



Indiana Online Academy Student Handbook

Online learning provides flexibility for students to enjoy summer and earn high school credits. Students work at their own pace and on their own time within the Summer School parameters. There is no set daily schedule. However the course does provide a pacing guide for students to use as a time management tool. Online learning requires a significant commitment of time and effort in order to be successful. Self-motivation and good time management are essential. Online courses are definitely more convenient and flexible, but are in some ways more difficult. During Summer Session, the time commitment is even greater due to the condensed time frame of the course. **Students should commit to approximately 16 hours a week per course.**

- IOA offers one (1) Summer School session: June 5 – July 20, 2107
- **Final exams are July 17, 18, 19, and 20.** Dates may vary based on the high school's schedule. Final exams will be scheduled at the student's high school. If the student is not able to take the final exam at their school, alternative locations such as a local library, tutoring center, community college or the IOA office may be an option.
- Students may work on the course anytime, anywhere with Internet access - at home, school, or a library, anywhere!
- The student must be committed, self-motivated and self-disciplined.
- The student must be an independent learner and have good time-management skills.
- Each student will receive a confidential username and password.
- Each course has a teacher guiding students through their educational journey.
- Students complete lessons at their own pace and submit them to their teacher through a secure website. 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 specified testing location. Students must pass the final exam in order to earn a passing grade.
- Credit for each course is granted by the student's home school of enrollment.
- All IOA Courses are accredited and designed according to Indiana state standards. Content meets and may exceed standards for each subject area.

Enrollment

- IOA recommends a student enroll in no more than two courses.
- Students may not enroll in both PE I and PE II. Students may only enroll in one (1) PE course.
- Students enrolled in two courses **MUST** work on **BOTH** courses at the same time (with the exception of the sequential courses listed below).
- While it is not recommended for a student to enroll in both semesters of the following sequential courses, the student **MUST** complete the first semester by July 3rd to be eligible to move on into the second semester and complete it by July 20th. The student will be withdrawn from the second

semester if the first semester is not successfully completed by July 3rd. Students must complete 20% of the second semester by July 7th otherwise will be withdrawn from the second semester. Both semester final exams may be taken during the final exam period (July 17-20). Sequential Courses:

Algebra I	American Sign Language I, II & III
Algebra II	Chinese I, II
Geometry	French I
Chemistry	Spanish I, II & III

Tuition and Payment

Please refer to the school list to determine the cost associated with your school.

Credit Cards (Visa, Mastercard or Discover) are accepted online during the enrollment process. Payment must be made in full by June 19, 2017. The student will be automatically withdrawn on June 19th if payment has not been received. The student's course 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

Summer School Tuition Discount:

Public Schools participating in the Summer School State Reimbursement Grant have been offered the IOA courses at a discount. Please check the school listing for the fee associated with your school. If your school is not listed offering the discount, please contact your school counselor for more information.

Student Responsibilities

- Students must complete the Welcome Folder and a minimum 20% of the assignments by June 19th, 2017. Students who do not meet this requirement will be automatically withdrawn and a Withdraw will be reported to the student's school of enrollment.
- Students are given 6 weeks to complete the course work. The 7th week students will prepare and take the final exam.
- Target dates for work completion are set by the instructor to help students progress through the course in a timely manner. A pacing guide is available in the course to assist the student's progress.
- Students should check email daily.

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 to at least 16 hours per week, per 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 email, 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 pacing guide 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!

Acceptable Use

<https://indianaonlineacademy.org/academicintegrity.ASPX>

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 on the day the course begins. Parents will be able to login, view the student’s progress and email the instructor.

Counselor Responsibilities

- The school counselor has a very important role in the IOA enrollment process. Counselors 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 registration process, time commitment and IOA policies before the student registers for a course.
- The counselor must approve the student’s enrollment request to finalize the student’s enrollment in the IOA course.
- Counselors, or a designated person is required to proctor the final exam. Students take the final exam on a computer from the high school in which they are enrolled. Finals exams are online and are password protected. Counselors have access to the final exam information and passwords through the IOA counselor portal.

