



STUDENT & PARENT HANDBOOK

SCHOOL YEAR 2026-2027

A Cognia-Accredited College Preparatory School • Established 2003

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WELCOME TO AHSA

Dear Students and Families,

Welcome to the 2026–2027 school year at American High School Academy. Every student who walks through our doors arrives with individual talents, goals, and ways of learning — and our promise to you is an education built around them. Our faculty and staff are committed to personalized instruction, mentorship, and a college-preparatory experience that challenges each student to reach their fullest potential.

This handbook describes the expectations, policies, and programs that make that promise possible. Education is a partnership between home and school, and I encourage you to read these pages together as a family. When students, parents, and educators work from the same playbook, students thrive.

We are honored that you have chosen AHSA. Here's to a year of growth, discovery, and achievement — unleash your potential.

Sincerely,

Reinaldo Valentino

Head of Schools

A Note from the Principal — Hello, and welcome! Whether you are returning to AHSA or joining our family for the first time, we are so glad you are here. My door is always open — please never hesitate to reach out. Wishing our students and families a wonderful year ahead.

Carmen Molina Churchman, Principal

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1. 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. 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 that fits all institutions.

Standards 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 students' 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 based on 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: <http://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.

The mission and vision are evaluated every year by the school staff, to determine if changes are needed based on school performance.

Values

AHSA is an educational institution articulating moral, academic, and behavior expectations for all stakeholders. As a school we educate students to show respect, empathy, and gain confidence in their learning style, to provide direction in their life and make good decisions.

Expectations of Student Learning

The primary objective of American High School Academy (AHSA) is to prepare students for lifelong learning while fostering positive interpersonal relationships. AHSA believes that students who develop personal, academic, civic, and occupational competencies are better equipped to become effective, productive citizens. Our personalized approach to learning offers tailored curriculum options, individualized instruction, mentorship, and life-changing educational experiences designed to meet each student's unique needs. This approach empowers students to take ownership of their learning and to positively shape their outcomes through informed choices and skill development. The Student/Parent Handbook plays a critical role in creating a safe and structured learning environment that supports academic success. To fulfill this mission, it is essential that the school community remains a safe, supportive, and respectful space for all.

We understand that parents/guardians are always seeking the best educational opportunities for their children. Investing in your child's education is an important decision. At AHSA we are committed to supporting that decision with a strong foundation in values, structure, and academic excellence.

This document outlines the essential roles of parents, students, and the school, while highlighting our core values, expectations for model student behavior, and the rights and responsibilities of all learners. AHSA is dedicated to fostering a safe, inclusive, and supportive learning environment that bridges both online instruction and traditional classroom experiences – offering the best of both worlds to meet the diverse needs of today's students.

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 our peers, and mostly about themselves.
- Supportive family relationships are the foundation for a student to succeed.
- High expectations lead to higher performance that empowers individuals and strengthens 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 upholds an open-door policy and encourage all stakeholders – parents, guardians, students, and community members to visit our school and share any concerns or feedback. We are committed to transparency in our educational policies and procedures, while strictly adhering to the privacy protections outlined in the Family Educational Rights and Privacy ACT (FERPA). To maintain effective communication, we utilize a variety of platforms designed to ensure stakeholders receive timely, accurate, and constructive information. These platforms currently include:

- Google Classroom (LMS): communication between student/teacher, along with their course assignment. **Please accept the invite.**
- Class Dojo: Teacher will utilize as the main communication tool. **Please accept the invite.**
- Dream Class (SIS): Student/Parent portal to monitor class progress and grades. **Please accept the invite.**
- Email: Announcements are emailed to the student/parent. Students are provided with a school email to be utilized for educational purposes only and are monitored by staff.
- Facebook/Instagram: weekly updates are posted on classroom learning, class events, and upcoming activities.
- School Calendar: provides information about breaks, holidays, and the beginning/end of grading periods (important due dates). Please plan events around the breaks.

