American School®

Student Handbook 2016

President's Message

Dear Student,

Congratulations to you for enrolling with American School. You have made a wise decision. Since 1897, American School has helped more than 3 million students like you.

You will be studying with a quality institution. American School is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS), the National Council for Private School Accreditation (NCPSA), and Accreditation International (Ai), as well as recognized as non-public high school by the Illinois State Board of Education. More than 25,000 men and women are currently enrolled in our high school. Our graduates have entered more than 800 colleges and universities. As a result of their studies with American School, students throughout the world have felt the deep satisfaction that comes with accomplishment. Our aim is to help each individual student reach his or her educational goal. We will help you reach yours!

Your first, and most important, step towards reaching your goal is to read this handbook carefully. You should do this **before** you start studying your first course. This booklet contains directions and suggestions that will save you much time and effort. It answers many questions about American School, and it tells you how to get the most value from your courses. Keep these instructions handy and reread them from time to time as you progress with your studies.

Members of American School staff are exceptionally well-qualified and sincere in their desire to help you succeed in your courses. Feel free to call, write or email whenever you need help.

After you have read this booklet carefully, you will be prepared to begin your studies with American School. We wish you success with your studies.

Sincerely,

Gary R. Masterton, President

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History

American School was founded in 1897 by R.T. Miller, Jr., and a group of selected graduates and faculty members of the Massachusetts Institute of Technology and Harvard University. From its beginning, American School was chartered as an educational institution "not organized for the distribution of profits to its members." It has continued on that basis for over 100 years, having no owners or stockholders but controlled by a Board of Trustees.

The original purpose of American School was to "bring much needed training to America's wage earners" (American School Charter, 1897). Growth was rapid. The program began with five courses and soon more were added at the request of students and employers. By 1900, students had enrolled from all over the United States.

In 1902, at the invitation of the Armour Institute (now the Illinois Institute of Technology), American School moved to Chicago to conduct a five-year educational experiment. During that period, American School added several more courses, and conducted extension classes in six social settlements, including the well-known Hull House.

On its tenth anniversary in 1907, American School moved to 58th Street and Drexel Avenue in Chicago where it remained for almost 90 years until July, 1996 when it moved to 2200 East 170th Street in Lansing, Illinois.

In 1974, American School became the first distance education school to receive accreditation.

American School is proud to have helped more than three million students worldwide with their educational goals.

Accreditation and State Recognition

Regional Accreditation:
American School is regionally accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS). The Middle States Association is a voluntary, non-profit organization of educational institutions committed to excellence in all levels across the continuum of education, whose purposes are to encourage, advance, assist and sustain the quality and integrity of education. *www.msa-cess.org*

National Accreditation:
American School is accredited by the National Council for Private School Accreditation (NCPSA). The National Council for Private School Accreditation (NCPSA) has established accreditation procedures to facilitate the appropriate application, review, and recognition of qualified and credible accrediting associations serving private schools. *www.ncpsa.org*

International Accreditation:
American School is accredited by Accreditation International (Ai). Accreditation International (Ai) assures the educational quality of schools and plans for continuous school improvement to increase student learning. Ai standards are based on international research, best practices, and historical accreditation processes. *www.aiaccredits.org*

State Recognition:
American School is fully recognized as a non-public secondary school by the Illinois State Board of Education. *www.isbe.net*

Legal Governance

The Board of Trustees is comprised of the following members:
- Roberta Allen, Trustee
- John Kemp, Trustee
- Gary R. Masterton, President, Trustee
- John McCulley, Trustee
- Mary McKeown, Trustee
- Cher Tufly, Trustee

The Executive Committee is comprised of the following members:
- Gary R. Masterton, President
- Vincent J. Immordino, Vice President, Treasurer
- G. Marie Limback, Vice President, Curriculum Director
- Timothy A. Pivarnik, Educational Vice President, Principal

Mission Statement

The mission of American School, a not-for-profit 501 (c) (3) institution, is to provide quality educational programs and individual courses to individuals and schools at a reasonable cost using various distance learning methods.

Philosophy and Purpose

American School, a not for profit distance learning institution utilizing the home study method, is dedicated to providing quality secondary instruction at a reasonable cost to those students who are seeking an alternative means of completing their high school education.

Privacy Rights

American School takes privacy matters very seriously. The Family Education Rights and Privacy Act (FERPA) protects your educational records and ensures that information is not released without your permission.

If you are under 18, your parents and/or guarantor have the right to access your records and make requests on your behalf. If you are 18 or older, you are solely responsible for your account. If you turn 18 while in our program, you will receive a letter informing you of this change along with a form on which you must indicate anyone who you wish to have access to your records.

There are several instances in which FERPA allows schools to release your information without your express consent. Please refer to the U.S. Department of Education website for more information about these FERPA exceptions (*http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html*). You may also contact our Student Service department if you have questions about privacy or FERPA law.

Hours of Operation

American School is open Monday through Friday from 8:30 a.m. to 3:30 p.m. CST.

American School is closed on the following holidays:

- New Year's Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Christmas Day

American School is located in the Midwest. There may be some days where extreme weather conditions prevent us from opening. School closures will be announced on our phone system and on our social media pages.

Academic Year

American School programs are year-round and self-paced, meaning that students may start and complete their studies at any time within the maximum allowable time-frame set by the enrollment contract.

Contact Information

Mailing Address: American School
                              2200 East 170th Street
                              Lansing, IL 60438

General Phone Number: 708-418-2800

General Fax Number: 708-418-2831

Website: www.americanschool.org

General Email Addresses

Be sure to put your full name, student number, and a current phone number where you can be reached between 8:30 a.m. and 3:30 p.m. CST in all emails that you send.

Questions regarding applying for enrollment, including online courses and transcript evaluations for incoming transfer credit:
      enrollments@americanschool.org

Questions regarding course progress, needing additional course materials, ordering transcripts or other questions regarding your program of study:
      studentservice@americanschool.org

Questions regarding Online Student Center technical issues:
      customerrelations@americanschool.org

Questions about technical issues involved in starting an online course:
      americanschoolonline@americanschool.org

Questions regarding preparation for college and careers, choosing electives, ACT/SAT exams, enrollment verification or insurance matters:
      guidance@americanschool.org

Questions regarding grade reviews, disciplinary issues, or accreditation:
      principalsoffice@americanschool.org

Questions regarding billing-related issues:
      studentaccounts@americanschool.org

Comments or suggestions for the *All-American* newsletter:
      publicrelations@americanschool.org

For all other general inquiries:
      customerrelations@americanschool.org

Instruction Department Email Addresses

Instructors can only provide guidance in your courses. They cannot provide help in answering exam questions. Be sure to put your full name, student number, and a current phone number where you can be reached between 8:30 a.m. and 3:30 p.m. CST in your email. Remember the more detailed you make your inquiry, the more detailed the instructor can be in his/her response. If you are enrolled in an online course or online exams for paper-based courses, you can message your instructor through the course system.

