

G R E A T   L A K E S   A C A D E M Y  
*High School*

STUDENT HANDBOOK





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## About Great Lakes Academy

### **Mission Statement**

At Great Lakes Academy we envision a far-reaching, inclusive learning community which, in addition to providing a solid knowledge base and skill set, will foster independence, critical thinking, creativity and problem solving skills. Our intellectually stimulating, academically challenging, yet supportive alternate learning environment will allow students to improve themselves and realize greater opportunities which will better both themselves and the world at large.

### **Philosophy**

Great Lakes Academy was founded to provide a wide-spread student base with a solid stimulating education using a variety of learning modalities. We believe that there are many effective ways of learning. In addition to the classic brick and mortar classroom model there are, for the self-motivated independent individual, modals which allow a student to work at their own pace and at distant locations. While not for everyone, we believe that this type of virtual, at your own pace learning environment can help those students who might otherwise be unable to obtain a quality high school education due to geography, cost, time constraints or other reasons.

Through the use of a specific curriculum and clear objectives (based upon standard US education requirements), and the assistance of online teachers we believe students can work at their own pace and with a freedom which a traditional classroom based model is not able to provide. We hope to provide this through a user friendly, cost effective medium with allows for universal access.

### **Program**

Great Lakes Academy offers two programs for high school completion. These are the **Home School Completion Program** and **The Online Completion Program**. Each program is intended to be delivered in its entirety. They are not intended for students, who wish to enroll in order to complete one or more individual courses and transfer the credits from these to another institution in order to qualify for graduation.

#### **I. Home School Completion Program:**

This program is intended to address the needs of:



1. Individuals, who are at least sixteen years of age, but have not reached the age of majority in their local jurisdictions. The program will accommodate the legal-necessity of parental supervision and will be delivered over time on a course by course basis to satisfy the requirements of a preponderance of local school boards for participation in home school/avoidance of truancy.
2. Individuals, who do not possess a strong enough academic background to immediately challenge by examination all content objectives contained in a standard, twenty-four (24) credit high school completion program. The program's delivery model will allow such students to work at their own pace on a course by course basis.
3. Individuals, who must achieve their high school degree through a home school program rather than by examination in order to meet the requirements of a particular post- secondary vocational/academic program or employer.

Students enrolled in the Home School Completion Program will receive a study guide with content from each course. The guide will include descriptions, a listing of content objectives, and lessons covering every content objective outlined in The State of Florida, Department of Education's Sunshine State Standards for secondary education.

The program includes a competency test to establish the student's performance in all subject areas. The student's performance, along with an evaluation of his/her previous high school transcripts, will determine which courses the student has already demonstrated competency in and which will be addressed as individual course offerings, leading to high school graduation.

After the HSCT has been graded, a program will be designed and the student will then receive and complete one course at a time.

- Each course contains a complete text with lessons and lesson plans designed to address each and every content objective prescribed for that course by The State of Florida, Department of Education's Sunshine State Standards for secondary education, including practice, self-test questions and answers.
- Each course has a corresponding comprehensive course examination which by design will address every content objective prescribed for that course by The State of Florida, Department of Education's
- Sunshine State Standards for secondary education,
  - To the greatest extent practicable, course tests will be presented in an objective format and will be graded by automated, mechanical means.
  - Course tests will be processed and graded in a timely manner and results will be sent to students/parent/guardians via U.S. Mail within one business day of processing.



- Students, who fail to demonstrate mastery or indeed competence by achieving a passing grade on an individual course examination will be told to retest. No academic or financial (tuition) penalty will be levied against the student for repeating an examination.
- Once a student has achieved a passing score on an individual course examination, the grade will be recorded and the student will not be allowed to retest in order to raise his/her grade score.
- The date on which the student's final prescribed home school last course examination is processed and receives a passing grade (resulting in an overall MINIMUM Grade Point Average equal to that established by the State of Florida, Department of Education as a requirement for high school graduation <at least 2.0>) will be recorded in the central student management database as his/her official graduation date

