

2023-2024



**INDIANA AGRICULTURE &  
TECHNOLOGY SCHOOL**  
STUDENT HANDBOOK



# **WELCOME TO INDIANA AGRICULTURE & TECHNOLOGY SCHOOL**

## **Mission Statement**

Indiana Agriculture & Technology School will focus on a creative and innovative agriculture/agribusiness focused high school education. The school will promote intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead, and serve. The school will provide student-centered services in a professional and compassionate manner, utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed.

## **Anti-Discrimination Policy**

No student will be excluded from participation in the Indiana Agriculture & Technology School on the basis of race, color, religion, gender, gender identity, nation of origin, or disability. Students applying to Indiana Agriculture & Technology School will be admitted based on academic record, potential for success in an online learning environment, and adequacy of support network for the student who will be working in the home environment.

## **Section 504 of the Rehabilitation Act of 1973**

The Indiana Agriculture & Technology School, under Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. Indiana Agriculture & Technology School has the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has the right to a hearing. If there are questions, please feel free to contact the Executive Director of the school.

## **School Calendar and Schedule**

Indiana Agriculture & Technology School will operate a traditional school calendar with 180 official school days, with its offices open Monday through Friday, 9:00 AM to 4:00 PM, except on national holidays or in the event of weather or other natural disaster, or as indicated on the school calendar posted on the school's website. The administrator, faculty, and staff may schedule appointments to work with or assist students before or after the regular hours, or on Saturdays, as needed. Every student will be provided with contact information for his or her Student Learning Advocates and the school's administrative personnel. This information will

include phone numbers as well as email addresses. All personnel are required to return phone calls and emails in 48 hours or less, Monday through Friday. Students may access their courses at any time, 48 hours/day, 7 days/week during the academic school year. All semester courses are designed to be completed within the academic calendar, with the student spending approximately 1 hour per subject per day.

Each day that a student is in attendance, the student will log into Edgenuity to access his or her courses. The students are assigned login passwords and usernames by the Technology Director when the enrollment process is complete. Students are provided with extensive orientation by the school about accessing their courses, how to navigate the courses, submit assignments and assessments, and who and how to contact if they have a technical issue. The school recommends that a student spend an hour per day per subject, but the school day can be broken up to accommodate a student's needs. Logging into Edgenuity automatically records attendance, time spent in the courses, grades, and any additional information needed by the school.

This data is housed in Edgenuity, the Student Information System. Accurately documenting attendance is critically important for every school, but especially for online schools. Accurate and timely data is essential to the effective management of the school and for the state's required reports, as well as the documentation of a student's progress. Indiana Agriculture & Technology School will utilize the attendance policies developed by the school. Because of the diverse student population who may enroll in this school, the following exceptions to normal, regular attendance may be necessary:

1. ***Students who are ill:*** Students with chronic or acute illnesses (long-term), should notify their Student Learning Advocates of any special needs they have regarding completing course work. The Student Learning Advocates may request that the attending physician write or email the school explaining the student's needs. The Student Learning Advocates will document those needs and ensure that the student's record reflects this.
2. ***Students who are elite athletes:*** Students who compete in a sport that requires travel should notify their Student Learning Advocates of the schedule and provide them with documentation of the days when they will be traveling and/or competing. These students will be expected to remain on pace by completing course work on alternate days or before and after events.
3. ***Students who are performers:*** Students who are performers or musicians and need to travel or designate certain days when they cannot be in attendance should notify their Student Learning Advocates and provide them with documentation of the days when they will be traveling and/or performing. These students will be expected to remain on pace by completing course work on alternate days or before and after events.

## **School Culture**

The success of the educational model will ensure that this school's students will have access to the highest quality online curriculum. Edgenuity is the curriculum platform that provides instructional practices that focus on the individualized learning needs of all students. Continuous communication between the school's faculty, student learning advocates, administration, parents, and students will create an environment where all students have the support needed to achieve academic success.

Indiana Agriculture & Technology School will create, as the most important aspect of its mission and vision, a student-centered learning environment that places the student and his or her success and well-being at the center of all activities and efforts. Every student will be assigned to a Student Learning Advocate who will fill the roles of mentor, learning coach, and guidance counselor. The Student Learning Advocate will maintain weekly contact with the student and his or her family, assist the student in choosing appropriate courses, monitor attendance and academic progress and be available to meet with the student and family at their home or via video conferencing. This multi-layered approach to student support has documented results in increasing student achievement.