All art courses including drawing and photography:
      ArtDept@americanschool.org

All business courses including accounting, keyboarding office procedures, computers and consumer economics:
      BusinessDept@americanschool.org

All English courses including grammar, literature, journalism, speech and spelling:
      EnglishDept@americanschool.org

All paper-based foreign language courses including Spanish, French and Latin:
      ForeignLanguageDept@americanschool.org

All Rosetta Stone® online foreign language courses:
      WorldLang@americanschool.org

All home living courses including child care, clothing, food study and home decorating:
      HomeLivingDept@americanschool.org

All math courses including algebra, geometry, business math and calculus:
      MathDept@americanschool.org

All science courses including biology, chemistry, physics and general science:
      ScienceDept@americanschool.org
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All social studies courses including career planning, psychology, history, civics and geography:
      SocialStudiesDept@americanschool.org

All technical and vocational courses including drafting, carpentry, printreading and automotive:
      TechnicalDept@americanschool.org

Use the following address if you have questions regarding general issues with academic courses, or if you are unsure to which academic department to direct a question:
      InstructionDept@americanschool.org

Academic Integrity Policy

In pursuing your studies with American School, you are expected to follow the Academic Integrity Policy. Academic dishonesty includes: cheating, plagiarism, fabrication, helping another student commit academic dishonesty, or any other instance that undermines or has the potential to undermine academic integrity.

All work on exams is expected to be your own thoughts and ideas. All essay and short answer responses must be stated in your own words. Using your own words demonstrates your understanding of the material. You may briefly quote a source in your response, but you must put the quote in quotation marks and properly cite the source. <u>You will not receive credit for an answer copied from an outside source, such as an Internet homework help site.</u>

All materials printed or utilized by American School are copyrighted. Supplying copies of questions and answers to other people is a violation of federal laws forbidding infringement of copyright and may be prosecuted thereunder. **Therefore, you may not provide answers on exams to other people, whether they are students of American School or not.**

Procedure:

1. Upon suspicion of academic dishonesty, the instructor shall immediately refer the exam to the Principal's Office with documentation of suspicions.
2. If a review of the exam confirms academic dishonesty, the student and/or parent/guardian and instructor will be informed in writing of the decision and course of action within two business days.
3. The student may write the President's Office asking for an appeal of the decision within ten (10) business days of the Principal's letter.
4. The President's Office will investigate the facts of the situation and notify both the student and instructor in writing with the results of the investigation within 10 (10) business days.

Possible Consequences:

- **Retaking an exam**
- **Reduction in grade**
- **Replacing a course**
- **Academic suspension from American School**
- **Academic dismissal from American School**

Anti-Bullying Policy

Purpose

American School (the School) recognizes a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student engagement, and supports academic achievement. Bullying is contrary to Illinois law and the policies of American School. To protect the rights of all students and groups with the intention of providing a safe and secure learning environment, American School prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

This policy is based on the engagement of a range of school stakeholders, including students and parents/guardians. The School or its designee will re-evaluate this policy every two (2) years based on assessment of its outcomes and effectiveness, including but not limited to, factors such as the frequency of victimization; student, staff and family observations of safety with schooling involving other students; the types of bullying utilized. The information will be made available on the School's website.

Definitions

Bullying, including cyber-bullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect on one or more of the following:
1. Placing the student or students in reasonable fear of harm to the student's or students' persons or property;
2. Causing a substantially detrimental effect on the student's or student's physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying can take various forms and can include without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means using information and communication technologies to bully. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the School when an administrator or teacher receives a report that bullying through this means has occurred.

Retaliation means any form of intimidation, reprisal including but not limited to the submissions of knowingly false bullying allegations, or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying. Retaliation is prohibited and will result in the imposition of appropriate interventions/consequences according to this policy.

Anti-Bullying Policy (Continued)

Procedure

In the decision whether or not inappropriate behavior constitutes bullying, administrators will consider the student's intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved. Although bullying is often characterized by repeated acts, in some cases, a single incident may constitute bullying depending on the student's intent and power imbalances.

Responsibilities of American School Staff

All American School staff who witness incidents of bullying or school violence or who possess reliable information that would lead to a reasonable person to suspect that a person is a target of bullying must:
1. Intervene immediately in a manner that is appropriate to the context and ensures the safety of all persons involved;
2. Report the incident of bullying or retaliation to the Principal/Designee as soon practicable, but within 24 hours, using the American School Bullying Complaint Form; and
3. Cooperate fully in the investigation of the incident and in implementing any safety plan established by the Principal/Designee.

Responsibilities of Students and Parents/Guardians

Any student that witnesses bullying may not stand by or participate in the bullying, but must notify an adult at the School and an adult at home as quickly as practicable. Any parent/guardian who witnesses or is notified of bullying has an obligation to advise the Principal/Designee as quickly as practicable, but within 24 hours. Reports can be made to any American School employee or contractor in person, by completion of an American School Bullying Complaint Form, by calling the Principal's Office at 708-418-2860, or by emailing principalsoffice@americanschool.org. Anonymous reports will be accepted by the Principal/Designee. No disciplinary action will be taken on the sole basis of an anonymous report.

Investigation
1. The Principal shall select a designee to perform the investigation who is knowledgeable about bullying prevention and intervention.
2. Investigation of bullying incidents will be initiated within five business days of receipt of a report and completed within 10 business days, unless the Principal grants in writing an additional 5-day extension due to extenuating circumstances. The Principal/Designee shall document the extension in the investigation report and shall notify the parties involved.
3. The investigation shall include:
    a. Identify the perpetrator(s), target(s), and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
    b. Individual interviews, allowing the alleged perpetrator and target to provide their complete history of the report incident.
    c. A determination of how often the conduct occurred, any past incident or continuing pattern of behavior or whether the target's education was affected.
    d. Assessing the individual and school-wide effects of the incident relating to safety and assigning school staff to create and implement a safety plan that will restore a sense of safety for the target and other students who have been impacted.
    e. When appropriate, preparing a Misconduct Report identifying his/her recommendation for individual consequences.
    f. Documenting full details of the investigation.
4. When the investigation is complete, the Principal/Designee shall ensure the investigation report is placed in the permanent record of the both the perpetrator and target.

Anti-Bullying Policy (Continued)

Notification
The Principal/Designee shall report to the parent(s)/legal guardian(s) of all students involved on the same day the investigation is initiate via telephone and/or in writing, the occurrence of any alleged incident of bullying, and shall document these notifications in the permanent record of the both the perpetrator and target.

When the investigation is complete, the Principal/Designee shall notify the parent(s)/legal guardian(s) of all students involved the outcome of the investigation via telephone and/or writing.

Parent(s)/legal guardian(s) of the students who are parties to the investigation may request a personal conference with the Principal/Designee to discuss the investigation, findings of the investigation, the actions taken to address the reported incident of bullying, and of possible resources outside the School to help the students address the underlying reasons for the bullying.

