ACADEMICA INTERNATIONAL STUDIES

STUDENT / PARENT HANDBOOK

MISSION STATEMENT

The Mission of Academica International Studies (AIS) is to provide students with high quality virtual learning content and services. AIS is committed to fostering the development of diligent and responsible life-long learners of the 21st century through the thoughtful use and continuous, data- driven improvement of interactive, media-rich educational opportunities in flexible, student- centered, virtual learning environments. Ultimately, AIS achieves success in surpassing national standards via the integration of student, teacher, parent, school, Governing Board, and community efforts in the direction of excellence in education.

VISION STATEMENT

Academica International Studies is dedicated to providing equitable high-quality education for all students.

STATEMENT OF PURPOSE

Academica International Studies promotes a culture that maximizes student achievement and fosters the development of responsible, self-directed lifelong learners in a safe and enriching environment.

The Mission, Vision, and Purpose Statements of Academica International Studies are reviewed and updated periodically by the Governing Board and stakeholders periodically upon the completion of each strategic planning cycle.

ADMISSIONS AND ENROLLMENT POLICIES AND PROCEDURES

Academica International Studies, hereinafter referred to as "AIS," has instituted admissions and enrollment policies and procedures. The purpose of AIS's program is to make instruction available to students using online and distance learning technology in the nontraditional classroom. The program shall provide virtual instruction to students in grades 6 through 12.

ENROLLMENT PROCEDURES

To enroll, a student must complete a registration form for admission and be accepted before being allowed to enroll in classes. Admissions to a targeted enrichment program, as opposed to one or more independent classes, may have additional requirements and fees, which can be found in the program description or program guide.

Once registered, the student will be supplied with a username and password to access their courses. Courses are up to 36 weeks long.

ANTI-DISCRIMINATION PROVISIONS

Academica International Studies' admissions and enrollment policies related to anti-discrimination are in compliance with Section 1000.05, F.S.- Discrimination against students and employees in the Florida K-20 public education system prohibited; equality of access required.

The statute prohibits discrimination on the basis of race, ethnicity, national origin, gender, disability or marital status against a student or employee. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Information relative to special accommodations, grievance procedures, and the designated responsible official for compliance with the Title VI, Title IX and Section 504 may be obtained by contacting Academica International Studies.

Section 1000.05 also referred to as the "Florida Educational Equity Act." is provided below:

(2)(a)   Discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education is prohibited. No person in this state shall, on the basis of race, ethnicity, national origin, gender, disability, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any public K-20 education program or activity, or in any employment conditions or practices, conducted by a public educational institution that receives or benefits from federal or state financial assistance.
(b)   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.

(c)   All public K-20 education classes shall be available to all students without regard to race, ethnicity, national origin, gender, disability, or marital status; however, this is not intended to eliminate the provision of programs designed to meet the needs of students with limited proficiency in English, gifted students, or students with disabilities or programs tailored to students with specialized talents or skills.
(d)   Students may be separated by gender for a single-gender program as provided under s. 1002.311, for any portion of a class that deals with human reproduction, or during participation in bodily contact sports. For the purpose of this section, bodily contact sports include wrestling, boxing, rugby, ice hockey, football, basketball, and other sports in which the purpose or major activity involves bodily contact.
(e)   Guidance services, counseling services, and financial assistance services in the state public K- 20 education system shall be available to students equally. Guidance and counseling services, materials, and promotional events shall stress access to academic and career opportunities for students without regard to race, ethnicity, national origin, gender, disability, or marital status. (3)(a)No person shall, on the basis of gender, be excluded from participating in, be denied the   benefits of, or be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club, or intramural athletics offered by a public K-20 educational institution; and no public K-20 educational institution shall provide athletics separately on such basis.
(b)   Notwithstanding the requirements of paragraph (a), a public K-20 educational institution may operate or sponsor separate teams for members of each gender if the selection for such

teams is based upon competitive skill or the activity involved is a bodily contact sport. However, when a public K-20 educational institution operates or sponsors a team in a particular sport for members of one gender but does not operate or sponsor such a team for members of the other gender, and athletic opportunities for that gender have previously been limited, members of the excluded gender must be allowed to try out for the team offered.

(c)   This subsection does not prohibit the grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to gender. However, when use of a single standard of measuring skill or progress in a physical education class has an adverse effect on members of one gender, the educational institution shall use appropriate standards which do not have such effect.

(d)   A public K-20 educational institution which operates or sponsors interscholastic, intercollegiate, club, or intramural athletics shall provide equal athletic opportunity for members of both genders.

NONSECTARIAN POLICY

AIS, is committed to providing employees with the best work experience possible. AIS is nonsectarian in its programs, admissions policies, employment practices, and operations as specified in Section 1002.45, Florida Statutes. The policies provided serve as a source of information about the policies and procedures for teachers, parents, and students participating in AIS programs. AIS, upon resolution by its Board of Directors, reserves the right to amend, add or change the policies, protocols, or procedures as it deems necessary or as required by law.