Student Learning Advocates, who are Indiana licensed teachers, spend their days reviewing attendance and grades for every student to whom they have been assigned and contacting the students and their families. Student Learning Advocates create a schedule for contact so that the parent and student are available for this weekly contact. During the call, the Student Learning Advocate will review the student's attendance and grades in each course, remind the student of upcoming state or school mandated tests, offer any assistance, remind families of field trips and other school activities, order new courses when needed, and provide supplemental programs when needed. If the student is participating in any supplemental programs, time will be spent reviewing exactly how the student is progressing and detailing specific goals and objectives. Student Learning Advocate must return all phone calls and emails in 48 hours or less. Student Learning Advocates may also meet with the student and his or her parents at their homes or via video conferencing to provide additional assistance to the student.

## **Student Attendance**

Classroom management and student discipline are unique in an online school. Key to the issue of classroom management is the documentation of attendance and course work. Students will need to become acclimated to the online school environment, and the role of the Student Learning Advocate is an important part of this, since the Student Learning Advocate is the student's first point of contact with the school and his or her resource for all academic issues. A process will be in place to deal with students who are not fulfilling their responsibility academically while a student at Indiana Agriculture & Technology School. This process is called Academic Review Status Policy which has a three-step process.

## Academic Edgenuity Course Work

- Student Activity and Pacing will be reviewed daily by your Student Learning Advocate.
- Students are to follow the academic calendar for the school year when doing academic course work.
- Students are required to show the following Daily:
  - On Pace or Greater with Daily Target Completion
  - 5% or Less Behind Pacing Target Completion
- The school will follow the Academic Review Status (ARS) for students that are delinquent in their academic course work. See section on Academic Review Status Process in the Parent/Student Handbook.

## Attendance for Active Participation Days

The IATS educational curriculum is a blended model, combining required online course work with interactive hands-on agricultural and technology education lessons. This is a combination of on-site campus activities and various educational experiences at organizations throughout the state. (i.e., Becks Seeds, Caterpillar, livestock operations, orchards, and other natural resource experiences).

Students must follow the rules and procedures listed below:

- Students who attend Active Participation Days must attend **80%** per the school calendar based on your course of study (Agriculture and/or Technology). If a student misses more than three (3) APD unexcused per semester, the school reserves the right to remove the student from the APD and place them in our virtual academic program.
- Active Participation Days School Hours – **9:00 AM to 3:30 PM**. Students are not **ALLOWED** to leave the campus early unless pre-arranged with the teacher along with written permission from parents.
- Attendance will be taken at all Active Participation Days.
- If you are not going to attend your scheduled APD due to an illness or scheduled outside appointment, you must notify the teacher at that campus location of your absence.
- Students must wear close-toed shoes with socks and long pants to all Active Participation Days.

School does not provide transportation to the farm campus for APD or for any field trips away from the farm campus. Lunch is not provided. Students must bring their own lunch. Students are not allowed to leave the farm campus at any time during the APD.

Transportation is provided at our USI Southern Campus because students attend face to face learning Monday through Friday (5 Days Per Week).

## **Student Engagement Policy**

Per IC 20-48-7-13, a student who fails to participate in courses may be withdrawn from enrollment with the school provided that the following has been followed:

1. Adequate notice of the withdrawal is provided to the parent and the student; and
2. An opportunity is provided, before the withdrawal of the student by the school, for the student or the parent to demonstrate that failure to participate in the course is due to an event that would be considered and excused absence under IC 20-33-2.

Our Academic Review Status policy provides the adequate process required for the Student Engagement Policy.

## **Documentation of Attendance**

Indiana Agriculture & Technology School will operate on a traditional calendar (180 Instructional Days) with its offices open Monday through Friday, 9:00 AM to 4:00 PM, except on national holidays or in the event of a weather catastrophe or other natural disaster. The administrator, faculty, and staff may schedule appointments to work with or assist students before or after the regular hours, or on Saturdays, as needed.

Each day that a student is in attendance, the student will log in to Edgenuity to access his or her courses. The students are assigned login passwords and usernames by the IATS Technology Department when the enrollment process is complete. Students are provided with extensive orientation by the Student Learning Advocate about accessing their courses, how to navigate the courses, submit assignments and assessments, and who and how to contact if they have a technical issue. Logging into Edgenuity automatically records attendance, time spent in the courses, grades, and any additional information needed by the school. This data is housed in Edgenuity's Student Information System. Student Learning Advocates will review their student's academic work daily and will contact the family if the student is getting more than 5% behind in pacing.

