



Student Handbook

**2200 East 170th Street
Lansing, IL 60438**

**708-418-2800
AmericanSchool.org**

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A Message from American School's President

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 (NCPA), 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,



Valerie J. Riley, President

American School may comply with state and federal laws not stated in this handbook. For information about any part of the handbook or query outside the handbook, feel free to email American School at CustomerRelations@americanschool.org.

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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.

Legal Governance

The Board of Trustees is comprised of the following members:

- John Kemp, Trustee
- Gary R. Masterton, Trustee
- Valerie Riley, Trustee

The Corporation is comprised of the following members:

- Michael Buckner
- Jeff Cox
- Paul Czapkowicz
- John Kemp
- Gary R. Masterton
- Thomas Mehrl
- Judy Piscione
- Valerie Riley

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 school by the [Illinois State Board of Education](#). www.isbe.net

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

The American School, a not for profit distance learning institution utilizing various distance education methods, is dedicated to providing quality instruction at a reasonable cost to those students who are seeking an alternative means of attaining their 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.

Non-Discrimination Policy

American School does not discriminate on the basis of race, color, national origin, sex, sexual orientation, or disability in educational programs and employment practices. There is no minimum or maximum age to enroll. American School accepts students of all ages for American School middle school courses, but students must show proof of completing eighth grade before enrolling in American School high school courses.

Anti-Bullying Policy

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.

Anti-Bullying Policy (continued)

Purpose

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.

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.

Anti-Bullying Policy (continued)

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 initiated 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 respond 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.

Anti-Bullying Policy (continued)

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.

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).

Social Media Policy

American School will not request or require a student to provide user names or passwords for any private social media accounts (Facebook, Twitter, etc.), nor to give access to any private account. If a student is asked to cooperate in an investigation, according to the anti-bullying investigation procedure, the School may require sharing of the content as part of that investigation.

Academic Integrity Policy

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. In pursuing your studies with American School, you are expected to follow the Academic Integrity Policy.

It is permissible to benefit from the exchange of ideas with other students, friends or family members and to use your textbook, study guide and other resources while you work on your courses and complete your exams, but any work on examinations is expected to be your own thoughts and ideas. Your examinations must show what you have learned. You may not represent someone else's work as your own.

If you do not adhere to the honor system, you should expect disciplinary action, which may include retaking an examination or dropping a subject for another. Repeated violations may result in your dismissal from American School or an invalidation of any exam grades.

All materials printed or utilized by American School are copyrighted. 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. This 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.**

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

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.

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**

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. 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
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans 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.

Hours of Operation

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

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

The American School website is the place to go for the most up-to-date information regarding academic programs, available courses, and information as well as access to the American School Online Student Center.

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 holidays. Please schedule your visit in advance by contacting our Public Relations Coordinator at PublicRelations@americanschool.org or by calling the school.

Contact Email Addresses

Include 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 about technical issues for online courses or online exams:

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 general issues with academic courses:

InstructionDept@americanschool.org

Questions regarding billing-related issues:

StudentAccounts@americanschool.org

For all other general inquiries:

CustomerRelations@americanschool.org

Online Student Center

With a valid email address, all students will have access to the Online Student Center.

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
- Access an email directory of American School Departments that you may use to contact us for assistance

Please keep your access information private and secure: your original password will always work in the Online Student Center.

Getting Started

Choosing a Diploma Program

Once your application has been processed, you will be contacted by an enrollment advisor who will contact you about your program. You will need to submit any transcripts for review to help pick the correct track and courses for your program.

American School offers two high school diploma programs – the General High School program and the College Preparatory program (see the tables on page 19). You must complete at least 20 units of required and elective credits in order to earn your diploma. At least 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.

Full- Time Enrollment

To achieve full-time enrollment status, a student must complete at least 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.

Choosing Your Electives

If you need assistance choosing your elective courses, please contact the Guidance Office. 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 to help cover our administrative costs in changing a student's program.

General High School

	English/Writing (4 required)	Math (3 required)	Science (2 required)	Social Studies (2 required)	Elective
9th Grade	<ul style="list-style-type: none"> •Writing 1 •English 9 	<ul style="list-style-type: none"> •Intermediate Math •Pre-Algebra •Algebra 1 	<ul style="list-style-type: none"> •Physical Science •Earth Science •Biology 	<ul style="list-style-type: none"> •World History •World Geography 	<ul style="list-style-type: none"> •1/2 Health •1/2 Elective
10th Grade	<ul style="list-style-type: none"> •Writing 2 •English 10 	<ul style="list-style-type: none"> •Pre-Algebra •Algebra 1 •Geometry 	<ul style="list-style-type: none"> •Physical Science •Earth Science •Biology 	<ul style="list-style-type: none"> •U.S. History 	<ul style="list-style-type: none"> •1 Elective
11th Grade	<ul style="list-style-type: none"> •American Literature 	<ul style="list-style-type: none"> •Algebra 1 •Geometry •Algebra 2 		<ul style="list-style-type: none"> •Government/ Civics •Economics (1/2 credit) 	<ul style="list-style-type: none"> •1/2 Elective
12th Grade	<ul style="list-style-type: none"> •English 12 				

