



STUDENT/PARENT HANDBOOK

2023-2024

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WHO WE ARE

American High School Academy (AHSA) is an innovative and fully accredited college preparatory school devoted to educational excellence, where students are inspired and challenged to reach their fullest potential. AHSA is the most personalized accredited school in America, customized to each individual student's needs. Our personalized approach to learning offers tailored curriculum options, personalized instruction, mentorship, and life-changing educational experiences based on the individual student.

As America's most personalized school, we can help the students rediscover their love of learning based on their individual needs. We are a mission-vision driven organization dedicated to the success of each student. We welcome a student body that is diverse and inclusive, because we know as Educators it takes a village to raise a child and AHSA is not a one size fits all institution.

American High School Academy (AHSA) is listed with the Florida Department of Education, under District 13, School #4283 as required by Florida Statute 1002.42 (2)(H). AHSA is registered with the US Department of Education NCES #A0509036, and with College Board through their national secondary school list CEEB #102010. American High School Academy (AHSA) is accredited by All American High School Association, a Non-Profit National & International accrediting body.

CODE OF ETHICS

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Core Values

1.1. American High School Academy holds the worth and dignity of every individual in high regard, promoting the pursuit of truth, devotion to excellence, knowledge acquisition, and the nurturing of democratic citizenship. We firmly believe in the freedom to learn and teach while ensuring equal opportunities for all.

2. Student-Centered Approach

2.1. Our primary focus is on the student's growth and the realization of their potential. Therefore, all employees will endeavor to pursue professional growth, exercising the best professional judgment and integrity.

3. Student Well-being

3.1. Our instructional personnel shall make every reasonable effort to protect students from conditions that may be harmful to their learning, mental or physical health, and safety.

3.2. Students shall not be unreasonably restrained from pursuing independent actions in pursuit of learning.

3.3. Access to diverse points of view shall not be unreasonably denied to students.

3.4. We shall not intentionally suppress or distort subject matter relevant to a student's academic program.

3.5. Intentionally exposing a student to unnecessary embarrassment or disparagement is strictly prohibited.

3.6. Students' legal rights shall not be intentionally violated or denied.

3.7. We shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background. We shall make reasonable efforts to ensure that each student is protected from harassment or discrimination.

3.8. Exploitation of relationships with students for personal gain or advantage is strictly prohibited.

3.9. Personally identifiable information obtained during professional service shall be kept confidential unless disclosure serves professional purposes or is required by law.

4. Ethical Conduct Towards Colleagues, Students, and Community

4.1. All employees of American High School Academy shall maintain honesty in all professional dealings.

4.2. We shall not, based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition (if otherwise qualified), or social and family background, deny any colleague professional benefits, advantages, or participation in any professional organization.

4.3. Interference with a colleague's exercise of political or civil rights and responsibilities is strictly prohibited.

4.4. We shall not engage in harassment or discriminatory conduct that unreasonably interferes with an individual's performance of professional or work responsibilities or disrupts the orderly processes of education. Moreover, we shall make reasonable efforts to protect everyone from such harassment or discrimination.

4.5. Making malicious or intentionally false statements about a colleague is strictly prohibited.

5. Training Requirement

5.1. As a condition of employment, all instructional personnel, educational support employees, and administrators are required to complete training on these standards of ethical conduct.

6. Reporting Misconduct

6.1 All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Misconduct includes, but is not limited to, obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

6.2. Reports of misconduct by employees should be made to the School Principal.

6.3. Reports of misconduct committed by administrators should be made to the Head of Schools.

6.4. Legally sufficient allegations of misconduct by Florida-certified educators will be reported to the Office of Professional Practices Services.

7. Reporting Child Abuse, Abandonment, or Neglect

7.1. All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect.

7.2. Reports can be made by calling 1-800-96-ABUSE or reporting online at: <https://www.dcf.state.fl.us/abuse/report/>.

8. Signs of Abuse

8.1. Signs of Physical Abuse: Unexplained bruises, welts, cuts, broken bones, burns, or sudden changes in behavior.

8.2. Signs of Sexual Abuse: Torn, stained, or bloody underwear, trouble walking or sitting, pain or itching in the genital area, or a sexually transmitted disease.

8.3. Signs of Neglect: Unattended medical needs, lack of supervision, poor hygiene, underweight appearance, frequent tiredness, or hunger, stealing food, or excessive neediness.

8.4. Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

9. Liability Protections

9.1. Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency shall be immune from any civil or criminal liability which might otherwise result from such action (F.S. 39.203).

9.2. An employer who discloses information about a former or current employee to a prospective employer upon request and in good faith is immune from civil liability for such disclosure or its consequences unless clear and convincing evidence shows that the information disclosed was knowingly false or violated any civil right protected under F.S. Chapter 760 (F.S. 768.095).

MISSION

At American High School Academy, we aim to empower and educate the whole student, embracing a modern and dynamic learning approach that honors and cultivates their individual talents and gifts. We believe in creating an inclusive educational journey that actively involves families, integrating them into every step of their child's growth and development.

VISION

Our innovative and nurturing environment is designed to prepare students not just for college, but for life's exciting journey ahead. We are committed to providing exceptional educational services that extend beyond the classroom, fostering a strong sense of community on both local and global scales.

As we embark on this educational adventure together, we invite parents to actively participate in their child's progress, understanding that learning is a collaborative endeavor where home and school synergistically come together to shape a successful and fulfilling future.