## **Progress in Course Work**

Students' progress will be carefully monitored by the Student Learning Advocate assigned to that student, and this will be done daily. Each week the Student Learning Advocate will contact the student and parent/guardian to discuss the student's attendance and progress in all courses. Adjustments and suggestions for improvement will be discussed at this time. Students who are struggling academically or who have other problems may be contacted more frequently to best meet their needs.

## **Family Educational Rights and Privacy Act**

Under the provisions of the Family Educational Rights and Privacy Act of 1974, parents of currently enrolled students under the age of 18 have the right to:

1. Inspect and review their student's educational records,
2. Request the amendment of their student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights,
3. Consent to the disclosure of personally identifiable information contained in their student's educational records, except to the extent that this act and its regulations authorize disclosure without consent,
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the Act; in accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records.

No member of Indiana Agriculture & Technology School is authorized to release student information without the written permission of the student's parent or legal guardian. Names and images of Indiana Agriculture & Technology School students will not be published in print, video/film, or on our public website without written student and guardian consent.

## **Special Education**

Indiana Agriculture & Technology School is committed to educating students with disabilities consistent with applicable federal and state law.

### Least Restrictive Environment

The school recognizes the importance of educating students with disabilities in the least restrictive environment. The school shall ensure to the maximum extent appropriate that students with disabilities are educated with nondisabled students and that students are removed from the general education environment only when the nature and severity of the disability is such that education in general education classes using supplementary aids and services cannot be satisfactorily achieved. The student's case conference committee shall determine the placement in which a student will receive services. These shall be delivered in the least restrictive environment regardless of the identified disability (as documented in the appropriate written notice).

### Procedural Safeguards

The school will establish and maintain procedures to provide reasonable safeguards with respect to the provision of special education services. Procedural Safeguards must be given to parents

once each year and upon initial referral or request for evaluation, the filing of the first complaint or due process hearing during the school year, on the date of any disciplinary action constituting a change of placement, and at a parent's request.

### Transition Services

As identified in 511 IAC 7-32-100 of Article 7, it is required that transition planning begin at the earliest age appropriate. For each student with a disability, beginning at age 14 (or younger, if determined appropriate by the IEP team), the IEP must include a statement of the student's transition service needs that focuses on the student's course of study (such as advanced academic courses, technical training, or intensive employment preparation). Thus, beginning at age 14, the IEP team, in identifying annual goals and services for a student, must determine what instruction and educational experiences will help the student prepare for the transition from school to adult life.

### Article 7

Discipline for special education students is subject to the requirements of 20 U.S.C. 1415 et seq. and 511 I.A.C. 7-1-1 et seq.

The school will establish and maintain procedures and guidelines to implement this policy in accordance with IDEA and Article 7.

### Protocol/Steps for Special Education Testing

This protocol is always to be followed by Indiana Agriculture & Technology Staff. Referrals for special education services can be obtained by licensed personnel or the parents/guardians. If you think your child may have a disability that is affecting his or her education, you can ask the school to evaluate your child to determine whether he or she would be eligible for special education (considered a child with a disability under IDEA).

When a request for an evaluation is submitted by a parent IATS will provide written notice within 10 instructional days that testing will proceed or is being refused. If IATS is initiating an evaluation, then notification will be sent to parents that an evaluation is being proposed.

All academic and behavioral data will be collected, along with interviews from staff and the parents to seek information that will assist the team in deciding as to whether to proceed with an evaluation or not.



If the referral is appropriate to proceed for an evaluation for special education services a consent from the parent or guardian will be obtained. After the school district has gotten your permission (consent) in writing, the initial (first) evaluation must be completed within 60 calendar days.

A Case Conference will be scheduled with you to present a written evaluation report describing your child's strengths and needs and what instructional or related services are recommended for your child. You will be given a copy of the report along with your parental rights.

For additional information about procedural safeguards:

<https://www.doe.in.gov/sites/default/files/specialed/notice-procedural-safeguards-october-30-2019.pdf>

Please contact our Special Education Department for more information at (317) 975-2746.

