instructors updated and our classes exciting. With our memberships in organizations like CPALMS, ASL stays competitive. We are also Registered with the Florida Department of State and Registered as a Private School in Orange County with the Florida Department of Education’s School Choice Program. The American School of Leadership is also a member in good standing with the United States Distance Learning Association.

We are serious about our memberships and resources because our online classrooms reach worldwide audiences and encompass experiences only available with our quality instructors and international know-how. The philosophy of ASL is quite simple, we encourage our students to become global thinkers and maintain International awareness of the economy and opportunities. We know that in order to succeed in today’s multi-faceted financial workforce, our students will need more than a local view of the world.

American School of Leadership

Academic Information

3.1: Accreditation



American School of Leadership (ASL) is Regionally Accredited by SACS-CASI, a division of AdvancED. This is the highest recognition that can be awarded 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."



American School of Leadership

3.2: 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 required to complete general education requirements that are described in greater detail in the programs section.

Core Courses:

Mathematics

Algebra I: Two-semester course that 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: Two-semester course that covers advanced algebraic concepts such as trigonometry, statistical analysis, and 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. Upon completion, students will have the necessary and vital skills needed to experience success in state standardized tests and national exit exams.

Geometry: Two-semester hands-on and lecture-based course that 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 concepts as surface area and volume, circles, and transformations. Trigonometry is given due credit with topics including tangent ratios and the

American School of Leadership

Laws of Sine and Cosine. Students are introduced to specific geometry topics, such as Golden Connections, Taxicab Geometry, Fractals, and Topology.

Pre-Calculus: Two-semester course with 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 is developed. A large portion of the class focuses on trigonometric graphs and identities. 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.

Science

Biology: This two-semester 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.

Chemistry: 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. This course requires students to have a solid foundation in math as calculations and conversions are basic components of chemistry.

Physics: 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: Designed as a two-semester course, Laboratory investigations that include the use of scientific inquiry, research, measurement, problem solving, laboratory apparatus and technologies, experimental procedures, and safety procedures are an integral part of this course.

American School of Leadership

The National Science Teachers Association (NSTA) recommends that at the high school level, all students should be in the science lab or field, collecting data every week. School laboratory investigations (labs) are defined by the National Research Council (NRC) as an experience in the laboratory, classroom, or the field that provides students with opportunities to interact directly with natural phenomena or with data collected by others using tools, materials, data collection techniques, and models (NRC, 2006, p. 3). Laboratory investigations in the high school classroom should help all students develop a growing understanding of the complexity and ambiguity of empirical work, as well as the skills to calibrate and troubleshoot equipment used to make observations. Learners should understand measurement error; and have the skills to aggregate, interpret, and present the resulting data.

English Language Arts

English I & II: Two-semester course that focuses on a variety of text: literary, expository, and informational. Each unit in the course contains different lessons: Skills, Literary/Expository, Informational, Communication, Grammar, and Writing lessons. This course covers literary skills such as Plot – flashback and foreshadowing, Setting – time and sequence, Characterization - dialogue, Theme – universal theme, Style – figurative language, and Narrator – different types. Units include topics: Literary Analysis-Poetry; Autobiographies, Essays, and Personal Accounts; and World Literature, theme is origin myths. Students also learn classics such as Homer’s *The Odyssey* and William Shakespeare’s *The Tragedy of Romeo and Juliet*. Informational Text reading skills are taught using consumer, workplace, technical, and public documents. Writing Lessons cover The Writing Process and also include a Research Workshop. Essay topics in the course include Business Letter, Research Paper, Literary Analysis Essay, Persuasive Essay, and Personal Narrative Essay.

English III & IV: Two-semester Literature based course. The course is organized by chronological time period that includes: Anglo-Saxon and Old English Period: 449-1066; The Medieval Period: 1066-1485; The Renaissance 1485-1660; 17th & 18th Centuries (Restoration & Enlightenment): 1660-1798; Romantic Period 1798-1832; Victorian Period: 1832-1901; and Modern Period: 1901-1950. Each unit contains an introduction to the time period using a timeline and background lecture that discusses the philosophical, political, religious, ethical, and social influences of each time period. Authors represented include Homer, Chaucer, Boccaccio, William Shakespeare, Francesco Petrarch, Mary Wollstonecraft, Queen Elizabeth I, Percy Bysshe Shelley, Elizabeth Barret Browning, Robert Browning, and Virginia Woolf. The course also contains a World Literature unit with stories from India, Europe, China, and Spain. The course also includes Informational Lessons, Communication lessons, Grammar Lessons, and Writing Lessons

