



Student Handbook

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STUDENT HANDBOOK

The Student Handbook is a document to assist a student in guiding his/her way through Indiana Virtual Academy classes and answer questions that may occur through this process. Additional information can be found within Policies at the end of these sections and on www.indva.com.

1. Technology Requirements

A student will need the following on his/her computer for the most efficient Indiana Virtual Academy online high school course experience:

For PC users: Mozilla Firefox web browser (recommended, as some versions of Internet Explorer occasionally will not function properly with our student information system and login capabilities)

For MAC users: Mozilla Firefox OR Google Chrome web browser (recommended, as other browsers will occasionally not function properly.) *Please note also that the browser needs to be configured to be able to run Javascript web applications.*

For all users:

- Student access to email (if you do not have one, consider gmail, yahoo, Hotmail, etc. Please make sure your spam filter is set to allow indva.com)
- Word processing program/ability to save documents on a computer or flash drive
- Updated version of Adobe Flash Player
- Updated version of JavaScript
- Headphones with microphone (for foreign language course)

**Please be sure to select the appropriate download according to whether you are using a MAC or PC.

2. Course Offerings

STANDARD COURSE CATALOG

English

English 9
English 10
English 11
English 12
Creative Writing (one semester)
Speech (one semester)

Fine Arts

Music History and Appreciation (one semester)
Photography

Foreign Language

French I
French II
Spanish I
Spanish II
Spanish III

Math

Algebra I
Algebra II
Geometry
Trigonometry (one semester)
Pre-Calculus (one semester)

Science

Earth Space Science
Physical Science
Biology
Chemistry
Physics
Forensic Science

Social Studies

World Geography
World History and Civilization
U.S. History
Economics (one semester)
Government (one semester)
Psychology
Sociology (one semester)
Law Education (one semester)
Criminology (one semester)
Ethnic Studies (one semester)

Health and Physical Education

Health (one semester)
P.E.

Other Electives

Personal Finance Responsibility (one semester)
Sports and Entertainment Marketing (one semester)

CREDIT RECOVERY COURSE CATALOG

Please note the following courses do not meet the NCAA guidelines for college bound athletes.

English

- CR English 9
- CR English 10
- CR English 11
- CR English 12

Math

- CR Algebra I
- CR Algebra II
- CR Geometry

Science

- CR Biology
- CR Chemistry

Social Studies

- CR World History and Civilization
- CR U.S. History
- CR Economics
- CR Government

3. Course Length

During the school year you will have 15 weeks to complete a one semester standard course. For each one semester standard course you are working on, you can anticipate spending approximately 5-7 hours a week on each semester course. During Summer School, you will have 8 weeks to complete a one semester standard course, and can anticipate spending approximately 10-20 hours per week on each standard semester course. Physical Education are given 16 weeks during the school year and 8 weeks during the summer for a one semester course.

During the school year you will have 15 weeks to complete a one semester credit recovery style course and 8 weeks to complete a one semester credit recovery style course in summer, however, due to the nature of a credit recovery style course, each student's time commitment and length of time to complete the course may vary and be abbreviated.

4. Materials

There is a “Materials” folder in each student’s course account at the beginning of the semester. A student should open the folder and read to ensure there are no materials needed for the course. It is the student’s responsibility to obtain these materials as soon as possible. However, most necessary materials are free software downloads with the exception of required novels in certain English courses.

5. Registration

- To get started with the Indiana Virtual Academy, click on “REGISTER NOW” at www.indva.com after reading the following information. (Please do not fill out a new application if an account already exists. Scroll to the bottom of the page for existing users.)
- On the first page a student will complete the parent/guardian information to create an account.
- Once a student submits the parent/guardian information, there will be prompt to fill out a student application with the student information. Make sure to click submit after it has been filled out and wait until it says “Application has been submitted”.
- Within 24 business hours, the student will receive an email with student login information notifying the student that he/she has been accepted. Go to our website and login with that information.
- After logging in, a student can request a course/s by clicking “Request Courses”. Be sure to choose the appropriate start date.
- Once a student has requested a course/s, an email will be sent to the student’s guidance counselor requesting that he/she approve or deny the course/s. If a student is concerned about course approval, or if a student is denied, the student should contact the guidance counselor.
- Once a student is approved, payment can be made by clicking on “Make Payment” in the student’s account. **This step can be skipped if the student’s school has agreed to pay for the course and has contacted the Indiana Virtual Academy.
- When payment has been received, the student will be enrolled in the course on the specified start date.

