



# STUDENT HANDBOOK

SCHOOL YEAR | SUMMER

## Is Online Learning for Me?

Any pace, any place, any time learning sounds great, and it is for many students. Most students like the flexibility of being able to work on assignments when and where it is convenient for them. Students must be motivated, self-disciplined, and demonstrate good time management skills. Your online course grades will be transcribed by your school and will become part of your permanent school record. Be sure to discuss taking an online course with your parent/guardian and counselor about your readiness for online learning. Consider the following questions to help determine if online learning is right for you:

- Do you have access to a computer and the internet to work on your courses outside of the school?
- Do you have an active email address that you can access? (School email accounts might block our emails. It is best to use a personal gmail or yahoo account.)
- Are you self-motivated and self-disciplined?
- Do you have good time management skills?
- Are you willing to initiate a conversation with a teacher and ask for assistance when needed?
- Can you use teacher feedback on assignments to improve your work?
- Do you have good technology skills beyond social media?
- Do you have approximately 8-10 hours a week during the school year or 16 hours a week during the summer session to dedicate to each of your online courses?

## General Information

- Students can do online coursework anytime, anywhere that they have internet access (at home, school, or a library).
- Each student will receive a confidential username and password.
- Each course has a teacher facilitating the student's learning path.
- Students complete lessons at their own pace within the 6-week timeframe for Summer School and submit them to the teacher through a secure website.
- A pacing guide is available within the course to use as a time management tool.
- Due dates are listed for all assignments to assist students in completing the course on schedule.
- Students have online discussions and/or chats in a secure environment.
- It is recommended that a student enroll in no more than two (2) courses per session.
- Students may enroll in only one (1) Physical Education course per session.
- Final exams are not proctored. Depending on the course, the final may be a project, essay, or a culmination of the content presented throughout the course.
- Credit for each course is awarded by the student's home school of enrollment.
- All courses are accredited and designed according to Indiana State Standards.
- All dual credit enrollments will follow the provider policies for registration, withdrawal, grading, fees, textbooks, academic integrity, etc.

## Student Responsibilities

- Students must be in contact with the teacher by telephone or email within the first 7 days of class. The teacher's phone number can be found in Announcements or on the Teacher Contact page in the Welcome (Start Here) Module.
- Students are given approximately 18 weeks to complete the course if they enroll during our August - January sessions. The February and March sessions are shortened. During our summer session, students have 6 weeks to complete the course, including the final exam(s). Students who do not complete the course and take the final exam(s) will fail the course. **If there are two final exams in the course, the student is required to complete both.**

- Students must login, begin working, and submit assignments before the session withdrawal deadline posted on the [Academic Calendar](#) in order to remain enrolled in the course.
- Students who have not logged in and are at 0% completion by the session withdrawal deadline will be withdrawn by Indiana Online administration.
  - During the school year, students may petition within 5 days to be enrolled into the next session start date according to the [Academic Calendar](#).
  - Medical withdrawals will be considered on a case-by-case basis.
  - Dual Credit enrollment will follow the provider's policy.
  - During the summer, there will be **no** re-enrollment for administrative drops.
- Students must complete all activities in the Welcome (Start Here) Module to access the course content.
  - Students need to complete the Indiana Online Onboarding Activity, which links to the [Indiana Online Onboarding Website](#). The website explains how to navigate through our student information system (IOASIS) and our learning management system (Canvas). The onboarding website provides answers to your questions regarding how to submit a file or record a video, how to start a thread in a Discussion, or see what you missed on quizzes.
  - Upon reviewing the Indiana Online Onboarding Website, students will need to complete the Indiana Online Onboarding Quiz.
  - The final activity in the Welcome (Start Here) Module is to sign off on the Indiana Online Academic Integrity Contract.
- Students should utilize the course's Pacing Guide and target dates for completing assignments to help progress through the course within the session's timeframe.
- Students should check their email daily.
- Students should consider that an online course requires additional time and effort. Time management is essential. Online learning is more convenient and flexible; but is in some ways more difficult. Students should plan on spending approximately 8-10 hours a week during the school year or 16 hours a week during the summer session per course.

## Student Support

Students are supported by their counselor, parent/guardian, Indiana Online teacher, and the Helpdesk. Technical support is available 8am to 10pm, 7 days a week. Help is just a few clicks away! To submit a ticket, simply go to the [Indiana Online website](#), click on Helpdesk, and then complete the form. Be sure to include the student's name, course title, and specific information such as the unit and/or assignment titles. Screenshots are helpful too. The more information you provide, the better our tech staff will be able to assist you!

