

this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from course(s), as well as other disciplinary or legal action.

INTERNET USAGE POLICY

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of AIS and, as such, is subject to disclosure to the parent, parents, administration or other third parties. Consequently, AIS expects both students and staff to abide by the school's internet usage policy:

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of internet platforms and tools provided by the school in violation of school policies will result in disciplinary action. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the Education Portal for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

ACADEMIC INTEGRITY POLICY

What is academic integrity?

- ✓ Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.

Why is academic integrity important?

- ✓ When students submit an assignment that is not their own original work, there are two issues involved:
 - Students are earning credit for learning material for which they have not demonstrated mastery.
 - They may be violating the policies of AIS.

What are some examples of academic integrity violations?

- ✓ There are two kinds of academic integrity violations. One is "plagiarism" and the other is "cheating."
- ✓ **Plagiarism** - To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Some examples are, but not limited to the following:
 - Copying and pasting a report from the Internet and representing it as your own work
 - Copying any other work and not properly citing authorship
- ✓ **Cheating**
 - To influence or lead by deceit, trick, or artifice
 - To practice fraud or trickery to violate rules dishonestly
 - Providing questions/answers/ work to another student
 - Receiving questions/answers/work from another student

Ensuring Academic Integrity

- ✓ AIS uses a variety of tools to ensure the integrity of student work.
 - **Plagscan.com** - This Internet tool compares student work against a variety of databases. The Learning Management System is now integrated with Plagscan.com, and most work is automatically uploaded to the system. This database compares students' work against other students' work, as well as work found on the Internet.
 - **Academic Integrity Database** - Database of student integrity incidences or violations. This database is used to monitor the number of student integrity issues.
 - **Teacher Expertise** - Instructors have extensive classroom experience. Their expertise is often a guide in identifying the level of originality in student work.

- **Discussion Based Assessments** - Each teacher regularly conducts discussion- based assessments with his or her students. These conversations occur at specific intervals as well as randomly in a course and are included in the assessment component of each course. The teacher discusses individual student work and extends the conversation to allow the student to demonstrate mastery of the content and to verify the authenticity of the student’s work.
- **Academic Integrity Reporting Policy** - Community members, guidance counselors, parents, and students can call or email any academic integrity-related issue anonymously.

Consequences of Violation of this Policy

A variety of consequences will be administered when students are caught cheating or plagiarizing. These consequences range from resubmission of an assignment up to expulsion from coursework. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted to a transcript.

✓ **Students** are responsible for submitting their own, original work and are expected to:

- Read and sign the Student/Parent Acknowledgement Form as part of the enrollment process
- Participate in a welcome call during which components of our academic integrity program will be discussed
- Ask any questions regarding plagiarism or cheating if they are not sure

✓ **Parents**, as partners in supporting student learning, are expected to:

- Read and sign the Student/Parent Acknowledgement Form as part of the enrollment process
- Participate in a welcome call during which components of our academic integrity program will be discussed
- Ensure that their student’s work is authentic and original
- Monitor, via their guardian account, various academic integrity tips from the IM
- Ask any questions regarding plagiarism or cheating if they are not sure

✓ **Teachers**, as stakeholders in ensuring the highest standards of academic integrity, are expected to:

- Act as a resource for student questions
- Submit various assignments in the Plagscan.com database
- Coordinate any academic integrity issues with the Instructional Leader
- Verify student mastery of content through discussion based and authentic assessments
- Participate in any mandated trainings or staff development

✓ **Instructional Leaders** are expected to:

- Support academic integrity in each course they oversee
- Ensure that all teachers participate in academic integrity initiatives

- Support the administration of consequences
- Provide support to the instructional staff in the implementation of these policies

STUDENT CODE OF HONOR

A student should NEVER:

- Share their Username and Password with anyone other than their Parents
- Use anyone else's Username and Password
- Obtain or assist anyone to obtain unauthorized access to the network
- Post their or anyone else's personal information (i.e. address, email, telephone, etc.)
- Post private messages sent to them

TEACHER AVAILABILITY AND RESPONSIVENESS

Frequent student-teacher communication in the virtual learning environment requires commitment above and beyond the traditional work day by staff in a brick and mortar environment, as communication is the critical element to the success of the program. Instant Message (IM) communication and email are considered essential and are expected on a regular basis. Voice to voice communication is expected, at a minimum, during the initial start as well as at the end of the term. AIS makes the following commitments to its students, parents and schools:

- All email, voicemail and instant message communication will be responded to within 24-48 hours during the work week.
- Teachers will establish office hours and post them within the virtual classroom. During those hours, teachers will be available to answer phone calls, emails, and instant messages. Each request for correspondence will be answered in as timely of a fashion as possible with a minimum turnaround target of 24 hours. No response to a student/parent contact shall exceed 48 hours from the time of initiation.
- Teachers are expected to talk personally with each student and their parent at least once a month as well as at the beginning and end of the term.
- Teachers will update course announcement pages frequently.
- At the beginning of the course, each student will receive a Welcome Call / Orientation from their teacher as well as required monthly calls.
- Teachers will provide targeted and timely feedback to students on submitted assignments and completed assessments within a period of time not exceeding 72 hours.

