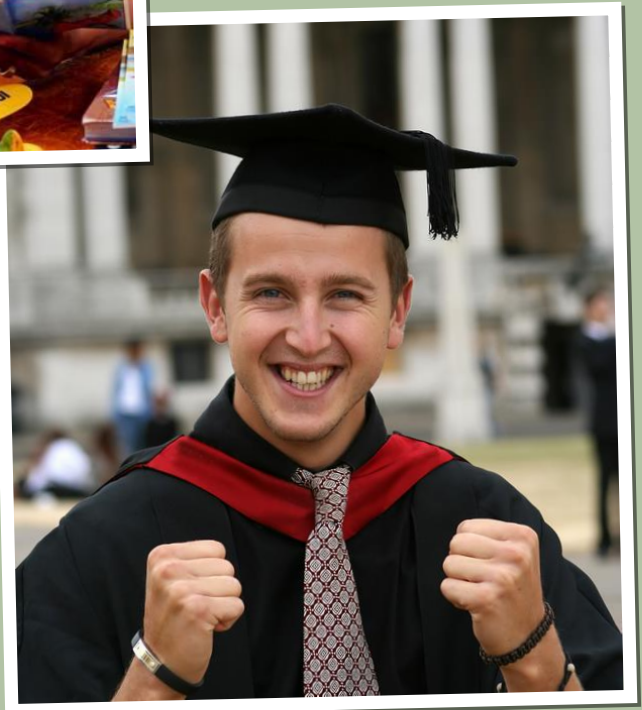




Educating the World, One Student at a Time

Student & Parent Handbook





Dear Students and Parents,

Welcome to American International Online Academy! We are happy to see that you have chosen AIOA as your distance learning provider and we would like to say thank you for that! Education is a lifelong experience and we are grateful for a chance to be a part of yours.

Our goal for this school year is to see that all students have made satisfactory strides toward achieving their educational goals and that all of their educational needs are met. We firmly believe that education is ownership; we must own our education and realize that no matter what we are given, it is up to us to ensure that we are putting in the necessary effort to be successful. We at AIOA do our very best to provide an excellent program for student success but, as with all aspects of a student's life, parental involvement is crucial for *complete* student success. We encourage all parents to continuously monitor your student's grades and to get to know your student's teachers.

American International Online Academy is a school of believers. We believe in education and, we believe in you!

Thank you again,
AIOA



Educating the World, One Student at a Time

FORWARD

This handbook is designed to foster a spirit of cooperation between the student body, the school, and the global community. It reflects many of the standards expected of them. This handbook is not a contract nor is it meant to be all comprehensive. It should, however, be looked upon as general guide for students, teachers, and parents to follow for good citizenship and efficiency in daily school life.

The student handbook contains information needed by both students and parents during the school year. Students are addressed as “the student”, “student”, “the child”, or “children”. The term “the students’ parent” refers to the parent, legal guardian, or the person who has agreed to assume school-related responsibility for the student.

American International Online Academy does not discriminate against students or staff on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits or educational services, activities, and programs, including extracurricular, in accordance with title of the Civil Rights Act of 1964, as amended; and Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Parents/guardians must acknowledge receipt of the Code of Student Conduct and School Rules and the consequences to students who violate School disciplinary policy. A copy of the student handbook will be placed online at the school’s website ([Registration Page](#)). Please download this document for your records and acknowledge receipt of this in the registration form online.

AIOA
65 No. 200 E.
PO Box 3
Newton, UT 84327
Or
Fax: 435.363.8331

Mission Statement:
Educating the World one student at a time.

AIOA



Educating the World, One Student at a Time

Beliefs and Expectations:

A student's education is one of the most critical decisions that a parent/student will make. We want to provide the necessary means for you to make that decision with full confidence in your choices. We invite you to evaluate the advantages from the different perspectives of the student, parent and company sponsorship.

AIOA believes each student is unique and can meet or exceed their potential, and AIOA will provide a quality standards based education with a distance learning supported curriculum using state of the art technologies.

At AIOA we offer each student the tools and resources that they need to become successful and accomplished students. Our teachers and staff members are patient and experienced with online home-based learning and will work alongside the student, in cooperation with the parents, for superior achievement.