6. Getting Started

On the first day of the course, the student will be enrolled. The student will receive a welcome letter via email/internal message with pertinent information about the course. Please read this email carefully and in its entirety.

7. Course Tutorial

A course tutorial is provided for the student at the beginning of the course. This is the first step to start the coursework. There is a short quiz after the student reviews the tutorial to ensure the student is knowledgeable on the basic set up and general information about the course. Students should not work on any coursework until the tutorial quiz is completed.

8. Expectations of Instructor

The Indiana Virtual Academy has high expectations of its instructors. Our instructors are available to assist our students and parents to ensure a successful outcome via the internal messaging system. Instructors are expected to reply to all communication within 24 hours. Any graded material will be graded within 48 hours. Pace and grade warnings will be sent via email every Tuesday. Instructors are available to answer questions or deal with issues that may arise during the course.

9. Student Conduct

As a student of a public or private high school, your school has a conduct and disciplinary code with associated rights and responsibilities. As with any classroom, Indiana Virtual Academy instructors will attempt to address conduct and discipline issues directly with a student prior to referring the student to the next level. If the instructor is unable to resolve the situation, the instructor will contact Indiana Virtual Academy Administration. The designated personnel will either address the problem directly and/or bring it to the attention of the student's school administration. Local discipline codes and policies/procedures for student rights and responsibilities will be used in handling the situation. The IndVA reserves the right to remove a student from a course if deemed necessary by the IndVA administration.

Improper conduct is defined as interfering with the teaching and learning occurring on the web site by posting profane, threatening or inappropriate language, violating copyright rights, impersonating others, revealing personal information, disrupting the school network or importation of sexually explicit, drug related or other offensive materials into the course environment. If a student is accessing their IndVA coursework through his/her high school's network, he/she should follow his/her school's acceptable use policy.

Plagiarism or the act of presenting other peoples' ideas/writings without giving credit to these sources is academically dishonest and can carry severe consequences, up to removal from the course. The IndVA Plagiarism Policy can be found in the Policies section of this handbook.

10. Classroom Etiquette

A student's online learning experience should be that of an environment of respect and rapport. When interacting with an instructor and fellow students, it is imperative to use appropriate online communication in discussions and emails/messages. Language that could be interpreted as obscene, harassing, or abrasive should not be used. The IndVA has a zero tolerance policy for "cyber bullying" and intimidation. A student will be removed from his/her online course and referred to their school's administrative personnel for disciplinary action on the first offence. A student should be aware to watch tone in any correspondence and stay positive. The Indiana Virtual Academy wants this experience to be a constructive process for everyone and convey an encouraging environment.

11. Pace

The Indiana Virtual Academy wants all of its students to be successful. While a student can work on his/her assignments at his/her convenience, there is a suggested pacing located within the SIS. In order for a student to be successful, he/she needs to stay on pace throughout the course. Instructors will send email pace warnings each week and students and parents can also see a student's progress under the gradebook. Please keep in mind that during summer school, pacing is more imperative. There are two drop dates in which the student must have a specific number of assignments completed by or he/she will be automatically dropped from the course. For more information on this, please see Automatic Administrative Drops in this document.

12. Grading

A student and his/her parent can track student progress through his/her gradebook. Students are encouraged to check his/her progress on a regular basis, as well as making sure he/she is on pace for the course. Students will receive scores for homework assignments, test and quizzes, projects, participation or other activities, and students are encouraged to check grades and instructor feedback frequently.

13. Questions/Concerns

If a student or parent encounters a situation in which he/she feels needs attention, the instructor can be contacted for guidance and/or resolution. If the matter remains unresolved, please contact the Indiana Virtual Academy office at (812) 689-0400 or help@indva.com.

14. Contact

Class or Academic Help

Instructors are available for questions and assistance. A student can communicate with his/her instructor through the internal messaging system within the student's IndVA account. In some cases, the instructor will also supply the students with his/her phone number.

Tech Support

An instructor is able to assist a student with basic technical support. If a student needs further assistance, please call (812) 689-0400 or email us at help@indva.com

15. Final Exams

The Indiana Virtual Academy requires that all final exams be proctored at the student's high school. It is up to the student to make arrangements with his/her guidance counselor to have his/her final exam proctored. All final exams must be completed by 4:00pm EST on the last day of the course. Guidance counselors have access to final exam passwords. Students are not allowed access to final exam passwords. There should be no notes or materials used by students when completing final exams unless otherwise specified. The exam will be completed online like all other coursework.

