



To: Superintendents and High School Principals
From: Dr. Kevin Caress, CIESC Executive Director
Date: November 1, 2019
Re: Indiana Online Summer School Program

With summer school rapidly approaching, Indiana Online would like to partner with your school to deliver a variety of quality courses in order to meet your students' needs. In an effort to reduce the cost to the student while continuing to offer an exceedingly effective and quality program, **Indiana Online summer courses may be offered to students FREE of charge.** The regular cost of a summer school course is \$275. You may choose to reduce or waive the student technology fee. The district agrees to pay the Central Indiana Educational Service Center \$235 per course enrollment.

To expedite the Summer Session option for your high school students, please sign the enclosed Agreement and forms and return to Indiana Online by March 31, 2020. Indiana Online will train and pay proctors \$75 per day for enrollments over 70. The school will be required to provide the proctor list and contact information by May 1, 2020.

The school has the option of opening Summer registration early. Standard registration is April 6 - June 5. The Agreement must be submitted in order to open enrollment. The summer session begins June 8 and ends July 23. *The high school must agree to proctor the student's final exams July 20 – 23.* For schools with more than 70 students enrolled, Indiana Online will provide proctoring assistance. We will post the date(s) the school will offer testing for the students. Final grades will be reported to the school no later than July 27, 2020.

If no Agreement is received, we will assume the district will not be participating in the Indiana Online summer school cost recovery option. Students will be given the opportunity to take online summer school courses at their own expense at full tuition rate of \$275.00.



The advantages of partnering with the Indian Online for Summer School are:

- AdvancEd Accredited, NCAA approved. AP courses approved by the College Board audit.
- Curriculum is aligned to the Indiana Academic Standards.
- Courses are developed and taught by Indiana licensed teachers.
- Districts can provide a variety of courses without the need to meet the 15 student minimum or hire several different teachers.
- A cost effective way to offer a summer school option for students.
- The district will only be charged for the students who remain in the course after the June 22, 2020 withdraw date.
- Online courses allow flexible hours that enable students to travel and participate in other activities during the summer.
- Very low staff requirements. Your school will be responsible only for providing a summer contact person and supervising the students' final examinations.
- Indiana Online provides students an opportunity to retake courses to keep on track for graduation or take courses that will free up their schedules for the next school year.
- Students in your district will be able to take Indiana Online summer courses at no cost rather than paying the full tuition amount.
- Final course grades will be reported to the school by email in an Excel spreadsheet by Monday, July 27, 2020.



The parties to this Agreement are:

Indiana Online, an initiative of the Central Indiana Educational Service Center (CIESC)
3500 Depauw Blvd. Pyramid Two – Suite 2020, | Indianapolis, IN 46268
And

School _____ **District** _____

This Agreement signifies the acceptance of the following terms and obligations on the district or school’s behalf for the Indiana Online Summer School program June 8 - July 23, 2020:

- The district agrees to pay the Central Indiana Educational Service Center (CIESC) a per student course fee based on their Indiana Online enrollment. Students are charged a \$50 technology fee. **You have the option to waive or reduce the \$50 technology fee.**

Please indicate your option below:

Select the technology fee amount to be paid by the student per course (up to \$50/course):

NONE **\$25** **\$50** **Other \$** _____
FREE TO STUDENT

- Indiana Online’s normal fee is \$275 per course. The District will be billed at a discounted rate of \$235 per student enrollment/per course on July 17, 2020 with payment due by August 31, 2020.
 - **If payment is not received by August 31, 2020 the district will forfeit the discount and will be billed \$275 per student/per course.**
- The school will award the student credit earned through Indiana Online.
- During student registration, Indiana Online requests the school to indicate students with IEPs or 504s.
- The school is responsible for organizing supervised computer-based final examinations during the week of July 20 – 23, 2020.
- The school agrees to provide a summer contact name and contact information to Indiana Online by May 1, 2020. For schools with more than 70 students enrolled, Indiana Online will provide proctoring assistance. Indiana Online will train and pay proctors \$75 per day for enrollments over 70. The school will be required to provide the proctor list and contact information by May 1, 2020.

Summer School Contact: _____ **Email Address:** _____

- The school agrees to appropriately advise and inform students of the Indiana Online program. All registration is conducted online at www.indianaonline.org. The registration period may be extended upon the school’s request. Standard registration is April 6 - June 5, 2020.

Optional Enrollment Dates - OPEN: _____ **CLOSE:** _____



This Agreement signifies the following terms and obligations on behalf of CIESC / Indiana Online:

- Provide online curriculum through Indiana Online aligned to the Indiana Academic Standards.
- Provide instruction and support to the student by Indiana licensed teachers throughout the course.
- Provide ongoing communication to the school's summer contact, parents and students throughout the course.
- Assist in organizing the final exams by providing an online registration site.
- For schools with more than 70 students enrolled, Indiana Online will provide proctoring assistance. Indiana Online will train and pay proctors \$75 per day.
- Provide promotional flyers for the students.
- Report final grade transcripts via email no later than July 27, 2020.
- Collect the technology fee directly from the student (if indicated).

The audio-visual and printed materials provided with Indiana Online are the proprietary intellectual property of CIESC. These materials may not be copied, reprinted, reproduced or modified without the prior consent of the CIESC. The Indiana Online courses include online textbooks, forms, worksheets, and other documents that can be downloaded from the web site. Downloading and copying of documents and materials are permitted for the sole use of students of subscribing schools or districts.

Dr. Kevin Caress, CIESC Executive Director, November 30, 2019

A handwritten signature in black ink that reads "Kevin M. Caress, Ed.D." with a stylized flourish at the end.

and

School: _____

Signature: _____

Title: _____

Date: _____

Agreement MUST be submitted by March 31, 2020.

Please return to Christine Derda, Business & Accounts Manager, by Fax, Mail, or Email

Fax: 317-489-0328 | Email: cderda@indianaonline.org

Please provide the information of the person who should receive the Indiana Online invoice:

Name: _____ Title: _____

Email: _____ Phone: _____

Address: _____



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.