EXPECTATIONS OF STUDENT LEARNING

The primary objective of American High School Academy (AHSA) is to prepare students for learning and to foster positive interpersonal relationships. AHSA supports the concept that students who possess personal, academic, civic, and occupational competency will become effective and productive citizens. Our personalized approach to learning offers tailored curriculum options, personalized instruction, mentorship, and life-changing educational experiences based on the individual students. This document helps students take control of their own learning and their ability to positively alter outcomes by employing appropriate personal choices and skills. The Student/Parent Handbook creates a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community.

We know a parent/guardian is always looking for a way to ensure the best educational option for their child. Investing in your child's education is an important decision. This document addresses the role of the parents, the students, and school, but also core values and model student behavior, rights, and responsibilities of students. AHSA wants to provide a safe learning environment, where both worlds of online instruction and brick and mortar can meet.

AHSA promotes the following beliefs:

- We believe in having a nurturing staff who place students at the center of learning.
- All students are valuable and can make worthy contributions to society.
- All students are responsible and accountable for their choices and decisions.
- We believe in focusing on developing positive, empathetic attitudes in life, with their peers, and mostly about themselves.
- Supportive family relationships are the foundation for a student to succeed.
- High expectations lead to higher performance that empower individuals and strengthen society.
- Continuous learning is a lifelong process that is essential to a productive and enriched life.
- We “don’t judge a book by its cover” but embrace each student's uniqueness.

FAMILY COMMUNICATION

AHSA has an open-door policy, where we encourage every stakeholder to visit our school to discuss any concerns. We will do our very best to remain transparent about our educational policies and procedures adhering to the FERPA privacy requirements. In addition, we have a variety of platforms to ensure our stakeholders receive the information in a timely, positive, and most productive manner.

The platforms currently being utilized are as follows:

- **Lifter (LMS):** Communication between student/teacher, along with their course assignment.
- **Dream Class (SIS):** Student/Parent portal to monitor class progress and grades.
- **Email:** Announcements are emailed to the student/parent.
- **Facebook/Instagram:** weekly updates are posted on classroom learning, class events, and upcoming activities.
- **Monthly Newsletter:** posting of upcoming events with important dates, cost, and deadlines.

ACADEMIC

Our curriculum is based on individual learning styles, with the offering of different academies to fit the needs of the student. Classes at AHSA are personalized with different instruction methods focusing on student strengths, interests, and learning preferences. In this environment, students stay engaged in learning to achieve mastery of the subject, before moving on to the next level. Our student journey begins with an evaluation of their official transcripts, Individual Educational Plan (IEP) or 504 Plan.

A graduation plan is discussed with the administration, with a focus of goal setting, self-monitoring, and self-pacing, which will lead to learning, responsibility, self-advocacy, and post-secondary options. AHSA offers several academic programs of studies, which offer student flexibility, expectations, and a choice of learning environment of home-based or classroom based. All the academic programs were designed to advocate for student self-care.

ENROLLMENT PROCEDURES

Once a graduation plan has been created, the student and family will be guided to enroll under the most suited program of study. AHSA offers an Adult High School Completion program, College Preparatory Academy, Honors Academy (Honor, Advanced Placement (AP), Dual Enrollment (DE), or Virtual School Academy. Student schedules are customized based on whether the student will attend in-person or immerse through online learning. The academic courses are chosen with the input of all stakeholders. There are additional opportunities for students to enroll in credit recovery courses previously failed, and English for Personal Enrichment Programs assisting non-native English speakers.

PROGRAM OF STUDIES

Adult High School Completion

AHSA Adult High School Completion Program provides the opportunity for individuals to earn a high school diploma from an accredited school and be eligible to pursue a post-secondary education. There is no maximum age limit for the opportunity to obtain a high school diploma. We focus on inspiring adults to finish at a non-traditional school, on their personal schedule!

Students who fall below a 2.0 GPA, or lacking credits will be eligible to graduate under an 18-credit plan with prior administration approval. This track will only allow you to pursue a junior or technical college post-secondary track.

There are two ways of program completion:

1. **The Home-Based Program (Ages 16+)** which allows the flexibility of working from home or anywhere at your own pace. The program is also available with printed course materials for students without access to a computer.
2. **The Classroom Based Program (In-Person-Blended Learning)**, which allows students (15-18yrs) to enroll for in-person instruction with an educational specialist.
 - **Classroom-Based Program schedule:**
 - i. Classes are on Tuesday, Wednesday & Thursday. All classes run for 4-hour periods (240 minutes of instruction), from 9:00 AM to 2:30 PM.
 - ii. Students will work from home on Monday and Friday, completing 4- hours periods (240 minutes) of homework time.
 - iii. This is a 10-month program, and additional fees will occur if not completed within the timeframe.

Preparatory Academy

We take pride in helping young men and women to develop their athletic or artistic talents without compromising their education. We provide the opportunity for the student/parent to develop an educational curriculum which will fit into the student's lifestyle.

This academy provides a high school curriculum of 24 credits, which includes post-secondary educational requirements:

- 4 Language Arts
- 4 Mathematics (Algebra 1, Geometry, Alg. 2, and a higher Math)
- 3 Sciences (Biology and Chemistry)
- 3 Social Studies
- World Languages
- General Electives, which include Physical Education (credit may be earned through varsity sport participation)

- Participation in Honors Academy
- NO State Assessment Requirement

Preparatory Academy schedule:

- Classes meet Monday through Friday. All classes run for 4-hour periods (240 minutes of classroom/online learning instruction), 9:00 AM to 2:30 PM
- AHSA follows the Miami Dade County Public Schools (MDCPS) 2023-2024 school calendar.
- The academic program runs from August to June of each year. The summer courses/enrichment programs will incur additional fees.