GENERAL ATTENDANCE AND PARTICIPATION POLICIES

AIS monitors student attendance, participation, and performance to ensure that students meet compulsory attendance requirements and are making progress toward successful completion of the course or program as specified in the program's attendance policies.

Virtual students are expected to attend and participate in their online education courses as they would attend and participate in a traditional classroom course. Expected number of logins will vary depending upon the student's chosen pace to complete the course.

If there is no activity or login from a student in one week, the teacher may contact the student and or parent. Unless prior communications have been received from the student, parent, or home school regarding the student's absence, a student who fails to log in and participate in his/her online course for twenty (20) days may be dropped from the course. **If a student does not log into a course for seven (7) consecutive days for any reason, it is his or her responsibility to notify the teacher.**

Attendance is measured by time logged in, contributions made through communication via discussion threads, e-mails, Drop Box, chat sessions, video conferences, and/or through the submission of assignments, projects, and tests. Each time a student enters a course, participation is automatically recorded and the length of time in each area is noted.

ASSESSMENT AND ACCOUNTABILITY

Students are not required to take state assessments. AIS full-time students may choose to take state assessments. Currently, only school districts administer statewide assessments, and the law specifies that these students are to take these tests in their districts of residence at the school to which they would be assigned according to district school board attendance areas. There is no additional cost for students to take the required state assessments.

STUDENT DROP POLICY

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements. It is essential that the student and instructor maintain regular contact.

All students are required to sign the following statement upon registration:

> *"I acknowledge that during the first 30 days of being activated into my AIS course, I may drop the course without penalty. I understand that for each online course there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis will result in my removal from the course and may result in a failing grade being assigned to my academic transcript. If I drop the course after completing 50% of the class requirements and fail to take the final exam, AIS may issue an "F" for my final grade."*

To ensure that our students are aware of this commitment, the four-part process below will be followed:

1. If the student does not submit the expected number of assignment(s) within a period of ten (10) consecutive days, the student and parent will receive an email from the instructor to schedule an academic intervention conference call. During the call, the student, parent and teacher will work to resolve any issues that prevent the student from submitting an acceptable number of assignments each week.

2. If the student does not respond to the intervention by submitting assignments within five (5) days or does not continue to submit an acceptable number of assignments each week, the instructor will place a phone call to the student/parent(s) to remind them of the importance of submitting work and detailing the withdrawal process.

3. If the student does not respond by submitting assignments within twenty (20) days of the intervention, AIS will send a formal email to the student and the parent.

4. If there is no response within twenty (20) days of the email, AIS will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course.

ACADEMIC GRADING PERFORMANCE SCALE

GRADE	LETTER VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90 - 100 %	Outstanding	4
B	80 - 89 %	Good	3
C	70 - 79 %	Satisfactory	2
D	60 - 69 %	Minimal; Improvement Needed	1
F	0 - 59%	Unsatisfactory	0
I	0	Incomplete (Secondary Only)	0

The academic grades in all courses are to be based on the student's degree of mastery of the instructional objectives and competencies for the course. The determination of the specific grade a student receives will be based on careful consideration of all aspects of each student's performance such as coursework, supplemental projects, virtual tests, and other online assessments. Progress reports and report cards will serve as the primary means of communicating student progress and achievement of the standards for promotion.

GRADUATION OPTIONS

Students Entering Grade Nine in the 2016-2017 School Year
Academic Advisement Flyer–What Students and Parents Need to Know

What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 ELA (or ACT/SAT concordant score)
- Algebra I end-of-course (EOC) and the results constitute thirty percent of the final course grade* or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)

Students must participate in the EOC assessments, and the results constitute 30 percent of the final course grade*. These assessments are in the following subjects:

- Biology I
- U.S. History
- Geometry
- Algebra II (if enrolled)

*Special Note: Thirty percent not applicable if not enrolled in the course but passed the EOC.

What is the credit acceleration program (CAP)?

This program allows a student to earn high school credit if the student passes an advanced placement (AP) examination, a College Level Examination Program (CLEP) or a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Algebra I
- Biology I
- Geometry
- Algebra II
- U.S. History

What are the graduation requirements for students with disabilities?

Two options are available only to students with disabilities. Both require the 24 credits listed in the table and both allow students to substitute a career and technical (CTE) course with related content for one credit in ELA IV, mathematics, science and social studies (excluding Algebra I, Geometry, Biology I and U.S. History).

- Students with significant cognitive disabilities may earn credits via access courses and be assessed via an alternate assessment.
- Students who choose the academic and employment option must earn at least .5 credit via paid employment.

What are the requirements for the 24-credit standard diploma option?

4 Credits English Language Arts (ELA)
• ELA I, II, III, IV
• ELA honors, AP, AICE, IB and dual enrollment courses may satisfy this requirement.