American School of Leadership

Social studies

World History: Designed as a two-semester course, in which World History is presented to students as an integrated study of the political, economic, and social aspects of history. Topics covered include pre-history, the Nile and the Fertile Crescent, the Indus Valley, China's ancient civilizations, early American civilizations, Greece and Rome, the Middle Ages, the Crusades, African civilizations, East Asia, Renaissance and Reformation, the Global Age, Absolutism, Enlightenment and revolution, The Industrial Age, The Age of Revolutions, industrial nationalism, the New Imperialism, World War I and its aftermath, Fascism and dictatorship, the holocaust and World War II, origins of the Cold War, and conflict and cooperation in the modern world.

U.S. History: Designed as a two-semester course, providing 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: Designed as a one-semester high school course, 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.

Economics I: Designed as a one-semester course, 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.

Art/World Culture/ Music: 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. This course may incorporate hands-on activities and consumption of art materials.

American School of Leadership

Physical Education

Physical Education/Life Management: This is a one-semester course, 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: It is designed as a one-semester course; 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.

Elective Courses:

Computer Literacy: 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.

Psychology: Designed as a two-semester course, through the study of psychology, students acquire an understanding of and an appreciation for human behavior, behavior interaction and the progressive development of individuals. The content examined in this first introductory course includes major theories and orientations of psychology, psychological methodology, memory and cognition, human growth and development, personality, abnormal behavior, psychological therapies, stress/coping strategies, and mental health.

Career Research: 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.

Law Studies: Designed as a two-semester course, the grade 9-12 Law Studies course consists of the following content area strands: American History, World History, Geography, Humanities, Economics, and Civics and Government. 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.

American School of Leadership

Leadership Development: Designed as a two-semester course, 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.

Philosophy & Humanities: 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 Science: Designed as a two-semester course, includes the use of scientific inquiry, research, measurement, problem solving, laboratory apparatus and technologies, experimental procedures, and safety procedures. Learners will understand measurement error; and will have the skills to aggregate, interpret, and present the resulting data.

Definition of a Unit of Credit:

ASL courses are credit-based and are awarded on an end of course assessment and program outcomes. The school measures its programs in semester credit hours. Each student is awarded 1 credit hour per course except for 2 classes (U.S Government and Economics).

Program listed per Grade:

Code	Course	Credit/Course	N° of Semesters/Course
Core Courses			
9th Grade			
1200315	Algebra 1	1	2
2001310	Earth Science		
1001315	English 1		
2100315	U.S History		
100990	Other Languages		
10th Grade			
1200335	Algebra 2	1	2
2003345	Chemistry		
CHELAB1	Chemistry Lab		
1001345	English 2	0,50	1
800300	Phys. Ed/ Life Management		
2106315	U.S Government		
11th Grade			
120315	Geometry	1	2
2003385	Physics		

American School of Leadership

PHYLAB1	Physics Lab		
1001375	English 3		
2109315	World History		
100320	Art/World Culture/Music		
12th Grade			
1202340	Pre-Calculus	1	2
2000315	Biology		
BIOL001	Biology Lab		
1001402	English 4		
800310	Phys. Ed/ Personal Health	0,50	1
2102315	Economics		
Electives			
9th Grade			
200300	Computer Literacy	1	2
1200400	Intensive Mathematics		
10th Grade			
2107300	Psychology	1	2
2000350	Anatomy & Physiology		
1700380	Career Research		
11th Grade			
2106350	Law Studies	1	2
2000500	Bioscience 1		
2400300	Leadership Development		
12th Grade			
2003310	Physical Science	1	2
2105340	Philosophy and Humanities		

*2 semesters = 110 hours

* 1 semester = 55 hours

*Electives order is subject to change

American School of Leadership

Our Programs

**Conferring of the High School Diploma will be awarded when the student has passed all exams, completed the required amount of credits, and met their financial obligation to ASL.*