Honors Academy (Additional Fees may Apply)

We prepare students for success in offering college level Dual Enrollment (DE) courses. The program provides students with a preparatory framework of advanced academics to prepare students for collegiate opportunities, and competitive college admissions.

- Students earn their 24 credits through a higher-level curriculum (Honors, AP, and DE courses)
- Dual Enrollment (DE) Courses are offered through the partnership with Miami-Dade College (MDC), and University of South Florida (USF).
- Cambridge Advanced International Certificate of Education (AICE) Diploma program, allowing students to become eligible for the Bright Futures Academic Scholars award and the Florida Medallion Scholars Tuition award.
- In partnership with Florida Virtual School (FVA), students can enroll for specific NCAA and higher-level courses with ongoing support from their state-certified teachers. Our Educational Specialists will oversee student progress and provide additional support as needed.

NOTE: This academy has a prerequisite GPA and college readiness scores.

Virtual School Academy (Homeschoolers/Hospital Bound)

There are many ways to homeschool your child, but in Florida you have two basic options:

1. **Homeschooling under the homeschool statute:** Filing a notice of intent with the local superintendent's office, choosing a curriculum, maintaining a portfolio of educational records, and preserving them for two years, and providing annual evaluations to the superintendent. The homeschool local office does not issue high school diplomas.
2. **Enrolling your child under an umbrella school:** Florida allows parents to enroll their child as private school students within approved schools, while still educating them at home. AHSA can offer you the benefits of attending on a flexible schedule while obtaining the most educational curriculum based on the needs of your child. We offer social experience, while obtaining a high school diploma and graduation ceremony. We could turn any field trip into a learning experience!

AHSA gives you the opportunity to personalize your learning experience aligned to state standards. Our student friendly online home-based learning helps students grades 6-12 develop the skills necessary to succeed in school and close the learning gaps.

Please feel free to contact our office to make an appointment for further information.

English Language Learners (ELL / ESL) Program

AHSA understands the importance of obtaining a high school diploma, and we are willing to assist students whose native language is not English to accomplish this goal. We have trained personnel to assist the student to master the English language while working on meeting the 24 required credits in obtaining a high school diploma, with no state assessments.

The curriculum organizes your English learning into 12 levels of proficiency. Each level can be completed in a four-week session in an Intensive English Program. The student's level will be determined through a placement test upon admission.

Credit Recovery Program

American High School Academy is fully accredited to offer core and elective courses to secondary students (6th-12th grades). The credits are transferable to students' primary school as indicated in the signed Credit Recovery Authorization Form. Students can make up for a previously failed course or catch up under the "drop-out" prevention program to graduate with their cohort group. Our credit recovery can be completed online home-based or in-person instruction in the summer.

“Success Steps” High School Completion Program

This program is designed for students who completed all high school requirements at a public/charter school, with the only exception of the mandated state assessments. These students are withdrawn as “Certificate of Completion” from their public/charter home school. AHSA offers a comprehensive general review of English, Reading, and Math, to prepare the student to meet college and career readiness. Once the student fulfills all the requirements under the program, they become eligible to receive a high school diploma from AHSA, apply for the FAFSA, and seek enrollment in a post-secondary institution. This program is offered through our home-based online program.

NOTE: If the student would like to attend the “In-Person-Blended Learning Option”, this would incur an additional weekly fee.

SECONDARY REQUIREMENTS

Middle Grades Students Promotion Requirements

END OF GRADE	COURSES PASSED	STATUS
6	All Courses Passed	Promoted to Grade 7
6	4-5 Courses Passed (must include Language Arts or Math) with 3 other courses	Promoted to Grade 7 Must repeat core (LA, MA, SC, or SS) courses not passed.
6	Less than 4 Courses	*Retained in Grade 6 (Unless core courses are repeated)
7	12 Cumulative Courses Passed 6 courses passed in grade 6 6 courses passed in grade 7	Promoted to Grade 8
7	8-12 Cumulative Courses Passed 4 courses passed in grade 6 including language arts*, mathematics, science, and social science; and 4-5 courses passed in grade 7, including 7th grade language arts* or mathematics, sciences, or social sciences.	Promoted to Grade 8 Must repeat core (LA, MA, SC, and SS) courses not passed.
7	7-8 Cumulative Courses Passed	*Retained in Grade 7 (Unless core courses are repeated)

8	15-18 Cumulative Courses Passed Must pass 3 courses each in of language arts*, mathematics, science, and social sciences including a course which incorporates career and educational planning and 3 additional courses.	Promoted to Grade 9
8	14 or Fewer Cumulative Courses Passed	*Retained in Grade 8 (Unless core courses are repeated)

****Core courses not passed may be taken through our Credit Recovery (online) program. Please contact AHSA for more information.***

Middle grades students in grades 6, 7, and 8 may enroll in selected senior high school courses for the purposes of pursuing a more challenging program of study. Up to six credits may be earned, with parental permission, in grades 6, 7, and/or 8, which may be applied toward the total credits needed for graduation, college admission, or for the Florida Bright Futures Scholarship Program requirements.

