



# IOA Student Handbook

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### Is Online Learning for me?

Online learning is a great fit for many students, but it's not right for everyone. Please read through the list below to determine if IOA is right for you:

- The student must be committed, self-motivated and self-disciplined.
- The student must be an independent learner.
- The student must have good time management skills.
- IOA recommends that a student participate in only one to two courses per session unless the student is homebound or using the program for home schooling, alternative education.
- Students are permitted to take a maximum of two courses and only one Physical Education course during the same session.

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## General Information

- Students can work on their IOA course anytime, anywhere that they have Internet access - at home, school, or a library, anywhere!
- Each student will receive a confidential username and password.
- Each course has a teacher/instructor guiding students through their journey.
- Students complete lessons at their own pace and submit them to their teacher/ instructor through a secure website. A pacing guide is available within the course to use as a guide.
- Students have online discussions and/or chats in a secure environment.
- Final exams are proctored at the student's home school of enrollment or another approved testing location.
- Credit for each course is awarded by the student's home school of enrollment.
- All IOA courses are accredited and designed according to Indiana state standards. Content meets and exceeds standards for each subject area.

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## Indiana Online Academy Responsibilities

### Student Responsibilities

- IOA students *must* contact their instructor by telephone or email within the first 7 days of enrollment. *The instructor's phone number can be found on the Course Home page located inside each course.*
- IOA students *must* complete the all activities in the Welcome folder and at least 12% of the course assignments within the first 15 days of enrollment. Students who do not meet this requirement within the first 15 days will be automatically withdrawn from the course, and a Withdraw will be reported to their school of enrollment.
- Students are given approximately 16 weeks to complete the course. February and March sessions are shortened. Students that do not make progress toward completion within the session period will fail the course.
- Target dates for work completion are set by the instructor to help students progress through the course in a timely manner.
- Students should check his/her IOA email daily.
- Students should consider that an online course requires additional time and effort. Time management is essential. Online learning is definitely more convenient and flexible, but are in some ways more difficult. Students should plan on spending approximately 6 - 8 hours a week working, logging in at least 5 times a week for each course.

### Student Online Learning Tips

- **Communication** - Most of online communication is done through writing. It is vitally important in an online course that you communicate well, because your instructor cannot see the look on your face or hear your voice. You will be responsible for being persistent about asking questions or asking for help when you don't understand something.

- **Time Commitment** - *Make sure to “pace” yourself in order to finish the course on time.*
  - Commit up to 8 hours per week to work on a course. (Remember: traditional courses meet approximately 5 hours per week.) During Summer Session, the time commitment is even greater due to the condensed time frame of the course. Set deadlines for yourself and follow them! Schedule regular study times during the week. Regular, short periods of working time are better than long stints of cramming.
- **Reading** – Because almost all of the directions and information in an online course is in the form of written words, it is very important that you read both carefully and thoroughly. Also keep in mind that your instructor will be reading what you write just as carefully, so take care to proofread what you have written before you submit it!
- **Participate** – In an online course, it is not enough just to log in. You need to “speak up” so that your instructor and your classmates know you are there! That means asking questions, reading and sending e-mail, and posting your comments, questions and concerns on the message boards.
- **Patience** – As much as you may want your question answered right away, you will often have to wait up to 48 hours for a response from your instructor. Please try to be patient. Make a note of where you left off in the assignment where you had a question, and go on with something else until your question has been answered.
- **Internet & Computer** - Make sure that your Internet connection and computer are both working and stable! Have a plan “B” if it is not – where else could you go to work? Is the public library or school an option? “My computer crashed” is not an acceptable reason to drop or fail your online course.
- **Syllabus** - Become familiar with the course syllabus and timeline information that is found within the course. You are responsible for knowing about and meeting the deadlines and requirements!
- **Backup** - Save a backup copy of all assignments that you create in Microsoft Word, Excel and PowerPoint. You may be asked to revise or edit your work and re-submit it.
- **Don't give up!** – Some students may find taking an online course very challenging for a number of different reasons. Be persistent about trying again and asking for help. Ignoring a problem will never make it go away!

### **Parent Responsibilities**

- Parents are always encouraged to participate in the educational process of their children. The Indiana Online Academy welcomes parent participation and can provide access to the online environment as well as updated information concerning student progress. During registration, if the parent provides a different email than the student’s email address, the IOA system will automatically establish a Mentor account for the parent and email the login information to the parent’s email. Parents will be able to log into the learning management system and view the student’s progress.
- Should there ever be any concerns, please do not hesitate to contact the instructor.

## **Counselor Responsibilities**

- The school counselor has a very important role in the IOA enrollment process. Not only do they assist with course selection and the decision making process for high school students throughout Indiana, counselors are the main source of contact for all IOA inquiries.
- Counselors should make sure that each student is aware of the enrollment process, time commitment and IOA policies before the student enrolls in a course.
- The counselor must approve the request for enrollment of a student in an IOA and becomes the school contact person for the student.
- The counselor is made aware of the online enrollment process as well as submitting an approval via email of the student's request.
- Counselors, or their designee, are requested to proctor final exams for IOA students enrolled at the high school. IOA students take the final exam on a computer from the high school in which they are enrolled. All finals are online and will have passwords that are available to the enrolling counselor through the IOA counselor portal.
- IOA instructors will contact the counselor during the session to discuss any concerns regarding the student enrolled in an IOA course.