<p>Program 1 Regular High School 24cr</p> <p>Dual Enrollment = No Language Req = No Arts Req = Yes Phys Ed Req = Yes Core Credits = 16 Elective Credit = 8 Transfer Credits = 0 Full or Part Time = Yes Time to Complete = 2 to 3 years Diploma Awarded = Yes*</p>	<p>Program 2 Enrichment Courses</p> <p>Dual Enrollment = Yes Language Req = No Arts Req = no Phys Ed Req = no Core Credits = n/a Elective Credit = n/a Transfer Credits = 0 Full or Part Time = Yes Time to Complete = 1 Sem Diploma Awarded = No</p>
<p>Program 3 Credit Transfer Program 24cr</p> <p>Dual Enrollment = No Language Req = No Arts Req = Yes Phys Ed Req = Yes Core Credits = 16 Elective Credit = 8 Transfer Credits = Up to 20 Full or Part Time = Yes Time to Complete = 1 Sem to 2.5 years Diploma Awarded = Yes*</p>	<p>Program 4 ASL College Prep 18cr</p> <p>Dual Enrollment = No Language Req = Yes (2 cr.) Arts Req = No Phys Ed Req = No Core Credits = 16 Elective Credit = 2 Transfer Credits = Min 6 Max 12 Full or Part Time = Yes Time to Complete = 1 Sem – 1 year Diploma Awarded = Yes*</p>

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.

American School of Leadership

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.

The electronic libraries provide students with the required level resources. ASL has collaborated with the Library and Information Resources Network, which meets all the above descriptions.

3.3: Academic Calendar

Registrations begin every first of the month of: August, January and June. Up to date calendar is posted on ASL website.

First Monday of September	Labor Day holiday
Monday-Friday last week of November	Thanksgiving Break
Two Weeks December 24 – January 5, 2020	Winter Break
Monday-Friday last week of March	Spring Break
Last Monday of May	Memorial Day holiday
May 29 th	Last day of school for students

Summer Session:

Intensive session opened online for students who wish to expedite their graduation or completion rate.

Session registration start June 1st, dates are published by administration, please contact us.

Office Hours:

Administration is available Monday through Friday from 9:30AM to 4:30PM Eastern Standard Time by Phone or Appointment.

American School of Leadership

General Information

1. 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!

2. 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.

3. 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.

4. Registration materials: Applicants for full-time status may be admitted after completion of registration forms 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.

4.1: Admission Requirements

4.1.1- On Campus Admissions

Orlando Campus registrations are open to US citizens, US residents and International students.

Admission criteria vary based on your residency status.

A) USA citizens and residents must submit the below documents:

- 1- ASL Registration Form (Link: <http://edu.americanhigh.us/assets/files/application-form.pdf>)
- 2- Completed School Records Release Form to the student's current school and request that a copy of the student's records for the past three years be sent to ASL
- 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.

American School of Leadership

Once we receive the above application materials; the applicant's file is complete. At the grade levels where space is available, the counseling and admissions office will call candidates to schedule informational interviews in the order in which their registrations were submitted.

B) International students must submit the above documents in addition to the below:

- 4- International Student Inquiry form in our website:
<http://americanhigh.us/admissions/how-to-apply/>
- 5- Copy of Students' passport (personal data page in color)
- 6- Financial Statement Letter
- 7- Official Bank Letter or statement (with at least \$14,950 available funds and account type displayed) along with certified English translation.
- 8- Non-Refundable International Application Fee of \$450.
- 9- Previous I-20 Form if applicable (applies to transfer students only)

* Requests for I-20 should be made at least 60 days in advance. Students must provide all documents and forms

Note: Students may not enter the U.S. more than 30 days prior to the start date of their I-20

4.1.2- Online Campus Admissions

Online students need to submit the below documents:

- 1- ASL Registration Form (*Link: <http://edu.americanhigh.us/assets/files/application-form.pdf>*)
- 2- Completed School Records Release Form to the student's current school and request that a copy of the student's records for the past three years be sent to ASL
- 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.

4.2: 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.

American School of Leadership

Financial Information

5.1: Tuition and Fees:

5.1.1 Online Campus

	Annual Tuition
Application Fee- Non refundable	\$ 150
9 th – 11 th Grade	\$ 3,600
12 th Grade	\$ 4,200

*Tuition per Credit is \$ 625.00

5.1.2 Onsite Campus

A- US Citizens and Residents

	Annual Tuition
Application Fee- Non refundable	\$150
Annual Registration Fee	\$900
9 th – 12 th Grade	\$12,500

B- International Students

	Annual Tuition
Application Fee- Non refundable	\$450
Annual Registration Fee	\$900
9 th – 12 th Grade	\$14,950

Other fees	Amount
Reinstatement fee	\$ 30
Change-of-Program	\$ 30
Returned Check	\$ 100
Replacement Transcript	
Official	\$ 10
Student Copy	\$ 5
Replacement Diploma	\$100
Postal charges :	
National	\$ 30
International	\$ 200

- All Tuition fees are subject to our refund policy except the non refundable application fees
- Payment plans can be discussed with your assigned advisor

American School of Leadership

- Requests for I20 should be made at least 60 days in advance. Students must provide all documents and forms.