HIGH SCHOOL REQUIREMENTS

The Florida Department of Education does not have jurisdiction over private schools. The owners of private schools in Florida are solely responsible for all aspects of their educational program, including curriculum, and personnel. *Section 1002.42 of the Florida Statutes, the acceptance of diplomas from private schools will be subject to the requirements of the receiving educational institution or employer.*

American High School Academy’s diploma is awarded to a student for satisfactorily completing a 24-credit track which includes 16 core academic courses and 8 elective credits including one-half credit in personal financial literacy and money management. A credit is considered earned after receiving a passing grade in the course.

The following is the breakdown of courses required to earn a high school diploma from AHSA:

- **16 Core Requirements:**
 - 4 English/Language Arts
 - 4 Mathematics (Must have Algebra 1 and Geometry)
 - 3 Science (Must have Biology)

- 3 Social Science (W. History, US History, .5 US Govt, and .5 Economics)
- 1 credit in Physical Education/Personal Fitness
- 1 credit in Performing Arts
- **7.5 Electives**
 - The credits can be earned through career education courses, work-related internships, and world languages.
- **.5 elective** in Financial Literacy with Money Management
- **Grade Point Average (GPA)** must be a minimum cumulative average of 2.0.
- **Community Service (CS):** Students are required to complete a minimum of 5 hours (graduation only) or 100 hours (Bright Future or other scholarships) of qualified community volunteer service along with a written essay describing the service. The form, guidelines governing acceptable service hours, and procedures for documenting the service are published on the AHSA website.
- Students are recommended to take either the SAT or ACT exam before December of senior year.
- In addition, students in grades 6 -10 enrolled in the Florida Tax Credit Scholarship, must be administered annually a nationally norm-referenced test or statewide assessment.

Forgiveness Policy

When a student receives a final grade of D or F in a course taken at AHSA or transfer credit, the student may remediate that semester grade in a summer in-person session or online. The new grade earned is calculated in the GPA in place of the D or F. In addition, to meet the graduation requirements of AHSA and receive a high school diploma, each student must complete a minimum of (5) credits from AHSA curriculum.

AHSA Grading: Grade Point Average Table

Range	Letter Grade	Florida	Honors	AP
100-90	A	4.00	5.00	6.00
89-80	B	3.00	4.00	5.00
79-70	C	2.00	3.00	4.00
69-60	D	1.00	0	0
59 below	F	0	0	0

Credit Transfer

AHSA reserves the right to evaluate and accept previous course credits from other institutions. A credit for a course will usually be honored by schools who are accredited by Cognia or an equivalent regional accreditation association. Home school instruction and other institutions will be accepted with proper subject review. The transfer courses will only be honored with an official transcript and grading scale.

AHSA reserves the right to adapt the transfer credits to our unweighted grading scale as needed. In addition, to meet the graduation requirements of AHSA and receive a high school diploma, each student must complete a minimum of (5) credits from AHSA curriculum.

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

The Florida Bright Futures Scholarship Program is a lottery-funded scholarship that rewards Florida high school graduates who demonstrate high academic achievement and enroll in an eligible public or private post-secondary educational institution within three years of high school graduation. The program has two state-funded scholarships: The Florida Academic Scholars and Florida Medallion Scholars. These awards are determined based on academic achievement in high school, ACT and/or SAT scores, and fulfillment of certain course requirements.

Below, you'll find the initial eligibility requirements set forth by the Department of Education:

1. Be a Florida resident and a U.S. citizen or eligible noncitizen
2. Earn a standard Florida high school diploma, or its equivalent
3. Not have been found guilty of, or pled nolo contendere to, a felony charge
4. Submit the Florida Financial Aid Application (FFAA) no later than August 31 after high school graduation
5. Complete the 16 college-preparatory courses required for admission to a state university
6. Achieve the required weighted GPA in the 16 college-preparatory courses per chart below
7. Complete the required number of service hours per chart below, and
8. Achieve the required composite ACT® or combined SAT® score per chart below

Award	Courses	GPA	Community Service	Minimum SAT/ACT Scores
Florida Academic Scholars (FAS)	4 – English (three must include substantial writing) 4 – Mathematics (at or above the Algebra I level) 3 – Natural Science (two must have substantial laboratory) 3 – Social Science 2 – World Language (sequential, in same language)	3.5	100 hours	1330 SAT 29 ACT
Florida Medallion Scholars (FMS)		3.0	75 hours	1210 SAT 25 ACT

SCHOOL REGULATIONS AND INFORMATION

CORE VALUES AND EXAMPLES OF MODEL STUDENT BEHAVIOR

AHSA is focused on helping students in developing the values necessary in becoming caring, and responsible citizens. We have individualized our focus in providing a problem-solving approach to improve the educational outcome for all students. The following are core values AHSA will teach and reinforce throughout the school year:

1. **Citizenship:** To create a student body who will learn to utilize democratic values to include, rules of laws, due process, reasoned argument, and rights and responsibilities. Ex. Through observation of classroom and school rules.
2. **Cooperation:** Working together toward a goal. Ex. Being a member of an athletic team.
3. **Honesty:** To teach students in speaking with the “truth”, sincerity, and not cheating, lying, or stealing. Ex. Doing your own assignment.
4. **Respect:** To create a student body who is courteous, polite, and shows regard for the worth of someone. Ex. Listening quietly when being spoken to with manners.
5. **Responsibility:** To teach students to think before acting out with anger. To teach accountability for actions and paying attention to others. Ex. Taking the time to care for others by helping with a simple task.
6. **Kindness:** To spread compassion, and sympathy for other living things and people. Ex. Helping someone who has been hurt.