## **II. Online School Completion Program**

1. This program is intended to address the needs of Individuals, who are least eighteen years of age, have reached the age of majority in their local jurisdiction, are no longer the legal responsibility of a parent or guardian and are no longer subject to truancy / mandatory attendance laws in their local jurisdictions.
2. Further, those enrolled in the Online Completion Program must possess a background of some degree of academic success at the secondary level. By enrolling in the Online program, students are declaring their readiness to challenge every content objective outlined in The State of Florida, Department of Education's Sunshine State Standards for secondary education, in a single examination with a minimum of preparation and little to no academic support.
3. Students enrolled in the Online School Completion Program will complete this 16 credit program completely online. As such this program requires the student to have access to a computer and the internet.
4. Upon enrollment the student will receive an email with the login information to their personal student account. All materials for the course and the coursework can be accessed through this student account. Students will be able to keep track of their progress as they work through the coursework.
5. The date on which the student's Online HSCT is processed and passing grades are parsed to ALL individual course areas, resulting in an overall MINIMUM Grade Point Average equal to that established by the State of Florida, Department of Education as a requirement for high school graduation (currently 2.0) will be recorded in the central student management database as his/her official graduation date.



## Curriculum Content

In accordance with institutional policy, complete high school programs will be composed of a syllabus of courses as prescribed by The State of Florida, Department of Education's Sunshine State Standards for secondary education.

Further, in each offered course, the content objectives will address each of those prescribed by The State of Florida, Department of Education's Sunshine State Standards for secondary education. To establish adherence:

- Every course offering contains a matrix, linking content objectives to actual content, lessons, lesson plans and practice questions.
- Every course examination includes a matrix, linking individual questions to specific course lessons, lesson plans, practice questions and content objectives.
- These Matrixes are available for examination by interested parties, including peer educators and stakeholders, but are withheld from publication to students in their entirety in order to maintain academic integrity.

Every course offering is designed or authored by a qualified educator. This individual possesses:

- A bachelor's or more advanced degree in the subject area in which he/she is providing the Services and
- A current, valid teaching certificate from the State of Florida or a current statement of eligibility from the State of Florida, Department of Education or
- A current, valid teaching certificate from one of the U.S states, territories or commonwealths.
- Evidence that he/she has engaged in the creation of secondary-education curriculum in the specified subject area and that the product curriculum was accepted for utilization in The State of Florida or nationally.

Every course offering will undergo a peer review by a qualified educator prior to its adoption by the institution. This individual will possess:

- A bachelor's or more advanced degree in the subject area in which he/she is providing the Services and
- A current, valid teaching certificate from the State of Florida or a current statement of eligibility from the State of Florida, Department of Education or
- A current, valid teaching certificate from one of the U.S states, territories or commonwealths.



- Evidence that he/she has engaged in the creation of secondary-education curriculum in the specified subject area and that the product curriculum was accepted for utilization in The State of Florida or nationally.

Every course offering will contain content and be supported by materials and lesson plans appropriate to address each and every objective outlined under the course content section of The State of Florida, Department of Education's Sunshine State Standards for secondary education.

## **Accreditations and Affiliations**

### *What is accreditation?*

Accreditation is a process by which an independent agency (accrediting commission) sets educational standards and a common protocol (a systematic process of school improvement) and through periodic evaluations, assures that member schools conform to them. A school wishing to become accredited, voluntarily agrees to adhere to these standards and protocols for improvement. This assures that the school is as it represents itself, that it is trustworthy and reaches high standards.

Demand for accreditation is now worldwide. It sets those schools deserving recognition apart from others. Accreditation helps schools and colleges trust in the education of other accredited schools and helps parents, students, and the public believe in these institutions. The standards guide policies for awarding credit, granting diplomas, and other educational procedures. (Commission..., 2006)

Great Lakes Academy offers a diploma accredited through three agencies. Commission on International and Trans-regional Accreditation (CITA), the Southern Association of Colleges and Schools (SACS) and the National Association for the Legal Support of Alternative Schools (NALSAS).

### *What is CITA?*

The Commission on International and Trans-Regional Accreditation (CITA) is the most rapidly growing accrediting agency in the world. It was created in 1996 by five USA regional associations which accredit schools and universities.

CITA provides customized accreditation procedures and standards for schools that cross the USA regions and for national and international schools around the world. CITA awards the accreditation. The participating regional commissions manage the accreditation facility.

CITA brings together these commissions to promote accreditation and school quality: Middle States Commission on Elementary Schools (CES MSA); Southern Association of Colleges and Schools



(SACSCASI); Western Association of Schools and Colleges (WASC); North Central Association of Colleges and Schools (NCA CASI); Council on Occupational Education (COE); National Council for Private Schools Accreditation (NCPSA) .