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## **Enrollment / Registration**

The Guidance Counselor approval is an imperative part of the IOA registration process.

- Meet with your guidance counselor to determine if an IOA course is an option for you.
- Complete the online enrollment. <http://indianaonlineacademy.org>
- Payment can be made online by credit card or mail a check to  
CIESC – Attention: IOA  
6036 Lakeside Boulevard, Building A  
Indianapolis, IN 46278.
- Payment must be made in full by the 15<sup>th</sup> day of the course. The student's account will be automatically deactivated if payment has not been received.
- Once the student submits the requested course of enrollment, an email is generated to the selected counselor for his/her approval.
- The student will receive an email notification upon the counselor's approval.
- Students will receive a username & password on the day that the course begins. Students will be contacted by the instructor during the first week of the session.

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## **Tuition**

Please refer to the school list to determine the cost associated with the student's school.

Credit Cards (Visa, Mastercard or Discover) are accepted online during the registration process. Payment must be made in full by the 15<sup>th</sup> day of the course. The student's account will be automatically deactivated if payment has not been received. The student's account will be suspended until full payment has been received. If the student is paying by check, the check should be payable to CIESC and the student's name should be noted in the memo area. Checks should be mailed to:

CIESC Attention: IOA  
6036 Lakeside Boulevard, Building A  
Indianapolis, IN 46278

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### **Technology, Textbooks and Course Materials**

- The student must have an active email address, daily Internet access and possess basic computer skills.
- The recommended browser are Google Chrome or Firefox. Safari will work but can sometimes be problematic depending on the course. Please do not use Internet Explorer.
- MICROSOFT OFFICE / WORD, EXCEL AND POWERPOINT (If you don't have Microsoft Office, you can use Google Docs to create your assignment documents, then download them to your computer in a Microsoft Office format.) Be aware that formatting may change during the conversion.
- Most courses are mobile friendly, (excluding the use of an iPhone) but may have certain content topics that require Adobe Flash or Java. These will not be accessible on an iPad. If you're using an iPad and have trouble accessing content, check with your instructor to see if it requires Flash or Java.
- It is strongly recommended to have high speed cable or DSL internet access.

In most cases, online textbooks and/or reference materials are used. Students may be assigned a password that needs to be kept confidential. Online textbook fees may apply. **Additional materials may be necessary for some courses and will be the student's responsibility.** American Sign Language courses require a webcam. Advanced Placement students may be required to purchase a textbook. Discount internet sites will be provided for purchasing suggestions. Check the Course Listing posted on the web site for Required Materials **BEFORE** the course begins.

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### **Password and Login**

The student's username and password is provided to the student at the beginning of each course session. The student's login information is emailed to the **student's email account** provided at the time of registration. Students must have an active email account at the time of registration in order to receive his/her login information.

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## **Final Exams**

Students must take all final exams in person on a designated date in a proctored environment. Typically, the exams are proctored at the home school of enrollment or at another approved testing location such as a tutoring center or local public library. Students must contact the IOA office to arrange the final exam if they are not able to take the exam at his/her school.

## **Final Exam FAQ's**

- All required assignments, quizzes, tests, etc. must be completed before taking the final exam. Students will receive zeros on all incomplete assignments.
- IOA students must pass the final exam with a 60% or better in order to receive credit for the course, regardless of the student's' prior coursework grade.
- Students should complete a "Student Evaluation" prior to taking the final exam.
- Final exams must be completed during the allotted time frame, typically 90 minutes.
- During the final exam, IOA students are permitted to use tools such as calculators, pencil, paper, course notes if they are specified by the course instructor. Students who attempt to use such tools during the final exam without specific permission for the instructor will be penalized.
- The final exam may NOT be printed out. Students must complete the exam on the computer during the allotted time frame.

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## **Credit**

The courses are equal to 1 credit hour and are awarded by the student's home school of enrollment.

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## **IOA Incomplete/Extension Policy**

Students are strongly encouraged to plan their time so as to complete their coursework on time; however, extensions are available depending on the circumstances. Students should consult with their school counselor to determine how extensions might impact their academic plan, including anticipated graduation date. Access to incomplete courses will not be available beyond the end date without an extension.

- Students should have completed 60% of the course work and have a passing grade to be eligible to request an extension.
- The student should request an extension before the session end date.
- Extensions are \$20.
- Extensions are only granted if the final exam has not been taken.
- Refunds are not granted for partially used extension periods.

### **Extension Request Process**

- Student or guardian must contact the instructor or the IOA office to request the extension before the session end date by submitting a ticket through Contact Us found on the website.
- Extensions are granted upon instructor approval.
- Once the approval is granted, the student or guardian may log into the student account and make the extension payment.
- Payment must be received before the extension is granted.
- Once the payment is received, the course will be re-opened within 48 hours for the student to continue working.