Classroom Schedule

Our school is based on a year-round self-paced curriculum, but it’s flexible with the student’s individual educational academic plan. In certain circumstances, students may follow the Miami Dade County Public Schools calendar with prior approval from the AHSA administration. The classroom schedule will depend on the state scholarship requirements.

Attendance Requirements

The student and parent/guardian agree that the student’s education is based on the student’s participation in school. Students enrolled in the blended-learning program must attend class and log

in virtually when at home. Under Rule 6A-1.09512, F.A.C. – to meet the compulsory attendance requirements, a child must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level.

Please communicate with the school any absences so they can be excused by emailing documentation to AHSAattendance@americanhighschoolacademy.com.

Students who have excessive tardiness will be required to make-up time to remain in compliance.

Emergency Announcements (School Cancellations)

In case of a fire, students will be escorted out of the building by administration/staff in an orderly and timely manner. All books and materials are to be left in the classroom. Everyone must remain quiet and wait for further instructions. Parents/Guardians will be contacted as soon as time permits.

If there is a clear and present danger to the safety of the students or employees on the school building, the school will proceed to a “lockdown” to keep everyone safe. During a “lockdown”, the students are to remain silent and follow the directions of the AHSA administration and staff. Parents/Guardians will be contacted as soon as time permits.

In the event of severe weather conditions such as a hurricane or inclement weather, AHSA will follow Miami-Dade Public Schools closure procedures. Please tune into local TV and radio stations for the latest updates. AHSA will also communicate through the school website, emails, and social media outlets with updated information.

STUDENT INFORMATION AND FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

FERPA gives parents (and eligible students) the right to:

1. Prevent the disclosure of personally identifiable information from their education records without consent.
2. Access to review and inspect student education records; and
3. Request correction of these education records.

Waiving your rights gives both parents and students more control over their educational records. AHSA requests that all students/parents requesting transcripts, letters of recommendation and/or any other documents associated with the college application to be sent on their behalf to colleges/universities. By signing the “acknowledgement of receipt and review form” of the student/parent handbook, it waives the rights to release records associated with their college application(s).

Retention of Records

AHSA will retain records for all permanent student information as stated under FS 1002.42(3), for paper and electronic records. The student records will be backed up as deemed necessary in case of an emergency. If AHSA were to cease operation, all permanent information contained in student records would be transferred to the district school superintendent of Miami Dade Public Schools.

USE OF CELL PHONES/ELECTRONIC DEVICES

AHSA is devoted to educational excellence, where students are inspired and challenged to reach their full potential. We encourage students to utilize electronic devices to supplement their learning. The use of electronic devices is a privilege during the school day; therefore, ALL cell phones will be placed in a visible storage area upon arrival. During the designated break-time, the non-disruptive use of cell phones will be permitted. The use of cell phones may not disrupt the educational environment, the rights of others, photography or video recording or using the device for unlawful purposes is strictly prohibited. Parents/Guardians, please note you can contact your child in the event of an immediate emergency, by calling the school’s main office at (305) 270-1440.

PARENTAL MEDIA CONSENT AGREEMENT

By signing the acknowledgement form for this handbook, the parent/guardian gives permission to AHSA to include their child (student), in any photographs for promotional, brochures, flyers, invitations, posters, programs, publications or media venues. It will also provide consent for any promotional videos, or social media submissions. If a parent/guardian chooses not to give permission, a statement must be added to the agreement. The parent/guardian acknowledges that

these materials will be seen by the public and may feature their child (student). They give consent voluntarily and hereby release AHSA, their employees, agents, and corporate members from all claims, causes of action or other liability that may result from these materials.

CHILD PROTECTIVE INVESTIGATIONS/LAW ENFORCEMENT

Section 1006.061(1), Florida Statutes, requires each district school, charter school, and private school that accepts scholarship students under ss. 220.187 or 1002.39, Florida Statutes, to post in a prominent a notice that pursuant to Chapter 39 all employees and agents of the district school board, charter school, or private school have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect, by a parent, legal custodian, caregiver, or other person responsible for the child's welfare.

AHSA will cooperate with all the child protective laws and investigations by DCF or local law enforcement agencies. The school will cooperate with all children protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. The school may also request the presence of a school staff member during investigative interviews on school property.

FINANCIAL OBLIGATIONS

Parents/Guardians have the option to pay in person, or online through the school parent portal. Parents/Guardians may finance through www.yourtuitionssolution.com or their local bank. AHSA will assist parents/guardians with obtaining the best possible payment solution.

Delinquent Payment Related Fees

- **Late Fee:** 5% of the overdue balance or maximum permitted by Florida Law after the 15 days grace period.
- **Return Check Fee:** \$35.00
- **Decline Card Transaction:** \$35.00
- **Non-Payment:** Referral to Attorney for Collection Proceedings

**Tuition may be prorated based on enrollment date.*

Withdrawals

This policy applies to all students and families who move out of town, change schools, or have other personal reasons. Upon withdrawal, the student's account should be current, to include the month of the withdrawal. Students with an outstanding balance may be withheld from receiving progress reports, transcripts, grad bash, class trips, or diploma. Students with severely delinquent accounts may be required to withdraw from school.

PARENTAL COOPERATION

AHSA views the education of a student as a partnership between the parents/guardians, student, and school. We expect families to comply with the school rules, policies, and to accept/support the authority of school officials, whether on or off school related events, social media, and another public forum. AHSA has the right to disenroll a student if it determines that the parent or student partnership with the school has been broken.