CITA has five divisions, each with separate procedures and standards, developed to match unique types of education. They are: Supplementary Education; Schools; Located outside the US; Trans-Regional Schools; Distance Education; Vocational and Adult Education; Early Childhood Education.

Through CITA, large regional accrediting commissions maintain a common procedure, ensure standards, and conduct evaluations of schools. Schools voluntarily live up to those standards and open their schools for evaluation. This process is verified through external review by trained and experienced peer review teams... Over 32,000 schools in the USA and 100 other countries have earned accreditation. (Commission..., 2006)



#### ***What is SACS?***

SACS CASI (Southern Association of Colleges and Schools Council on Accreditation and School Improvement) accredits over 13,000 schools and school systems throughout the United States and overseas. Today, SACS CASI is the global leader in helping schools improve student learning through accreditation... (Their) Mission (is) to help schools improve student learning through accreditation. (Welcome..., 2006)

#### ***What is NALSAS?***

The National Association for the Legal Support of Alternative Schools (NALSAS) is the accreditation arm of the National Coalition of Alternative Community Schools (NCACS).

The National Coalition of Alternative Community Schools is a nonprofit educational organization. Since 1978, the Coalition has supported the work of students, parents, teachers and others in the field of alternative education, while informing the general public about its benefits and successes... (Their) mission is to unite and organize a grassroots movement of learners and learning communities dedicated to participant control, liberation from all forms of oppression, and the pursuit of freedom. (National Coalition..., 2006)

Operating since 1973, the National Association for the Legal Support of Alternative Schools (NALSAS) was founded by its current CEO, Ed Nagel, who is also principal of the Santa Fe Community School (sfcs-homestudy.org) and author of CHEEZ!, Uncle Sam.



NALSAS was originally “designed to help interested persons/organizations locate/evaluate/create viable alternatives to traditional schooling approaches”---including home study. Subsequently, NALSAS established a process to accredit bona fide members of the National Coalition of Alternative Community Schools (ncacs.org), requiring an on-site visit be conducted by a qualified representative to members of NCACS and educational homeschooling programs that apply.

A Certificate of Accreditation issued by NALSAS is not meant to represent an evaluation and/or approval of the materials, teaching staff or educational philosophy employed by the applicant program. Rather, only one standard is applied: consumer protection---an assurance to the general public: 1) that a member of NCACS not involved with the control, operation, or proceeds of the applicant program has reviewed and confirmed documentation of their compliance with all state and local laws; and 2) that the conditions and advertising claims made regarding their location and operation have been verified (that the program is what it claims to be and does what it purports to do). Whether such a program is desirable or suitable for meeting the needs of a particular learner then becomes a question for the consumer to determine. (National Association..., 2006)

### ***What does accreditation mean to the student?***

From a student's perspective, accreditation from a well-established and recognized agency means that the high school diploma will see greater acceptance from employers and post-secondary schools. It will be better respected, as it will be known that the school's policies and curriculum are overseen by an independent agency.

The graduate will have confidence that this diploma will help him to gain admission to post-secondary schools or open up employment opportunities.

### **References**

- Commission on International and Trans-regional Accreditation. (n.d.). Retrieved June 19, 2006 from <http://www.citaschools.org/about>.
- National Association for the Legal Support of Alternative Schools. (n.d.). Retrieved June 20, 2006 from <http://www.nalsas.org/Friendly/pfindex.html>.



National Coalition of Alternative Community Schools. (n.d.) Retrieved June 20, 2006 from <http://www.ncacs.org/ncacs.htm>.

Welcome to SACS CASI. (n.d.). Retrieved June 19, 2006 from <http://www.sacscasi.org/>.



## Policies and Protocols

### Scholastic Code

The Scholastic Honor Code will be the governing document for student conduct while enrolled in the Great Lakes Academy school. At the onset of a student's academic relationship with the Great Lakes Academy, the student will be asked to read the Scholastic Honor Code and sign a contract indicating they have both read the code and agree to follow it. This then represents a contract between the school and the student where the student agrees to follow the code and the school agrees to deal with infractions in a well-established manner.