If the investigation results in the imposition of consequences, the Principal/Designee may advise the parent(s)/legal guardian(s) of students other than the perpetrator that the Student Code of Conduct was followed. Parent(s)/legal guardian(s) of students other than the perpetrator will not be advised of specific consequences imposed, as that would be a violation of confidentiality of school-record information required by law.

When an investigation determines that bullying occurred, the Principal/Designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently. The Principal/Designee shall keep communicating and working with all parties involved until the situation is resolved.

When communicating incidents of bullying to the target's parent(s)/guardian(s), the Principal/Designee will consider whether the student may want to keep certain information confidential.

Assigning Interventions and/or Consequences
American School will responds to bullying in a manner tailored to the individual incident, considering the nature of the behavior, developmental age of the student, and the student's history of problem behaviors and performance. Appropriate responses and consequences are outlined in the Student Code of Conduct and can include suspension and or dismissal from American School.

Referrals
Consistent with Federal and State laws, the Principal/Designee may refer students who bully to the School Counselor. The counselor, as appropriate, will inform and discuss with the parent(s)/guardian(s) the availability of social work, counseling, and psychological services, and other intervention and restorative measures in the student's local area.

Appeal
Any party who is not satisfied with the outcome of the investigation may appeal to the American School Executive Committee within 15 calendar days of notification of the Principal's decision. The Executive Committee will render a final determination within 10 days of receipt of the appeal. The Executive Committee may return the incident to the Principal/Designee for further investigation or reconsideration of the consequence(s), direct the imposition of other consequence(s), or deny the appeal. The Executive Committee shall notify the party requesting the appeal and the Principal that its decision is final and shall document that notification in permanent record of the both the perpetrator and target.

Anti-Bullying Policy (Continued)

Consequences for Employees and Contractors

When it is determined that an employee or contractor was aware that bullying was taking place but failed to report it, the employee will be considered to have violated this policy. The Principal/ Designee will report the incident the Human Resources Supervisor for employee discipline as outlined in the American School Employee Handbook.

Notice and Dissemination of Requirements

This policy shall be posted on American School's website, included in American School's Student Handbook and Employee Handbook, and will be distributed on a yearly basis to parents, guardians, students, and school personnel (including new hires).

Supply Envelope

If you have elected to complete paper-based or online exams for paper-based courses, with your first shipment, you will receive a gold "Welcome" envelope. The envelope will have your student number written on the front of it. Keep it in a safe location. The envelope will contain the following:
- Pre-addressed envelopes to return your completed exams
- Request for Service form (green)
- Request for Information form with a pre-addressed envelope (yellow)
- Program Outlines

Student Number
You will be identified by your student number. In order to help us keep accurate records, it is very important that you always put your student number and full name on any correspondence sent to American School including exams, letters, emails, or payments. If you fail to do, it can cause a delay in our response to you.

Pre-addressed Envelopes
If you opted to complete the paper-based courses, you will use the pre-addressed white envelopes to mail your exams to the school for grading. You must be sure to put the proper amount of post-age on your exam envelopes to ensure that your exams are delivered to us.

We highly recommend that you make copies of your exams for your personal files before mailing them. American School will not be held responsible for any exams lost in the mail.

Request for Service form
The green Request for Service form is used to request the following:
- change of address
- change of program
- substitution of courses
- request for additional study materials and/or supplies

For faster service, we recommend that you email studentservice@americanschool.org with any of the above requests. Be sure to include your full name and student number on all correspondence.

Request for Information form
You can use the yellow Request for Information form to get assistance with any assignments, problems, exam questions, statements in the textbooks or statements in the study guides. You can also email your questions to the appropriate department using the email addresses found on page 10 and 11 of this handbook.

Program Outlines
These outlines list your specific required courses for your diploma program. See page 15 of this handbook for more details.

Online Student Center

When you enroll, you will be sent a letter containing information on how to access your Online Student Center account. In the Online Student Center, you will be able to:

- Access your student record to see your grades
- Enroll for grade notification emails
- Access online courses and online exams
- Find help sheets on a variety of courses and links to helpful educational sites
- Access an email directory of American School Departments that you may use to contact us for assistance

Beginning Your Studies

Course Delivery Options:

American School knows that flexibility is important in helping you meet your education goals. That is why we are proud to deliver our courses and administer our exams in a variety of ways.

- **Paper-Based Courses**
- **Online Exams for Paper-Based Courses**
- **Online Courses**

Paper-Based Courses:

For most paper-based courses, you will receive a textbook, study guide and/or exam booklet. The beginning pages of each study guide tell you how the course is organized. Each study guide contains information on lesson plans, reading assignments, and discussions of the material. Your study guide serves, in part, as a teacher. It will give you step-by-step directions and suggestions to help you complete the course.

For some courses, you will receive instructional books, such as Writing 1 or Planning Your Career, that contain both text material and study directions. These courses do not have a separate study guide.

You will find your exams in the study guide or in a separate exam booklet.

Online Exams for Paper-Based Courses:

If you have opted to complete online exams for paper-based courses, like the paper-based courses, you will receive a textbook and study guide, or instructional book and exam booklet in the mail; however, instead of completing the paper exams and sending them by mail, you will do all exams online. Once your enrollment has processed, you will be sent an email containing information on how to access your course. System requirements are listed on the next page. You will be able to complete exams, view grades, receive announcements and communicate with teachers via email and messaging through your course site. **Please be aware that if you choose to do your exams online, you may not switch to paper exams any time during your enrollment in the course**.

See Appendix for additional information.

Fully Online Courses:

If you have opted to take fully online courses, you will be sent an email containing information on how to access your course once your enrollment has processed. System requirements are listed on the next page. You will be able to complete exams, view grades, receive announcements and communicate with teachers via email and messaging through your course site.

See Appendix for additional information.

Online System Requirements

Please visit www.americanschool.org/online-learning for more information.

PC Requirements

Operating System	Hardware	Software	Browser	Screen Resolution
Windows 7 or later	PC 2 GHz 2 GB of RAM Broadband/High-Speed Internet	Word processing software Adobe Reader	Google Chrome 4 or higher Firefox 3 or higher Internet Explorer® 8.0 or higher	800 x 600

Mac Requirements

Operating System	Hardware	Software	Browser	Screen Resolution
Max OS X 10.6 or later	PC 2 GHz 2 GB of RAM Broadband/High-Speed Internet	Word processing software Adobe Reader	Google Chrome 4 or higher Firefox 3 or higher Internet Explorer® 8.0 or higher Safari 5.1 or later Opera 9 or later	800 x 600

Preferred Browsers
GradPoint Courses: The preferred browsers to use when taking GradPoint courses are Firefox 3 or higher and Internet Explorer® 8.0 or higher.

Online Exams for Paper-Based Courses (OEPC): The preferred browsers to use for these exams are Google Chrome 4 or higher and Firefox 3 or higher.