### Case Conference

The Case Conference committee process is used to develop, review, and revise the educational program and services for students with disabilities who are eligible for special education. Every student who receives special education services must have at least one case conference meeting during a 12-month period. The committee must include but not be limited to a Public Agency Rep, the current Teacher of Record, one of General Education Teachers (parents may grant permission to excuse the teacher) and any extended specialists such as speech, OT, PT etc. A reevaluation must occur at least once every three years, unless the parent and the public agency agree that a reevaluation is unnecessary.

### **Academic Review Status Process**

The process for a student being place on Academic Review Status is as follows:

1. Students' academic course work will be reviewed at the end of the first semester of a school year. A student will be placed on Academic Review Status at this time if recommended.
2. Students will be monitored by their Student Learning Advocate during the 3<sup>rd</sup> Quarter of the school year.
3. At the end of the 3<sup>rd</sup> Quarter, students on Academic Review Status will be reviewed for the purpose of:
  - a. Removing the student from Academic Review Status;
  - b. Staying on Academic Review Status; or
  - c. Receiving a 2<sup>nd</sup> or 3<sup>rd</sup> Academic Review Status letter (See ARS Definition of 2<sup>nd</sup> and 3<sup>rd</sup> Letter)



4. At the end of the 4<sup>th</sup> Quarter, a review of current Academic Review Status students, along with reviewing all student's academic course work for the semester, will determine the academic status.

## **ACADEMIC REVIEW STATUS LETTER DEFINITION**

### **FIRST ARS LETTER**

1. Students placed on ARS are notified through the first ARS which will be sent to the student and their parents. This letter is generated and certified mailed by the Registrar/Enrollment Manager from Indiana Agriculture & Technology School.
2. Indiana Agriculture & Technology School will indicate on the ARS Student Roster when the ARS letter has been mailed to the student.
3. Parents are to notify their Student Learning Advocate by a certain date that is written in the ARS letter that they have received the letter and have acknowledge that this is their first warning. Student Learning Advocate, student, and parent will schedule a conference to develop an academic plan to ensure that the student is following through and is accountable for their academic work.
4. If the student and parents do not contact their Student Learning Advocate by the posted date, a certified letter will be mailed from Indiana Agriculture & Technology School to let the student know that they have been recommended for withdrawal from Indiana Agriculture & Technology School for lack of academic performance. Final decision will be made by the Executive Director.

### **SECOND ARS LETTER**

1. If a current student who is on Academic Review Status has not improved on their academic course work, then on the recommendation of their Student Learning Advocate, the student is referred to receive a Second Academic Review Status Letter. This letter is generated and certified mailed by the Registrar/Enrollment Manager from Indiana Agriculture & Technology School.
2. Indiana Agriculture & Technology School will indicate on the ARS Student Roster when the ARS letter has been mailed to the student.
3. Parents are to notify their Student Learning Advocate by a certain date that is written in the ARS letter that they have received the letter and have acknowledge that this is their first warning. Student Learning Advocate, student, and parent will schedule a conference

to develop an academic plan to ensure that the student is following through and is accountable for their academic work.

4. If the student and parents do not contact their Student Learning Advocate by the posted date, a certified letter will be mailed from Indiana Agriculture & Technology School to let the student know that they have been recommended for withdrawal from Indiana Agriculture & Technology School for lack of academic performance. Final decisions will be made by the Executive Director.

### **THIRD ARS LETTER**

1. Student and Parents are notified by certified letter that the Third ARS letter is due to continual lack of academic work by the student. This letter notifies that the student has continued not to do their academic work and is extremely behind academically.
2. This is the third and final step of the process for the student and is recommended to be an official recommendation of withdrawal from Indiana Agriculture & Technology School.
3. This letter is generated and certified mailed by the Registrar/Enrollment Manager from Indiana Agriculture & Technology School.
4. The Registrar/Enrollment Manager will do an Exit Interview with the student and parent.
5. Indiana Agriculture & Technology School will indicate in the student management system when the student has been officially withdrawn from Indiana Agriculture & Technology School.

### **Grading Policy**

The following grading scale will be used for all students for nine weeks, semester exam, and semester grades.

