



**ACADEMICA**  
INTERNATIONAL  
STUDIES

**ACADEMICA INTERNATIONAL STUDIES  
DUAL DIPLOMA PROGRAM**

**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 21<sup>st</sup> 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.

## DUAL DIPLOMA PROGRAM

The Academica International Studies Dual Diploma Program gives students in countries outside of the United States the opportunity to earn a U.S. high school diploma while simultaneously earning their secondary school diploma in their country of origin.

## ADMISSIONS AND ENROLLMENT POLICIES AND PROCEDURES

Academica International Studies, hereinafter referred to as “AIS,” has instituted admission and enrollment policies and procedures for its Dual Diploma Program. The purpose of the program is to make instruction available to secondary students using online and distance learning technology in the nontraditional classroom.

### Enrollment Procedures

To enroll, a student must complete the application process, take an English language Admissions Test, and be accepted. Once accepted, the student will be given a username and password to access their courses. Courses will be open beginning the first day of the semester.

All students will be placed in core classes and may have the ability to choose elective courses according to the Course of Study. Students will receive a separate program for English if applicable, the Student/Parent Handbook, a QuickStart, and any applicable materials needed.

## 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.

Dual Diploma students are expected to own their own computer, have internet access, and attend and participate in their online courses as they would attend and participate in a traditional classroom course. Expected number of logins will vary depending upon the course. Students should login at a minimum of **three times weekly** and spend approximately **3-5 hours per course, per week, studying**. Students are also required to follow the guidelines provided by their instructor for completing the modules in the **English program** if applicable. Students will also check their email daily as teachers send out numerous announcements, updates, and grade reports via email.

If there is no activity or login from a student for an extended period, the teacher will contact the student and Program Director. 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 may be academically withdrawn from the program at the end of the semester.

Attendance is measured by time logged in, contributions made through communication via discussion threads, e-mails, live sessions, 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.

## 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 adhere to the following statement upon registration:

*"I acknowledge that during the first **five (5) days** of each semester of being enrolled into my AIS course(s), I may drop the course(s) without penalty. This provision shall not apply if I have already started working in my course(s) for said semester. 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 may result in my removal from the Dual Diploma Program."*

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

1. If the student does not submit the expected number of assignment(s) according to the course calendar, the student, parent, and Program Director will receive an email from the instructor notifying the student that he or she is behind. The student is to respond to the teacher and begin completing assignments.
2. If the student does not respond to the teacher and begin submitting assignments or does not begin to submit an acceptable number of assignments each week, the Academic Coach will send an email to the student, parent, and Program Director.
3. If there is still no response from the student and the student still does not submit an acceptable number of assignments according to the course calendar, AIS may academically withdraw the student at the end of the semester.

## ACADEMIC GRADING PERFORMANCE SCALE

The following is the grading scale for AIS Dual Diploma courses:

A	Superior progress	90-100
B	Commendable	80-89
C	Average progress	70-79
D	Lowest acceptable progress	60-69
F	Failure	0-59

## GRADE POINT AVERAGE

Students must earn a Minimum Overall Unweighted Grade Point Average (GPA) of 2.0 as part of the AIS graduation requirements.

Letter Grade	Unweighted Grade Points	Weighted Grade Points	
		Honors	AP/DE/IB
A	4.00	5.00	6.00
B	3.00	4.00	5.00
C	2.00	3.00	3.00
D	1.00	1.00	1.00
F	0.00	0.00	0.00

When calculating Overall Unweighted GPA, we use the following point system:

**A=4.00                      B=3.00                      C=2.00                      D=1.00                      F= 0.00**

A student's Overall Unweighted GPA is calculated by multiplying the grade points corresponding to each completed enrollment by the number of credits the course is worth, adding those numbers together, and dividing that total by the number of credits completed to date.

Weighted GPA takes the difficulty of a class into account. More challenging courses, like honors, are worth more than a 4.0 on a weighted scale as in chart above. Weighted GPA is calculated using the steps outlined above using the Weighted Grade Points, if applicable.