- Every student will have a variety of courses to choose from that meet the standards required for a unique education tailored to that student.
- AIOA will create learning opportunities for academic growth in all areas of learning and in all disciplines.
- AIOA will adapt curriculum to meet students' academic abilities and aptitudes.
- AIOA provides highly qualified, licensed and professional educators to meet the needs of each student in an individually personalized learning plan.
- AIOA believes in a strong sense of community and diversity, and AIOA is open to students worldwide as well as the United States.
- AIOA believes that accountability is paramount; therefore, we are accredited with the Northwest Accreditation Commission (NWAC), which is under AdvancEd.
- AIOA is a private institution, governed by an acting Board of Education that upholds the regulations and requirements for a successful educational environment.



Online Enrollment

The AIOA Board of Directors recognizes the need to thoroughly evaluate all students before allowing them to enroll into the online program. Online education can pose new challenges to students who are only familiar with the brick and mortar educational setting. AIOA wants to ensure success for all students so, an evaluation of each student's academic and technical ability will take place before acceptance into the AIOA academic program.

Any student who enrolls in the AIOA during the fall semester who has a failing grade on his/her transcript/report card will be accepted in the school on academic probation. Academic probation allows a student until the end of the quarter to prove sufficient effort will be made by the student to be successful in the online program. If at semester a student has any failing grades and is not demonstrating adequate educational growth, the student may be unenrolled from the online program.

Any student who enrolls in the AIOA for the spring semester who has no more than one failing grade on their transcript will be accepted on a case by case basis. The spring enrollment also is based on student seats available. If classes are full then students will be enrolled only when an opening becomes available.

Any student who fails to meet the schools satisfactory participation requirements will be immediately unenrolled from the online program and will receive partial reimbursement for any monies paid to the school upon board approval.

Any student who transfers from the school while school is in session will receive partial reimbursement upon board approval.

Adoption date: September 1st, 2009.

Dual Enrollment

A student enrolled in any other college/university, public or private school must have Administrative approval before enrolling in AIOA.

Accountability

All students will be held accountable for their own actions. It is the responsibility of each student to:

- Follow the rules set out in this handbook.
- Be prepared for each class.



Educating the World, One Student at a Time

- Have all assignments prepared properly and turned in on time.
- All students must notify the assigned teacher of any demographic changes immediately following the change.
- Be respectful to others. It is of the greatest importance that students, parents, faculty, and staff demonstrate the highest level of respect and professionalism toward others.

Attendance Requirements

All students attending the AIOA are required to participate in their classes.

- Consistent progress is very important in a distance learning environment. Continued enrollment in the AIOA will require continued progress in all courses.
- In order to remain a student in good standing the student must adhere to the academic requirements of each class the student is enrolled in. Students must contact their teacher/teachers a minimum of once a week by email or telephone as well as submit all assigned course work by the designated deadline.

Attendance Procedure

ABSENCE – The failure to contact teachers or turn-in assignments as directed.

In case of an emergency the parent or legal guardian will notify the school (teacher) as soon as possible. The school may require suitable proof regarding absence exceptions including written statements from medical sources. Prearranged absence: If parents find it necessary for a student to be absent for personal or family reasons, in order for the absence to be excused, the parent must notify the teacher/teachers as soon as possible or before the intended dates of absence.

Truancy

- Truancies: **Failure to meet the minimum contact time:** Absences which occur without the knowledge and approval of parents or guardian, and for reasons not acceptable to the school are considered truancy.
- After one week (7 days) with no contact and or class work, a phone call/email will be made by the teacher to the student's parent/guardian indicating concern of non-participation and the AIOA administration will be made aware of the truancy via email.
- If a student does not work in his/her assigned courses within 7 days of the truancy email, that student's courses may be disabled.
- The teacher will schedule an administrator/parent meeting to resolve the truancy issue and develop a correction plan for the truant student. If the correction plan is not followed, the student's information will be given to the AIOA Board of Education. .
- Following board decision, the student may be unenrolled from AIOA.



Communicating with AIOA Staff

All communications with teachers must be professional. Derogatory remarks, belligerence, profane language, or comments of a negative nature, are not considered acceptable and administrative action will occur that could include dismissal from a class or expulsion.

