



**Parent and Student Handbook
2021-2022**

Enrollment Procedure

1. Register your child in the Southern Local School District with registration.
2. Complete the Individual Student Profile with the program School Counselor or Building administrator upon approval to apply for the program. Once the Individual Student Profile is complete, you will be contacted to set up an orientation meeting with someone from the online program.
3. Attend a mandatory Orientation for ALL Students and Parents.
4. All students enrolled in the program must follow a mandatory lab schedule.

For more detailed information and links to the above steps, please visit the Southern Local Schools main web page, under “Schools,” click on “Indian Academy”.

Withdrawal Procedure

1. Notify your building administrator and inform them that you plan to withdraw.
2. Complete the withdrawal form at the grade level building and return any loaned computer equipment.
 - a. The return of any and all equipment is totally the responsibility of the student and/or parent(s)/guardian who signed for that equipment, and that person(s) or a representative must bring the equipment back in working condition. The student's current progress grades, which should be used to enroll in the student's new school of choice, will be issued at that time. If the equipment is not returned or if any student fees are owed, student transcripts will not be released and the parent will be billed for any missing items.
3. Enroll in a new district.

Student Code of Conduct

The Indian Academy is a program within the Southern Local School district. Therefore, the Indian Academy follows the Southern Local Schools Board Policies and Student Code of Conduct, unless otherwise stated within this handbook.

Each student and parent is required to sign a student and parent contract demonstrating a strong commitment to learning and to the program.

Southern Local Schools Board policies and Indian Academy Code of Conduct are applicable to all aspects of school activities: academics, school-related online activities, extracurricular activities, athletics, athletic events, and school-related programs, on or off premises. Indian Academy students must conduct themselves with the highest standards of honesty and integrity. Through Indian Academy, students are given the opportunity for academic achievement through an online environment; therefore, it is very important that mutual trust exists between instructors and students. Accordingly, honesty in all academic matters is expected from all students. Any attempt to cheat, plagiarize, falsify information, or receive credit for work completed by someone other than the student themselves, will be considered dishonest behavior and will be dealt with accordingly by the instructors and administration. The following are examples of some, but not all, acts that are considered dishonest behavior:

- Plagiarism (Representing another's ideas, words, expressions, or data in writing or presentation as original without properly acknowledging the source is plagiarism.)
- Submitting work through the use of another person's password/login (Student logins/passwords are confidential information that should not be shared with others. Any assignments, work, or projects posted while using another student's login will be considered plagiarized.)
- Cheating (Intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. This includes copying another student's work and submitting as your own.)
- Falsification and/or misrepresentation of data
- Computer crimes (Damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc. are examples of computer crimes.)
- Inappropriate use of email, discussion forums, or synchronous chat rooms

Cases of academic dishonesty will be communicated to administration. Traditionally, the discipline policy of the student's local school will be followed and the administration will decide ultimate consequences for the student. Possible courses of action include:

- Loss of grade points
- Disciplinary action in accordance with local school or district policy
- Removal from the course
- Failure to receive credit for the course

Students in the Indian Academy programs are required to complete all assignments as assigned by teachers. Although the program is self-paced there are various deadlines and progress checks that students will be required to meet.

Suspension and Expulsion Policies

Students learning through an online classroom are not necessarily hampered by time and space. They do not have to be in a classroom at a specific time in order to complete their work. They can work during the times that are most convenient for them. However, Indian Academy students must maintain progress in their academic endeavors and communicate regularly with their facilitator. Although much of the school year may be spent in an online environment, there may be occasions during which a student will be in the presence of other students and staff members at school or at school-related activities. Our rules and regulations are necessary to assure a positive learning environment. They are in place to protect every student's opportunity to learn. Whenever behavior interferes with the learning environment, consequences will result. Reasons for suspension and possible expulsion may include the following:

- Any repeated offenses for which the student has been previously suspended
- Misusing or vandalizing school property
- Disruption of school or school-related activities
- Threatening or intimidating students or staff
- Sexual harassment
- Removing or altering official school documents or records
- Assault
- Immoral acts
- Calling in bomb threats
- Violation of the school Acceptable Use Policy
- Possession of deadly weapons at school-sponsored functions
- Cheating or plagiarism
- Violating Computer usage contract

Definitions:

Suspension – A suspension is the temporary removal of a child from school for a violation of school policies or rules. Suspensions can last up to 10 school days. During a suspension, a student may not participate in or attend any school-related activities, but an Indian Academy student will still complete their online curriculum from home.

Expulsion – An expulsion is a more permanent removal of a child from school for a violation of more serious school policies or rules. Expulsions generally follow a 10 day suspension and can last up to 80 school days (and this can carry over to the next school year). During an expulsion, a student may not participate in or attend any school-related activities, and may not complete their online curriculum from home.