<b><u>LETTER GRADE</u></b>	<b><u>QUALITY POINTS</u></b>	<b><u>GRADING SCALE</u></b>
90 – 100	4.0	A
80 – 89	3.0	B
70 – 79	2.0	C
<69		No Credit (Incomplete)

## FINAL EXAM POLICY

- All Exams will be opened on the first day of Final Exam Week for each semester.
- You will have access to all your academic final exams once exams are opened.
- You will have the full Final Exam Week to complete your exam.
- **You will have only one attempt at the final exam.**
- All final exams have a weight of 15% towards your final grade for the first semester.
- **YOU MAY TAKE THE FINAL EXAM PRIOR TO THE WINDOW OPENING IF YOU HAVE COMPLETED YOUR COURSE. YOU MUST CONTACT YOUR TEACHER TO HAVE YOUR FINAL OPENED. \***
- **ALL STUDENTS ARE REQUIRED TO TAKE THEIR FINAL EXAMS UNLESS THEY RECEIVE EXEMPT STATUS (See Final Exam Exemptions)**

### **SY 2023-2024 FINAL EXAM SCHEDULE**

**1<sup>st</sup> Semester – December 16 – 22, 2023**

**ALL FINALS HAVE TO BE COMPLETED BY 11:59 PM December 22, 2023.**

**2<sup>nd</sup> Semester – May 16 – 22, 2024**

**ALL FINALS HAVE TO BE COMPLETED BY 11:59 PM May 22, 2024.**

### **FINAL EXAM EXEMPTIONS – IMPORTANT**

To qualify for an Exam Exemption, you must complete ALL the course assignments (100%) and have an **ACTUAL GRADE 90% or higher by the end of each ACADEMIC SEMESTER.**

**FIRST SEMESTER ACADEMIC SEMESTER ENDS ON FRIDAY, DECEMBER 15, 2023, AT 11:59 PM.**

**SECOND SEMESER ACADEMIC SEMESTER ENDS ON WEDNESDAY, MAY 17, 2024, AT 11:59 PM.**

If you meet these requirements, you will be exempt from that final and receive a grade of A in the course.

This will be verified by our Registrar/Enrollment Manager.

You will be notified of such exemptions via the Course Completion Notice you receive from your Edgenuity Teacher and/or your IATS Agriculture Teacher.

## Outside Course Review and Policy

**Indiana Agriculture & Technology School may grant a student up to 16 credits taken from outside institutions towards their high school diploma, while enrolled with IATS.**

1. You must fill out and submit the online IATS Petition for Outside Course Approval Form found at [indiana.ag](http://indiana.ag).
2. The request must be approved by the Principal/Chief Academic Officer prior to the student's participation in the program. Approval cannot be granted retroactively.
3. The course must be taken through an accredited institution or curriculum.
4. For any credits not needed for high school graduation, a student may choose not to post off campus coursework to the IATS transcript.
5. It is the student's responsibility to have an official transcript mailed to Indiana Agriculture & Technology School upon completion of the course. Course information will be transferred to the student's permanent academic record. Once added, courses/credits CANNOT be removed from the IATS transcript for any reason.

## Graduation Requirements

To be eligible for graduation by State Department of Education ruling, a student must be enrolled in high school for a minimum of **six full semesters**. Also, a senior who has completed all requirements may choose to graduate at the end of **seven semesters**. Any student choosing early or mid-year graduation needs written permission from his/her parents and approval from the Principal/Chief Academic Officer.

Graduation Requirements – Students must complete all three of the following to be eligible for graduation in the State of Indiana.

1. Earn an Indiana Diploma
2. Learn and Demonstrate Employability Skills
3. Meet Post-Secondary Ready Competencies

See attachment at the end of Parent/Student Handbook on State of Indiana Graduation Requirements for General, Core 40, Core 40 Honors, and Core 40 Technical Honors Diplomas. Also see attached the Graduation Pathway Checklist that students will follow to meet the state graduation requirements.

## State Testing Assessments – REQUIRED

Throughout each school year, students may be asked to commute to a testing location throughout the state for required assessments. Testing includes but is not limited to ILEARN, ASVAB,



PSAT, SAT School Day, ISTEP+, NWEA, WIDA, and ECA. Indiana Agriculture and Technology School does not provide transportation to required state assessments.

## **Transcript Requests**

On the Indiana Agriculture & Technology School website you will find both the **Transcript Request Form**, and the **Secondary School Report** form that are needed to request transcripts be sent to colleges for the application and admission process. Please complete the online form and submit. These forms are required for each college/university you are applying for admission.