For volunteering information please contact AHSA directly at (305) 270-1440.

STUDENT CODE OF CONDUCT

The administration of AHSA, as a private school, maintains the right to establish policies for its students. Students are always under the direct supervision of the Administration and Staff while on school property, and school-sponsored events off-campus. It is expected that students obey rules while on school grounds, while being transported to or from school-sponsored events and for authorized participation in a school-sponsored activity. During such times, all students are expected to behave consistent with the mission, philosophy, and spirit of the school.

This Student Code of Conduct also applies to students who commit felonies or delinquent acts which would be felonies if committed by an adult, and whose off-campus conduct creates a substantial disruption to the school environment.

Off-campus conduct and conduct outside of school time that violates AHSA Code of Student Conduct may also be the basis for discipline up to expulsion if it is accomplished through electronic means and substantially disrupts the educational process or orderly operation of the school.

Off-campus conduct that poses a threat or danger to the safety of other students, staff, and any other members of the Community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action. Law enforcement authorities have the power to conduct investigations independent of those conducted by school personnel for the same incident. Furthermore, the sanctions imposed by the school for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of law originating from the same incident.

Please keep in mind that the failure of one entity to act does not prevent the other from taking appropriate actions consistent with this Code of Student Conduct or with Florida law.

Misconduct on the part of students will not be tolerated. Such misconduct includes, but is not limited to:

- Disrespect for administration, staff, visitors, and fellow students.
- Inappropriate conduct and behavior anywhere on the school grounds or at school activities off campus.
- Defacing school property.

- Fighting, Possession of a weapon, or object used as a weapon, sale or possession of a controlled substance or paraphernalia associated with controlled substances not limited to, but including pipes, and vaping devices.
- Unauthorized use or tampering with faculty or classroom computer workstations.
- Any activity that threatens the ability of AHSA school to maintain a safe, orderly, and disciplined educational environment, on or off campus, will not be tolerated and may result in disciplinary action.

PERSONAL BELONGINGS/SEARCH AND SEIZURE POLICY

AHSA reserves the right to search a student's person, cell phone, electronic devices, bags, desks, wallets, and other objects brought onto the school by the student for any reason and at any time, and may remove or confiscate any items which illegal, may cause a threat, or contrary to the terms in the student/parent handbook signed by all stakeholders.

COMPLETION OF GOVERNMENT ASSISTANCE FORMS (BLENDED-LEARNING STUDENTS ONLY)

Social Security Administration (SSA): SSA form needs to be completed by the student and brought to the school for certification. The school must verify attendance accurately; thus, the student must be actively enrolled.

SSA generally considers a student to be in full-time attendance if he/she:

- Attends an elementary or secondary school, as determined by the law of the State or other jurisdiction in which the school is located.
- Is enrolled in a day or evening non-correspondence course at least 13 weeks in duration.
- Is scheduled to attend at the rate of a least 20 hours weekly, and
- Carries a subject load considered full-time for day students under the school's standards and practices.
- Traffic Laws for Florida Teens: Section 322.091, of the Florida Statutes explains the eligibility requirements for driving privileges. The minor student (under the age of 18) must be enrolled in a public school, nonpublic school, or home education program and satisfy attendance requirements, if the student has not received a high school diploma, a high school equivalency diploma (GED), a special diploma, or a certificate of high school completion. The Verification of Compliance and Reinstatement shall consist of a letter written by the administration of the school, after the student has been in attendance school compliance for 30 days prior to the request.

*Other documents which require completion of forms will be addressed on a case-by-case basis. In the event, where a school staff member of AHSA is to attend any legal proceedings (Divorce, Custody, Civil or Criminal) in reference to an AHSA student, a legal representative may be appointed. In addition, all legal fees and costs incurred will be charged to the parent/guardian.

DRESS CODE

AHSA as a private educational institution, maintains the right to establish a policy of dress code for its students. The dress code is designed to promote neatness, grooming, hygiene, and to promote an academic atmosphere conducive to learning.

The proper dress code to be worn in the classroom is:

- The school color polo shirt with emblem (Black, Beige, and Blue).
- Blue Jeans (non-torn) or Khaki shorts (kept in place).
- Closed shoes (sneakers, or crocs with strap and no inappropriate jibbitz pins).
- No hats, emblems, sunglasses, or inappropriate jewelry may be worn in the classroom or school related activities.
- Winter: students may wear all black sweatpants (no designs) with their school polo shirt. Sweaters should follow school colors.

HARASSMENT AND DISCRIMINATION POLICY

AHSA provides an environment that is free of discrimination and harassment. AHSA will not allow harassment or discrimination based on gender, color, race, national origin, age, physical disability, mental health, or citizenship status. All staff and students are protected under this policy. This policy applies to all in the classroom, and school related activities. AHSA encourages all students or staff to report any incidents of conduct which violates this policy to administration or staff.

DRUG, TOBACCO, AND ALCOHOL POLICY

AHSA and staff are dedicated to preventing and eliminating substance abuse on school property and school-sponsored activities. The use or possession of illegal drugs, illegal mood-altering substances, nicotine, electronic cigarettes, any form of vaping product, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is forbidden.

This policy will be strictly enforced and may conduct random searches as stated in this handbook. AHSA is committed to a Drug-Free environment and our mission is to help students navigate their way through making healthy choices. The administration and staff will provide resources to address the social pressures teenagers face each day, by inviting guest speakers to educate our students about making good choices and warn against the dangers of substance abuse.