2. ACADEMIC

Our curriculum is based on individual learning styles, with the offering of different pathways 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, and future goals. A graduation plan is discussed with all stakeholders, 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 academic programs of studies, to provide students with flexibility, expectations, and a choice of learning environment (classroom based, or hybrid). All the academic programs were designed to advocate student self-care.

Enrollment Procedures

The parents/students will be provided with a school tour and discuss future expectations. The official transcripts from previous schools will be requested to determine credit acceptance and placement. 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, Preparatory Academy, Honors Academy (Honor, Advanced Placement (AP), Dual Enrollment (DE), or Virtua/Hybrid 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 receive credit in previous failed courses (Credit Recovery) or receive language assistance through English for Personal Enrichment Programs (non-native English speakers).

International Student Program (F-1 Visa)

American High School Academy is certified by the Student and Exchange Visitor Program (SEVP) and authorized to issue the Form I-20 to international students seeking an F-1 student visa. International students are enrolled in our on-campus college-preparatory program and receive the same personalized instruction, mentorship, and college counseling as all AHSA students, in accordance with SEVP regulations.

Our designated school officials guide families through admission, Form I-20 issuance, SEVIS reporting, and maintenance of F-1 status:

Principal Designated School Official (PDSO): Carmen Molina Churchman, Principal

Designated School Official (DSO): Reinaldo Valentino, Head of Schools

Designated School Official (DSO): Maria Deal

The international student catalog and application are available at www.americanhighschoolacademy.com. Optional support services are offered through transparent, all-inclusive packages — no hidden fees, ever.

Program of Studies

Adult High School Completion

- AHS 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 allow you to pursue a junior or technical college post-secondary track.

There are two ways of program completion:

The **Home-Based Program** (Ages 16+) allows flexibility of working from home or anywhere at your own pace. The **Classroom Based Program** (In-Person-Blended Learning) allows students (15-18yrs) to enroll in the morning session (9:30am to 1:30pm) or afternoon session (2:00pm-5:00pm), with an educational specialist.

Classroom-Based Program schedule:

- Classes are on Tuesday, Wednesday & Thursday. All classes run for 4-hour periods (240 minutes of instruction). Students will work from home on Monday and Friday, completing 4- hours periods (240 minutes) of homework time.
- This is a Tenth 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 students to enroll in an educational curriculum which will fit into their lifestyle. The prep academy provides a high school curriculum of 18-24 credits, focused on a post-secondary educational track:

- 4 Language Arts (English 1-4)
- 4 Mathematics (Algebra 1, Geometry, Alg. 2, and a higher Math)
- 3 Sciences (Biology, Chemistry and 1 of equal rigorous)
- 3 Social Studies (World History, US History, and US Gov/Economics)
- 2 World Languages (consecutive languages for university admission/Bright Future)
- General Electives, which include Physical Education (credit may be earned through varsity sport participation)
- Participation in Honors Academy (AP/DE courses can substitute for Core Courses)

- **NO** State Assessment Requirement
- **NO** CLEP exams can be applied for NCAA core requirements

Preparatory Academy schedule:

- Classes meet Monday through Friday. All classes run for 5-hour periods (300 minutes of instruction).
- The academic program runs from August to June of each year.
- The summer courses/enrichment programs will incur additional fees and begin approx. 2 weeks after school ends. Failure of a core course **will** require summer attendance.

STEM Aviation/Aerospace Magnet Program

Students are prepared to receive a comprehensive four-year curriculum program developed by the Aircraft Owners and Pilots Association (AOPA) Foundation. The curriculum is aligned to provide the best in technical aviation career education and prepare students for industry licensing exams leading to certification.

There are two Career and Technical pathways to follow:

- Pilot (Airplanes)
- Unmanned Aircraft Systems (Drones)

Students are eligible to transfer their credits to Embry-Riddle Aeronautical University, Purdue, or any other post-secondary aviation/aerospace educational track. Students/Parents are responsible for researching the best options and requirements for each post-secondary institution.

Private Pilot License (PPL) Pathway — Please Note: Students on the Pilot pathway may complete ground school coursework and prepare for the FAA Private Pilot written examination as part of the program curriculum. **Flight hours are not included in tuition.** Flight training is arranged and billed separately through independent FAA-certified flight schools. For program details, visit www.aviationhighschool.com.