4 Credits Mathematics
• One of which must be Algebra I and one of which must be Geometry.
• Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry).

3 Credits Science
• One of which must be Biology I, two of which must be equally rigorous science courses.
• Two of the three required credits must have a laboratory component.
• An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I).
• An identified rigorous computer science course with a related industry certification substitutes for up to one science credit (except for Biology I).

3 Credits Social Studies
1 credit in World History
1 credit in U.S. History
.5 credit in U.S. Government
.5 credit in Economics with Financial Literacy

1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts[†]

1 Credit Physical Education[†]
To include the integration of health

[†] Special Note: Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory at http://www.fldoe.org/policy/articulation/ccd.

8 Elective Credits

1 Online Course
Students must earn a 2.0 grade point average on a 4.0 scale.

FLORIDA DEPARTMENT OF
EDUCATION

What are the requirements for standard diploma designations?

Scholar Diploma Designation

In addition to meeting the 24-credit standard high school diploma requirements, a student must

- Earn 1 credit in Algebra II (must pass EOC);
- Pass the Geometry EOC;
- Earn 1 credit in statistics or an equally rigorous mathematics course;
- Pass the Biology I EOC;
- Earn 1 credit in chemistry or physics;
- Earn 1 credit in a course equally rigorous to chemistry or physics;
- Pass the U.S. History EOC;
- Earn 2 credits in the same world language; and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.

A student is exempt from the Biology I or U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology I or U.S. History course and the student

- Takes the respective AP, IB or AICE assessment; and
- Earns the minimum score to earn college credit.

Merit Diploma Designation

- Meet the standard high school diploma requirements
- Attain one or more industry certifications from the list established (per section 1003.492, Statutes [F.S.]).

Can a student who selects the 24-credit program graduate early?

Yes, a student who completes all the 24-credit program requirements for a standard diploma may graduate in fewer than eight semesters.

What is the distinction between the 18-credit ACCEL option and the 24-credit option?

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (per s. 1003.4282(3)(a)-(e), F.S.).

Where is information on Bright Futures Scholarships located?

The Florida Bright Futures Scholarship Program rewards students for their academic achievements during high school by providing funding to attend a postsecondary institution in Florida. For more information, visit http://www.floridastudentfinancialaid.org/SSFAD/bf/.

What are the public postsecondary options?

State University System

Admission into Florida's public universities is competitive. Prospective students should complete a rigorous curriculum in high school and apply to more than one university to increase their chance for acceptance. To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements:

- High school graduation with a standard diploma
- Admission test scores
- 16 Credits of approved college preparatory academic courses
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra I level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language)
- 2 Approved electives
  http://www.flbog.edu/forstudents/planning

The Florida College System

The 28 state colleges offer career-related certificates and two-year associate degrees that prepare students to transfer to a bachelor's degree program or to enter jobs requiring specific skills. Many also offer baccalaureate degrees in high-demand fields. Florida College System institutions have an open door policy. This means that students who have earned a standard high school diploma, have earned a high school equivalency diploma or have demonstrated success in postsecondary coursework will be admitted to an associate degree program.

http://www.fldoe.org/schools/higher-ed/fl-college-system/index.stml

Career and Technical Centers

Florida also offers students 48 accredited career and technical centers throughout the state, which provide the education and certification necessary to work in a particular career or technical field. Programs are flexible for students and provide industry-specific education and training for a wide variety of occupations.

Career and Technical Directors

Where is information on financial aid located?

The Office of Student Financial Assistance State Programs administers a variety of postsecondary educational state-funded grants and scholarships. To learn more, visit http://www.floridastudentfinancialaid.org/.

STUDENT'S RESPONSIBILITIES

Students are expected to maintain an appropriate pace throughout the course and take care to not fall behind. He or she must be proactive in giving their best effort to attain proficient grades in each class at all times.

If the student has difficulties with the course, assignments, or with time management, he or she should contact the teacher for support and guidance.

STUDENT CODE OF CONDUCT

Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use.

Please review the following **rules and expectations** carefully:

- **Students are responsible for good behavior** on the network. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- **We take integrity and authenticity of student work** very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses and other disciplinary action.
- **Security is a high priority**, especially when the system involves many users. If you can identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.
- **It is illegal to create harmful computer viruses.**
- **Email is not private.** Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- **Beware of emails from anyone, particularly adults you don't know,** asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher of any message you receive that is inappropriate or makes you feel uncomfortable.
- **Email with your online classmates should be course-related.** It is prohibited to send unwelcome email to your online classmates.
- **Email addresses that use profanity or may be construed as offensive, shall not be permitted for correspondence.** Administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused participation in courses.
- **Protect your password.** Keep it secret from anyone except your parents.
- **Administrators will cooperate fully** in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated

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 <u>NEVER</u>:

- 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.