#### *Scholastic Honor Code*

1. The verbiage of this code deals specifically with cheating, attempted cheating, plagiarism, lying, and stealing. Any instances of cheating, attempted cheating, plagiarism, lying and/or theft perpetrated by a student will constitute a violation of the Scholastic Honor Code. That student will then be subject to disciplinary action up to and including termination from his/her program and forfeiture of all tuition funds.
  - a. Cheating encompasses the following:
    - i. The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
    - ii. The above may be accomplished by any means whatsoever, including but not limited to the following: fraud; gestures; copying from another student; unauthorized use of study aids, memoranda, books, data or other information; and the unauthorized access of computer-based information.
    - iii. Attempted cheating.
  - b. Plagiarism encompasses the following:
    - i. Presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment.
    - ii. Borrowing the sequence of ideas, the arrangement of material or the pattern of thought of someone else without proper acknowledgement.
  - c. Lying encompasses the following:
    - i. The willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work. This includes but is not limited to the following
      1. Lying to administration and faculty members.



2. Falsifying any university document by mutilation, addition, or deletion.
  3. Lying to official school administrators during an investigation.
- d. Stealing encompasses the following:
- i. Taking or appropriating without the permission to do so, and with the intent to keep or to make use of wrongfully, property belonging to any member of the Great Lakes Academy or any property located on the Great Lakes Academy campus. This includes misuse of academy computer resources.
2. Students are responsible for understanding and abiding by the Scholastic Honor Code. This includes asking the appropriate official for clarification of any unclear sections or when issues arise which the student is unable to address with the provisions of the Scholastic Honor Code.
  3. The Scholastic Honor Code may be applied retroactively if it is determined after the graduation of the student, that an alumni was in violation of the Scholastic Honor Code during their tenure as a student. Disciplinary action up to and including revocation of the alumni's diploma and loss of access to his/her transcripts.
  4. When an infringement of the tenants of the Scholastic Honor Code is reported, it is the responsibility of the principal to investigate and determine if an infraction has occurred as well as its severity. He/She will then determine an appropriate punishment.
  5. This punishment as well as the associated infraction will be delivered to the student/alumni in the form of a letter.
  6. The student/alumni who has been disciplined, has one opportunity (within 30 days of receipt) to contest this decision and present evidence or arguments to contest the principals conclusion.
  7. The principal will re-evaluate his/her decision at which point he/she will may choose to adjust or negate the punishment. This decision will be final.

(Modeled on/adapted from the Honor Code of UW's Business School, accessed from:  
<http://bschool.washington.edu/mbastud/honorcode.shtml#statement> on 4/16/2008)

## **Proctoring Program**

In order to ensure to the greatest extent practicable, the academic integrity of your high school completion program, Great Lakes Academy utilizes the "Proctoring Program." In accordance with the institution's educational policy and proctoring program procedures, students will be required to enlist the services of qualified, local individual(s) to act in the capacity of test/examination proctor. The test/examination proctor will monitor the student while he/she completes ALL "closed-book" assignments, assessment tests and end of course comprehensive examinations.

The proctor will be required to possess the following qualifications:



1. Must be at least 21 years old.
2. Must NOT be a convicted felon.
3. Must NOT be in the student's family: parent, son, daughter, brother, sister, spouse, in-law, etc.
4. Must NOT be engaged with the student in a personal relationship such as dating or engagement for marriage.
5. Must NOT be engaged in the student in a business relationship, including employment.
6. Must NOT live in the student's household.
7. Must possess NO personal interest in the student's academic outcomes.
8. Must have good standing in his/her community
9. Must sign a statement stating their qualifications as described above.
10. Must sign a statement stating their commitment to faithfully follow the proctor procedure guidelines.

Students are encouraged to seek out potential proctors in the following career fields:

1. Education Professionals: public & private school administrators, counselors, instructors.
2. Mental Health Professionals: counselors and therapists.
3. Government Officials: municipal department directors, social workers, case workers, social service administrators, appointed state or national level officials and local, state or national office holders.
4. Public Safety Professionals: police officers, corrections officers, parole officers, bailiffs, community resource officers, fire fighters and emergency medical technicians.
5. Clergy: ANY full-ordained clergymen (by his/her own denomination) from ANY ORGANIZED faith.
6. Community Leaders: local business owners, officers of non-profit corporations and youth program leaders.