College Preparatory High School

	English/Writing (4 required)	Math (3 required)	Science (2 required)	Social Studies (2 required)	Elective
9th Grade	<ul style="list-style-type: none"> •English 9 	<ul style="list-style-type: none"> •Algebra 1 	<ul style="list-style-type: none"> •Biology 	<ul style="list-style-type: none"> •World History •World Geography 	<ul style="list-style-type: none"> •1/2 Health •1/2 Elective
10th Grade	<ul style="list-style-type: none"> •English 10 	<ul style="list-style-type: none"> •Geometry 	<ul style="list-style-type: none"> •Chemistry 	<ul style="list-style-type: none"> •U.S. History 	<ul style="list-style-type: none"> •1 Elective
11th Grade	<ul style="list-style-type: none"> •American Literature 	<ul style="list-style-type: none"> •Algebra 2 	<ul style="list-style-type: none"> •Physics 	<ul style="list-style-type: none"> •Government/ Civics •Economics (1/2 credit) 	<ul style="list-style-type: none"> •1/2 Elective
12th Grade	<ul style="list-style-type: none"> •English 12 •British Literature 	<ul style="list-style-type: none"> •Trigonometry/ Calculus 			

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 until your original account balance has been paid in full. Please contact Student Services for more information.

Before You Begin...

When you enroll in, you will receive a welcome letter in the mail. If you have elected to complete paper-based or online exams for paper-based courses, with your first shipment of course materials, you will receive a gold Welcome Envelope with your student number and important information about your program.

Students enrolled in online courses will receive a welcome email with additional information.

Student Number

All students will be identified by a 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. Not including your student number can cause a delay in our response to you.

Pre-addressed Envelopes

If you opted to complete the paper-based courses, you should use the pre-addressed white envelopes to mail your exams to the school for grading. You are responsible for using the proper amount of postage 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.**

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. 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.

Paper-Based Courses

For most paper-based courses, students are sent a textbook and study guide. The study guide contains unit discussions, skill activities, review questions, self-check tests, and the unit examinations which the students will complete and mail to the school for grading. Students may start working the moment they receive their study materials in the mail, and they work entirely at their own pace throughout the duration of their program.

American School paper and online 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.

You should only do 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 page references in order to learn from your mistakes. This will also help you to prevent errors on future exams.

When you complete an exam, be sure to 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.

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.

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. You may type your answers to short answer or essay type questions, but you must attach them to your original exam pages.

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 exam page as well as any separate pages that you are sending for grading. You must mail your entire exam in one envelope. We are not able to match pages of an exam that are sent in separately.

Access to Online Exams and Online Courses, including Rosetta Stone language courses is secured through the American School Online Student Center. A valid email address is required for access to the Online Student Center. Directions, information guides, and policy overviews are emailed to students or posted in the online sites.

Online Exams for Paper-Based Courses

The majority of our high school paper-based courses have online exams available. Courses that require math or drawing are not available online. Students receive the same printed materials for the course in the mail; however, exams are submitted online rather than through the mail. American School uses the Moodle through OpenLMS to deliver your online exams. Students will be able to complete exams and quickly communicate with instructors through the messaging system.

In the online exams, the objective questions are graded by the computer and offer immediate feedback. Questions that require a written answers are graded by the instructor. If a course requires specialized activities, such as large essays or photography projects, the exams will have several parts. Directions for special activities will be in the course. While you wait for you instructor to grade your written answers, you may continue to read the next unit in your study guide and textbook. Once you have a passing score will the next exam unlock.

Online Courses

American School's online courses are robust, rigorous, and all-inclusive. American School uses the Edmentum LMS to deliver online courses and Rosetta Stone® to deliver online world language courses. Students will be able to complete courses and quickly communicate with your instructors through the Edmentum messaging system.

You must successfully complete all assignments in a unit, which may include tests, discussions, post tests, assignments, and activities before you will be allowed to complete the next unit. While it is possible to work on some items in your course out of order, we strongly recommend that you consistently work through each unit in sequential order. Your teacher will not unlock a Post Test/Unit Exam if you have not completed all other items within the unit.

Online Learning Requirements

For online exams and courses, your computer must meet these minimum requirements

Operating System	Hardware	Software	Screen Resolution
PC: Windows 8 or later Mac: Always update your OS, OS X, or iOS to the latest version.	2 GHz 2 GB of RAM Broadband/ High-Speed Internet	Word Processing Adobe Reader	800X600

Web Browser

All online exams and online courses require the most up-to-date web browser. **American School recommends Google Chrome, Mozilla Firefox, or Safari.** You will need to disable pop-up blockers. Check your web browser’s preferences or settings for how to disable pop-up blockers.