ANTI-BULLYING POLICY

AHSA is committed to promoting a safe, healthy, caring, and respectful learning environment for all its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct, or gestures directed at a student by another student that has the effect of:

- physically, emotionally, or mentally harming a student.
- damaging, extorting, or taking a student's personal property.
- placing a student in reasonable fear of emotional or mental harm.
- placing a student in reasonable fear of damage to or loss of personal property; or
- creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images, or website postings (including blogs and social media platforms). Bullying reflects a pattern of behavior, not a single isolated incident.

These definitions include students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying. This policy prohibits bullying that occurs either: on school premises, on any bus or vehicle as part of any school activity; or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Complaints: Each student and parent have a duty to report any bullying to the school immediately. If a student experiences (or a parent witness or learns of) any incident of bullying, the incident must be promptly reported to the school principal or staff. The school principal will provide the student/parent with an incident report form which must be completed, dated, and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

FortifyFL: FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to the appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety ACT. To submit a tip please visit <https://getfortifyfl.com/Tip.html>.

WEAPONS POLICY

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or inflict bodily harm may be considered a weapon.

THREAT OF VIOLENCE POLICY

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- If it is determined that the child was serious about the threat and has the capacity to carry it out the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal or director.
- The school should inform the local police department for further investigation.

TECHNOLOGY & RESPONSIBLE USE POLICY

AHSA will be using technology resources to support the curriculum and expects all its students to become aware of the laws and regulations associated with the use of technology.

AHSA provides information systems and internet access to allow the expansion of educational resources and collaborative work. All use of computers and Apple devices must be in support of education and consistent with the user development objectives of the school. Use of any

organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Vandalism will not be tolerated. Vandalism includes, but is not limited to, malicious damage to hardware, harm or destruction of software or the data of another user, and creating, uploading, or downloading computer viruses.

By using the AHSA information systems, the user waives his/her right to privacy. By signing on and using a system, a user expressly consents to having their computer and browsing history and/or recorded during the computer/Apple devices use session. Those computers, browsing history, and network use records may be documented for use in any disciplinary action. Only authorized users are permitted access to the hardware and software. AHSA technician must conduct all installations of software and applications. All hardware and software purchases must be approved by AHSA and the administration. Only legal copies of registered software owned by AHSA will be installed on the networks and local personal computers. Unauthorized applications will be removed without notice to the user. Students may not use their school issued user accounts for personal use such as games or any other non-educational purpose.

AHSA provides wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the wireless network is entirely at the risk of the user, and AHSA is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. Students are not allowed to connect their mobile devices or personal computers to the network without written permission from AHSA Administration.

Acceptable technology devices may only be used to access files or internet sites which are relevant to the classroom curriculum as directed by the teacher, and students must comply with teachers' request to turn off the device when instructed to do so. The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher for school related reasons. AHSA and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. AHSA reserves the right to examine, use, and disclose any data found on the AHSA information networks to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement. The need to protect

the information systems and Internet access from unauthorized access and abuse makes it necessary to inform users of their responsibilities.

The following guidelines, though certainly not all inclusive, provide general scope of what constitutes legal, and proper use of technology:

1. Use of AHSA systems and network is a privilege, not a right.
2. All users must have a current, signed User Acknowledgment and Declaration of Understanding and Adherence to Technology Responsible Use Policy on file to use the information systems and have Internet access.
3. The user is solely responsible for protecting his/her own network account and passwords and is solely responsible for all actions taken while accessing and using the network and the attached resources.
4. The user is responsible for following local, state, federal and international copyright, intellectual property rights and network abuse laws.
5. The user is responsible for adhering to the policies of other networks accessed.
6. The user is expected to work in a moral and ethical fashion for educational purposes only.
7. The user will not and will not knowingly allow anyone else to:
 - 7.1. Violate the integrity of a network or computer system.
 - 7.2. Intentionally make a computer or network component malfunction.
 - 7.3. Delete or install any software or application without authorization.
8. No computer or other network resource will be used to threaten, harass, or intimidate others.
9. Personal devices such as laptops or tablets are permitted on the school campus but must adhere to all the regulations stated within.
10. The school may collect and examine any device, even if privately owned, at any time for the purpose of enforcing the terms of this agreement, or for any other school-related purpose. Any violations found will be reported to the AHSA Administration.
11. Users shall refrain from utilizing proxy avoidance IP numbers and programs which are strictly prohibited.
12. User shall not reveal his/her own personal address or phone number or that of another user or use another user's account without written permission from that user.
13. Users shall not use technology to communicate with vulgar language, graphics, or artwork.
14. Users shall not download or upload software without prior approval from the AHSA Administration or staff. All installed software must be a legally licensed copy.
15. Users shall not download music files, video files, games, etc. unless it is part of an assigned, in-class activity.

16. Users shall not customize computer settings for personal use.
17. Users shall not spread computer viruses or hoaxes, send unsolicited or abusive e-mail known as "spamming", participate in unauthorized chat rooms, operate an unauthorized business, and perform online ordering and purchases, and lobby for political purposes.
18. Users shall not purposely engage in illegal activities defined as a violation of local, state, and/or federal laws.

Internet Access

The Internet is an unregulated communications environment. The term "Internet access" includes all methodologies used to connect to individual computer networks around the world via the World Wide Web.