## ACADEMIC WATCH POLICY

Students in the AIS Dual Diploma Program are expected to maintain a certain grade percentage over the course of the semester in each class which they are enrolled. In order to graduate from the Dual Diploma Program, a student must earn a minimum Overall Unweighted Grade Point Average (GPA) of 2.0 (70% minimum average in all courses). Should a student's grade drop below a 70% in any course during the semester, the student will be notified by their instructor and academic coach.

To ensure that our students are aware of this commitment and graduation requirements, the following processes will be followed:

1. If a student's grade drops below a 70% in any class, the student, parent, and Program Director will receive an email from the instructor notifying them of the situation and a reminder of the Academic Policies of the program. The student should respond to the instructor and begin submitting assignments.
2. If the student does not respond to the teacher and begin submitting assignments and raise their grade(s), the Academic Coach will send an email to the student, parent, and Program Director.

3. If at the end of the semester, the student is still not making appropriate progress and not passing the course(s), he/she may be academically withdrawn from the Dual Diploma Program or placed on Academic Watch for the following semester.
4. A student who is placed on Academic Watch has one semester to improve their grades to meet the graduation requirements in order to continue in the Dual Diploma Program. The student will be closely monitored by their instructor and academic coach. If at the end of the Academic Watch semester, the student is still not meeting the minimum graduation requirements of the Dual Diploma Program and is not passing their course(s), he/she will be academically withdrawn from the Program.

## **ACADEMIC PROBATION POLICY**

In order to earn the Dual Diploma, the student's official home country secondary school transcripts must be provided to AIS, an official English translation of the student's secondary home country transcripts if requested, the student must graduate with their home country secondary diploma, and the student must meet the minimum 24 credit graduation requirements and minimum 2.0 Overall Unweighted Grade Point Average (GPA) (70% minimum average in all courses) as outlined in the chart below.

To ensure that our students are aware of this commitment and graduation requirements, the following processes will be followed:

1. After a course is completed, the student's GPA is calculated based on their final course grades. If a student passes their course(s) but the student's Overall Unweighted GPA falls below the minimum graduation requirement of 2.0, the student will be placed on Academic Probation for the following school year/semester as he/she is at risk of not meeting the minimum graduation requirements.
2. As stated above, when calculating Overall Unweighted GPA, we use the following point system:

**A=4.00      B=3.00      C=2.00      D=1.00      F= 0.00**

A student's Overall Unweighted GPA is calculated by multiplying the grade points corresponding to each completed enrollment by the number of credits the course is worth, adding those numbers together, and dividing that total by the number of credits completed to date.

3. The instructor and academic coach will closely monitor the student placed on Academic Probation during the following school year/semester to support and remind them of graduation requirements.
4. If the student continues to underperform and does not increase the Overall Unweighted GPA to the minimum graduation requirement, he or she is at risk of not graduating with the Dual Diploma due to not meeting the graduation requirements or of being academically withdrawn from the Dual Diploma Program if they do not pass their courses.

## PROMOTION GRADUATION REQUIREMENTS

Graduation from the Dual Diploma Program and progression through the grades will be in accordance with the completion of the minimum credits set forth. In order to earn the Dual Diploma, the student's official home country secondary school transcripts must be provided to AIS, an official English translation of home country secondary transcripts if requested, the student must graduate with their home country secondary diploma, and meet the minimum 24 credit graduation requirements and minimum 2.0 Overall Unweighted GPA as outlined in the chart below.

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, 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.

## COURSE OF STUDY

A minimum of 6 of the 24 graduation requirements must be taken at Academica International Studies. All students will take the 4 Required Courses: 2 Credits of English, United States History, and United States Government/Economics. Students will take 2 credits from the Electives.

## ACADEMICA INTERNATIONAL STUDIES GRADUATION REQUIREMENTS

To obtain the AIS Dual Diploma High School diploma, the following course requirements must be completed.