Honors Academy (Additional Fees may Apply) *This academy has a prerequisite GPA and college readiness scores.

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, or DE courses)

- Dual Enrollment (DE) courses are offered through our partnerships with Miami-Dade College (MDC) and the University of South Florida (USF). If tuition is not covered by the State of Florida, the student is responsible for the dual enrollment fees charged by the college, plus a \$25.00 per-credit processing fee.
- Students are eligible for the Bright Futures Academic Scholars award and the Florida Medallion Scholars Tuition award but must meet criteria (GPA and SAT/ACT scores).

In partnership with Florida Virtual School (FVA), students can enroll for specific NCAA and higher-level courses for a fee with ongoing support from their state-certified teachers. Our instructional staff will oversee student progress and provide additional support as needed.

Digital Blended-Learning Academy

(STEP UP Scholarships recipients must adhere to requirements)

Students are provided with the benefit of attending on a flexible schedule, with some traditional face-to-face instructional time and supplemental online learning. AHSA gives you the opportunity to personalize your learning experience aligned to individual needs. Our innovative blended learning options helps students develop the skills necessary to succeed in school and close the learning gaps. Students will be required to have mandatory school attendance for a minimum of 25 hours per week, monitor their progress, and attend classes online on the hybrid days. There should always be communication with the teacher regarding the weekly schedule.

English for Personal Enrichment 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. Our Educational Specialists are available in-person to assist students working on meeting the required credits in obtaining a high school diploma, with no state assessments. There are tutoring options to assist students one-on-one in meeting their educational goals.

Credit Recovery

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 or with in-person instruction in the summer.

"Success Steps" High School Completion Program

This program is designed for students who met all high school requirements at a public/ charter school, except for failing to achieve the required GPA or failing to pass the required mandated

assessments. These students are withdrawn as a **WAG** 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. The student will be required to complete a minimum of 5 credits under the program, to 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.

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

MDCPS Program

Families are provided with a school choice in selecting their child’s educational pathway which is not a one size fits all. AHSA offers a tuition-free alternative education pathway for eligible students in grades 6-12, combining personalized education to meet their child’s needs. AHSA offers families access to a recognized high school diploma without private school tuition costs.

Students enrolled in this program must adhere to the following:

- Follow district-aligned graduation requirements
- Learn in a more flexible, personalized environment
- Receive academic guidance and support
- Pass all state required assessments
- Work toward an official M-DCPS high school diploma
- Adhere to the M-DCPS Student Code of Conduct Handbook

<https://codeofconduct.dadeschools.net/#!/fullWidth/5866>

Students will follow all the policies, procedures, rules, and regulations set forth by AHSA. This means attending school 5 days a week from 9:30am to 2:30pm or 3 days a week from 9:30am to 2:30pm with administrative approval (documented medical illness, employment, or mental health). All students are expected to follow the uniform guidelines while attending classes in-person and the usage or possession of electronic devices during school hours is prohibited.

Students are advised that violations of the Student Code of Conduct may also violate Florida Law.

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)

END OF GRADE	COURSES PASSED	STATUS
		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 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 purpose 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

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 with a nationally norm-referenced test or statewide assessment. Our school utilizes the IXL norm-referenced diagnostics test, which provides a personalized learning tool.

Grade Point Average (GPA) must be a minimum cumulative average of **2.0**.

Community Service (CS): Students are required to complete a minimum of **35 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. PREP Students are expected required to complete **25 service** hours yearly (no donations will count). Parents are required to volunteer for 25 hours by participating in-classroom/fieldtrip activities or through donations for projects. One hour will be given for each dollar amount (excluding tax) donated. ALL parents/guardians must pay for a background check through an authorized vendor and pass to participate in activities. Please see the school staff for more information.

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 (non-AHSA students) by repeating the same level of course. 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 and Point Average Table

Range	Letter Grade	Florida	Honors	AP /DE
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

Credits Transferring

AHSA reserves the right to evaluate and accept previous course credits from other institutions. Credits 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 (25%) from AHSA curriculum.