Mobile Devices
Many mobile devices, such as tablets, can be used to view course materials. However, some functions will not work well with mobile devices such as uploading documents or taking exams. It is recommended that you use your desktop or laptop computer to take exams and submit written assignments.

Special Software
Some American School Online courses will require the use of special software for completing course requirements. Courses that use special software will have instructions provided within those courses for obtaining the necessary software.

Pop-Up Blockers
You will need to disable the Pop-Up Blocker option on the American School Online site in order to complete Online Exams for Paper-Based Courses (OEPC).

Graduation Requirements

You must complete at least 18 units of required and elective credits in order to earn your diploma. At least 4.5 of those credits must be completed with American School. Inside your Welcome Packet are outlines of your program. These outlines list your specific required courses for your diploma program. On the reverse side of the outline is a list of available elective courses. Course offerings may change, so you can also visit www.americanschool.org/courses for a current list of available courses. Select the number of elective courses as indicated on the outline, then mail back the copy marked "Return to School" for processing. Keep the other outline for your records.

Choosing Your Electives

If you need assistance choosing your elective courses, our School Counselor will be glad to assist you. This is especially important if you are planning to attend college after graduation. You want to be sure that you are fulfilling the entrance requirements of the school(s) you wish to attend. You can contact the Guidance Office by phone during normal business hours or send an email to guidance@americanschool.org.

Changing Diploma Programs

You may choose between the General High School or College Preparatory Diploma Programs. You may make one transfer between high school diploma programs at no additional charge unless you need additional courses to meet the specific graduation requirements of the program you are transferring into. Additional fees may apply if replacement courses are needed. There is a $50.00 administrative fee for subsequent transfers between the two diploma programs.

Adding More Courses

If you wish to add courses to your program beyond those required in your diploma program, you may do so at the individual subject price. We recommend that you do not add any additional courses to your program until after you have completed the eleventh (11th) grade, as the time limit for completion of added courses ranges from six months to one year. You may not add additional courses to your program until your original account balance has been paid in full.

Completion Time

Under the terms of the enrollment contract, you are allowed four (4) years from the date of your enrollment to complete all diploma requirements. If you are unable to complete your requirements by this date, your contract can be extended for two years for additional fees. No contract extensions will be granted after six (6) years from the original enrollment date. You would then be required to re-enroll and pay for all remaining required courses under the current graduation requirements.

How fast you progress in your courses will depend on the number of courses that you have to complete in order to graduate, the amount of time you devote to studying, your own learning ability, and the ease or difficulty of the particular courses that you have chosen to complete.

You should study each lesson thoroughly and prepare each assignment/exam carefully. The more time you devote to your studies on a regular basis, the sooner you will complete your diploma program.

Submitting Your Work

No matter the course delivery method you chose, it is important to pace yourself. You should develop a schedule that allows you to work steadily through the course. This will help you to do your best work by keeping the concepts you are learning fresh in your mind.

When you complete an exam, assignment or project, be sure to go back and double-check your work. Check your spelling, grammar, calculations, and make sure that you have answered all questions in their entirety before submitting the exam, assignment or project for grading.

For paper-based and online exams for paper-based courses:
American School exams are designed to be taken with an open book; however, this does not take the place of reading and studying all of the unit materials. Often you will need to apply what you have learned to answer a question. We recommend that your first try to answer the questions on an exam without using your study materials. Then if you have difficulty answering a question, refer to your textbook and/or study guide for help.

For online courses:
You must successfully complete all assignments in a module, which may include quizzes, discussions, posttests, and other types of assignments, with an average grade of 65% or better before you will be allowed to complete the next module. Some assignments, including projects, may be worked on throughout the course. (Additional information can be found in the Appendix.)

For online exams for paper-based courses:
The unit exams are divided into parts. If a paper exam only has objective questions or questions that require written answers only, then an online exam will only have one part. If a course requires specialized activities, such as timed typing assignments in Keyboarding or the research paper in British Literature, then the exams will have more than two parts. You must pass one part with 65% of the points possible before the next part will open. Once all parts have been successfully completed, the next unit exam will unlock. (Additional information can be found in the Appendix.)

For paper-based courses:
We suggest that you do only one exam at a time. While you wait for your graded exam to be returned to you, start studying the next unit or work on another subject. When you receive your graded exam, go over the comments and corrections in order to learn from your mistakes. This will also help you to prevent errors on future exams.

You should mail in exams as you complete them. This allows us to know how much work you have on-hand and will assist us in keeping you supplied with study materials at all times.

You should always use blue or black ink to complete your exams. Never use red ink; your instructors use red ink to correct your exams. Do not use pencil unless directed to do so in specific courses such as Blueprint Reading, Drafting, and art or math courses. You may type your answers to short answer or essay type questions. You should put your name, student number, course and exam number on each additional sheet of paper that your are submitting for grading.

When submitting an exam, be sure that your name, address and student number are printed correctly at the top of the first page of the exam. Also, be sure that your name and student number are printed on the top of each of the following pages of the exam, including any additional pieces of paper that you are sending for grading. You must mail your entire exam, including additional pages, in one envelope. We are not able to match pages of an exam that are sent in separately.

We highly recommend that you make copies of your exams for your personal files before mailing them. American School will not be held responsible for any exams lost in the mail.

Your Graded Exam

American School Grading Scale:

93 to 100	-	A
85 to 92	-	B
76 to 84	-	C
65 to 75	-	D
Below 65	-	Partial
Incomplete	-	I

For Paper Based Courses

Partial:
A grade of partial means that you have scored less than 65 on your exam and are required to make corrections or do additional work in order to receive a passing grade. You will receive directions from your instructor regarding the work you must do. You may be asked to correct your original exam or to take an alternate exam. The highest possible grade on reassigned work is 85.

Incomplete:
You will receive a grade of incomplete if one or more pages are missing from your exam. Duplicate copies of the missing pages will be sent to you to complete. You must then return the entire exam (all pages) for grading.

Your exam cover sheets are proof of your passing grade. Do not discard any of your graded exams until you have received your diploma.

For Online Courses and Online Exams for Paper Based Courses

Your instructor will email directions for correcting your exam, assignment or project if you do not earn a passing grade. You must follow all directions given by your instructor before another attempt will be unlocked.

For both Online Courses and Online Exams for Paper-Based Courses, your grade will be a combination of all scores earned for each assignment or part.

You can view your grades at any time in your student account in the Online Student Center.

See Appendix for further information.

Retake Policy for Paper Based and Online Exams for Paper-Based Courses

You may not retake an exam or exam section once a passing score of 65 or better has been achieved.

Retake Policy for Online Courses

You may not retake an exam, assignment or project within a module once a total score of 65 or better has been achieved.

Receiving More Materials

Paper-Based Courses and Online Exams for Paper-Based Courses:
You will be sent your first course as soon as your enrollment has processed. Your second course will be sent as soon as the first grade is recorded in your first course.

Online Courses:
If you have elected to complete an online course, you will be notified by email when access to the course has been granted.

