



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 comprehensive. It should, however, be looked upon as a 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/guardians during the school year. Students are addressed as “the student”, “student”, “the child”, or “children”. The term “the student’s parent” refers to the parent, legal guardian, or the person who has agreed to assume school-related responsibility for the student.

AIOA 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 the 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 the School disciplinary policy. A copy of the student handbook will be placed online on the school’s website (Registration Page). Please download this document for your records and acknowledge receipt of this in the registration form online.

AIOA
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Newton, UT 84327
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Online Enrollment

The AIOA Board of Directors reserves the right to thoroughly evaluate all students before allowing them to enroll in the online program.

Any student who fails to meet the school's satisfactory participation requirements may be immediately removed from the online program.

Adoption date: May 1, 2022.

Dual Enrollment

A student enrolled in any other college/university, the 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.
- 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 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 coursework by the designated deadline.

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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.

Truancy

Truancies: Failure to meet the minimum contact time: Absences that occur without the knowledge and approval of parents or guardians, and for reasons not acceptable to the school are considered truancy.

After one week (7 days) with no contact and or class work, an 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.

Following the board's decision, the student may be removed 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 unacceptable and administrative action may occur that could include dismissal from a class or expulsion.

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 credit 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

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- 1.5 credits of CTE
- .5 credits Fine Arts
- .5 credits Personal Finance
- 5.5 credits of electives

24 Total Credits to graduate

Early graduation is available to all students interested in graduating prior to the completion of the 12th-grade year.

Work-based learning opportunities include, but may not be limited to job shadowing, internship, cooperative education, and service learning.

A minimum of 6 credits is required for graduation with AIOA.

Plagiarism/Cheating

Academic honesty is a must when taking any course, traditional or digital. Students must do their own work and all students must have the Exam Proctor Agreement signed and on file.

All of the following are considered cheating/plagiarism:

- turning in someone else's work as your own, (your paper/work looking identical or very similar to another student's work/paper; particularly essays.)
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

(Plagiarism considerations taken with permission
from: <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>)

When plagiarism or cheating is suspected, the teacher will initiate a discussion with the student to determine if there has been a violation of the policy and, if so, the intent and severity of the cheating and/or plagiarism. Violation of this policy will result in notifying parents/guardians. Additional violations could result in further disciplinary procedures.



Student Records Policies

Student records will be released upon receipt of a request for records from a legally entitled person.

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 users (students, teachers, or staff) are required to adhere to all city, county, state, and federal 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 agrees 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, and participating in non-AIOA chat rooms pertaining to the school or its students or staff.

i. Students and/or parents/legal guardians are solely liable for any and all damages arising from such actions taken to harm any of the AIOA 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 if they were your own.

ii. Students and/or parents/legal guardians 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 parents/legal guardians are responsible for requesting permission from the copyright owner.

C. AIOA students may 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 loss 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's 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.

iv. Check e-mail frequently, and 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:

1. AGREE TO ACCEPT FUTURE POLICIES AND FOLLOW INSTALLATION GUIDE. Student and Parent agree to read, follow, and sign an acknowledgment of receipt of all policies of AIOA

2. Students and Parents are requested to contact the AIOA 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 Students.

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 the same documents on personal equipment. It is not acceptable to use AIOA to interfere with or disrupt network operations, networked resources, information, or communications traffic. Disruptions include, but are not limited to, the propagation of computer worms and viruses.

6. USE OF E-MAIL, GROUPS, 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. 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. Students 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. Students will not knowingly or recklessly post false or defamatory information about any person or organization including AIOA.

h. Students and Parents 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 activities, 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. Students will not post personal contact information about themselves or other people. Personal contact information includes the address of residence, telephone, school address, work address, etc. Students shall not agree to meet with someone they have met online 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. Parents and Students 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. 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 the 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 monetary fine, and/or referral to the proper authorities. Users are subject to any applicable school and/or criminal sanctions and procedures.

11. If a student becomes inactive in their course work for a period of fourteen (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.

12. Each course is set on a competency-based model. The suggested time for course completion is 70 hours, however, a course is based on a mastery-based grading concept. This is where students are graded against a “mastery level” rather than just against an accumulation of points.



Student & Parent Handbook

_____ (I have read and agree to the above)
 Student Signature Date

_____ (I have read and agree to the above)
 Parent/Guardian Signature Date