A transcript review (wrong course name, incorrect grade, or credit issues) may be requested by scheduling a meeting with a school administrator who will determine if a review is necessary. The Head of the School or Principal will be responsible for approving a revision of the original transcript. Foreign records may be evaluated/transcribed for a minimal fee.

Florida Bright Futures Scholarship Program (2026-2027 Graduates)

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 - Foreign/World Language (sequential, in same language)	3.5	100 hours	1330 SAT 29 ACT 95 CLT
Florida Medallion Scholars (FMS)		3.0	75 hours	1190 SAT 24 ACT 82 CLT

3. SCHOOL REGULATIONS AND MANAGEMENT PLAN

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:

- 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.
- Cooperation- Working together toward a goal. Ex. Being a member of an athletic team.
- Honesty- To teach students in speaking with the “truth”, sincerity, and not cheating, lying, or stealing. Ex. Doing your own assignment not AI or other assistance.
- 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.
- 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.
- Kindness – To spread compassion, and sympathy for other living things and people. Ex. Helping someone who has been hurt.

School/Classroom Schedule

AHSA is a digital-blended non-traditional private school based on a self-paced 10-month curriculum, which runs from August to June. AHSA understands some students learn differently and offers limited accommodations to assist students' individual educational academic plan (IEP). Our school year calendar follows the Miami-Dade County Public School (MDCPS) district. A student's absence over 3 consecutive days may be excused with prior approval from the AHSA administration or if an emergency arises unexpectedly. A medical or legal note could be required for the absence to be excused. The classroom schedule is to be adhered from 9:30am to 2:30pm, Monday through Friday, for 180 school days. In addition, **ALL** student-athletes and academy students are expected to follow schedule while on hybrid instruction.

The classroom schedule is subject to change at the discretion of the teacher and/or administration. Students interested in work experience must be employed and complete all the necessary forms and follow all the requirements to earn credit for the course. Employment verification visits will be conducted by the administration.

Attendance Requirements

The student and their parent/guardian understand that the student's education depends on the consistent participation in school. All students are expected to be seated and ready to begin by 9:30am. Students arriving more than 15 minutes late will be marked tardy and will be responsible for completing any missed assignments.

Students enrolled in the virtual program must follow the same schedule and are expected to be logged in, with their camera on, by 9:30am. To meet the compulsory attendance requirement (Rule 6A-1.09512, F.A.C.), students must attend school for a minimum of 170 actual days and complete the required instructional hours based on their grade level.

Please report all absences by emailing appropriate documentation to: Attendance@americanhighschoolacademy.com.

Students with excessive absences or tardies will be required to make up instructional time to remain in compliance. At the teacher's discretion, repeated tardies may result in consequences such as indoor suspension or Saturday school. A student who accumulates 10 or more unexcused absences in an annual course or 5 in a semester course, may be denied credit for that course.

Security/Safety

AHSA addresses the safety and security of our students as a fundamental priority. Both of our campuses have a security guard responsible for maintaining a safe and secure environment for students, staff, and visitors. The students will be supervised on school grounds during school hours by a staff member and while on designated school field trips. Students may not be on school grounds at any time, during or after school hours, without adult supervision. Students on our blended platform must always have their camera on.

Fire Procedures

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 left in the classroom. Everyone must remain quiet and wait for further instructions. Each teacher is responsible for checking attendance rolls to verify all students are reported present at checkpoint. Parents/Guardians will be contacted as soon as time permits. AHSA will conduct fire drills exercises throughout the school year. AHSA personnel must know the location of each fire extinguisher and how to operate it.

Lockdown Procedures

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. AHSA will provide training exercises throughout the school year.

Severe Weather Conditions

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.

Emergency Dismissal

In the event of a national or state emergency, the parent/guardian on the school record will be notified to ensure a quick, and safe dismissal of all students. Please notify the school immediately of any changes to phone numbers or email addresses.