All Course Delivery Methods:
Experience has shown that students do their best work when they have no more than two courses to study at one time. Payments must be current and up-to-date in order to receive continued service. If you wish to receive courses at a faster rate, you must notify the school in writing giving reasons why you require more rapid service. You will also need to make additional financial arrangements if you are requesting coursework at an accelerated pace.

If you claimed previous high school credits, access to additional courses may be limited until your official transcript has been received and evaluated.

You can request additional materials by contacting the Student Service Department by phone or email at studentservice@americanschool.org.

Guidance Office

Here is a list of services that are provided by our Guidance Office:

- Career, college and academic planning
- Progress Reports
- Enrollment verification for:
  - Health and auto insurance
  - Social Security benefits
  - Child Support
  - Housing aid
  - Driver's permit/licenses
  - Work permits
  - Local home schooling requirements

Full-time Enrollment

To achieve full-time enrollment status, a student must complete at least 4.5 Carnegie units of credit a year and have submitted work consistently during at least nine months of the year. If achieved, American School will verify a student's full-time enrollment status for federal and state programs, medical insurance, child support agencies, Social Security Administration, and/or any other program requiring such verification, if requested. If a student has fallen below this standard, the student must submit work consistently for three consecutive months before American School will verify full-time enrollment status.

College Planning

If you plan to attend a four year college or university after graduation, we recommend that you enroll in the College Preparatory Diploma Program. Keep in mind that college admission relies on many factors that you, the student, control. Each college has distinct application processes and admission requirements. It is your responsibility to check with each college in advance to find out what these are and plan your American School program accordingly. Common admission requirements for four year colleges and universities are:

- 4 years of English
- 3-4 years of Math at the Algebra 1 level or higher
- 2-3 years of Science
- 2-3 years of Social Science
- 2+ years of elective credits that may include art history, fine art, or 2 years of a language

Our school counselor can assist you in selecting your electives in a way that meets college admission requirements. Our counselor can also assist you with other parts of college planning including conducting a college search, completing college applications, finding and applying for scholarships and financial aid and more. The counselor can also provide you with information about preparing and registering for the ACT and/or SAT tests. Please visit the School Counselor's page in the Student Center for helpful college planning resources and to access the School Counselor's contact information.

Since American School is accredited, our diplomas are recognized by the College Board and most colleges and universities. **American School's CEEB code is 140650.** Be sure to include that number when you register for the ACT or SAT so that we may track your results and further assist you with college planning.

NCAA Core Courses

At this time, American School courses may not be used to meet the NCAA core course requirements for initial eligibility for Division I or Division II sports. The NCAA decision was not based on the content of our courses but, rather, on issues involving interaction with students in "nontraditional" courses. If you have further questions about NCAA eligibility, please contact our guidance office.

Transcripts

The Family Educational Rights and Privacy Act (FERPA) protects your educational records and ensures that information is not released without your permission. Therefore, in order to release your transcript, you will need to complete a Transcript Release Form. The form is available on the American School's website and in the Online Student Center. You can also email the Student Service Department to make your request. Your email will need to include your name, student number and the address where you would like the transcript sent.

We will not issue transcripts if any monetary fees are due on your account in accordance with the enrollment contract. Your first transcript is supplied at no charge. There is a nominal fee that must be paid in advance for all subsequent copies.

Please note that transcripts issued directly to students are stamped "Issued to Student". These are generally not regarded as official copies. Schools only regard a transcript as official if it is mailed directly to them or sent to them in the original sealed envelope.

Requests for transcripts should be made at least two (2) weeks in advance of any deadlines. We do not fax transcripts. Expedited mail services are provided for an additional fee.

Students should be aware that acceptability of credit rest with the receiving institution. It is always a good idea to contact the school you plan to attend in the future to make certain that credits will transfer.

Diplomas

When you have completed all of your required courses, your file will be referred to our Diploma Desk for review. Your diploma will be mailed to you within three weeks of your graduation date (the date your last exam grade posts) provided that you have successfully completed all program requirements and fulfilled all financial obligations.

Visiting American School

We would be glad to have you, your family and your friends visit American School. The building is open Monday through Friday between 8:30 a.m. and 3:30 p.m. CST except on the holidays mention on page 8 of this handbook. We recommend that you schedule your visit in advance by contacting our Public Relations Coordinator at publicrelations@americanschool.org or by calling the school.

Study Suggestions

Planning Your Time

In order to succeed in your studies, you first need to decide how many hours you plan to study each week. We strongly recommend that you spend at least twenty (20) hours per week on your lessons. Below is a template you can use to help plan your studies.

Weekly Study Schedule

DAY	HOURS	TIME* (Example: 9:00-11:00 a.m.)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
TOTAL HOURS		

*Reminder: American School is open from 8:30 a.m. to 3:30 p.m. You may want to set your study schedule with this time-frame in mind, in case you need to contact your instructors for assistance with your coursework.

When planning your study schedule, keep in mind that people differ in the time of day when they have the most energy to learn best. Think about when your energy level is at its peak and, if possible, try to schedule your studying around that time.

The greatest advantage of homeschooling is that you can arrange your study schedule to suit yourself. The important thing to remember is to make sure that you meet your quota of study hours per week. Every minute you spend on your lessons brings you closer to your goal of earning your diploma.

Make the Best of Your Study Time

You do not need a desk or your own private room to study successfully. Very few people can find the perfect studying conditions. The thing you need to do is to make the best possible use of existing conditions. Here are some suggestions:

1. Set up a regular study place. This could be the kitchen or dining room or a desk in your room. Get used to going to the same place to study.
2. Keep your study materials within easy reach of your regular study place. Have a special drawer, shelf, etc. where you can keep these materials.

Since each person has different learning styles, how you set up and use your study space will depend on the conditions under which you learn best. Some people like noise, while others like quiet. Some prefer to learn at a desk, while others like to lie on the floor. The point is that you need to arrange a study environment for yourself that makes you the most comfortable and helps you to do your best learning.

Appendix

GradPoint Guide & Policy Overview

Student Guide
Click the **?** icon in the upper right corner of your screen to launch your Student Guide. From any screen in your course, you can open the Student Guide for help on topics related to that screen.

Activity Completion
When you finish a posttest, you will see SAVE and SUBMIT buttons at the bottom right of your screen. Click Save to save your answers and submit your work later. Click Submit to submit your work immediately. You will see a pop-up box asking you to confirm that you want to submit your work. If you do, click Yes; if you would like to save your work for later, click No and then click Save.

Some items (like this one) have no submission, but they still require your attention. Those items will have a MARK THIS ACTIVITY COMPLETE button in the bottom right corner of the screen. When you have read and understood everything in this document, click the button to move to the next item in your course.

If you do not receive a passing score on a graded assignment, your teacher will contact you with instructions on what to study and when you will be allowed to retake the test. You will not be able to move to the next module until you have an overall passing grade in the current module.

Submissions
All emails and submissions are handled by your instructor in the order in which they are received. Please allow up to three (3) business days for a response.