Subject Area	Course Requirements 24 Credits
Native Language & Literature	4 credits, with major concentration in composition, reading for information, and literature
English	4 credits
Mathematics	4 credits, one of which must be Algebra 1 or equivalent and one of which must be Geometry or its equivalent
Science	3 credits, two of which must have a laboratory component and one of which must be Biology 1 or equivalent course or series of courses
Social Studies	1 credit of World History 1 credit of US History .5 credit of US Government .5 credit of Economics
Fine Arts or Performing Arts	1 credit of fine or performing arts, speech and debate, or practical arts
Physical Education/Health	1 credit in physical education to include integration of health
Electives	4 credits
<b>Grade Point Average</b>	Minimum Cumulative Overall Unweighted GPA of 2.0 on 4.0 scale

## 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.

## SUBMISSION OF ASSIGNMENTS

Students complete and submit assignments, projects, quizzes, and tests to the Learning Management System (LMS). Once the teacher grades the students' work, the students can see the grade they receive and any teacher feedback through the LMS as well.

## RELEASE POLICY

As a student of AIS, you grant permission to the School and/or its assigns, employees, contractors, or agents, full permission to use, publish, and copyright, either in whole or in part, direct quotes, photographs, and/or videos made by/of you. Such material may be used with or without your name in all forms of media, including the Internet and social media, for the purposes of advertising, promotion, and the development of the School and its goals. You give this permission without expectation of any remuneration.

## 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 or images.
- ◆ **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, translators, or Artificial Intelligence could result in the removal from our program and other disciplinary action. Do not use websites such as Course Hero, Docsity, or others to search for answers or upload answers of any AIS course assignments. Doing so is a violation of our Academic Integrity Policy and may be an infringement of United States federal copyright law.

- ◆ **Students may not use images or information** from AIS platforms, resources, emails, or documents in fraudulent communications or images.
- ◆ **Live Sessions** are an integral part of our program. Students are expected to attend and participate in these sessions according to the Master Calendar and their assigned date and time. AIS follows the American calendar and United States federal holidays. If a student is on a trip or exchange program during the weeks of live sessions, they are still expected to make arrangements to attend the session during the scheduled week and time. Conduct during the live sessions is similar to that of a brick-and-mortar classroom setting. Students should be dressed in school appropriate attire and attend the live session in a quiet and uninterrupted setting. Students should not eat, drink, vape, smoke, or have any inappropriate classroom behavior during the sessions. They should be actively listening and participating in the lesson and always ensure that their audio and video are functioning properly.
- ◆ **Security is a high priority**, especially when the system involves many users. If you can identify a security problem in the school's network, notify your instructor.
- ◆ **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, usernames, etc. that use profanity or may be construed as offensive, shall not be permitted.** Administration reserves the right to determine if student email addresses, usernames, etc. are inappropriate. When necessary, students will be asked to use an alternative email address, username, etc. or be refused for participation in the program.
- ◆ **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 the program, 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 Program Director, parents, administration or other third parties. Consequently, AIS expects students,



staff, and all stakeholders 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, weapons, 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 the Education Portal 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
- ◆ Using images or information from AIS platforms, resources, emails, or documents in fraudulent communications or images
- ◆ Cutting, copying, or plagiarizing Internet content or the work of online classmates
- ◆ Using translators and/or Artificial Intelligence (AI) inappropriately to complete assignments and claiming it is one's own work
- ◆ Using websites such as Course Hero, Docsity, or others to search for answers or upload answers of any AIS course assignments. Doing so is a violation of our Academic Integrity Policy and may be an infringement of United States federal 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 means 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 Academics International Studies.

### What are some examples of academic integrity violations?

- ◆ There are various kinds of academic integrity violations. One example is “plagiarism” and another is “cheating.”
  - **Plagiarism:** To steal and pass off (the ideas or words of another) as one's own. To 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. Some examples are, but not limited to the following:
    - Providing questions/answers/ work to another student
    - Receiving questions/answers/work from another student
    - Using translators and/or Artificial Intelligence (AI) inappropriately to complete assignments and claiming it is one's own work
    - Using websites such as Course Hero, Docsity, or others to search for answers or upload answers of any AIS course assignments. Doing so is a violation of our Academic Integrity Policy and may be an infringement of United States federal copyright law.

### Ensuring Academic Integrity

- ◆ AIS uses a variety of tools to ensure the integrity of student work that may include but is not limited to the following:
  - **Plagiarism, Translator, and AI Detection Software** - This tool compares student work against a variety of databases and can detect plagiarism, use of translators, and AI. This database also 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.
- **Academic Integrity Reporting Policy** - Community members, program directors, parents, and students can call or email any academic integrity-related issue anonymously.