Early Dismissal Policy

To maintain a safe and secure learning environment, early dismissals shall be granted only till 1:30pm and under exceptional circumstances. Acceptable reasons for early dismissal include:

- Medical appointments
- Legal obligations
- Immigration-related appointments
- Verified emergencies

Dismissal Procedure:

1. **Parent/Guardian Sign-Out:**
The parent or legal guardian must report to the security officer in person. No telephone calls or emails will be accepted.
2. **Authorized Pickup by Another Adult:**
An Emergency Contact Form must be on file with the school office. This form must list all adults (18 years of age or older) who are authorized to pick up the student.
3. **Identification Requirement:**
All individuals picking up a student must present valid government-issued photo identification.

We appreciate your cooperation in supporting the safety and well-being of all students

Late Pick Up at Dismissal Time

Students should be picked up by 2:30pm, unless they are participating in a after school event. Parents will be given a **30-minute** window after dismissal to pick up their child from school. Any student who is not picked up by 3:00pm will be charged a late fee of \$3.00 per hour, unless prior arrangements have been made with administration. Late fees will be invoiced and are required to be paid in full by the last day of school.

Health/Medical Emergency

In case of an accident or illness during the school day or school event, every attempt will be made to notify the parent/guardian prior to seeking emergency medical treatment. We request you to inform the school office/teacher of any special health needs (allergies, medical condition, concussion) of their child. In case the student is transported to a health care facility, a staff member will accompany the student and remain with the student until a family member arrives at the facility.

Students may not carry any medication, including over-the-counter medications, in their book bags or pockets. It is the parents' responsibility to notify the school of any medication his/her child is authorized to administer and must be supplied in an appropriate labeled container, along with a medical note. AHSA is not responsible for the administration of any medication.

Mental Health

AHSA considers mental health an important part of students' overall health and well-being. AHSA promotes social, emotional, and behavioral learning programs within the classroom and school grounds. AHSA has a certified school counselor who can assist with providing a mental health safety check and connect families with community providers. If the student is in immediate danger of a crisis, an evaluation will be conducted, and the proper procedures will be followed. AHSA will always attempt to contact the parent/guardian in case of immediate danger.

Student Information and FERPA Rights/Retention of Records

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 are transferred 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.

The "waive your right to release records" checkbox is almost always about FERPA and recommendation letters. Most students waive it to encourage honest, candid evaluations from recommenders, but you should weigh that against your own desire to review those letters if you plan to enroll at the school. By signing the "[acknowledgement of receipt and review form](#)" of the student/parent handbook, it

authorizes AHSA the release of records associated with a student college application(s) or employment.

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

At American High School Academy (AHSA), we are committed to educational excellence, fostering an environment where students are both inspired and challenged to reach their full potential. We recognize the value of technology in enhancing learning and encourage students to responsibly utilize electronic devices as educational tools. However, the use of electronic devices on campus is considered a **privilege**, not a right. To ensure a focused and respectful learning environment, the following policy applies:

1. **Device Storage:**
Upon arrival, all cell phones/electronic personal devices must be completely turned off and placed in the designated storage area. Devices will remain stored unless directed otherwise by school staff.
2. **Authorized Use Only:**
Cell phones and other devices may only be used during instructional time **under the explicit direction and supervision of a staff member**. Unauthorized use of devices during school hours is prohibited, therefore if observed by a staff member, the device will be collected and only returned to the legal parent/guardian.
3. **Prohibited Uses:**
 - o Any use that disrupts the educational environment
 - o Any use that infringes on the rights, privacy, or safety of others
 - o Photography or video recording without permission
 - o Any unlawful or inappropriate activity using a device
 - o Any use of ChatGPT, Gemini, or AI without the direction of the staff member
4. **Parent Communication:**
In the event of an **immediate emergency**, parents or guardians may contact their child by calling the school's main office at **(305) 270-1440**. Students will not be permitted to use personal devices to communicate during school hours unless authorized by staff.

We appreciate your cooperation in maintaining a safe and respectful academic environment.

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's 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 (Dream Class). AHSA will assist parents/guardians with obtaining the best possible payment solution.

LATE 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.
- Late Pick Up: \$3.00 per hour

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 and refer to collections.