In fairness to all American School students, requests/demands to have work or emails expedited and handled out of order are not appropriate and will be referred to the Principal's Office.

Feedback
Your teacher may leave feedback on your graded assignments. You can find that feedback by opening your Grades menu. From there, scroll down to the graded assignments (Discussion Topics, Posttests, etc.) and click the assignment on which you wish to see feedback. Click the DETAILS button in the lower right to open a pop-up containing your graded assignment. At the bottom of the pop-up screen, you will see any feedback your teacher has left.

Message Delivery Preferences
In order for your teacher to be able to message you, use caution when editing your Personal Information page within your GradPoint account. DO NOT enter contact information in the Text Messages field or check the box for Text Messages under Message Delivery Preferences.

Assistance
You may contact your teacher by sending a message through the Communicate menu in your course. The American School's regular business hours are Monday through Friday 8:30 a.m. to 3:30 p.m. Central Time. If you send your teacher a message during other hours, it will be handled in the order it was received during regular business hours.

If you have a technical issue that is not related to course content, visit GradPoint Support and use the Technical Support menu to contact Pearson about your issue.

Course Access
If you receive an error message at login indicating that all seat licenses are in use, please try again later. Please contact americanschoolonline@americanschool.org, if you still receive an error message an hour later.

GradPoint Guide & Policy Overview (Continued)

Internet Browsers
We recommend that you use Firefox to access GradPoint. Courses with type C (e.g., 5001: Accounting I (C 04/2014)) may not load properly in Google Chrome.

If you use Internet Explorer, you must turn on the Compatibility View browser setting when you access GradPoint. Otherwise, discussion threads will not load properly, and other parts of the site may not work as intended.

To add GradPoint to the list of sites that should always use Compatibility View, go to the Tools menu in Internet Explorer, select 'Compatibility View settings' and add gradpoint.com to the list. Refresh the page and verify that there is now a checkmark by 'Compatibility View' in the Tools menu.

If you have any other technical difficulties with GradPoint, please let us know by contacting americanschoolonline@americanschool.org.

If you plan to access GradPoint using an iPad, please consult the "Using an iPad" link in the Resources menu for information on which browser to use and known limitations.

Etiquette and Privacy
You are expected to communicate in a polite and respectful manner in all interactions with your teachers and fellow students. Posting or emailing inappropriate, offensive or harassing messages will result in disciplinary action, including but not limited to suspension or permanent removal from the course.

We value your privacy and safety. While we use your full name to identify you in your courses, we encourage you to avoid sharing any other identifying information (e.g., home address, personal photographs, ID numbers, etc.) when communicating with other students.

Academic Integrity
Although you may study with others, any work that you submit for grading must be your own. You may not represent someone else's work as your own. Students who do so should expect disciplinary action. Repeated violations may result in invalidation of grades and/or dismissal from the American School.

Academic Review
Students are allowed two (2) attempts to pass an assignment. After a student has submitted a second attempt and has not passed, the teacher will refer the student to the principal's office for academic review. Once the principal and teacher have reviewed the assignment, the teacher will inform the student what specific work he or she must complete before the teacher will allow another attempt.

Completion Times
Full-unit course enrollments last twelve (12) months. Half-unit course enrollments last six (6) months. If you do not complete your course within that time frame, you must reenroll for the course at the individual subject price.

GradPoint Code of Conduct for Online Learning and Safety

American School has an important goal: to help each student maximize his or her potential and meet the highest performance standards through a uniquely individualized learning program. To help students and teachers be successful, a Code of Conduct for Online Learning and Safety is provided, outlining key expectations and guidelines for users of the GradPoint program relative to:

- Academic Honesty
- Internet Safety
- Internet Etiquette
- Student Honor Code

Academic Honesty

Academic honesty is a key to learning and is essential for you to succeed in your environment. The following principles are best practices to maintaining academic honesty:

- Students must not submit work of any kind that is not their own work.
- Students must not plagiarize in any work (written, multimedia, oral, creative, etc.).
- Students must not post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students or other third parties.
- Students must not give or receive unauthorized assistance on assessments.
- Mentors and parents must not give assistance on assessments.
- Students must not present any forged documents to their teacher.

Plagiarism

Plagiarism is a serious breach of academic honesty and may result in a failing grade or other disciplinary action.

What is Plagiarism?

According to the Merriam-Webster's online dictionary, to plagiarize means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

Given the serious nature of plagiarism, it is important for students to understand that they must give proper credit when they use other people's ideas, words or results. To avoid plagiarism, students must use quotation marks to show when they are using someone else's words, and then cite their source using accepted citation standards for the academic discipline. Students must also acknowledge when they are paraphrasing or summarizing someone else's words or ideas. Plagiarism.org lists the following examples of plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words by copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

GradPoint Code of Conduct for Online Learning and Safety (Cont.)

Citation standards are outlined in various guidelines, like the Modern Language Association (MLA) citation style, which is commonly used in humanities based disciplines, or the American Psychological Association Publication Manual (APA), which is usually used in scientific fields. Course instructors will indicate their preferred citation method, and can help students incorporate the correct citation style.

Teachers and students may also use plagiarism checking tools, like CheckMyWork or Turnitin. Teachers may use these tools extensively to ensure the academic originality of written work, including essay questions, portfolio assignments, and other assessed items.

Use of Copyrighted Materials
It is important to understand that GradPoint courses are copyrighted works. Downloading, copying, reproducing, distributing or modifying copyrighted content is any way without express written consent is copyright infringement. Music, movies and books are also examples of copyrighted works. Use of copyrighted materials in connection with your online coursework is strictly prohibited.

Internet Etiquette
Common principles of digital citizenship and acceptable network etiquette (netiquette) will help make your online learning more rewarding. Without the aid of facial expression or tone of voice, online communications are more easily misunderstood. Your teacher can review and model key guidelines for specific class protocol for effective Internet, email, and discussion group conduct, focusing on principles of safety, respect and clear, intelligent communication. Basic guidelines include the following:

- Be safe—never give sensitive personal information online, like your user ID or password.
- Be polite—always use an appropriate salutation and the person's name to personalize your message; always use a digital signature at the end of an email to validate the message.
- Be clear—always use a descriptive subject header or title so recipients can easily identify the focus of your email.
- Be courteous—never flame or send insults, or respond to these types of emails; do not forward SPAM, chain letters, or other unsolicited advertising or messages; do not use ALL CAPS, as this represents shouting and is rude.
- Be brief—if your email needs to be longer than several paragraphs, identify that in the opening lines so the recipient can be prepared mentally to read a longer email, or save the email for later.
- Be smart—represent yourself intelligently by proofreading and checking your spelling and grammar before sending your message.
- Be appropriate—do not use foul or inappropriate language; if you have a question as to whether your language is too strong or emotional, don't send your message.
- Be legal—obey copyright laws, and don't use other's content or images without permission.