**IT IS YOUR RESPONSIBILITY** to find such an individual who meets the standards defined by the instructions in your proctoring program packet. **You may choose a DIFFERENT proctor for EACH test. IT IS YOUR RESPONSIBILITY** to have your selected proctor monitor your work while you complete closed-book assignments, assessment tests and end of course comprehensive examinations. **IT IS YOUR RESPONSIBILITY** to wait until you are ready to take your examination, contact a proctor, make an appointment to take the test in his/her presence and ensure that the examination package is still sealed when handed to the proctor. **IT IS YOUR RESPONSIBILITY** to complete closed-book assignments, assessment tests and end of course comprehensive examinations in a single sitting, in accordance with the



scholastic honor code and in the presence of your test proctor. **IT IS YOUR RESPONSIBILITY** to see to it that at the conclusion of your test, your registered test proctor completes the proctor test form and places this form along with your Scantron Test form in the included test return envelope and SEALS that envelope before returning it to you to forward to Great Lakes Academy. If you fail to follow Proctor Program Procedures, **YOU WILL BE UNABLE TO ACQUIRE ACADEMIC CREDIT AND GRADUATE.**

The Proctoring Program is a simple mechanism that allows the institution to safeguard the academic integrity of your high school completion program. Further, it is an easy way for you to demonstrate the validity of your learning of all curriculum objectives. Participation in the program is therefore in the best interest of the student. Moreover, it is **A MANDATORY REQUIREMENT FOR GRADUATION / ATTAINMENT OF ACADEMIC CREDIT.**

**Proctor Procedures:**

- 1) The proctor will read and understand the instructions for the proctor on the back of the test proctoring verification form.
- 2) The proctor will read and understand the scholastic honor code on the back of the test proctoring verification form.
- 3) The proctor will follow instructions for the administration of student tests:
- 4) The proctor will accept the student's statement that he/she is ready to take ALL "closed-book" assignments, assessment tests and end of course comprehensive examinations, and will undertake to schedule an appointment in an appropriate venue at which the student will take the test in a single seating.
- 5) At the beginning of the test session, the proctor will:
  - a) Verify the student's identity by having the student present a driver's license or state-issued photo I.D. card.
  - b) Verify that the student has presented him/her with a SEALED test package.
  - c) Open the test package.
  - d) Verify that it contains the test booklet, Scantron answer form, test return envelope and the proctor verification form.
  - e) Verify that all personalized documents bear the name of the correct student.



- f) Verify that the student is alone and is unable to make contact with other individuals during his/her test session which would constitute a violation of the scholastic honor code.
- g) Verify that the student does not possess a textbook, supplemental curriculum (hardcopy, electronic or otherwise) which would constitute a violation of the scholastic honor code.
- h) Verify that the student is ready to begin his/her test session and hand the student the test booklet and Scantron test form.
  - A. At the conclusion of the test session, the proctor will:
  - B. Collect the student's Scantron test form and test booklet.
  - C. Complete and sign the test proctor verification form.
  - D. Place the test proctor verification form and Scantron test form in the test return envelope.
  - E. Seal the test-return envelope and present this to the student to mail back to the institution.
  - F. Destroy the test booklet.

## **Communication**

One of the challenges of a primarily online school is maintaining good communication with its students. Great Lakes Academy is very invested in the success of our students. As such we would like to know if our students encounter any difficulties, disappointments or problems. However, as we are primarily a distance learning institution, we rely upon our students to communicate their issues to us in a timely manner. (Please see specific contact information in the Communications section.) Because we wish our students to have a positive experience during their tenure at our school, we - Great Lakes Academy - will make every effort to address any difficulties or issues brought to our attention.

## **Records Administration and Awarding of Credit**

In order to achieve a successful academic outcome, students must demonstrate competence in/mastery of the majority of curriculum objectives for a particular course. In every course these objectives are derived from the Sunshine State Standards (The State of Florida, Department of Education's guidelines for secondary-level curriculum). The student's mastery of these objectives is determined through the use of a comprehensive examination.

- Students receive a percentage score for their section tests. This score is translated into a letter grade, using a standard scale: 90-100% - A, 80-89% - B, 70-79% - C, 60-69% - D, below 60% - F. The letter grades are then translated into a standard Grade Point Scale: A = 4.0, B = 3.0, C = 2.0, D = 1.0 and F



= 0. The resulting figure is multiplied by the number of credit hours per course (either 1 or 0.5) to determine a quality-point figure for a course. All quality-point scores are then averaged together to produce an overall Grade Point Average.