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.

Volunteers are welcomed and essential for the school. We encourage family members to offer their talents and expertise to help our students become good citizens. A screening and criminal background check must be completed, as well as meeting with administration for safety and training purposes. For volunteering information please complete the necessary form by contacting AHSA directly at (305) 270-1440.

Parents are encouraged to schedule teacher conferences after classroom hours. Administration is accessible to meet with parents/guardians with a schedule appointment.

Visitor Policy

AHSA is a closed educational facility, where the safety of the student/parent is of the utmost importance. Parents/Guardians, and other visitors are encouraged to visit with advanced notification and administration approval, except for emergency situations. During hours of operation, an appointment must be made for a scheduled tour of our educational facility. ALL visitors are to register with our security guard, provide a valid identification state issued ID, where the information may be inputted into the National Sexual Predator database system based on Jessica Lunsford ACT.

4. STUDENT CONDUCT

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 consistently with the mission, philosophy, and spirit of the school. This **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 violations of cheating, plagiarism, and misuse of AI technology for educational purposes.

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.

Disciplinary action:

Suspension

The administration of AHSA reserves the right to discipline its students for on/off campus behavior (fieldtrips, club activities,) that is in violation of the student code of conduct. The amount of time in a suspension will be at the discretion of administration, and all suspensions will be served at home. The students are expected and responsible for all the work and will not participate in extracurricular activities.

Expulsion

The removal of a student from the school is used as a last resort. The administration will notify the parent/guardian concerning the behavior of the student and request a conference before a final decision is made. If the action of the student is severe, the immediate expulsion from the school will be deemed necessary.

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 Forms (Prep Academy/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 for at least 13 weeks in duration.
- Is scheduled to attend at the rate of at 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 Policy

As a private educational institution, **American High School Academy (AHSA)** reserves the right to establish and enforce a student dress code. The purpose of this policy is to promote cleanliness, proper grooming, and hygiene, as well as to maintain an academic atmosphere that is respectful, focused, and conducive to learning.

Classroom Attire Requirements:

Students are required to wear the following:

- **School Polo Shirt** in official school colors (Black, White, or Gray) with the AHSA emblem.
- **Sweatshirt:** Official school colors (Black, White, or Gray) with the AHSA logo/emblem. NO hoodies.
- **Bottoms:** Blue jeans (non-torn), capri pants, or school-color shorts that reach knee level and remain securely in place.
- **Belts:** Pants must be worn at the waist; sagging is not permitted. A belt must be worn if necessary.
- **Footwear:** Closed-toe shoes such as sneakers or sandals with secure straps are required.
- **Winter Option:** During colder weather, students may wear **AHSA sweatpants** along with the school polo shirt or sweater.

The following items are not permitted during school hours or at school-related activities:

- Hats, caps, or head coverings (except for religious purposes)
- Sunglasses
- Jewelry or accessories deemed inappropriate or distracting
- Clothing with unauthorized emblems, logos, or designs

Uniform Purchase:

School uniform packages are available for purchase at the school. Please contact the school office for pricing and to place an order.

Enforcement of Dress Code:

Students who arrive at school out of compliance with the dress code will be given the option to:

- Purchase the appropriate uniform at the school, or
- Be picked up by a parent or guardian to return in proper attire.

AHSA reserves the right to **confiscate** any clothing or accessories that violate the dress code policy. These items must be picked up by a parent/guardian at the end of the school year.

We appreciate your support in maintaining a respectful and professional academic environment.

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 or tobacco 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 them 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 have 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.