You will be asked to agree to abide by the Code of Conduct for Online Learning and Safety before beginning any GradPoint course.

GradPoint Student Honor Code

GradPoint™ is a web-based program that offers a full catalog of courses to enhance learning opportunities for each student. To help students and teachers be successful, this Student Honor Code is intended to promote mutual understanding and acceptance of academic honesty and appropriate behaviors in online environments while using the program.

Cheating, plagiarizing, or other acts of academic dishonesty are directly counter to the principles of academic excellence and harm most those students who engage in such activities—they cheat themselves of the opportunity to fully develop their intellectual abilities. This Honor Code serves to reinforce the students' commitment to academic excellence.

As a GradPoint program user, you must acknowledge that academic honesty is critical to your own success, as well as to the mission of American School. You must also understand that an Honor Code is, by its nature, limited not only to those situations spelled out in the code, but includes the spirit of honesty and ethics implied by the written code. When completing a GradPoint course, you agree that you will uphold not only the letter of the code by also its implied intent of ongoing commitment to full academic honesty.

You agree that you will:

- Never submit work of any kind that is not my own, nor ever give my work to other students to submit as their own.
- Never post exam or quiz answers on the Internet or in other public places, nor use answers from posted exams or quizzes.
- Never provide a forged document of signature to my teacher.
- Never plagiarize in written, oral, or creative work.
- Be well informed about plagiarism and not use "lack of knowledge" as a reason for engaging in plagiarism.
- Take assessments only after I have completed the lessons leading up to that test or quiz.
- Never give or receive unauthorized assistance on assessments. I understand that all assessments are "closed-book" and that my mentor, parents, or other persons shall not provide assistance in determining answers on assessments.
- Read and understand the contents of the Code of Conduct for Online Learning and Safety.
- Adhere to all guidelines for proper use of the Internet and all other materials provided to me.
- Accept the consequences, including disciplinary action by my school, of breaking this Honor Code.

Before you begin any GradPoint course, you must affirm that I have read and agree to abide by the Student Honor Code

Online Exams for Paper-Based Courses (OEPC) Overview

For most American School courses, you will have the option to complete online exams. Instead of completing the paper exams found in the study guide or textbook for grading, you would log into the American School Online Student Center and complete your exams online. There is no additional fee for this service.

Online Exams of Paper-Based Courses are available for full, first semester and second semester units. Please visit our website *www.americanschool.org/online-learning* for a list of available courses.

As with the paper exams, you will still receive printed study materials. You will also still receive personalized feedback from instructors on your exams.

Once you choose to complete online exams in a course, you will not be allowed to switch to paper-based exams. Before choosing to utilize online exams, carefully consider the benefits of each option and choose the method that you feel will work best for you.

Basic Requirements
- You must have a valid email address. We will send your login information to the address you provide, so be sure you will have access to it throughout your enrollment in your online course.
- You must have access to a computer that meets the technical specifications listed on page 18 of this handbook.
- You should also have a word processing program.

For some courses you will need to create documents in a word processing program. There may also be other technical requirements for specific courses; you will find the requirements for those courses listed below in the section titled Additional Course Requirements.

Pop-Up Blockers
For the American School® Online Moodle Site, you will need to disable the Pop-Up Blocker option in the Web Browser you are using.

OEPC General Information

Whether you chose to take your exams online or send in the exams printed in your study guide, you will be tested on the same material from your textbook and study guide. However, the online exams will look different than those in your study guide.

Most of the questions in the online exams for paper-based courses will be the same as those in the printed exams in your study guide. However, some questions have been changed slightly to work in the online exam format.

In addition, the exams have been separated into two or more parts. Most exams will have two parts:
- Part One of the exam will contain objective questions (true/false, multiple choice, matching, and fill-in-the-blank).
- Part Two will contain questions that require written answers (short answer and essay).
- Exams will have more than two parts if specialized work is required in a subject. (Example: timed typing tests in Keyboarding)

After you submit your work for Part One (objective questions) of the exam, your attempt will be graded automatically and you will be able to view your results; you will be given page references for the questions that you have answered incorrectly, but the correct answers will not be given to you.

After you submit your work for Part Two (short answer and essay) of the exam, your instructor will grade the attempt and give comments on your work.

If you do not receive a passing grade, your instructor will provide you with guidance and instructions on what you will need to review before your next attempt. Your instructor will then open a new attempt for you on that part of the exam, or based on your results on the previous attempt, you may be required to review study material or complete a study assignment before another attempt is allowed.

You will be required to do the exams and exam parts in consecutive order. For example, you will not be able to move on to Exam 2 until you receive a passing grade for each part of Exam 1.

FAQ Online Exams for Paper-Based Courses

What is Moodle?
Moodle is a learning management system. The American School currently uses Moodle to hold all of its online exams, and will use it in the future to hold fully online courses. Students will access school resources in Moodle by signing into the online Student Center.

Will all of the American School courses have online exams available?
We are preparing online exams for most of our courses. Check the American School website at www.americanschool.org/online-learning to find out which courses have online exams available. More courses are being added to the list on a regular basis.

How do I notify the American School that I want to do the online exams when it is not in the current application?
You may send your inquiry to studentservice@americanschool.org.

Will my exams be graded faster if I do the online exams?
With online exams, you skip the mailing process which can save you time. However, how fast you complete a course depends on the amount of time you devote to studying, your own learning ability, and the ease or difficulty of the subject. Depending on the volume of exams received, your exams submissions should be graded within 2-3 business days. Remember, in fairness to all students, exams are graded in the order received - no exceptions!

Are these exams exactly the same as the exams printed in the study guide?
Overall, the online exams match the exams printed in your study guide. Slight modifications have been made in a few exam questions so that they can be better presented in an online format.

Will all the exam work be done online?
Overall, your exam work will be completed within the American School Online Moodle area. Some exams may require that you write an essay and submit it as a Word document and upload it within that specific exam area as directed.

How long do I have to complete the exams?
Most exams do not have a time limit on them (Keyboarding exams do have timed tests). You may work at your own pace, and even save your unfinished work and come back to it later.

What happens if I fail an online exam?
You are allowed two (2) attempts to pass an assignment. After you have submitted a second attempt and have not passed, the teacher will refer the exam portion to the principal's office for academic review. Once the principal and teacher have reviewed the assignment, the teacher will inform the student what specific work he or she must complete before the teacher will allow another attempt.

Do I need to print out copies of my online exams to keep for my records?
No, you do not need to print copies of the exams. Copies of all online exams are stored in our system during your enrollment period.

Is there a Help Desk? Who do I call if I get stuck and don't know how to proceed?
If you have questions, you may send your instructor a message within the Moodle online exam area, or you may contact the school by email or phone. A list of email addresses can be found on pages 8 and 9 of this handbook.

FAQ Rosetta Stone®

American School is pleased to partner with Rosetta Stone to offer online world language courses. Below is detailed information about Rosetta Stone and its relationship to American School presented in question and answer format.