## 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 teacher 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 to finish the course and take the final exam by the published course end date.
  - Use the Pacing Guide in the course to help keep you on track. Set deadlines for yourself and follow them! Commit the appropriate hours each week per course and schedule regular study times during the week. Regular, short periods of working time are better than long stints of cramming in the last week.
- **Reading** - Because almost all 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 teacher 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 teacher and your classmates know you are there! That means asking questions, reading and sending email, and posting your comments, questions, and concerns on discussions if applicable.
- **Patience** – As much as you may want your question answered right away, you will often wait up to 24 hours for a response from your teacher. Please try to be patient. Make a note of where you left off in the assignment and where you had a question. Then go on with other coursework 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!
- **Modules** - All Indiana Online modules must be completed in order. You can skip around within the module, but you must complete all tasks in the module before you can progress to the next module. A module may require a prerequisite.
- **Backup** - Save a backup copy of all assignments that you create in Microsoft Office (Word, Excel, and PowerPoint) or Google (Docs, Sheets, and Slides). 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!

Read more on our [Profile of a Successful Online Learner](#) blog!

## Parent(s)/Guardian(s) Responsibilities

- Parent(s)/guardian(s) can sign up as an observer in Canvas. Instructions can be found on the [Indiana Online Onboarding Website](#) under Canvas/Parent Observer in Canvas.
- Review the Pacing Guide weekly with your student to see if they are on track.
- Should there ever be any concerns, please do not hesitate to contact the teacher.
- The [Helpdesk](#) can be utilized for additional questions or concerns.

## Counselor Responsibilities

- School counselors play a very important role in the enrollment process. Not only do they assist with course selection and the decision making process for the student, but counselors are the main source of contact for Indiana Online information.
- Counselors should make sure that each student is aware of the enrollment process, time commitment and the policies before the student enrolls in a course.
- Counselors must approve the request for enrollment of the student and will be the contact person for the student.

## Enrollment / Registration

Indiana Online offers sessions beginning each month for August, September, October, November, January, February, and March. There is one (1) Summer School session which begins in June and ends in mid July. The enrollment windows are posted on our [Academic Calendar](#). Schools may request to open enrollment early or extend past the end date. Your counselor's approval is necessary to enroll in an Indiana Online course.

- Meet with your counselor to determine the correct course.
- Complete the online enrollment at <http://indianaonline.org>.
- If a payment is required, it can be made online by credit card or select pay later by check.
- If a payment is required it must be made in full by the first day of the course. The student's account will be automatically deactivated if payment has not been received. Checks need to be received by the Central Indiana Educational Service Center (CIESC) no later than the first day of the course.
- 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.
- A student may elect to enroll in two semesters of a non-sequential course, but the student will be required to work in BOTH courses (ie, both semesters) at the same time.
- Students will receive a username & partial password prior to the start of the session.

### Sequential Courses - Summer Only

- If the student is enrolling in two courses (sequential), they must be enrolled in both courses before the enrollment ends for the session.
- If the student is enrolled in the sequential courses listed below, the student **MUST** complete the first semester within the first three weeks to be eligible to move on into the second semester. The second semester must be completed by the session end date. Students may take both course final exams during the sixth week; or take the first semester exam in June.
- If a student does not complete the first semester within the first three weeks, they will be withdrawn from the second semester course.
  - The student may continue to work towards completion in the first semester by the semester end date.

### Sequential Courses:

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

*\*ASL is not recommended for sequential due to video and transcription creation.*

### Tuition

Please refer to the [school list](#) to determine the cost associated with the student's school.

Credit Cards (Visa or Mastercard) are accepted online during the registration process. Payment must be made in full by the first day of the course. The student's account will be automatically deactivated if payment has not 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 need to be received by CIESC no later than the first day of the course.

Checks should be mailed to:

CIESC Attention: Indiana Online  
3500 DePauw Boulevard Pyramid Two – Suite 2020  
Indianapolis, IN 46268

## Technology, Textbooks, and Course Materials

- It is strongly recommended to use a laptop or desktop computer.
- Mobile devices are not recommended.
  - Courses may be mobile friendly, (excluding the use of a smartphone) but may have certain content topics that require Adobe Flash or Java. These will not be accessible on an iPad.
- It is strongly recommended to have high speed cable or DSL Internet access.
- The student must have an active, personal email address (not your school email), daily Internet access and possess basic computer skills.
- The recommended browsers are Google Chrome or Firefox. Safari will work but can sometimes be problematic depending on the course. Please do not use Microsoft Edge.
- Microsoft Office: Word, Excel, PowerPoint. If you don't have MS Office, you may use Google (Docs, Sheet, Slides) to create your assignment documents.
  - Note: Your school Google account may be blocked. Use a personal Google account.

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 courses may require a textbook to be purchased. Discount internet sites may be provided for purchasing suggestions. Check the [Course Listing](#) posted on the web site for Required Materials **before** the course begins.

## Password and Login

Students will be emailed a username and password during the enrollment process and again before the session starts. The student's login information is emailed to the **student's email account** provided at the time of registration. Students must have an active, personal email account at the time of registration to receive their login information.