Electronic Resources Acceptable Use Policy (where applicable)

AIOA supports the right of students to have access to various information formats, social networks and electronic resources. However, we believe it is incumbent upon students to use this privilege in an appropriate and responsible manner. Students are not encouraged to contact one another outside of the classroom due to the sensitive nature of the many different cultures served by AIOA. As we increase the opportunities for students to utilize the school's resources we have determined the Acceptable Use Policy shall govern the use of the school's software, network, and or any electronic based educational services offered to students. Any attempt to bypass safety measures will be considered vandalism and the student will be withdrawn from AIOA and a fee for damages may be charged.

Extra-Curricular Activities

Students may participate in extra-curricular activities in the school or school district in which they live pending administrative approval from their local district.

Grades/Report Cards

Each semester is divided into two nine-week quarters. Your quarter period progress report will indicate the student's grade status at that time. Only the first and second semester grades will be recorded on student transcripts.

AIOA



Educating the World, One Student at a Time

GRADING POLICY

Numerical Letter Grade Pt.

90 - 100%	A	- 4.0
80-90%	B	- 3.0
70-79%	C	- 2.0
60-69%	D	- 1.0
0-59	F	- 0

Graduation Requirements

Students must successfully complete the minimum credits and course requirements prescribed by the AIOA board. Students must demonstrate mastery of all subjects as defined by the board's grading policy as well as the following graduation requirements. The following are the minimum course requirements for graduation from AIOA:

- 1 credits of Foreign Language
- 4 credits of Language Arts (American Literature required)
- 3 credits of Science
- 3 credits of Mathematics
- 3 credits of Social Studies (American History & American Govt. required)
- 1.5 credits of Physical Education/
- .5 credits Health
- 1.5 credits of CTE
- .5 credits Fine Arts
- 6 credits of electives

24 Total Credits to graduate

Honor Roll and Class Rank

The valedictorian and salutatorian are determined by a grade point average. The Grade Point Average (GPA) is calculated in the following manner: sum of the Honor Points for all courses divided by the total of credits attempted, excluding any pass/fail courses.

AIOA



Educating the World, One Student at a Time

To receive the honor of Valedictorian or Salutatorian, a student must have a grade average of 3.0 or better.

Internet and Computer Information

What do I do if I have computer problems?

Students will have problems with their computers, this we understand. It is necessary that you notify the school (your teacher) immediately if you are having technical difficulties. The same applies to parent technology problems, please contact the teacher.

Internet Safety Guidelines for Parents

1. **Help your children learn to use the Internet in a safe way.**
Become informed about the Internet so you can make sound judgments when questions arise.
2. **Make sure that your children feel comfortable coming to you with questions or comments about what they see online.**

Do not overreact if things go wrong. It is better to educate your children about how to use the Internet safely and provide guidelines for safe use. For older children, ultimatums and bans may backfire since there are many places other than home where children can get on the Internet.



3. **Tell your child not to give out personal information (name, school, telephone number, address, photos, credit card numbers, or information about themselves, friends, or family).**

Explain that they do not have to fill out forms or answer questions on the Internet. Online contests may be another way to collect information. Tell your children not to give credit card numbers or enter into financial transactions without your approval. They need to be careful about what they say in chat rooms since they do not know who is online.

4. **Teach your child to evaluate information on the Internet.**



Educating the World, One Student at a Time

Children need to know that they should not believe everything that they find or receive on the Internet. Their safety and the quality of their schoolwork depend on their learning to tell the difference between reliable and unreliable information.

5. **Tell your children not to arrange face-to-face meetings or telephone calls with people they have met only online.**

...and to let you know if someone they have met online wants to arrange a meeting. Explain that some people on the Internet pretend to be something quite different from what they are. Talk to your children and ask them to keep you informed about their online friends. Children should not accept gifts from strangers online.

6. **Tell your children to let you know if they are uncomfortable about anything that they see online.**

Teach your child ways to deal with situations, photographs, video or anything online that is disturbing. They do not have to stay online or respond to people who say inappropriate things. They should report behavior that is inappropriate or that could harm them (or other children).

7. **Tell them to let you know if they receive bullying or abusive messages online.**

Inform the school or your child's teacher if your child is being bullied online by other children in the school or receiving abusive communication over the Internet.