- Students who fail to obtain a satisfactory passing score in an individual course will be told to retest. Students who received a passing score will have demonstrated mastery of a majority of content objectives in a particular course. Thus, the individual student's scholastic prowess in each course can be measured. Feedback is then provided in the form of a grade report or instruction for retesting.

The institution allows all students to progress through courses and programs at their own pace. Further, there is no prescribed time period for enrollment, course completion or graduation. Therefore, it would be impossible to identify a student as belonging to a "class" as this term is understood and employed in traditional, attendance-based programs.

- For the purpose of establishing a class rank, the student's "class" is defined as all students, who have established a graduation date that falls within the same calendar month (Example: March of 2005).
- A student's rank will therefore not be calculated until the conclusion of the calendar month in which his official graduation date falls.
- The class rank will be based on sequentially ordering all students, who graduate within the same "class" according to an academic performance number (from greatest performance number value to least). Example: If 280 students graduate in the same calendar month and a student's academic performance number places him/her tenth (10th) on the list of these students, sorted by academic performance number, then his/her class rank would be tenth (10th) in a class of two-hundred, eighty (280).

## **Academic Support**

All students are entitled to supplemental academic support. Upon enrollment each student will be assigned an experienced teacher/mentor and given contact information. This teacher/mentor will keep track of the students progress. When/if the student needs assistance in comprehending specific content objectives, he/she may contact their teacher/mentor. He/she will assist the student as needed. If this assistance proves insufficient to address the student's concern satisfactorily or there exists an unresolvable conflict between the teacher/mentor and student, the matter will be referred to the principal who will undertake to address the issue.



## **Administrative Support**

All students are entitled to non-academic support and assistance. *Student services* agents will provide the student with information about his/her academic and financial status. They will also assist the student if he/she has any problems relating to navigating the program, technical issues involving interfacing with the school, or any non-course content related issues. They will also be responsible for updating any student information as needed. *Student services* agents may be contacted either through email or over the phone during the designated hours of operation. Contact information and hours of operation can be found in the Contact section of the student handbook.

## **Graduation**

In order to be eligible for graduation a student must: Complete all academic requirements, demonstrating master or competence in all subject courses prescribed by The State of Florida, Department of Educations Sunshine State Standards for secondary education through our program.

## **Transcripts**

In order to receive or have forwarded, academic transcripts, the student must:

- Hold the status of graduate.
- Complete and sign (or have his/her parent/guardian as appropriate complete and sign) a transcript request form, authorizing the publication of this portion of the student's academic record to a third party in accordance with applicable provisions of federal law 93.380 (Family Educational Rights & Privacy Act of 1974).
- Provide the proper processing fees as indicated by the institution's official transcript request form.

Requests for transcripts received from a third-party (degree granting institution or potential employer) will also be honored so long as such requests authorize this institution to release information to the specified third party and bear the student's (or parent/guardian – as appropriate) signature. In accordance with standard practices, official transcripts will bear the signature of the school Principal as well as the school's seal and will be placed in a sealed envelope for direct delivery to parties identified by the student via the institution's official transcript request form.

## **Program Refunds**

If for any reason you find that this opportunity is not for you, Great Lakes Academy has an unconditional 30-day money back guarantee.



All students are entitled to withdraw from their program and receive a full refund without cause for thirty (30) days following their official enrollment date. This is the date on which the student submits the enrollment application and submits payment. Students who wish to receive a refund of all tuition fees within this thirty (30) day period should contact the Student Services Department. For the homeschool program they will be instructed to return all program materials and when these are received, a check representing all tuition fees will be processed, authorized and sent to the student. For the online program, as soon as the Student Services Department has been notified, the student's online account will be closed and a check representing all tuition fees will be processed, authorized and sent to the student. In both cases, the student will be officially withdrawn from his/her program and all future, legitimate inquiries about the student's status will be answered with an indication that he/she was withdrawn.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to per-



form a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[NOTE: FERPA requires a school district to make a **reasonable attempt to notify** the subpoenaed parent or student of the records request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901



## Enrollment

### **Non-discrimination Policy**

It is the policy of Great Lakes Academy not to discriminate on any grounds, and especially not on the basis of gender, race, color, religion, national or ethnic origin, disability, or sexual orientation. We will not tolerate any deviations from this policy, by faculty or students, in our classroom, chat rooms or forums. If you feel that some form of discrimination has been directed toward you or another, either during class or during other school related activities, it is your right to contact the Principal immediately.