**\*\*Note:** school email accounts should not be used, as many block outside organizations.

## Final Exams

Students may take their final exam(s) once they have completed all of their course work. Please note that some courses may have additional requirements before the final exam(s) may open. The final exam must be completed by 11:59 pm EST on or before the last day of the session. There are **NO** exceptions.

- **All** required assignments, quizzes and tests should be completed before taking the final exam. Students **will receive zeros** on all remaining incomplete assignments.
- The final exam is 20% of the student's overall course grade.
- Students should complete a "Student Evaluation" prior to taking the final exam.
- Final exams **must be completed** in order to earn a grade in the course.
- You may be required to complete a two-part final exam. **Both must be completed to pass the course.**
- During the final exam, students may be permitted to use tools such as calculators, pencil, paper, or course notes if specified by the teacher.

## Credit Earned

The courses are equal to 1 semester credit. The credit is awarded by the student's home school of enrollment. Indiana Online will report the student's earned grade to the school after the session ends.

## Withdrawal

Students may request a withdrawal from the course anytime before the session withdrawal deadline posted on the [Academic Calendar](#). Students must request to withdraw from the course by 11:59 pm ET during the withdrawal period to ensure a grade will not be reported to their school.

- Refunds Self Pay
  - If a student self withdraws from the course before the course begins a full refund will be issued.
  - If a student self withdraws from the course before the session withdrawal deadline posted on the [Academic Calendar](#), they are entitled to a refund of the course cost minus a \$50 administrative fee.
- Refunds School Pay
  - If a student self withdraws from the course before the session withdrawal deadline posted on the [Academic Calendar](#), the school is entitled to a refund of the course cost minus a \$50 administrative fee.

No withdrawals are permitted after the session withdrawal deadline posted on the [Academic Calendar](#).

- Students who have not logged in and are at 0% completion by the session withdrawal deadline will be withdrawn by Indiana Online administration.
  - During the school year, students may petition within 5 days to be enrolled into the next session start date according to the [Academic Calendar](#).
  - During the summer, there will be no re-enrollment for administrative drops.

**Note:** All Dual Credit enrollments will follow the provider's policy. Medical withdrawals will be considered on a case-by-case basis.

## Course Cancellation

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

## State Curriculum Requirements

Indiana Online courses are designed according to [Indiana State Standards](#). Content meets and exceeds standards for each subject area.

## Acceptable Use Policy

Participation in the Indiana Online program provides students with opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Indiana Online is committed to helping students develop college and career technology and communication skills. Indiana Online'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/guardians) are expected to follow when participating in the Indiana Online program.

- All material/content provided within the Indiana Online websites is intended for educational purposes.
- Students are expected to communicate with appropriate, safe, mindful, and courteous conduct.
- All activity within the course Learning Management System website may be monitored and retained.
- Access to online content via the Indiana Online websites may be restricted in accordance with the policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

- Indiana Online 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 Indiana Online websites.
- Users of the Indiana Online program are expected to alert the administrative staff immediately of any concerns for safety or security.
- Misuse of the Indiana Online course Learning Management System can result in disciplinary action.

### **Unacceptable Use Examples:**

- Use Indiana Online technologies in a way that could be personally or physically harmful.
- Inappropriate use of the Indiana Online course Learning Management System, video conferencing, online collaboration, message boards, email, telecommunications, or texting.
- 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.
- Damage, disable, or otherwise disrupt the operation of the Indiana Online 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 Indiana Online program resulting in failure of the course.
- Notification to parent/guardian and school.
- Legal action and/or prosecution.

### **Code of Conduct**

You, your teacher, 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. All communication that is conducted via the phone, email, discussion board or chat room must be done in an appropriate manner and tone.

### **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. Do your own work. We fully expect you to complete all course work honestly. Cheating involves submitting work in a written assignment or exam that is not your own. Honesty is the policy!

Cheating includes:

- Copying someone else's work (from another person, website, book, etc).
- Allowing someone else to copy your work.
- Having someone else complete your work for you.
- Using unauthorized material to help you complete your work.

Plagiarism is becoming a very serious problem in schools today, both brick and mortar and online. Students either knowingly or not, tow the line between right and wrong. Many times they are unaware of what this issue really involves. Plagiarism is simply defined as the process of stealing the ideas and work of others. Plagiarism



is cheating. You can always check your work by using a [Plagiarism Checker](#). Indiana Online has established steps to take when a teacher identifies an assignment and confirms that a student has plagiarized.

