



Utah International School



Student Handbook
Academic Year 2009- 2010

Utah INTERNATIONAL School

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Student responsibilities

Students are responsible for becoming familiar with the information presented in this handbook and for knowing and observing all policies and procedures related to their participation in the school.

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UTAH INTERNATIONAL SCHOOL



ONLINE LEARNING AT UTAH INTERNATIONAL SCHOOL

Utah International School delivers online programs using up-to-date technology to provide dynamic, interactive learning environments via the Internet, 24 hours a day, seven days a week. So you will never miss a class or have to worry about your schedule. Utah International School's online learning provides top quality education, as well as flexibility and freedom for you to create your own schedule.

Studying online at Utah International School is highly interactive so you are expected to use the various online facilities, to interact with your teachers, ask questions, share notes and frequently access web-based lectures and tutorials.

The school has ensured that technologically mediated instruction is offered in a reliable, private, safe and secure environment with the education focused on the learning outcome where developing imagination and thinking skills are at the center of Utah International School methodological approaches to understanding content and

applying knowledge. So you would be expected to think about what you learn and don't be afraid of asking your teachers about any topics that you don't understand or you're not sure of.

COURSE PROGRESS

As a Grade 4 to 12 student, you are required to follow the online learning courses and attend several online classes. During these online classes, you are encouraged to join in and ask questions, submit information and contribute to the sessions.

We have developed a total student progress monitoring and assessment solution, which includes a combination of small quizzes at the end of sections, periodical progress tests, projects and assignments and secure and effective end of term online tests which are designed to effectively assess your ability, so give these your full attention.

Also note that many lessons have online exercises at the end of the lesson so you need to do these exercises before you can proceed to the next lesson.

KEYS TO SUCCESS IN ONLINE LEARNING

First and foremost you need frequent access to a computer and the internet. You also need to be comfortable using the internet. Your internet skills should include knowing how to log in, using e-mail, and e-mail attachments, effectively using your browser, chatting and adding bookmarks. You also need to know how to use a word processing program like Microsoft Word, how to save files in several different formats and locations. You should also be able to download and install software. If you cannot work with these items, you should contact your tutor or Technical support on:

tsupport@uisedu.org

Or

Chat with LIVE Technical support from your Learning Management System (LMS).

Utah International School Online classes offer flexibility and convenience, but many of them are demanding so you should be committed to allocating adequate time and effort for your studies.

There are several online classes where you would have the opportunity to meet online with your instructor and classmates, discuss various aspects of the course, seek clarifications and receive live instructions.

One of the major stumbling blocks for online students is that they do not access

their course frequently enough. Students are expected to regularly check the courses electronic bulletin boards and follow the course calendar provided within the syllabus.

GRADE-4 to GRADE-10 classes:

UIS recognizes that younger learners need more guidance and following up and may not be as independent as the more mature learners, so their progress and attendance are treated differently. Teachers and academic officers responsible for GRADE-4 to Grade-10 adopt a different approach to that described above. It involves more guidance, step by step instructions, more following up and direct contact with the students to ensure they progress at an acceptable pace. During this process, the students are encouraged to work more independently and rely on themselves which increases their motivation and encourages them to be more responsible and capable of working on their own initiative.

ONLINE RULES

Students work more independently in online courses than in traditional courses. Each course however is still a learning community and the practices of courtesy and respect that apply in the ordinary classroom also apply online.

Here are some guidelines:

1. **Participate in the classroom.** In the online classes, it's not enough to turn up! You need to participate, give comments and ask questions.
2. **Ask how to solve problems.** If you run into any difficulties, don't hesitate to immediately send a note to your instructor. Most problems are easily solved, but we have to hear from you before we can help.
3. **Make sure your messages are clear.** Think how would the person at the receiving end understand your message? Read it over to make sure it's clear.
4. **Explain what you mean:** The other person cannot see the expression on your face when you make a comment.
5. **Ask:** If you're not sure how your ideas and comments are received ask for feedback. If you disagree with what someone has said, please express your opinion respectfully.
6. **Inappropriate or derogatory comments** are unacceptable and subject to the same disciplinary action that they would receive if they occur in the physical classroom.