AHSA intends to make only appropriate curriculum and related resources available to authorized users. This shall be accomplished in the following manner:

- All connections to the Internet, commercial on-line resources or community access information will be through the AHSA Network. No cellular data service is allowed to access the internet or other systems.
- School faculty shall monitor student computer and tablet use, aiding or taking corrective action when necessary.
- Staff shall assist in providing training for the appropriate and safe use of on-line information resources which relate to curriculum teaching and learning.
- All students must complete cybersecurity awareness training every year.

Copyright Information Guide

To encourage the proper respect for copyright on the Internet, AHSA has a service to prevent plagiarism. The following guide for users is provided:

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data program, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.
- If the user did not create a non-public domain written work, piece of art, photograph, or musical work, or obtain distribution rights to it, the user does not own it.

- If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
- The author or owner of a document or other type of information must explicitly relinquish rights to place a work in the public domain and thereby make copying and distribution without specific authorization possible.
- Fair use allows the user to copy small portions of work the user does not own without permission but only for criticism, education, news reporting and the like.
- When in doubt, the user should ask the creator or owner of the material for permission to use the work.

Chatting, Blogging and Mail Usage

AHSA monitors unwanted messages and emails being sent through the school network. The following guide for users is provided:

- Electronic communications (e-mail) are restricted to appropriate communications. The use of e-mail during class is prohibited unless authorized by faculty or administration on a case-by-case basis.
- Users are responsible for all mail received by way of their accounts. No inappropriate email will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- The user is responsible for making sure all email received by him/her does not contain pornographic material, inappropriate information or text-enclosed files that are potentially dangerous to the integrity of the school system.
- Sending email to general audiences is not allowed (i.e., chain mail, mail bombing, forwarding, and real-time messaging).
- School email addresses shall be used strictly for school activities. It should not be used for private or personal use such as Netflix, Xbox Live, Steam, etc.
- Users should not reveal personal information in correspondence with unknown parties.
- Blogging and social media is to be utilized on campus, only for academic purposes.
- Participation in messaging groups during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

CHEATING AND PLAGIARISM (Academic Honor Code)

The administration and staff of AHSA are dedicated to teaching academic skills and fostering integrity among students. Students must be encouraged to recognize, understand, and practice ethical behavior. To accomplish this goal, the following policy is to help students avoid what is considered unethical behavior and to help guide them toward more acceptable conduct.

Cheating is taking credit for work one has not done and includes the use or attempted use of unauthorized aids on tests, quizzes, homework, class work, reports, papers, or projects. Examples of cheating include:

- Using a cell phone during a testing session.
- Having a copy of the test or answers to the test.

Plagiarism is copying another's person work without stating a reference to an author, print material, website, or another source of information being utilized which in NOT your own words. If you want to use someone else's words, then give them credit for their hard work. Web tools are used to check all writings:

- Plagiarizing, as noted by grammarly.com or other software.
- Photographs taken from the internet, Cliffs Notes, and other reference materials

Any student suspected of cheating will be referred to the AHSA Administration. The grade for the assignment will be zero.

ACTIVITIES/ATHLETICS

AHSA encourages students to participate in scholastic sports through their local public or charter school. We believe each student-athlete should follow their dreams. To participate in sports and activities, student-athletes must maintain a minimum cumulative grade point average of 2.0 on a scale of:

A (100-90) = 4.0	B (89-80) = 3.0	C (79-70) = 2.0	D (69-60) = 1.0	F (59-0) = 0.0
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According to the Florida High School Athletic Association, "If a student in the 9th or 10th grade falls below the cumulative 2.0 grade point average requirement, the student will be allowed to

participate on a semester-by-semester basis if the student (a) earns a 2.0 grade point average on courses taken in the previous semester alone, (b) signs an academic performance contract with the school, and (c) attends summer school as necessary. Once, however, the student enters the 11th grade, he must have and maintain from that point forward the 2.0 cumulative grade point average to be eligible.

CLUBS

AHSA is not responsible for student participation in any sports, leagues, or clubs. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that AHSA does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

SCHOOL SPONSORED EVENTS

AHSA does not sponsor, oversee, or in any way control parties or social functions at private residences. Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by AHSA. Students engaged in conduct that is contrary to the mission and philosophy of AHSA may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function. AHSA is not responsible for student participation in clubs, organizations, and sports not listed in this section. Parents hereby acknowledge by signing the agreement indicated on page 2 that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that AHSA does not control or sanction any program or activity, and that it shall not be held liable for any injury or damages sustained by students or others arising from participation in such clubs, organizations, or sports.

FUNDRAISING

No student, staff, parent/guardian may solicit funds in AHSA name unless such solicitation has been authorized in writing by the Principal or Owner of AHSA.

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

Each parent/guardian of a student enrolled in AHSA must sign and return this page to acknowledge that he/she has obtained a copy of the Student/Parent Handbook.

In addition, this page serves as acknowledgement that you have reviewed the Student/Parent Handbook with your child. AHSA will maintain records of such signed statements.

I acknowledge receipt of the Student/Parent Handbook that I have read and discussed with my Child the Student/Parent Handbook.

Parent's/Guardian's Signature

Date

Parent's/Guardian's Name

I acknowledge receipt of the Student/Parent Handbook and I have read and discussed with my parent/guardian the Student/Parent Handbook.

Student's Signature

Date

Students's Name

I acknowledge receipt of the Student/Parent Handbook review and receipt form.

School Representative's Signature

Date

School Representative's Name