### **Enrollment Procedure**

Great Lakes Academy is an online high school with courses available through the internet. As such a access to a computer and the internet is necessary to all students who wish to attend. That being the case enrollment is accomplished online. The enrollment form can be found at [www.greatlakesacademyonline.com](http://www.greatlakesacademyonline.com). Students enrolled in our diploma programs are attending a nationally accredited, private school called Great Lakes Academy

### **Tuition**

When you enroll in a Great Lakes Academy high school completion program, you are agreeing to pay the full, program tuition fee, as indicated on your enrollment application. Great Lakes Academy is a private institution. The school does not rely on private donations or tax money to remain open. Our entire operational budget is derived from program tuition fees collected from students, who participate in our programs.

To maintain the quality of our services and keep tuition reasonable, we rely on the people enrolled in our programs to honor their commitment to pay their tuition in a timely manner. Please be aware that you have several options to make a tuition payment:

- Mailing a check, money order.
- Making a payment online using Google Checkout, MoneyBookers, or Paypal.
- Making a payment using direct deposit, or wire transfer.

If the financial condition of the student is such as to make a one-time full payment unworkable, please contact the Admissions Department to determine if a payment plan can be instituted to the satisfaction of both the school and the individual.



As a Great Lakes Academy student, you will need you be aware of and understand the following simple graduation policy: A student's graduation date will be defined as the date the last component of his/her academic obligation has been processed and recorded. This is the date that the competency test is processed and passing grades are earned in ALL individual course areas, resulting in an overall MINIMUM Grade Point Average equal to that established by the State of Florida, Department of Education as a requirement for high school graduation (currently 2.0). This is the official date of graduation that will appear on the student's diploma. **However, the institution will not release that diploma – or any other portion of the graduation package, including transcripts – nor will it acknowledge a student's status as a graduate, until all graduation requirements and all tuition/fees have been fully paid.**



## Contact Us

In an effort to make your experience at Great Lakes Academy a positive one we have a number of different departments with associated contact information to answer your questions most efficiently.

### **Admissions Department**

The Admissions Department is responsible for providing potential students information about our school, it's programs and enrollment. They will also assist the prospective student with the details of enrollment as needed and handle any problems which may arise.

The Admissions Department can be reached at 1-888-522-7793 between the hours of (9:00 - 5:00) EST Monday - Friday. If you wish to contact the Admissions Department online or during hours of non-operation, they can be contacted at [ad@greatlakesacademyonline.com](mailto:ad@greatlakesacademyonline.com).

### **Student Services Department**

The Student Services Department is responsible for providing non-academic support to students. This includes but is not limited to issues related to:

- Payment Status
- Grade Status
- Graduation
- Changes of Address, telephone number, or other contact information
- Transcript Requests

The Student Services Department can be reached at 1-888-522-7793 between the hours of (9:00 - 5:00) EST Monday - Friday. If you wish to contact the Student Services Department online or during hours of non-operation, they can be contacted at [ssd@greatlakesacademyonline.com](mailto:ssd@greatlakesacademyonline.com).

### **Guidance Department**

The Guidance Department is responsible for providing academic support to students. This includes but is not limited to

- Information about GPA
- Verification of enrollment/graduation



The Guidance Department can be reached at 1-888-522-7793 between the hours of (9:00 - 5:00) EST Monday - Friday. If you wish to contact the Student Services Department online or during hours of non-operation, they can be contacted at [gd@greatlakesacademyonline.com](mailto:gd@greatlakesacademyonline.com).

### **Website**

The Great Lakes Academy can be found on the web at [www.greatlakesacademyonline.com](http://www.greatlakesacademyonline.com).

### **Email**

In addition to the contact information listed above, the general email for Great Lakes Academy is [gla@greatlakesacademyonline.com](mailto:gla@greatlakesacademyonline.com).

### **Fax**

Should you need to reach us by fax or fax a form. Our fax number is 1-775-766-6764.