## **CONSEQUENCES FOR VIOLATIONS OF CODE OF CONDUCT, INTERNET USAGE POLICY, AND ACADEMIC INTEGRITY POLICY**

A variety of consequences will be administered when students are caught cheating, plagiarizing, using AI inappropriately, or violating any AIS Code of Conduct, Internet Usage Policy, or Academic Integrity Policy. These consequences range from resubmission of an assignment up to expulsion from the program. 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:
  - Participate in a welcome meeting 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:
  - Ensure that their student's work is authentic and original
  - Monitor, via their guardian and email accounts, their child's progress and teacher communication
  - 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 database to verify authenticity
  - Coordinate any academic integrity issues with the Program Director and administration
  - Verify student mastery of content through discussion based and authentic assessments
  - Participate in any mandated trainings or staff development
- ◆ **Academic Coaches** are expected to:
  - Support academic integrity
  - Support teachers in academic integrity initiatives
  - Support the administration of consequences

## **STUDENT CODE OF HONOR**

A student should NEVER:

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

## **TEACHER AVAILABILITY AND RESPONSIVENESS**

Frequent student-teacher communication in the digital learning environment requires commitment above and beyond the traditional workday 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. AIS makes the following commitments to its students, parents, and Program Director:

- ◆ 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 will be available to students and parents during those hours on school days that the staff member is working. Instructors will be available to answer all course-related questions during scheduled office hours. During those hours, instructors will be available to answer 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. In the case that an instant reply is not viable, no response to student/parent contact shall exceed 48 hours from the time of initiation during the work week.
- ◆ Teachers will communicate regularly with students and program directors throughout each semester.
- ◆ Teachers will update course announcement pages frequently. During the first week of the school year, all teachers will have a Welcome Meeting with their students to go over the program's policies and platforms.

## **PARENT/GUARDIAN'S RESPONSIBILITIES**

As a parent/guardian of a Digital School Student, it is very important to understand the responsibilities associated with that role. With the many distractions students have these days, 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 receive credentials to access the Student Information System so they can monitor their child's progress regularly.

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 the student's teacher when necessary, through the Program Director or via email directly to the teacher to ask any questions that you may have.

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, Academic Coaches, Program Directors, Counselors, 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 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 unlawful 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 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, or any other AIS policy as outlined in this handbook shall be determined by the administrative staff and may include:

- ◆ Student/teacher/parent conference
- ◆ Suspension of email or school privileges
- ◆ Removal from access to courses and expulsion from the school

## **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 and communication 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**

The Administrators, in consultation with his/her designees, will determine the appropriate disciplinary actions for student violations of the code of conduct or any other policy as outlined in this handbook as they arise. The severity of the offense is the prime determiner in deciding the appropriate consequence. Any inappropriate behaviors that are outlined in the student handbook that are reasonably considered detrimental in a school setting are grounds for immediate removal from AIS. Possible actions may include but are not limited to:

- ◆ Written and verbal warning and notification.
- ◆ 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 expulsion from AIS.

When a violation has occurred, it will be documented including the date, time, and circumstances of the alleged act. It will include 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 notify their Program Director. Upon receipt of the incident, AIS, in consultation with the Program Director, will determine if an AIS policy may have been violated by the student. 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.

## **WEB PRIVACY POLICY**

### **USER INFORMATION (Applicable to Students in the European Union)**

**ACADEMICA INTERNATIONAL STUDIES**, hereinafter the **CONTROLLER**, is responsible for the processing of the User’s personal data and informs them that the data will be processed in accordance with the provisions of Regulation (EU) 2016/679 of 27 April 2016 (GDPR) on the protection of individuals with regard to the processing of personal data and on the free movement of such data. Therefore, the **CONTROLLER** provides the following information to the User regarding the processing of User data:

**Purpose of the processing:** to maintain a commercial relationship with the User. The planned processing operations are:

- ◆ Sending commercial advertising communications by email, fax, SMS, MMS, social communities or by any other electronic or physical means, present or future, that make it possible to carry out commercial communications. These communications will be made by the **CONTROLLER** and will be related to their products and services, or those of their

partners or suppliers with whom they have reached an agreement. In this case, the third parties will never have access to personal data.