5.2: Payments

Tuition can be paid by major debit and credit cards, US issued bank check, PayPal 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
1507 S Hiawasse Rd. Suite 114 Orlando, Florida 32835
Tel: 407-801-5140 or Email: admissions@americanhigh.us

5.3: 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.

5.3.1. 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

American School of Leadership

- 4- Administration reviews student scholarship package and responds within 2 weeks to applicants.
- 5- If approved, students will be informed through email and must agree by signing on 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.

5.3.2. 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.

American School of Leadership

Policies and Procedures

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

6.1: Registration

Students may register for classes online or in person.

6.2: Students Qualifications:

Students with disabilities typically find that the 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.

6.3: 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 credit is made by the Admissions Committee. A minimum of seven and a half 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.

6.4: Attendance

Onsite Campus: Attendance is mandatory:

- Any absence either in class, projects, tests and exams must be justified and approved
- Any delay exceeding 10 minutes in a course is considered absence;
- The absence due to illness must be justified within 48 hours;
- The number of medical certificates shall not exceed two (2);

American School of Leadership

- Students who register three (3) absences in a course or were absent during exams will have a failing grade F;
- Student with 3 F during one academic year will be reviewed by the academic committee for a decision of probation

Online Campus: Attendance is mandatory:

Students are expected to log in to their classes at least three times a week to be considered in attendance. Special instructional activities may be scheduled at specific times convenient to both students and faculty members. A student who does not attend any of the classes for which he/she is registered in a term will be administratively withdrawn from the school. A student who has been absent in a class due to mitigating circumstances should contact the student advisor for additional time to complete coursework.

6.5: Examination Policy

Assignments and projects

American School of Leadership coursework is broken down into **modules from 8 to 12 modules per course**. In each module, they are from 5 to 10 assignments. Our Students are required to turn in **assignments** each week by respecting the deadlines. Teachers will grade the **assignments** and provide feedback.

End of Course Assessment

End of Course Assessment is 25% from the student yearly grade. Students must take an End of Course Assessment that includes all chapters. It contains more than 50 questions per assessment. Students can spend from 2 to 3 hours during the End of Course Assessment. An exam may be given after each grading period.

End of Program Exam

End of Program Exam is 25% from the CGPA, in the 4th year it is mandatory for student to take an End of Program Exam that covers the following courses:

- 1) Biology
- 2) Biology Lab
- 3) Physics
- 4) Physics Lab
- 5) Pre-Calculus
- 6) English 4

American School of Leadership

- 7) U.S Government
- 8) U.S History

Grading Criteria

Cumulative GPA	High School Grades			
25%	9th Grade			
	Assignments and Projects	Participation	End of Course Assessment	End of Course Examination
	25%	25%	50%	-
25%	10th Grade			
	Assignments and Projects	Participation	End of Course Assessment	End of Course Examination
	25%	25%	50%	-
25%	11th Grade			
	Assignments and Projects	Participation	End of Course Assessment	End of Course Examination
	25%	25%	50%	-
25%	12th Grade			
	Assignments and Projects	Participation	End of Course Assessment	End of Course Examination
	25%	25%	25%	25%

6.6: 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 65 to be considered passing.
- Cumulative Grade Point Average (CGPA): To maintain good academic standing, the following minima apply: 9th – 12th: 2.00 CGPA

American School of Leadership

6.7: 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).

6.8: 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.

6.9: 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.

American School of Leadership

6.10: 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.

6.11: 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 fees are Non-Refundable

2- Registration fees refund is based on the below:

- Full refund if requested at least 10 business days prior to start of classes
- Full refund if refused entry to the United States for F1 Students (International)- student must provide evidence given by Customs for refusal of entry.
- Partial Refund (up to 40%) if withdrawal request is done less than 10 business days of start of classes and official evidence of Medical condition provided.

3- Tuition fees refund is based on the below:

- Full refund of tuition: A student may cancel a course enrollment within three calendar days after midnight of the day on which the registration form is signed or submitted electronically
- Partial Refund: If a student requests cancellation after the above three days the school will refund on a pro rata basis for up to 40% of the course taken and a grade of "W" will be issued.
- No refund: If a student withdraws from a course after the withdrawal deadline (40% of the session) a grade of "W" will be issued without any refund.

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.

American School of Leadership

Graduation

Only students who have satisfactorily completed all academic and financial requirements in the program will be considered for graduation. 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. Official Transcripts will be stamped: "Official in Sealed Envelope." If the envelope is opened, the transcript is no longer official. Official transcripts will not be issued to students with an outstanding financial obligation with the school. Various delivery options are available.