Fortify: Fortify FL is a suspicious activity reporting tool that allows you to instantly relay information to the appropriate law enforcement agencies and school officials. Fortify FL 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 is 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 about 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 uses 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 (including all AI resources used to gain responses on all school assignments and curriculum-based assessments)*

AHSA provides wireless connectivity as a guest service and offers no guarantee 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 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 networks 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.
5. The user is responsible for following local, state, federal and international copyright, intellectual property rights and network abuse laws.
6. The user is responsible for adhering to the policies of other networks accessed.
7. The user is expected to work in a moral and ethical fashion for educational purposes only.
8. The user will not and will not knowingly allow anyone else to:
 - Violate the integrity of a network or computer system.
 - Intentionally make a computer or network component malfunction.
 - Delete or install any software or application without authorization.
9. No computer or other network resource will be used to threaten, harass, or intimidate others.
10. Personal devices such as laptops or tablets are permitted on the school campus when authorized by AHSA staff and must adhere to all the regulations stated within.
11. 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 are reported to the AHSA Administration.
12. Users shall refrain from utilizing proxy avoidance IP numbers and programs which are strictly prohibited.
13. User shall not reveal his/her own personal address or phone number or that of another user or use another user's account.
14. User shall not disclose personal AHSA credentials to another user for the benefit of completing assignments and/or assessments.
15. Users shall not use technology to communicate with vulgar language, graphics, or artwork.
16. 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.
17. Users shall not download music files, video files, games, etc. unless it is part of an assigned, in-class activity.
18. Users shall not customize computer settings for personal use.

19. 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.

20. 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 should 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 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 programs, 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 should 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)

At **AHSA**, the administration and staff are fully committed to fostering academic excellence and instilling a strong sense of integrity in all students. As part of this commitment, students are expected to understand, recognize, and consistently practice ethical behavior in all academic settings.

To support this objective, the following policy outlines behaviors that are considered unethical and provides clear guidance on maintaining academic honesty.

Cheating

Cheating is defined as taking credit for work that one has not personally completed. It includes the use or attempted use of unauthorized assistance on any academic task, including tests, quizzes, homework, classwork, essays, reports, or projects.

Examples of cheating include, but are not limited to:

- Using a cell phone or any electronic device during a testing session
- Possessing a copy of a test or answer key before or during an exam
- Using artificial intelligence (AI) tools or software to complete assignments, assessments, or gain an unfair advantage

Plagiarism

Plagiarism is the act of presenting someone else's work or ideas as your own without proper acknowledgment. This includes copying text, images, or data from:

- Books, articles, websites, or other printed or digital sources
- Classmates or other individuals
- AI-generated content without appropriate citation

Students must properly cite all sources, whether quoting directly or paraphrasing. Giving credit to the original author or creator is essential to academic integrity.

Examples of plagiarism include:

- Copying content from websites (including but not limited to CliffsNotes or Wikipedia) without citation
- Submitting writing that includes uncredited excerpts flagged by plagiarism-detection software (e.g., Grammarly.com or Turnitin)
- Using images, graphics, or media without giving source credit

Consequences

Any student **suspected of cheating or plagiarism** will be immediately referred to AHSA Administration for review. If a violation is confirmed:

- The student will receive a grade of **zero (0)** on the assignment, test, or project in question
- Additional disciplinary action may be taken depending on the severity and frequency of the offense

At AHSA, we believe academic integrity is a cornerstone of lifelong success. Students are expected to complete their own work honestly and uphold the values of respect, responsibility, and fairness in all academic endeavors.

5. 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. Students must adhere to the requirements set forth by their school of choice athletic participation. 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 below) = 0.0

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 damage sustained by students or others arising from participation in such program or activities.

AHSA offers extracurricular activities through STEM and Key Club. There are additional fees associated with each club and events. All clubs have their own mission statement aligned with the values of AHSA.

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 damage sustained by students or others arising from participation in such clubs, organizations, or sports.

Fundraising

To maintain the integrity and reputation of AHSA, **no student, staff member, parent, or guardian may solicit funds using the name of AHSA without prior written authorization** from the **Principal** or **Owner** of the school.

All fundraising activities must be approved in advance to ensure they align with the school's mission, values, and operational guidelines.

We encourage all members of the AHSA community to actively support **school-sponsored fundraising initiatives**, which are designed to benefit the current and future student body. Your participation helps to enhance educational experience and promote a spirit of unity and support within our school community.

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.

School Year: 2026-2027

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

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

Date

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

Student Printed Name

Grade Level

Student Signature

Date

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

School Official Printed Name & Title

Date

School Official Signature

Date