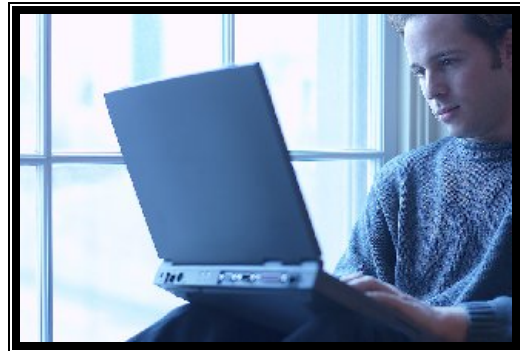
ADMISSION

A student's acceptance into a course is contingent upon the student's eligibility to take that course. The registrar will verify that the student has met the prerequisites and the course requirements. Students who are accepted into a course will receive confirmation of registration which includes the following:

- **Course Number and Course Name**
- **Instructions on how to access to the course**
- **Student login username and password**
- **A link to the orientation courses**
- **Course instructor name, email address, office hours and contact information.**
- **Date the course will be available to access**

All students must complete any course which they have started.

SCHOOL SERVICES



All students should seek immediate help if they have technical difficulties or other problems which hinder their progress.

For Technical problems or difficulty:

Contact Technical support on:

tsupport@uisedu.org

Or

LIVE Technical support from your learning platform.



For any academic concerns:

Contact the tutor who has been assigned for the particular course.

For any other concerns:

Contact the Help desk on:

helpdesk@uisedu.org



**IF YOU ENCOUNTER ANY DIFFICULTIES
IN YOUR COURSE DO NOT HESITATE TO
CONTACT THE APPROPRIATE PERSON
AT UTAH INTERNATIONAL SCHOOL.**

STUDENT COUNSELING:

We help you to plan, set your goals and guide you to achieve them. We also provide personal counseling to prepare for entrance into university.

Javascripts and Cookies in the Browser: Enabled

BROWSERS:

Internet Explorer 5.5 (supported),
Internet Explorer 7.0 (recommended)
Netscape Communicator 6 (supported)
Netscape Communicator 8
(recommended)
Firefox

SOFTWARE:

Students are required to have the appropriate software. The School recommends Microsoft Office (Word, Excel and PowerPoint).

PLUG-INS

It is also a good idea to download several "plug-ins

Plug-ins you might need are:
Adobe Acrobat Reader.
Macromedia Flash Player
Windows Media Player

Also note that some programs require Java to be installed. When applicable, the first page of each course will mention the required plug-ins.

Friendly Technical support is available to help students the technical aspects of learning at Utah International School.

For Technical Help:

Contact Technical support on:

tsupport@uisedu.org

Or

Chat with LIVE Technical support from your learning platform.

TECHNICAL REQUIREMENTS

As an online student, your computer is a vital key to a successful learning experience. You will need to have a computer and software that will enable you to participate in your online classes, in fact. You need to check that your computer has the following minimum requirements:

MINIMUM SYSTEM REQUIREMENTS

Operating System:

MICROSOFT WINDOWS
Windows Me, 2000, XP or Vista.

Alternative Operating systems:
MACINTOSH OS
Mac OS 9.1 and OS X

PC MINIMUM REQUIREMENTS:

64 MB RAM
486 MHz Processor or better

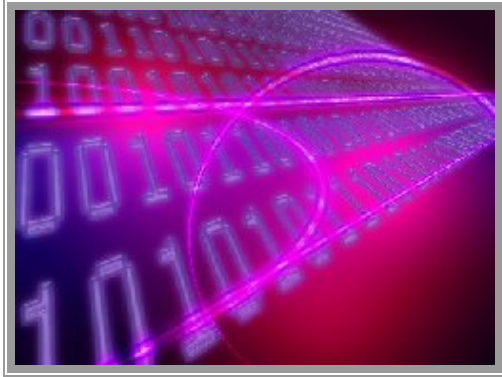
OTHER REQUIREMENTS

Internet connection:
56 kbps modem
You need a good Dial-Up/ADSL/DSL internet connection. Dial-up is acceptable but turn off all other applications running in the background that you don't need.

DSL/ADSL is recommended.