Some American School Online courses will require the use of special software for completing course requirements. Instructions for obtaining this software will be included in the courses.

These are the basic requirements at the time of printing. As the programs update, the minimum requirements might change, too.

Mobile Devices

Mobile Devices can be used to view the online exams and online courses and complete some activities. However, some functions will not work, such as uploading documents, taking some exams, or completing written activities in Rosetta Stone®.

It is strongly recommended that you use a desktop or laptop computer to complete the online exams and online courses.

Rosetta Stone

Rosetta Stone requires a headset/microphone in order to complete the course.

Course Completion

Students in either of our diploma programs have 4 years to complete their entire program. This is for paper courses and online exams.

Students enrolled in online courses have one year from the date the course is opened to complete the course.

Students in our Independent Study program or who take individual courses for enrichment have one year from the date of enrollment to complete their paper-based courses (or online exams), six months from the date of enrollment to complete a half-unit online course and one year from the date of enrollment to complete a full-unit online course.

Regardless of your program, you can work at your own pace and may be able to finish in less than the maximum completion time.

Grading Policies

American School Grading Scale

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

For Paper Based Courses

Failed Exam and Subsequent Attempts

If your grade is less than 65, you 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 have up to three attempts for to achieve a passing score. After any third attempt, the highest grade will stand whether passing or not.

Incomplete Exam

If one or more pages are missing from your exam, you will be given an incomplete. Duplicate copies of the missing pages will be sent to you to complete. You must then return the entire exam (all pages) for grading.

Completed Exam

Your exam cover sheets are proof of your passing grade. Do not discard any of your graded exams until you have received your diploma. **You may not retake an exam once a passing score of 65 or higher has been achieved.**

For Online Courses and Online Exams

Course Settings

In the online platforms, exams and post tests are locked until you have a passing score or have completed the activities in the unit. For Online Exams, once you pass an exam, the next exam will open automatically. For Online Course, your teacher will have to unlock the Post Test or Unit Exam.

Subsequent Attempts

For each activity, exam, or post test, you will need a score of at least 65. If you do not receive a passing score, your instructor will give you directions for correcting your activity, exam, or post test. You must follow all directions given by your instructor before another attempt will be unlocked. After any third attempt, the highest grade on a test or assignment will stand.

Completed Exam/Unit

Your grade for your online exam and online course will be a combination of all scores earned for the activities in the unit. Once you have a passing and complete score, you will receive an email from American School. You can view your grades at any time in your student Progress Report in the Online Student Center. **You may not retake an activity, exam, or post test once a passing score of 65 or higher has been achieved.**

For Rosetta Stone World Language Courses

Your grade for your Rosetta Stone world language course is the final Overall Score for all completed activities in the course. The passing minimums vary among the types of activities. You can retake an activity as many times as needed to achieve a passing score.

Completed Course

Once you have passing and complete scores in all of the activities for the course you are enrolled in, you will be complete with the course.

Grade Review

If at any time you wish to dispute a graded exam, you may submit a grade review request with the Principal's Office.

Paper Exams: You must return the entire graded exam, including the cover sheet with your grade and instructor's signature, and any alternate exams. Include a note about the specific question(s) that you question. You should make a copy for your records and mail everything to the attention of the Principal's Office. Once processed, it will be determined if the grade stands or should be changed. You will be informed of the findings and the exam will be returned to you.

Online Courses and Online Exams: You must email the Principal's Office with the Course, Exam/Unit number or activity name, and the specific question(s) that you question. Once processed, it will be determined if the grade stands or should be changed. You will be informed of the findings.

Response Times

Although you may work in your online course and online exams at any time, please keep American School's business hours in mind as you submit work that must be reviewed by a teacher or when you send a teacher messages.

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.

All emails, messages, and submissions are handled in the order in which they are received.

You can expect a reply to emails within one business day and a grade for your submitted online work within two business days. Depending on submission volume, your submission may be graded quicker, but please keep the policy timeline in mind when planning your study schedule. During especially busy times of the year, it may take additional time for grading.

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. Likewise, please do not repeatedly send your teacher messages asking the same question or asking for exceptions to American School grading policies.

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. Access to your online courses is secure when you sign on through the American School Online Student Center.

Receiving More Materials

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.

Paper-Based Courses and Online Exams

You will be sent your first course as soon as your enrollment has been processed. Additional courses are sent based on the enrollment contract terms. You can request online exams for available courses at any time.

Online Courses

When you enroll in the online diploma program, you will have access to your courses. If your transcript needs to be evaluated before your program is confirmed, you will have access to your first default course. Once your evaluation is complete and your program confirmed, you will have access to your all of the courses for the year. You will receive an email for each course.

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

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.

Diploma

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.

Like all legal documents, keep your diploma in a safe place. Duplicate diplomas can only be issued in extenuating circumstances. Duplicate diplomas fees apply.