### **Policy Exceptions**

Under extenuating circumstances (such family or medical emergencies) students may be granted an administratively approved extension or exceptions to the above policy. Approval of these requests will be made by the IOA administration and may require that a student submit documentation along with their request. Students requesting consideration for extension exceptions should submit the request through the Contact Us on the IOA web site: <https://indianaonlineacademy.org/contact.aspx> No extension fee will be assessed for such circumstances.

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### **Withdrawal**

- Should a student choose to withdraw from a course within the first 15 days, there will be no penalty as long as they have completed the withdrawal request which is a link found within the student's account and have contacted his/her instructor. A "W" withdrawal will be reported to the student's high school as the grade.
- Should a student choose to drop a course after the 15 day withdrawal period, no refund will be issued. A failing grade will be reported to the student's high school.
- IOA students *must* complete the Welcome folder and at least 12% of the course assignments within first 15 days of enrollment. Students who do not meet this requirement within the first 15 days will be automatically withdrawn from the course, and a Withdraw will be reported to the school of enrollment.

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### **Course Cancellation**

The Indiana Online Academy reserves the right to cancel any course offerings listed as being "offered" when enrollment does not surpass an acceptable level.

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## **State Curriculum Requirements**

All IOA courses are designed according to Indiana state standards. Content meets and exceeds standards for each subject area.

- *Indiana Department of Education*
- *Indiana Standards*

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## **IOA Acceptable Use Policy**

Participation in the Indiana Online Academy (IOA) provides students with opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. IOA is committed to helping students develop 21st century technology and communication skills. IOA's technology curriculum recognizes the FCC's Children's Internet Protection Act (CIPA) standards and includes an emphasis on online safety.

This Acceptable Use Policy outlines the guidelines and behaviors that all users (administrators, teachers, students and parents) are expected to follow when participating in the Indiana Online Academy program.

- All technologies provided within the IOA websites are intended for educational purposes.
- Users are expected to communicate with appropriate, safe, mindful, and courteous conduct.
- All activity within the IOA course Learning Management System website may be monitored and retained.
- Access to online content via the IOA websites may be restricted in accordance with IOA's policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- IOA makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of IOA websites.
- Users of the Indiana Online Academy program are expected to alert IOA's administrative staff immediately of any concerns for safety or security.
- Misuse of the IOA course Learning Management System can result in disciplinary action.

Unacceptable Use Examples:

- Use IOA technologies in a way that could be personally or physically harmful.
- Inappropriate use of the IOA course Learning Management System, video conferencing, online collaboration, message boards, email, telecommunications, texting, Skype.
- Access, create, send or receive, store, or display obscene or inappropriate images and/or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language.
- Access or use other individuals' accounts, information, or files without permission.
- Access to websites, files, or resources using another individual's passwords without permission.



- Damage, disable, or otherwise disrupt the operation of the IOA course Learning Management System.
- Violate any local, state, or federal statutes, including but not limited to copyright law.

Violations of this policy may have disciplinary repercussions, including:

- Expulsion from the IOA program resulting in failure of the course.
- Notification to parent and school.
- Legal action and/or prosecution.

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## **Code of Conduct**

You, your instructor and the other members of your online course are all expected to conduct yourselves with the same level of respect, professionalism and courtesy as you would in a classroom environment. Any and all communication that is conducted via the phone, e-mail, discussion board or chat room must be done in an appropriate manner and tone.

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## **Cheating and Plagiarism**

The temptation to cheat while taking an online course may be especially great; after all, a teacher isn't there to watch you while you complete your work. Be fair to yourself and other students by avoiding the temptation and doing your own work. We fully expect you to complete all course work honestly. Honesty is the IOA policy! Cheating involves submitting work in a written assignment or exam that is not your own. Cheating includes:

- Copying someone else's work.
- Allowing someone else to copy your work.
- Having someone else complete your work for you.
- Using unauthorized material to help you complete your work.

If a course instructor detects cheating on a written assignment or exam, the instructor may recommend, depending on the severity of the cheating, that you receive:

- A reduced grade for the written assignment or exam.
- No credit for the written assignment or exam.
- A reduced grade for the entire course.
- A failing grade for the entire course (**forfeiting all course fees**).

Plagiarism is a type of cheating when you steal someone else's work and present it as your own. If you use the ideas, words, or statements of another person or source to support your ideas, you must always give credit to the person or source. If an instructor detects plagiarism in a written assignment or exam, the instructor may recommend, depending on the severity of the plagiarism that you receive:

- a reduced grade for the written assignment or exam.
- no credit for the written assignment or exam.

- a reduced grade for the entire course.
- a failing grade for the entire course (**forfeiting all course fees**).

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### **Grading Criteria**

The introduction section of each course will cover the specific grading criteria. A letter or number grade, as well as your instructor's comments, will accompany each assignment returned to you. **You must complete all required assignments, quizzes and exams before a final grade can be issued. Students will receive zeros on all incomplete assignments.** When you have completed the course, the instructor will calculate and post the final grade within the course for your review. IOA will also report your final grade to the high school of enrollment by the end of each applicable semester.

### **Grading Scale**

A+	97- 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62