



Artesians Online Policies 2022–2023

1. Application

Guardians must complete the Artesians Online Application available in Skyward. The deadline for current students to submit for the 2022-23 school year is May 31, 2022.

The Director of eLearning 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.

2. Curriculum & Fees

Indiana Online Academy will provide the curriculum. There may be a few novels that have to be purchased and any dual credit course could have a textbook.

The device fee is \$60 for the year.

Our partnership with Indiana Online provides a discounted rate of \$210 per course. Students will be charged \$50 per course. This fee covers the instructors, online platform, and curriculum. Families can apply for free or reduced benefits by completing an application for curricular materials assistance. Students are generally scheduled for at least 4 courses per semester/trimester.

3. Timelines

Students in grades 5-8 will be on semesters with synchronous (live) classes daily (with the exception of Wednesdays, which are independent work times). High school students will be on trimesters, which are completely asynchronous (recorded content and independent work, but with a teacher still attached and available to work with students). The exception to this will be any students that take dual credit courses, which are semester based.

Grades 5-8 Probationary period: If a student accumulates 3 absences or is behind more than 3 assignments in the first two weeks of the IOA semester (08/08-08/19 and 01/09-01/20), the student will be asked to return to in-person learning.

Grades 9-12 Probationary period: If a student accumulates 3 absences or is behind more than 3 assignments in the first two weeks of the IOA trimester (08/08-08/19, 11/07-11/18, 02/13-02/24), the student will be asked to return to in-person learning.

Otherwise, students may only switch at the grading terms.

4. 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 from Indiana Online Academy before classes begin.

5. 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.

High school students with asynchronous classes will be expected to complete a daily attendance form and class activity will be monitored.

Students/Guardians must inform their online instructors of any scheduled or unscheduled absences by emailing attendance@indianaonline.org.

If a student accumulates 10 or more unexcused absences, per the MSD of Martinsville Attendance Policy, they are considered habitually truant and a meeting will be held to determine if the student can move forward with IOA.

6. Grades

Grades can be monitored at any time through Indiana Online, but the grades are entered into Skyward at midterm, quarter, and semester for grades 5-8. Grades for high school students will be entered at the end of the trimesters. 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.

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 IOA.

7. 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 and an [email](#) 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.

8. 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.

9. Discipline

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

By signing this contract, both the parent 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 and student understand that if requirements and expectations are not met, the student may lose their opportunity to participate in the online learning and will have to return to the in-person classroom.

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

Student's Signature: _____ Date: _____

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

Parent/Guardian's Signature: _____

Parent/Guardian's Information:

Address: _____

E-mail: _____

Cell Phone Number: _____