Artesians Online Policies 2024–2025

1. Curriculum & Fees

For students in grades 5-12, Indiana Online Academy will provide the curriculum and instruction. There may be a few novels that have to be purchased and any dual credit course could have a textbook.

☐ I understand that the instruction is provided by Indiana Online.

2. Timelines

Students will follow the MSD of Martinsville calendar for breaks, but Indiana Online's semesters may begin or end at slightly different times. This means courses may be available earlier and end earlier.

Students in grades 5-6 will be on semesters with synchronous (live) classes daily (with the exception of Wednesdays, which are independent work times).

Students in grades 7-12 will be on semesters, which have the options of synchronous (as described above) or asynchronous (recorded content and independent work, but with a teacher still attached and available to work with students).

Probationary period: If a student accumulates 3 absences or is behind more than 3 assignments in the first two weeks of the IOA semester, the student may be asked to return to in-person learning.

Academic progress will be monitored closely. If a student fails 3 or more classes during the first semester, a meeting will be held to determine the best course of action in terms of educational platforms for the second semester.

Otherwise, students may only switch at the grading terms.

☐ I understand that classes are live for 5th-6th, but there are options for 7th-12th grade.
☐ I understand that it is important to get started immediately because the transfer to online learning has a probationary period to ensure it will work for each student.
☐ I understand that I will need to be aware of both the MSD of Martinsville and Indiana Online's Academic Calendars.
☐ I understand that if I fail 3 or more classes 1st semester, I will have to meet to determine next steps for 2nd semester.

3. Orientation

In-person meetings are recommended between counselor/guardian/student at the time of moving from in-person to online and vice-versa to promote successful transition to a new learning platform. Students and their guardians will be contacted by a representative of Indiana Online before classes begin for an orientation Zoom meeting or phone conference. The WELCOME modules are available and required in each course.

☐ I understand that I will have to attend an orientation with Indiana Online prior to starting my coursework, however, I can begin with the WELCOME modules.

4. Attendance

Students are expected to check their Martinsville emails daily. Guardians must ensure that the student attends any "live" (synchronous) learning and completes their assigned work. This scheduled time will be a priority for the student.

Live classes count for attendance and a portion of the student's grade. Class activity will be monitored for the students with the asynchronous classes. If a student gets behind in pacing more than 3 assignments, daily activity is checked and days with zero minutes logged are recorded as absences.

Please inform Mrs. Oakley of any scheduled or unscheduled absences via email/call/text so it can be noted officially in Skyward. Additionally, students/guardians with live classes must inform their online instructors by submitting [this form](#) to Indiana Online. Students are allowed up to 6 parent/guardian call-ins per year.

If a student accumulates 10 or more unexcused absences, per Indiana Code 20-19-9-5, they are considered habitually truant and must be withdrawn from the virtual education program.

☐ I understand that I must check my Martinsville gmail account regularly.
☐ I understand that attendance is taken in synchronous classes and that daily activity is monitored in asynchronous courses.
☐ I understand that I have 6 allowable absences if I let Mrs. Oakley know for Skyward.
☐ I understand that if I miss more than 10 unexcused days once transferring online, the law states that I must return to in-person learning in some capacity.

5. Grades

Grades can be monitored at any time online, but the grades are entered into Skyward at midterm, quarter, and semester. These are included in transcripts.

Guardians should encourage students to ask questions, to participate in class discussions, and to ask for help when support is needed. Most teachers have office hours for personalized help.   Students can message teachers via the inbox in the Canvas platform.

If a student fails 2 or more classes per grading period, a meeting will be held to determine if the student can move forward with online learning.

- ☐ I understand that I can see my real-time grades in Canvas, but my official grades are entered in Skyward for report card terms.
- ☐ I understand that I can reach out to my teachers for help.
- ☐ I understand that if I fail 2 or more classes, I must meet with my counselor to determine whether online learning is the best instructional platform for my learning.

6. Technology

Students will use the devices (chromebooks) provided by the MSD to participate in Artesians Online. Indiana Online Academy has a help desk for issues related to their classes and the MSD of Martinsville has a helpline 765-342-6641 ext 1071 for issues related to the devices.

Guardians must ensure that the student has the necessary equipment, internet access/bandwidth, and any other equipment needed to participate in Artesians Online.

Students will sign and comply with the MSD Acceptable Use Policy.

- ☐ I understand that I can use a school-issued device at no charge.
- ☐ I understand that I need efficient wi-fi to access my online coursework.
- ☐ I understand that both Indiana Online have technology assistance available.

7. State testing

Students will participate in District and Statewide assessments. These will be in-person as required by the state, so they may not be taken at home.   By law, statewide assessments must be completed in person and will be administered by MSD staff.

- ☐ I understand that I am required to come into the building to take State required standardized testing.

8. Discipline

Students will be considered students of the MSD of Martinsville and held to the Student Handbook for their given grade.

The following additional stipulation applies only to a student placed in Artesians Online as an alternative to expulsion:

Indiana Law, statutes IC 20-33-8-24 and 20-30-6-1, gives schools authority to determine appropriate settings for students to ensure school safety and maintain an orderly learning environment. Therefore, the MSD of Martinsville reserves the right to determine the formal conditions under which the student is allowed to be enrolled. Our program for students who are considered to be disorderly or dangerous involves restricting their ability to participate or attend in extracurricular events or to be on school property without permission.

☐ I understand that if I am an online student as an alternative to expulsion, the District can refuse your participation/attendance in school events.

9. Application

Guardians must complete the Artesians Online Application [Form](#). This can also be requested by emailing jenny.oakley@msdmartinsville.org.

The Director of eLearning, Jenny Oakley, will consult with families, counselors, and special education teachers, as necessary, to determine if online learning is appropriate and can be successful for each student. At the high school level, counselors will determine the courses for the students to ensure that they remain on their graduation pathways.

By signing this contract, both the parent/guardian and student agree that they understand the requirements provided, will meet the listed requirements and expectations, and they understand the student's success depends on their meeting of the expectations and requirements. Finally, the parent/guardian and student understand that if requirements and expectations are not met, the student may lose their opportunity to participate in online learning.

Student's Name (please print): _____ Grade Level: _____

Student's Signature: _____ Date: _____

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____

Address: _____

Parent/Guardian's Email: _____

Parent/Guardian's Cell Phone Number: _____