Technology Requirements, Textbooks, and Course Materials

- The student must have an active email address, daily Internet access and possess basic computer skills.
- The recommended browser is **Firefox**. Google Chrome, Safari and Internet Explorer will work but are sometimes problematic depending on the course.
- 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 class 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 Class Listing posted on the web site for Required Materials BEFORE the class begins.

Student Technology Support

- Student technical support is available 7 days a week, from 8am – 8pm. To submit a help ticket simply go to the “Contact Us” on the IOA web site, then click on “IOA Support Homepage”. Submit a ticket by completing the form. Be sure to include the student's name, course title, and very specific information such as Unit and assignment titles. Screen shots are helpful too. The more information you can provide the better able our tech staff may be to assist you.

Password and Login

The student's username and password is emailed to the student on June 4, 2017. The login information is emailed to the **student's email account** provided at the time of registration. Students must keep the email account active in order to receive their login and getting started information.

Student Progress / Withdrawal Procedure

Students are able to work on their own time and pace, but must progress on a consistent basis to successfully complete the course(s) within 6 weeks. The withdrawal policy is as follows:

- **IOA students must complete the Welcome folder and minimum 20% of the assignments in each course by JUNE 19, 2017.** Students who do not meet this requirement will be automatically withdrawn from the course, and a Withdraw will be reported to the school of enrollment.
- If a student is automatically withdrawn, they may petition the administration office to be reinstated within three (3) days of being withdrawn.
- To submit a petition, click on “Contact Us” on the IOA web site, then click on “IOA Support Homepage”. Submit a ticket by completing the form.

- Should a student choose to withdraw from a course before June 19, 2017 there will be no penalty. A “W” withdraw will be reported to the student’s high school and the student will receive a full refund by the end of August.
- To process a withdrawal, log into the student’s account. BEFORE clicking “Proceed to your Classes” click on the “Request Withdraw” and complete the form. If the “Request Withdraw” is not available, the 15 day withdraw period (after June 19) has ended.
- Should a student decide not to complete the course after the 15 day withdrawal period, no refund will be issued and a failing grade will be reported to the student’s high school.

Final Exam

Students must take a computerized final exam in person. The final exam will be administered at the student's high school July 17 - 20 (depending on the school's schedule). Students will be able to register for a date/time to take the Final Exam or access the school’s arrangements for final exams after June 29th through the student’s account. If the student will not be available to take the final exam during the designated dates, they must seek other arrangements with a local library, learning center, community college, or a school in their area. The IOA office may be an option for students residing in or around the Indianapolis area. The student must register online using the final exam registration link to come to the IOA office.

- **All final exams must be completed by July 20, 2017. There are NO exceptions. Students who do not take the final exam will fail the course. Students MUST pass the final exam with a 60% or better to pass the course.**
 - All required assignments and quizzes must be completed before taking the final exam.
 - Students must pass the final exam with a 60% or better in order to receive credit for the course, regardless of the students' 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 – 120 minutes.
 - During the final exam, students may be permitted to use tools such as calculators, pencil, paper, notes if specified by the course instructor. Students who attempt to use unapproved materials during the final exam without specific permission from the instructor will be penalized.
 - Approved materials are posted in the final exam folder within the course.

Grading Criteria

The introduction section of each class will cover the specific grading criteria. A letter or number grade, as well as your instructor's comments, will accompany each assignment posted to the course grade book. Courses are equal to 1 credit hour and are awarded by the student's home school of enrollment. You must complete all required assignments, quizzes and the final exam before a final grade is issued. **You will receive zeros on all assignments not submitted.** When you have completed the course, the instructor will calculate and post the final grade within the course for your review. IOA will report your final grade to the high school of enrollment via email by Monday, July 24, 2017.

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

State Curriculum Requirements

The Indiana Online Academy courses are designed according to Indiana state standards. Content meets and may exceed standards for each subject area.

<http://www.doe.in.gov/standards>