Unofficial Transcripts can be downloaded and printed online, the student needs to log in and access their home page in the "HIS".

Transcript Processing Hours: Monday-Friday 10:00 am to 3:00 pm Eastern Standard Time. All rush requests received after 3:00 pm

American School of Leadership

eLearning Offerings Information

eLearning within American School of Leadership links the students to a global environment which is essential for our programs. Our school's commitment to molding leaders and entrepreneurs who are trained within a culturally diverse community and who possess the skills to enter an international setting is made possible through the recent explosion of distance education. ASL students are linked via distance education throughout the programming and ultimately through virtual teamwork within each course.

As the workplace begins to evolve into a blended work environment to include both face-to-face and online employee interactions, students from around the world enroll in American School of Leadership inspired to experience the blending learning environment. eLearning creates the virtual international classroom which supports the mission of the School. As each student and instructor joins ASL, they bring their individual strengths and backgrounds into the programs. Within the virtual walls of the School, students and instructors initially are introduced to the vision of leadership. International leadership becomes the common thread that weaves through the tapestry of every experience within ASL. Whether it involves an instructor who is a successful entrepreneur/leader or a graduate student who is just being introduced to the skills of managerial thinking, all become partners in their commitment to becoming global leaders of the future driven to explore innovative solutions to the world's problems.

The world's economic, education, and social problems must be the focus for the future so that communities around the world may remain committed to opportunity for all. This is the core spirit of the mission of ASL which pervades the organization far beyond a degree. It becomes a lifelong journey without borders. ASL students trained in entrepreneurial leadership value the idea of making a meaningful contribution to the world, to seek multiple solutions and utilize opportunities and possibilities throughout the process. Dedication to not only improving each discipline but envisioning future possibilities across disciplines is at the heart of the mission of ASL. Graduates possess a drive to solve problems which bring communities around the world together. The mission of ASL is the stimulus to not only the programming within the graduates' studies, but it empowers the student to enter the complexity of the world with the confidence that is needed to maximize solutions.

Instructors at American School of Leadership will engage students interactively online stimulating their management, leadership, and entrepreneurial development through projects to submit, case studies to develop or solve, research, and teamwork. Life experiences within the program allow the novice student to develop into an expert ready to face the world's challenges with pioneering

American School of Leadership

problem-solving skills. The world and its need for innovative solutions to complex problems become the instructional materials for ASL students.

A description of the ASL Learning Management System

Once a student is registered, their only necessary equipment is a personal computer with internet access, a student can access the eLearning platform from anywhere in the world by login in at <http://campus.americanhigh.us>

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 system:

ASL Virtual Classroom

American School of Leadership

english

Authentication

User name
Student

Password

Enter

Lost password

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

Access your "ELIBRARY"

Administrator for ASL Virtual Classroom · Admissions
Phone : 407-619-3185

Powered by Claroline © 2015 - 2016

Student navigation process

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

1. Login www.campus.americanhigh.us
2. Login using the Username and Password given to you by the Student Adviser via email
3. Go to " My Course List "
4. Click on your Course to begin
5. Click on Documents and links after reading the welcome page
6. Download the Syllabus, read and understand it carefully it is your tool to help you throughout the course
7. Check " Assignments " for dates and submission

American School of Leadership

For CCC Streaming, please follow the guidelines below:

- 1- Please login to CCC Streaming at <http://media.cccstreaming.com/NDM/login.do>
- 2- Go to Digital Director
- 3- Go to Manage Playlist
- 4- Select Shared Playlist
- 5- Locate and select Playlist named: **(Title is given in the lesson)**
- 6- Hit Play button on upper left-hand corner
- 7- Complete Viewing and Reading assignments based on the schedule below

American School of Leadership provides you also with a virtual Course Navigation guide to be downloaded here: <http://www.campus.americanhigh.us/CourseNavigation.pdf>

A training on the platform via Skype is also provided to the student upon request.

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

American School of Leadership

School Administration and Staff

Effective August 1st, 2018

Dr. Anass Lahlou: Chief Executive Officer

Dr. Ounsa Achour: Executive Vice President

Dr. Jose Otero: School Principal

Mrs. Hajar Ouhammou: Assistant Principal

Ms. Nichole Harris-Cousins: Administrative Assistant

Ms. Yasmine Achour: Admission Specialist

Ms. Meryem Ait Bacha: Admission Specialist

Ms. Bernice Santiago: School Counselor

Teachers: (List of our teachers is shared upon request)