What is Rosetta Stone and how does it work?
Rosetta Stone, the world's most popular and most advanced program for learning a new language, uses dynamic immersion which activates students' own natural language-learning ability. Students begin to think in their new language from the very beginning—the same way everyone learned a first language. Students constantly interact with the software by connecting words with images to confirm their meaning—all through a carefully designed sequence that helps them build grammatically-accurate language structure step by step. From the very beginning, the language students will be learning is the only one students will use. There will be no direct translations, charts, tables or supplemental materials. Through listening, reading, speaking, and writing, students build the core building blocks.

What are the technology requirements?
Having a headset/microphone component is required so that your pronunciation activities will register properly with the Rosetta Stone program. Review the Rosetta Stone system requirements at http://www.rosettastone.com/system-requirements.

How are Rosetta Stone courses organized?
Rosetta Stone courses are organized in levels, with each level building on the vocabulary, language and conversation skills learned in previous levels. American School's Rosetta Stone languages consist of 3 or 5 levels. Each level is worth ½ unit of credit. Students have 6 months to complete 1 level of a course or 12 months to complete 2 levels of a course, earning a ½ unit of credit for completing 1 level or a full unit of credit for completing 2 levels.

How long are the enrollment timelines for each course?
Full unit courses have a 12 month enrollment that begins from the date of enrollment. Half unit courses have a 6 month enrollment period. When the enrollment period ends, access to the course will be suspended. If students are unable to complete the course in their original enrollment periods, they are advised to contact the Student Service Department and re-enroll for another 6 or 12 month period at the individual subject price. We strongly advise that the request for any extension be done before the original enrollment period ends. This ensures as much extra time as possible to complete the course work, as access to the course will be terminated one year after the enrollment date, regardless of completion status.

How do students begin a Rosetta Stone course?
When students enroll in an online world language course, they are sent an enrollment email which contains a user name and password. Students may enter their Rosetta Stone Language Training course area by logging into the American School Online Student Center or they may log in directly on the Rosetta Stone site.

What is my Rosetta Stone user name?
Your Rosetta Stone user name is provided for you in your course enrollment email. Your user name is your American School student number with the prefix of your world language course name. For example: If your American School student number is #1912345 and you are enrolled in the French course, your user name is: 1912345-FRA.

FAQ Rosetta Stone® (Continued)

Are there teachers in the courses?

American School has a course administrator who is available for program related questions. The courses do not have teachers but are designed to be interactive with the online learning design of the learning activities. The voice recognition component also ensures that students' pronunciation/speaking activities are registering properly.

How is the course grade determined?

Each level in Rosetta Stone has required learning activities for students to review and complete. As students progress through the activities, their scores are registered and students are allowed to review and redo activities to make sure that they have mastered the material and done their best. When students complete the very last activity in each Level- and the Level has 100% Completion, their overall Level percentage Progress Score will become the grade for that Level. When the Level has 100% Completion, students are not able to redo any of their completed activities. There are no additional exams that need to be completed at the end of each Level.

- Full Unit Courses: If a student is enrolled in a full unit course, the course has two required Rosetta Stone levels. When both levels are successfully completed showing 100% Completion, the course will be complete and a course grade will be recorded. The Progress Score for Level 1 becomes the Unit Exam 1 grade in the American School Progress Report, and the Progress Score for Level 2 becomes the Unit Exam 2 grade in the American School Progress Report. The average of those two grades will become the American School Course Grade.

- Half Unit Courses: If a student is enrolled in a half- unit course, the course has only one required Rosetta Stone Level. When that Level is successfully completed- showing 100% Completion, the course will be complete and a course grade will be recorded. The Progress Score for that Level becomes the Unit Exam 1 grade in the American School Progress Report and becomes the American School Course Grade.

What types of program components are scored in each Level?

To ensure understanding in a new language, the following components of the program are scored:
- Core Lessons
- Focused Activities
- Reviews
- Milestones

What are the minimum passing score percentages that are required in each learning activity?

A green check mark is shown when each learning activity is passed.

- For Speaking, Writing, Milestones, and Pronunciation activities, 75% is the minimum passing score.
- For Core Lessons, and Review activities, 85% is the minimum passing score.
- For Grammar, Listening, Reading, Vocabulary, and Listening & Reading activities, 90% is the minimum passing score.

Rosetta Stone Learner Progress Reports:

The Rosetta Stone Learner Progress reports list all of the learning activities. The Learner Progress reports guide you on which items you have remaining - they are listed as In Progress and Not Yet Started. When you successfully complete a learning activity, it will be listed as Completed.

FAQ Rosetta Stone® (Continued)

How can I access my Rosetta Stone Learner Progress reports?
You can access your Rosetta Stone Learner Progress reports, by clicking on My Reports when you enter the Rosetta Stone site. Then you can choose how you want to view your reports. We recommend PDF and you can view the report immediately, and/or you can save the report to your computer to view later or to print if needed.

What is Adaptive Recall™?
Adaptive Recall™ schedules the day on which you should repeat a lesson's Review activity. By scheduling review lessons at optimal intervals, Adaptive Recall is designed to help you efficiently retain what you learn without wasting time reviewing material that you already know well. By presenting review material at just the right time, Adaptive Recall helps you transfer new language from short-term to long-term memory.

Your performance during Review activities determines how often you see Adaptive Recall activities. As you complete the Adaptive Recall activity, you'll see a notification window informing you that the same material will appear again on or before a specific date.

Each level has four units, and each unit has four review activities; there could be up to 16 Adaptive Recall activities (4 x 4) for each language level. You may encounter multiple Adaptive Recall activities at once.

Skipping Adaptive Recall™ Activities
Click the Skip button to skip the Adaptive Recall™ activities for a single lesson. This will bypass the Adaptive Recall activity for that particular session; however, once you close and reopen the program the activities will reappear.

How much time will it take to learn a new language with the Rosetta Stone?
Rosetta Stone estimates it will take about 40–50 hours to complete the content in each level, but, as with all American School courses, students have the ability to work at their own pace. Some will use the program on a daily basis, while others will log in less frequently. The more students uses Rosetta Stone , the more quickly they'll learn a language and complete their current level.

How can students contact Rosetta Stone Support for answers to questions?
When students are logged in to their Rosetta Stone learning area, they can click on Contact Support, which will direct them to the Contact Support area of the Rosetta Stone website, where they will find Phone Support contact numbers and Online Support. For our American School courses, click on K-12. Students will be directed to http://support.rosettastone.com/en/k-12 . Click on Foundations for K- 12. From there, students are able to either email questions or do a live chat with a support staff member.

If students have taken a Rosetta Stone course through a purchased home Rosetta Stone program, will this credit be accepted as incoming transfer credit?
No. Students who may have studied a language through Rosetta Stone outside of an official school setting and do not have transfer credit will not be able approved for course credit. They may enroll in that same course though and can benefit from having previously studied and reviewed those course learning activities. Upon completion of our American School Rosetta Stone course, they will receive credit.

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