Sound Card & Speakers
Microphone (Optional)
Webcam (Optional)

A screen resolution of 800 x 600 pixels or higher Resolution of 1024x768(recommended)



SCHOOL RULES & REGULATIONS

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

**If you have any complaint, please contact
the Academic Services Officer on:
academicservices@uisedu.org**

STUDENT CODE OF CONDUCT AND PROCEDURES

Students will be expected to become familiar with this code and to assure its successful operation by their observance of its provisions and their support of its objectives. All questions regarding the Code should be directed to the Academic Services Office:

ARTICLE I. INTRODUCTION

Utah International School is an academic institution with an educational mission carried out by means of programs and activities devoted to the pursuit of knowledge and the instruction and development of students.

The student is obliged to respect the lawful rights of others and expected to comply with valid institutional regulation, to contribute to the good order of the School's academic and administrative processes.

ARTICLE II. STUDENTS RIGHTS AND RESPONSIBILITIES

A. GENERAL

This list below is not intended to be Exhaustive. The school has the right and responsibility to formulate and apply policies and guidelines to promote the general welfare of its members.

- Students shall be free to take reasoned exception to data and views offered in the online classrooms or postings and to maintain personal judgment about matters of opinion, without fear of penalty.
- Students have a right to accurately and clearly state information which would enable them to determine the general requirements for establishing and maintaining an acceptable standing;
- Students have a responsibility for honest and ethical conduct in all academic and nonacademic matters.

B. STUDENT RECORDS

A student's right of confidentiality in and access to the student's records are governed by the Family Educational Rights and Privacy Act.

C. FREEDOM OF INQUIRY AND EXPRESSION

Students shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately.

D. REDRESS OF GRIEVANCES

In any case where a student's rights as outlined herein are contravened, he or she shall have the right to petition for redress of such a grievance. Grievances shall be filed with the Academic Services Office

ARTICLE III. MISCONDUCT

Every student shall be required to act lawfully and in such a way as not to affect adversely the educational processes of the school or the rights of others. Violation of this general standard of behavior shall be considered misconduct under this Code.

The school will be strict in applying the contents of this code.

The following types of misconduct by the procedures set forth in this code shall be subject to discipline as appropriate:

A. Academic Misconduct

All forms of academic dishonesty, including, but not limited to, the following:

1. Copying from another student's test paper;
2. Using unauthorized materials during a test
3. Collaborating during a test with any other persons by giving or receiving information without authority;
4. Unauthorized possession of all or part of any un-administered tests;
5. Selling or giving away all or part of an un-administered test;
6. Substituting for another student, or permitting any other person to substitute for oneself, to take a test;
7. Submitting as one's own, any report, essay, or other work done by others;
8. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any work described above;
9. Falsifying records or data used in a course;
10. Cheating or deceit in any other manner.

B. False Information

Furnishing false information
Misuse of school Documents

C. False Pretenses

Obtaining any services of value from the school by false pretenses.

D. Computer Mischief

Unauthorized use, access to, manipulation of, tampering with, or duplication of any school computer hardware, firmware, software programs, and/or associated documents.

E. Misuse of Proprietary Information

Unauthorized use of or access to information, in whatever form proprietary to the school.

F. Improper use of school email:

The use of the school e-mail for any spamming or unethical activities.

G. Indecent Behavior

Unacceptable behavior during the online classes and use of indecent words in any communication with any member of the school community including other students, posting offending topics or using indecent wording in such topics.

H. Violation of school Policy

Violation of written school policies, rules, and regulations.

I. Assisting Misconduct

Procuring, inducing, or causing another person to commit an act of misconduct prohibited by this Code

ARTICLE IV. DISCIPLINARY

Appropriate disciplinary action is to be taken for breaking any of the students' code of conduct or school rules and procedures. The student is to be given the opportunity to respond in full before any final decision is made.

CONTACT INFORMATION

Utah International School

9 West Forest Street

Brigham City

UTAH 84302

USA

General Enquiries: info@uisedu.org

Academic Services Office: academicservices@uisedu.org

Admissions: admissions@uisedu.org

Financial Aid: financialaid@uisedu.org

Financial Office: accounts@uisedu.org

General information: info@uisedu.org

Help Desk: helpdesk@uisedu.org

Principal: [principal@ uisedu.org](mailto:principal@uisedu.org)

Registrar: registrar@uisedu.org

Technical Support: tsupport@uisedu.org



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