16. Transcripts

The Indiana Virtual Academy does not provide transcripts as the student's high school is the entity that grants the credit. When a student completes a course, the final grade percentage can be viewed by his/her guidance counselor within his/her IndVA counselor account. It is then the responsibility of the guidance counselor to assign a grade letter according to the school's grading scale and then add the grade to the student's high school transcript. The IndVA is NCAA approved as a non-traditional provider for student athletes seeking eligibility for Division I or II colleges. If you need a transcript provided to the NCAA or a college you anticipate attending please contact the IndVA office for details.

17. Parental Monitoring

Parent/guardian involvement can be an important factor in a student's success with an online course. When a student takes an online course with the Indiana Virtual Academy, access is granted to the parent/guardian to the student information system. Through this system, a parent will be able to access student grades and progress directly on a daily basis as well as communication with the instructor and the Indiana Virtual Academy. The guardian account is created in the first step of the registration process.

Course Withdrawal

Refund/Student Requested Drops

If a student wishes to drop a course, the student must request a drop through the student information system. If a student chooses to drop a course within 10 business days from the first day of class, the student is entitled to a refund of the course cost minus a \$50 administrative fee. If a student drops the course after the 10 day period but prior to 25 days after the class starts, the student will receive a refund minus a \$100 administrative fee. Any course dropped after 25 days will not be issued a refund of any kind.

Summer Drops

Student Requested Drops

If a student wishes to drop a course during summer term, he/she must do so prior to the second administrative drop date. Any student still enrolled after the second administrative drop date will be completed. His/her final percentage grade will be calculated the Monday after the course end date and available to his/her guidance counselor. It is then up to the discretion of the student's high school whether the grade will be reflected on the student's official transcript.

Automatic Administrative Drops

During summer school term, there are two "drop" dates in which students must have a particular number of assignments completed or he/she will be automatically dropped from the course(s). These two dates are listed in the initial welcome message sent to the student on the first day of the course and can be found on our website. Reminder messages of these drop dates will be sent out periodically. If a student is not on pace by those dates, the Administration can drop the student from his/her course(s).

18. Course Extensions

If a student finds that he/she needs an extension (during the school year ONLY), the student must contact the IndVA office one week prior to the end of the course and pay a \$25 fee (by check) per semester course extension. This will give the student a two week extension. Any extension requests after that time period will not be granted. No extensions are granted during summer school for any reason.

19. Policies

Plagiarism Policy

Plagiarizing a fellow student's work, either a current or past student, or plagiarizing any information found in publications including the internet could result in a zero on the assignment. On the first and second offense, a student will be given redirection/instruction on what was done incorrectly and an opportunity to retry the assignment to rectify the issue. For any subsequent offenses the student will receive a zero for those assignments. If the student blatantly disregards the instructor's feedback the school that the student attends may be notified in the event that further disciplinary action is warranted per the school policy.

Acceptable Use Policy

Proper use and behavior in a distance learning environment will be determined by your school's existing guidelines covered in the district's Acceptable Use Policy (AUP) and the Indiana Virtual Academy's Acceptable Use of Technology Policy.

Indiana Virtual Academy Acceptable Use of Technology Policy (AUP)

Computers, computer networks and the internet provide essential tools that support distance learning and the Indiana Virtual Academy. All students are expected to use the Indiana Virtual Academy and the resources provided to access the Indiana Virtual Academy for purposes appropriate to the educational environment. Students must refrain from any use that is not consistent with the policies, purposes or objectives of either his/her high school or the Indiana Virtual Academy.

Anti-Discrimination Policy

The IndVA does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status or sexual orientation in any of its employment practices, educational programs, services or activities.

Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by IndVA staff, instructors and students. Distribution or use of course materials or content is expressly prohibited outside of the IndVA learning management system. Unauthorized copying or distribution or use may result in termination and possible legal ramifications.

Indemnification of Provision

IndVA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. IndVA also denies responsibility for the accuracy or quality of the information obtained through user access. Any statement within the IndVA online learning environment is understood to be the author's individual point of view and not that of IndVA, its affiliates or its employees. IndVA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of the IndVA website, student information system, learning management system and course content. The IndVA, Board of Directors, employees, and agents shall be held harmless for any direct, indirect, incidental, special, or consequential damages resulting from use or inability to use of the IndVA. The IndVA assumes no responsibility for damages to computer hardware/software resulting from downloading suggested materials and software.

Retry Policy

Retries for homework/drop box assignments will be given based upon the discretion of your instructor. Retries on tests and quizzes are only permitted under extenuating circumstances. Students are not permitted to retry quizzes or tests in order to get a better overall grade.