PARENT/GUARDIAN’S RESPONSIBILITIES

As a parent/guardian of a virtual school student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way. Teachers will keep the parent/guardian apprised of the student’s progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student’s progress throughout the duration of the course. This can be accomplished by accessing the parental account periodically to monitor student progress.

Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

You may contact your child’s teacher directly via email and/or instant messaging to answer questions about the course that you may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's teacher.

Parents/guardians should also be aware of the course progression plan that their student is following and use that to help plan for the child’s academic and educational future.

PRIVACY POLICY

AIS will abide by **student privacy guidelines** inspired by the Family Educational Rights and Privacy Act (FERPA) of the federal government of the United States. The following persons have access to student records:

- Principal
- Administrative Team
- Professional Staff (Teachers, Guidance Counselor, the General Counsel)

All students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password in confidence.

ANTI-DISCRIMINATION POLICY

AIS's admission and enrollment policies and procedures comply with anti-discrimination provisions.

AIS does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, learning disability or handicap in its education programs.

Furthermore, the criteria for admission to a program or course shall not have the effect of restricting access by persons of a particular race, ethnicity, national origin, gender, disability, or marital status.

Discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee is prohibited.

BULLYING AND HARRASSMENT POLICY

Academica International Studies prohibits harassment between members of the AIS community, including communication of any form between students, AIS faculty and/or staff, and any third parties directly or indirectly related to the AIS Academic Network.

AIS is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal.

It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. AIS is committed to protecting its students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment **will not be tolerated** and shall be just cause for disciplinary action.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited.

Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose.

Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

Consequences for students for actions that violate the policy on bullying and harassment shall be determined by the administrative staff and may include:

- Student/teacher/parent conference
- Suspension of email privileges
- Removal from access to course

NETIQUETTE POLICY

Students are responsible for proper behavior while online. Students must always show consideration and respect when participating in AIS classes. Obscene, profane, or threatening language online as well as offline will not be tolerated.

Students should be cautious about email messages from anyone, particularly adults asking for personal information, attempting to arrange meetings, or engaging in personal contact. Students should disclose to teachers any message received that is inappropriate or that causes uncomfortable feelings.

Any distribution of unsolicited email to online classmates is prohibited. All course interaction between teachers, parents, students, and stakeholders will be logged. Email messages to online classmates should be limited to welcomed correspondence that is course-related. AIS administrators will cooperate fully with any investigation related to any illegal activities conducted through the Internet.

DISCIPLINARY ACTIONS

AIS will determine the appropriate disciplinary actions for student violations of the code of conduct as they arise. The severity of the offense is the prime determiner in deciding the appropriate consequence. Any inappropriate behavior, outlined in the student/parent handbook or otherwise, that is reasonably considered detrimental in a school setting is grounds for immediate removal from the AIS program. Possible actions may include but are not limited to:

- Written and verbal warning and notification to the parent.
- Placement on “temporary conduct probation.” A student’s online academic network activities will be monitored for the duration of the student’s current course(s) and the course(s) the student takes in the subsequent term.
- Suspension from the AIS program for a specified period of time.
- Permanent removal from AIS.

When a violation has occurred, a report, including the date, time and circumstances of the alleged act, will be submitted. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge.

Students wishing to report a violation should file the report through the teacher. Upon receipt of the report, AIS will determine if the student may have violated a policy. If there is sufficient information, the student and parent will be contacted in writing informing the student of the charges in sufficient detail, including the time and place the alleged violation occurred and the penalty that would be appropriate if the student did in fact violate the policy.

AIS GRIEVANCE POLICY

Students, faculty, and staff have the right to be officially heard in matters where they feel they have a grievance against School policy or personnel. The procedure for seeking redress of such grievances is set forth below:

1. A grievance must be initiated within three (3) weeks of the date of the alleged occurrence or the last act in a series of occurrences, unless otherwise waived by the Chief Operating Officer or Principal.
2. If the grievance involves AIS faculty, staff, or a student (an “AIS employee”), the complainant should first attempt to resolve such a grievance with that individual. A grievance should be filed if the complaint is not resolved with the AIS employee, or if the complainant initially wishes to have anonymity with respect to the AIS employee.
3. A complainant who has a grievance regarding an AIS employee or with an AIS policy must put the grievance in writing and the complainant should complete the attached form by filling in all necessary information. The complainant should submit the form directly to the appropriate “Grievance Officer”. For grievances that are “academic” in nature (involving a member of the faculty or an academic AIS policy) the Grievance Officer shall be the Sr. Director of Domestic Academics if the grievance implicates AIS’s domestic academic activities. For grievances that are “non-academic” in nature (involving non-academic personnel or a non-academic AIS policy), the Grievance Officer shall be the Chief Operating Officer if the grievance implicates AIS’s domestic non-academic activities. If a particular Grievance Officer reasonably believes that they received a grievance that is more within the purview of another Officer, they may forward the grievance to that official while providing written notice to the complainant of the action.
4. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure (such as if it involves the commission of a crime). However, the complainant should know that his or her name could be made known to the Sr. Director of Domestic Academics, Chief Operating Officer, General Counsel, and Principal of AIS.
5. The COO will contact the complainant to discuss the problem. The COO may call together the complainant and the AIS employee (if applicable) to resolve the issue. If the complainant requests anonymity, the COO will meet with the AIS employee, give the employee a copy of the complaint, and request a written response. The Sr. Director of Domestic Academics will report to the COO (if the grievance is academic in nature or non-academic) on the resolution of the matter.
6. If the matter was not satisfactorily resolved by the Sr. Director of Domestic Academics, the complainant may appeal to a “Hearing Committee”, consisting of the Chief Operating Officer (depending on the academic or non-academic nature of the grievance) and no less than two other administrators or faculty members, as selected by the Principal, who have no relationship to the complainant’s case. The Hearing Committee’s decision may be appealed to the Principal of AIS.

Form for Documenting Grievance (AIS Employee or Policy)

I. Name of Complainant: _____

II. Date/Semester of Action which is Subject of Complaint: _____

III. Name of AIS Employee (if applicable): _____

IV. Description of Employee Action/AIS Policy Causing Complaint:

Signature of Complainant

Date

V. Description of Steps Taken to Resolve Complaint and Outcome:

Signature of Grievance Officer

Date

VI. Complainant (check one): Accepts Officer's resolution or Wishes to appeal resolution.

Signature of Complainant

Date

VII. If appealed, add decision of the Hearing Committee on separate page.

VIII. Reviewed by COO: _____
Signature

Date

MINIMUM TECHNICAL REQUIREMENTS FOR ONLINE COURSE PARTICIPATION

Supported Browsers

- Google Chrome (latest 2 versions)
- Mozilla Firefox (latest 2 versions)
- Apple Safari (latest 2 versions)
- Microsoft Edge (latest 2 versions)
- Microsoft Internet Explorer (latest version)
- Screen size: Minimum width of 1024 px

Browser Plug-ins

- Stoneware webPass
- Sun Java 8.91 JRE or higher
- Flash 9.0 or higher
- Shockwave (Operating System Dependent)
- Acrobat Reader DC 2015.017.20050 or higher

PC Requirements

- 500 MHz minimum CPU, higher recommended
- Minimum of 10 gigabytes free HDD space
- Broadband connection is strongly recommended
- Windows XP, 7, 8, 10
- Microsoft Office, Open Office or Goggle Docs
- 1024 MB Ram
- Display setting 1024x768 resolution
- Students need a method to save work to a portable medium (Zip, CD, USB)
- Audio: Sound card with speakers, microphone or headset

Macintosh Requirements

- Power Mac G3 (350 MHz)
- OSX
- Microsoft Office, Open Office or Google Docs
- Students need a method to save work to a portable medium (Zip, CD, USB)
- 1024 MB Ram
- Minimum of 10 gigabytes free HDD space
- A broadband connection is strongly recommended.
- Audio: Speakers and microphone or headset

STUDENTS & PARENTS WITH DISABILITIES

AIS makes every effort to ensure that all our electronic and information technology is accessible people with disabilities. At a minimum, we strive to maintain compliance with Section 508 of the Rehabilitation Act as amended, 29 U.S.C. Section 794d. If you have difficulty accessing any portion of our content or platforms, or would like to request a specific accommodation, please contact us at support@aveteaching.com.

TECHNICAL SUPPORT

Students will be provided with professional technical support throughout the course as needed. AIS is committed to providing technical assistance within 24-48 hours of a request for assistance. To access technical support email support@aveteaching.com.

PARENT ACKNOWLEDGMENT FORM

We have read the Academica International Studies Student/Parent Handbook and understand and agree to cooperate with all of the policies contained herein.

I understand the importance of this Handbook and agree to adhere to the policies and regulations of the Student /Parent Handbook. I understand that failure to follow school regulations and policies, will jeopardize student eligibility to register for the following academic year, and may result in dismissal from this virtual program.

(Student's Name)

(Student's Signature)

(Parent or Guardian's Name)

(Parent or Guardian's Signature)

(Date)

DIRECTIONS: Please print, sign, and date this form accordingly and email as an attachment to info@aveteaching.com.