Suspension and Expulsion Procedures

Indian Academy recognizes that exclusion from the educational program of any school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and cannot be imposed without due process.

Suspension Procedures:

1. The student and the student's parent/guardian will receive a written intent to suspend notification. The notice will state the school district's intent to suspend the student and the reason for the possible suspension.
2. The principal will provide the student an opportunity to appear at an informal hearing in front of the principal, assistant principal, superintendent, or superintendent's designee and challenge the reason for the intended suspension or otherwise explain your actions.

Expulsion Procedures:

1. The student and the student's parent/guardian will receive a written intent to expel notification. The notice will state the school district's intent to expel the student and the reason for the possible expulsion.
2. The student and their parent/guardian will have an opportunity to appear in person before the superintendent or superintendent designee to challenge the reasons for the intended expulsion or otherwise explain your actions.

Attendance and Work Completion Requirements

Students receive unexcused absences when they fail to sign-in to the online platform. It is expected that students log-in at least once daily. Although, the design of the program is self-paced there may be instances in which the students may be required to

Students are required to complete all school work or be subjected to consequences for non-completion. Students are expected to complete all assignments in the online program, incomplete and non-attempted assignments are not acceptable.

The following procedures are in place when students do not complete work:

1. Parents will receive weekly phone calls or emails from tutors to inform them of progress. Students that are behind in their assignments are encouraged to complete work immediately or be subjected to increased mandatory time in the lab until work is completed.
2. Students will have deadlines that include the last day that late work can be submitted, if work is still not submitted in our online platform by that deadline then students may receive a "0" on that assignment. Students are not able to submit assignments for the previous grading period after the completion of a grading period. All work must be completed prior to the close of the grading period.
3. Students and parents will be required to attend meetings with school personnel to discuss solutions to improve attendance or to ensure work is completed in a timely manner. These meetings are scheduled only if students are frequently absent or not completing assignments.

4. If students continue to be absent or not complete work, Indians Academy reserves the right to send our truant officer and/or family caseworker to the home. It is the parent's responsibility, under the law, to see that children are regular in attendance, including students enrolled in online learning, whether at school or home. It is imperative that PARENTS assist in monitoring their child's attendance and completion of work in school.

Grades, Report Cards, Promotion and Credits

Grades

Parents may check progress, at any time, by using the website using the student login or via ParentAccess on ProgressBook

The percentage grading scale adopted by our district is:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- Below 60 F

In order to pass a course, the student's final average for the course must be 60% or better.

Report Cards

Students will receive a school report card from the school of the student's grade level. Report cards will not be issued until all fees are paid.

Promotion/Retention

Elementary and Middle School students failing two or more core courses (Math, Science, L.A. and Social Studies) for the year may be considered for retention in the same grade.

Credits

Students earn class status by the number of credits passed:

- 0 – 4.9 Freshman
- 5.0 – 9.9 Sophomore
- 10.0 – 14.9 Junior
- 15.0 – 21.0 Senior

Graduation

Students **MUST** earn 22 credits to graduate. Students must meet ODE graduation minimum requirements and all additional local requirements from Southern Local High to receive their diploma.

Graduation Requirements/State Testing Requirements

A student must successfully complete all graduation requirements in order to participate in the graduation ceremony and receive a diploma. This includes successfully completing all local and state requirements. To be eligible for graduation, all required credits must be completed and you must successfully pass all Ohio Department of Education Assessments or complete an alternative pathway to be eligible for graduation.



Student Contract

I, _____, (Student) hereby agree that I am hereby responsible for my own learning. I understand in order for me to be successful, I must work hard and complete all my work on a daily/weekly basis.

I will respect myself, parents, teachers, and principals and I understand that, if I violate Southern Local Schools and/or *Indian Academy* policies, I may be suspended, expelled or removed from the program.

My parents/guardians, Indian Academy teachers, principal, and director are committed to helping me become a successful student and responsible citizen. Therefore, if I am having difficulties with my assignments, I will immediately ask my parents/guardians and teachers/principal for assistance. I will complete daily/weekly online assignments, log-in regularly to complete exams, attend/complete mandatory test prep, and complete other district/state required testing. I understand that if I violate attendance requirements, I may have to attend school on-site in a computer lab setting.

I have received a copy of the Indian Academy Student and Parent Handbook. I understand and agree to comply with all policies set forth and I will return any loaned equipment at the end of the school year.

As a student I agree to the following in order to ensure success in the program:

- Be responsible for my own learning and work hard to complete all my work.
- Ask for assistance if I am having difficulties with my assignments.
- Log-in daily and on time, when applicable.
- Attend/complete mandatory test prep, and complete other district/state required testing.
- Work with and accept the support and advice from the Southern Local Schools support staff.

Student Signature

Date

Parent Signature

Date