8. **Tell your children not to post anything that could hurt others or have a negative effect.**

Information that they put on the Internet may be seen by friends, strangers, teachers, and, later, even colleges and employers who may be considering them. Material posted to blogs is very hard to remove from public view. Posting to newsgroups may make their email address public.

9. **Put the computer in an open area of the home**

(Living room, family room, kitchen) and position the screen so it can be seen by others.

While parents cannot always observe students as they use the Internet, it is best to keep the computer in an open area and encourage children to exercise good judgment in how they surf.

10. **Tell your children to protect passwords** and not to give them to friends (not even their best friend).



Educating the World, One Student at a Time

11. Consider using filters, antivirus, and firewall software to keep your computer secure and protected.

Update regularly. However, do not rely too much on technical tools. Parents can be lulled into thinking things are safer than they may be. Safety depends on children's knowing safe behavior and having open communication with parents.



12. Help your children learn to develop good Internet practices when using the Internet.

Tell them to be careful about opening ads or email from unfamiliar addresses since these can sometimes carry viruses, cause damage, or bring large quantities of additional unwanted email and ads. Tell your children to ask you before they download files or install software that might damage the computer.

A Parent's Guide to the Internet from the FBI can be found at:
<http://www.fbi.gov/stats-services/publications/parent-guide>

13. Encourage your child to be honest and ethical about work that is submitted for class.

They need to learn that they should not plagiarize or claim someone else's work as their own. They also need to know that it is against the law to publish on the Internet writing, music, art, or other works that were created and copyrighted by someone else. They may be surprised to learn that teachers can often detect use of borrowed phrases or sentences and may be using special software to detect plagiarism.

14. Monitor your child's time on the computer so that it is not excessive.

Balance in life is important and they should take breaks.

15. Make sure that you and your children understand laws relating to copyright, privacy, software piracy, hacking, threats, and obscenity.

16. Be alert if your child seems to be using the Internet inappropriately.

Your child's changing the Web browser window when you walk in and receiving calls from people you do not know may raise questions in your mind. Your child's typing "POS" (message lingo for "parent over shoulder") certainly will! In



many cases, your child may have legitimate reasons for wanting privacy as he or she writes friends but it is wise to be alert to signs that your child may be using the Internet in a way that can bring harm.

17. Parents should report pornography or offensive materials that come to your child on the Internet.

Law enforcement is much better trained today. Even cyber bullies and criminals who use anonymous email accounts or other methods to hide their identity can often be traced. Inappropriate activity must be reported quickly, however, to be tracked down. Print or save copies of threatening email or of offensive Internet material. Report online pornography to the National Center for Missing and Exploited Children at the toll-free number: (800) 843-5678.

18. Let your child understand that you, as their parent, want to protect them.

Communicate and work together as you both keep learning new ways to use the Internet in a safe manner.

Plagiarism/Cheating

Students will receive a “0” for any assignment that the student has plagiarized, cheated, or acted in an unethical manner. Teachers will document the incident and notify the parent/guardian of the student as well as the AIOA administration. Plagiarism/cheating can also result in disenrollment from a course or from AIOA.

Student Records Policies

Student records will be released upon receipt of a request for records.

Student/Parent Technology and Communication Authorized Use Policy, Release of Liability, and Terms of Service Agreement

The AIOA program requires a high speed internet connection to participate. The student and parent or legal guardian are responsible for obtaining high speed internet service on their own.

AIOA cannot make any guarantee that the services provided by or through AIOA will be error or defect free. AIOA also cannot be held responsible for financial obligations arising from the unauthorized use of AIOA services. The use of the service should be viewed as a privilege and it is the responsibility of each student to utilize these services responsibly. By accessing any AIOA device or system with an electronic device of any type, all user (students, teachers, or staff) are required to adhere to all city, county, state and federal



Educating the World, One Student at a Time

regulations, in addition to adhering to the terms of the AIOA acceptable use policy. Violations can result in student and/or parental liability as well as disciplinary action that may include but are not limited to expulsion from AIOA

AIOA SYSTEM USE POLICY

The following policies detail the System Use Policy. Student and/or parent/legal guardian agree to accept any future policies put in place by AIOA