- ◆ Conducting statistical studies.
- ◆ Processing orders, queries or any type of request made by the user through any of the available contact methods.
- ◆ Sending newsletters.
- ◆ For users who are current, former, or prospective students of an education institution operated by CONTROLLER: In furtherance of the legitimate interest of CONTROLLER, CONTROLLER shall engage in the collection and retention of student data that is standard and typical for a school to collect and retain for a student's admission into, and progression through, an academic program, including but not limited to such information as the student names, dates and locations of birth, grade levels, gender information, nationalities, native languages, e-mail address(es), phone number(s), video/voice chat screen names, prospective graduation dates, parents' names and contact information, home schools, academic history and performance data from home school programs (including home school transcript information), academic performance/grades in CONTROLLER's academic program, and other information pertaining to student's tenure in CONTROLLER's academic program.

**Legal basis of the processing:** The Data Subject's consent; legitimate interest of CONTROLLER to provide educational services and keep student records for the purposes of running an educational institution.

**Data storage criteria:** Data will be stored while there is a mutual interest in maintaining the data or to the extent that CONTROLLER has a legitimate interest to provide educational services and/or keep student records for the purposes of operating an educational institution, unless overridden by the interests or fundamental rights and freedoms of the User which require protection of personal data. When such purpose is no longer necessary, the data will be erased with the adequate security measures to ensure the pseudonymization or the complete destruction of the data.

**Data disclosure:** The data will not be disclosed to third parties, unless legally required.

#### **Rights of the User:**

- ◆ Right to withdraw consent at any time.
- ◆ Right of access, rectification, portability and erasure of their data and the restriction or objection to their processing, with such rights limited to the extent that CONTROLLER maintains a legitimate interest to provide training services and keep student records for the purposes of running an educational institution, unless overridden by the interests or fundamental rights and freedoms of the User which require protection of personal data.
- ◆ The right to file a claim with the appropriate governmental organization if you consider that the processing does not comply with prevailing law.



**Contact information for exercising rights:**

Postal address: ACADEMICA INTERNATIONAL STUDIES. 6340 SUNSET DRIVE, MIAMI, FLORIDA, USA 33143, E-mail: [gdpr@aveteaching.com](mailto:gdpr@aveteaching.com)

**COMPULSORY OR OPTIONAL NATURE OF THE INFORMATION PROVIDED BY THE USER**

The Users, by marking the corresponding boxes and entering data in the fields, marked with an asterisk (\*) in the contact form or download forms, accept expressly and in a free and unequivocal way that their data are necessary for the supplier to meet their request, voluntarily providing their data in the remaining fields. The User ensures that the personal data provided to the CONTROLLER are true and is responsible for communicating any changes to them.

The CONTROLLER informs and expressly ensures users that their personal data will not be transferred to third parties under any circumstances, except to authorized processors in accordance with applicable privacy law, or with the express, informed and unequivocal consent of the Users. All data requested through the website are mandatory, as they are necessary for the provision of services to the User.

**SECURITY MEASURES**

That in accordance with the provisions of the current regulations on the protection of personal data, the CONTROLLER is complying with all the provisions of the GDPR regulations for processing the personal data for which they are responsible, and is manifestly complying with the principles described in Article 5 of the GDPR, by which they are processed in a lawful, fair and transparent manner in relation to the data subject and appropriate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

The CONTROLLER guarantees that all appropriate technical and organizational policies have been implemented to apply the security measures established by the GDPR in order to protect the rights and freedoms of Users, and has communicated the appropriate information for them to be able to exercise their rights and freedoms.

## MINIMUM TECHNICAL REQUIREMENTS FOR ONLINE COURSE PARTICIPATION

### Browsers

- ◆ Google Chrome (latest versions) ([Click here to download](#)).
- ◆ Firefox (latest versions) ([Click here to download](#)).
- ◆ Safari browser (latest versions) ([Click here to download](#)).

### Plug-ins and Software

- ◆ Microsoft Office, Open Office
- ◆ Adobe Acrobat Reader DC ([Click to Download](#)).

### PC/Mac Requirements

- ◆ Audio: Headset with functioning microphone
- ◆ Web camera
- ◆ A broadband internet connection
- ◆ Free USB port

## 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.