



2020 Summer School Guidelines

Online learning provides flexibility for students to enjoy summer and earn high school credits. Students work at their own pace and time within the summer school parameters. Online courses are definitely more convenient and flexible, but are in some ways more difficult. Self-motivation and good time management are essential. Online learning requires a significant commitment of time and effort in order to be successful. Students should commit to approximately 16 hours a week per course.

Course Enrollment

- The summer session registration window is April 6 – June 5, 2020. Schools may request to open registration early. (Schools may open or close earlier and/or extend the closing to June 11.)
- If the student is not sure they will need a course, it is suggested that the student go ahead and register. The student may withdraw if they pass the course at school.
- Indiana Online offers one (1) Summer School session: June 8 - July 23.
- All course work must be completed by July 19.
- Final exams will be scheduled at the school July 20 –23. The final exam must be taken by July 23. The final exam schedule is determined by the high school.
- Due to the condensed time frame of the summer session, students should enroll in a maximum of TWO (2) course, or one semester of an AP or American Sign Language course.
- **Students may not enroll in both PE I and PE II.** Students may enroll in only one PE course.
- If the student plans to take two courses, they must register for both courses before registration ends.
- **Students will be required to work in both semesters of each course at the same time.**
- **While it is not recommended, if a student enrolls in both semesters of the following courses, the student must complete the first semester by June 29 to be eligible to move on into the second semester and complete it by July 23. Students may take both final course exams during the last week, or take the 1st semester exam in June at an alternate location other than the school. Sequential Courses:**

Algebra I & II
Chemistry
Chinese I & II

French I, II, III
Geometry
Spanish I, II, & III

- **Due to the amount of required time and assignments, it is not recommended that semester 1 and semester 2 of American Sign Language both be taken during Summer School. Students should consider taking only one semester of this course.**

Technology Requirements

- Students must have an active email address, daily internet access and basic computer skills.
- INTERNET ACCESS SPEED – We suggest a minimum of 10Mbps.
- Internet Browser – Google Chrome is our preferred browser for Windows and Apple computers.



Mozilla Firefox is also an acceptable option. We don't recommend the use of other browsers.

- Most courses will require the use of a word processor and possibly spreadsheet and/or presentation software. The Microsoft Office Suite of products are recommended as well as all applications provided for free from Google.
- Some courses require the use of Adobe Flash which will not be compatible with all devices or browsers.
- A webcam is required for some courses, recommended for virtual classroom sessions and required if the student will be taking the final exam using a virtual proctoring service.
- Course content may **not** be mobile friendly. This includes iPads, iPhones, and any smartphone or tablet.

Student Progress / Withdrawal Procedure

Students are given 7 weeks to complete the course(s). Students must complete 20% of the course work by June 22, 2020. Students are able to work on their own time, but must progress on a consistent basis to successfully complete the course(s) within the 7 weeks based on the pacing guide. The withdrawal policy is as follows:

- Should a student choose to withdraw from a course before June 22 there will be no penalty.
- To process a withdrawal request, the student may click on the "Withdraw" button on the student's account. The button will not be available after June 22nd.
- **Should a student choose 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 school.**
- **Students must complete all activities in the Welcome Folder and at least 20% of the assignments by June 22. Students who do not meet this requirement will be automatically withdrawn from the course.**
- If a student is automatically withdrawn, the student may petition to the Indiana Online administration office to be reinstated within three (3) days of being withdrawn.

Final Exams

Final Exams will be administered at the student's home school of enrollment July 20 – 23. The school determines the final exam schedule. After June 26th, students will be able to register through his/her account for the date and times of their exam.

If a student will not be available to take the final exam during the scheduled dates, he/she must seek other arrangements with a local library, learning center, community college or school in the area. Late final exams **will not** be accepted. All final exams must be completed by July 23, 2020. There are no exceptions. Students who do not take the final exam will fail the course.

Final grades will be reported to the student's school by July 27, 2020.

To enroll please visit the website at indianaonline.org.