- A. It is not acceptable to use AIOA resources to interfere with or disrupt any network operations, networked resources, or communications traffic. This includes, but is not limited to propagation of computer worms and/or viruses, purchasing of goods or services, downloading of files or software, sending e-mail, participating in non-A.I.O.A chat rooms pertaining to the school or its students or staff.
 - i. Students and/or parents/legal guardian are solely liable for any and all damages arising from such actions taken to harm any of the A.I.O.A programs.
- B. Student and/or parent/legal guardian may not plagiarize works found on the internet.
 - i. Plagiarism is taking the ideas or writing of other and presenting the as they were your own.
 - ii. Student and/or parent/legal guardian must respect the rights of copyright owners.
 - iii. Copyright infringement occurs when work is inappropriately reproduced that is protected by copyright.
 - iv. Students and/or parent/legal guardian are responsible for requesting permission from the copyright owner.
 - v. Copyright laws may be confusing. If you have any questions, please ask a teacher.
- C. AIOA students have e-mail access for communications with other students and teachers. Student to student e- mail is to be considered a privilege and completely confidential except to school officials. Violation of e-mail or chat policy could result in the lost of this privilege and immediate expulsion from the school.
 - i. Do not give out your email address to anyone!
 - ii. Do not give out other students' or staff email addresses to anyone!
Do not try and meet with fellow students outside the electronic environment (online).
 - iii. Do not participate in chain letters or engage in spamming.



Educating the World, One Student at a Time

- iv. Check e-mail frequently, delete unwanted messages promptly. There are e-mail quotas.
- v. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This applies to public and/or private messages and material posted on web pages.
- vi. Do not post information that could cause any form of damage, danger or disruption.
- vii. Do not engage in personal attacks, including harassing, prejudicial or discriminatory attacks.
- viii. All requests by a recipient to stop sending messages must be honored.
- ix. Do not knowingly or recklessly post false or defamatory information about any person or organization including AIOA
- x. Do not repost or forward private messages. This does not include the forwarding of objectionable or disturbing correspondence or postings to an AIOA staff member for reporting purposes.
- xi. Do not attempt to gain unauthorized access to AIOA or any other computer system through AIOA or to go beyond your authorized access. This includes attempting to login through another person's account or accessing another person's files. These actions are illegal and will constitute authoritative action.
- xii. Do not use the internet to engage in any commercial or illegal act, such as arranging for drug sales or the purchasing of alcohol, engaging in criminal activities, threatening the safety of a person, etc.
- xiii. Do not post or otherwise communicate private information about any person.

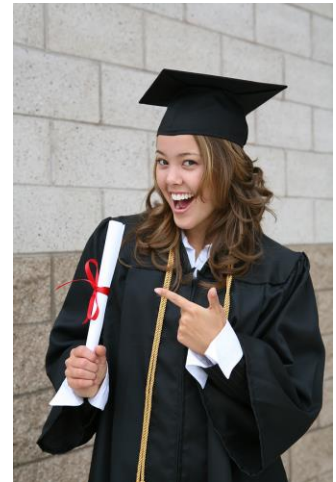
AIOA Master Policy

While the policies that follow may appear to be complex, the intent behind them is fairly simple. AIOA programs are provided for the sole purpose of educating students. Use or misuse of the AIOA and materials for any other purpose is a violation of policy that could result in personal liability of Parent and/or Student and furthermore may result in disciplinary action up to and including expulsion and/or reporting to an authoritative entity. The following policies detail the basic System Use Master Policy:



Educating the World, One Student at a Time

1. **AGREE TO ACCEPT FUTURE POLICIES AND FOLLOW INSTALLATION GUIDE.** Student and Parent agree to read, follow, and sign acknowledgement of receipt of all policies of AIOA
2. Student and Parent are requested to contact the AIOA toll free number to report the change of demographic information should their mailing address change.
3. Student and Parent agree not to use AIOA student, staff, or administrative contact information to send to anyone, send any material that is profane, obscene, and pornographic, that advocates illegal acts, or that advocates violence, harassment, or discrimination toward other people or any other unauthorized non-educational or objectionable material. What is appropriate is to be determined at the sole discretion of AIOA. Parent and Student shall hold AIOA harmless of any and all liability associated with any activity of Student or Parent relating to searching for, finding, sending, or viewing any such material encountered. AIOA is not responsible for outside materials transmitted from one Student to another or from a non-Student to a Student.
4. **AIOA IS NOT RESPONSIBLE FOR PRINTER SUPPLIES.** All use of AIOA by Students must be in support of completing the educational tasks presented to Student.
5. **HACKING AND OTHER FORMS OF MISUSE --** It is against AIOA policy to use AIOA for illegal purposes. It is not acceptable to use AIOA to transmit, access, request, or download libelous, disturbing, pornographic, or harassing materials, through e-mail or any other medium. Receipt of any such unwanted materials should be reported to AIOA, and appropriate disciplinary action will be taken. It is not acceptable to send or receive objectionable files or documents, or to store same documents on personal equipment. It is not acceptable to use AIOA so as to interfere with or disrupt network operation, networked resources, information, or communications traffic. Disruptions include, but are not limited to, propagation of computer worms and viruses.
6. **USE OF E-MAIL, EGROUPS, CHAT, MESSAGE BOARDS AND SIMILAR ELECTRONIC COMMUNICATION.** AIOA students have e-mail access for communications with other students and teachers. Student-to-Student e-mail is considered a privilege and is not an essential component necessary to receive an AIOA education. Violation of e-mail or chat policy could result in the loss of this privilege, possibly for all students.



- a. Student and Parent agree to not post chain letters or engage in spamming.



Educating the World, One Student at a Time

Spamming is sending an annoying or unnecessary message to a large number of people.

- b. Students agree to check e-mail frequently, delete unwanted messages promptly, and stay within e-mail quotas.
 - c. Student and Parent agree to not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This applies to public messages, private messages, and material posted on Web pages.
 - d. Student and Parent agree to not post information that could cause any form of damage or a danger of disruption.
 - e. Student and Parent agree to not engage in personal attacks, including harassing, prejudicial, or discriminatory attacks.
 - f. Student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. All requests by a recipient to stop sending messages to them must be honored.
 - g. Student will not knowingly or recklessly post false or defamatory information about any person or organization including AIOA.
 - h. Student and Parent will not repost or forward a private or school related message without request by the teacher or administration. This policy does not apply to the forwarding of objectionable or disturbing correspondence or postings to an AIOA staff member for reporting purposes.
 - i. Student and Parent will not attempt to gain unauthorized access to AIOA or to any other computer system through AIOA or to go beyond your authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.
 - j. Student and Parent will not use the AIOA email system to engage in any commercial or illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
 - k. Student and Parent will not post or otherwise communicate private information about any person.
9. **PERSONAL SAFETY AND INTERNET SECURITY.** Student will not post personal contact information about themselves or other people. Personal contact information includes



address of residence, telephone, school address, work address, etc. Student shall not agree to meet with someone they have met on-line without Parent or Guardian approval. Parents should accompany students to this meeting. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use that account. Parent and Student are fully responsible for the actions of all non-authorized users. Under no conditions should passwords be provided or made available to anyone other than AIOA personnel.

10. **PLAGIARISM AND COPYRIGHT INFRINGEMENT.** Student and Parent may not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Student and Parent must respect the rights of copyright owners. Copyright infringement occurs when work is inappropriately reproduced that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the expressed requirements should be followed. Students and Parents unsure whether or not they can use a work should request permission from the copyright owner. Copyright law can be confusing. If you have questions; ask a teacher. Plagiarism could result in the disenrollment from a class or from AIOA entirely.
11. Use of this service is a privilege, and it is the responsibility of each user to utilize these services appropriately. Routine maintenance and monitoring of the Internet may lead to discovery of violations of AIOA Policy or the law. An individual search will be conducted if there is reasonable suspicion of a violation of any AIOA Policy or the law. The investigation will be reasonable and related to the suspected violation(s). AIOA will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through AIOA. Any actions that are deemed a violation of these policies may result in the termination of services, suspension or expulsion, a/or monetary fine and/or referral to the proper authorities. Users are subject to any applicable school and/or criminal sanctions and procedures.
12. If a student becomes inactive in their course work for a period of ten (14) days or more, they and a parent/guardian will need to attend an online meeting with the counselor and teachers to discuss a plan of action for completing missing work and maintaining online attendance.

Most of all... Enjoy your Learning Adventure with AIOA!