### First Offense

- **Step 1:** Upon finding plagiarized work, teacher halts grading on ALL submitted ungraded work.
- **Step 2:** The student, parent/guardian, and Indiana Online administration will be notified and emailed with the assignment and the resource(s) from which the student copied the information.
- **Step 3:** The teacher will remind the student of the Academic Integrity Contract the student signed and that work must be completed in their own words.
- **Step 4:** The teacher will allow the student to resubmit not only the plagiarized work, but any other ungraded work previously submitted, if needed.
- **Step 5:** The teacher will resume grading ONLY when the assignment in question has non-plagiarized work submitted.
- **Step 6:** The teacher will warn the student and parent/guardian of the consequences of a second offense.

### Second Offense

- **Step 1:** Upon finding plagiarized work, the student, parent/guardian, the student's school counselor, and Indiana Online administration will be notified of the second offense and emailed with the assignment and the resource(s) from which the student copied the information.
- **Step 2:** The teacher will remind the student of the Academic Integrity Contract the student signed and that work must be completed in their own words.
- **Step 3:** Student will receive a 0 (F) for the assignment and will not be allowed to resubmit the work.
- **Step 4:** The teacher will warn the student and parent/guardian of the consequences of a third offense.

### Third Offense

- **Step 1:** Upon finding plagiarized work, the student, parent/guardian, the student's school counselor, and Indiana Online administration will be notified of the third offense and emailed with the assignment and the resource(s) from which the student copied the information.
- **Step 2:** The teacher will remind the student of the Academic Integrity Contract the student signed and that work must be completed in their own words.
- **Step 3:** Student will receive a 0 (F) for the assignment and will not be allowed to resubmit the work.
- **Step 4:** The student's overall grade will be reduced by a full letter grade, which will occur when publishing the final grade.
- **Step 5:** The teacher will warn the student and parent/guardian of the consequences of a fourth offense

### Fourth Offense

- **Step 1:** Upon finding plagiarized work, the student, parent/guardian, the student's school counselor, and Indiana Online administration will be notified of the fourth offense and emailed with the assignment and the resource(s) from which the student copied the information.
- **Step 2:** The student will automatically fail the course.

### Final Exam Plagiarism

- **Step 1:** Upon finding plagiarized work, the student, parent/guardian, the student's school counselor, and Indiana Online administration will be notified and emailed with the resource(s) from which the student copied the information.
- **Step 2:** The student will automatically fail the final exam(s).

## Grading Criteria

The introduction section of each course will cover the specific grading criteria. A letter or number grade, as well as your teacher’s comments, may accompany assignments. **You must complete all required assignments, quizzes and tests before a final grade can be issued. Students will receive zeros on all incomplete assignments.** When you have completed the course, the teacher will calculate and post the final grade within the course for you. Indiana Online will also report your final grade to your school after the session ends.

## Grading Scale

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	59 & below
A	93-96	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

## Grade Dispute Policy

When disagreements or misunderstandings arise between an Indiana Online teacher, a student, or parent/guardian, the parties involved should first communicate with each other to attempt to resolve differences. If a resolution is not reached, the final grade reported can be appealed. The appeal should be submitted no later than ten business days after the grade is released. To appeal a grade, the parent/guardian or student must complete a [Grade Dispute form](#). Within the form, include as much detail as possible and the specific reasons the reported grade is inaccurate. References to particular assignments that may have the incorrect grade reported can prove helpful. Additionally, any relevant documents such as email correspondence should be included. Screenshots of grades **will not** be accepted. The sender of the appeal will receive an acknowledgment of receipt within one business day and an investigation will be conducted. Upon the conclusion of the investigation, the person who filed the appeal will receive notice of the findings. Grades from a previous semester that are appealed more than ten business days into the subsequent semester will not be investigated.

## IEP/ILP/504

The unique learning environment that Indiana Online provides is a valuable alternative for students who benefit from a non-traditional school setting. Our courses are designed to be accessible to students with a variety of learning preferences. Parents/guardians and school staff may utilize the Online Readiness information in the [Parent Guide](#) as one indicator to determine if online is an appropriate placement for their student.

Indiana Online is an option for most middle and high school students, including those who have an Individual Education Plan (IEP), Individualized Learning Plan (ILP), 504 Plan, or Hospital Homebound status, to take courses which meet state academic requirements. If a student with an IEP/504/ILP is enrolled in an Indiana Online course, it is the responsibility of the local school system or homeschool parent/guardian to ensure all requirements of the Individuals with Disabilities Education Act and Section 504 are being met.

Since Indiana Online courses are aligned with state education standards, content cannot be modified, however, Indiana Online will provide reasonable accommodations documented in the IEP/ILP/504. There are some instances in which accommodations listed in the IEP/ILP/504 are not conducive to the online environment and may not be provided. When this occurs, a staff member of Indiana Online will contact the local school and/or parent/guardian to further discuss the appropriateness of online learning and whether or not it is the best placement for their student.

To see a list of various interventions and supports implemented, visit our [Policy page](#) on our website.