## **Withdrawing from School**

To officially withdraw from Indiana Agriculture & Technology School you must do the following:

1. Parents must notify our school Registrar/Enrollment Manager at (317) 953-1302 that you are withdrawing your student(s).
2. Registrar will send you the schools Withdrawal Paperwork to be filled out and returned to the school Registrar.
3. Chromebook(s) must be returned, and all outstanding financial balances must be paid before student transcripts will be released to the sending school.
4. Our Registrar/Enrollment Manager will do a follow up Exit Interview with all students and Parents.

## **Work Permits**

Schools no longer are required to provide work permits to students aged 14-17. If you have any questions on where to obtain a work permit, you can contact Martin Kirkwood, Principal/Chief Academic Officer at [mkirkwood@indiana.ag](mailto:mkirkwood@indiana.ag).

## **Student Discipline**

Indiana Agriculture & Technology School is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students. To that end, we expect our students, administration, faculty, and staff to support our vision of providing student-centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed.

Indiana Agriculture & Technology School will create a positive discipline plan and learning environment to encourage appropriate student behavior. An added component to dealing with these students will be interventions such as guidance counseling sessions, IATS Educator-parent-student meetings, either by video conferencing and in person, and other interventions designed to

identify the root problems and teach appropriate behaviors. IATS Student Learning Advocates could be a part of the discipline meetings.

Because of the availability and frequency of interactions between students, their families, and school personnel, all students will be expected to conduct themselves appropriately while on school property, attending a school function or interacting with school personnel. Appropriate behavior includes, but is not limited to, language use, dress, and non-verbal communication, in compliance with all school policies. Indiana Agriculture & Technology School provides student centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed. Thus, one of the most important under-girding principles is the creation of a learning environment based on respect for all. The following codes of conduct serve to promote and enforce this environment. The school will have a strict discipline policy for students who engage in fighting or other aggressive behavior as defined by the Indiana Department of Education. In addition, students who are disruptive or a danger to themselves or others will be dealt with immediately through suspension or dismissal. Administrators, faculty, and staff will receive training designed to prevent and minimize disruptive and aggressive student behavior. Students who are ESE will be disciplined according to the state and federal ESE guidelines and the behavior intervention plan prescribed in their Individual Education Plans.

## **Weapons**

The school prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the school for the purpose of school activities approved and authorized by the school including, but not limited to, property leased, owned, or contracted for by the school, a school-sponsored event, or in a school vehicle.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited. However, State law permits an adult person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team, and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team.

This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

The term "weapon" means any object which, in the way it is used, intended to be used, or represented, can inflict serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined

as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent and/or Principal/Chief Academic Officer will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

## **Drugs/Alcohol**

Possession of or use of drugs, drug paraphernalia or alcohol and any substance which is, or contains, or is a look-a-like: alcohol, stimulants, narcotics, hallucinogens, marijuana, intoxicants, depressants, caffeine, and inhalants (glue or solvents) is forbidden and can result in legal consequences.

## **Tobacco**

Possession, use, or transmitting of chewing/smoking tobacco, cigars, e-cigarettes, vaporizers, pipe tobacco, tobacco paraphernalia, etc. is forbidden on school grounds regardless of age.

## **Cellphones**

Students may have cellphones while attending APDs. However, they must remain on silent and put away unless instructed otherwise by the instructor. If students cannot comply with this rule, then cellphones will be confiscated for the remainder of the APD.

## **Anti-Harassment / Cyber-Bullying Policy**

Harassment, intimidation or bullying and acts of cyber-bullying for any reason, including but not limited to race, color, ancestry, religion, national origin, age, sex, sexual orientation, or disability in any form is prohibited. Anyone whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Violators may also be referred to law enforcement officials.

The definition of "Cyber-bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:



1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of disrupting the orderly operation of the course.

## Monthly Board of Directors Meetings

The Governance for Indiana Agriculture & Technology School has been structured to optimize open and direct communication between the Board and parents. Board Meetings will be open to the public and held to afford participation by as wide a spectrum of parents as possible. Indiana Agriculture & Technology School Board of Directors Meetings are held every **second Wednesday of each month**. **Executive Sessions start at 5:00 PM and are closed to the public. Board meetings start immediately after adjournment of the Executive Session.**

## Parent Involvement

Parent involvement is an important component for student success. Parents will be encouraged to attend "Parent Night" meetings which provide parents and guardians the opportunity to learn about the school, meet with administrators to discuss student progress and learn tips on how to support student learning and attendance. These will be held at specific locations throughout the state. Other parent involvement activities include volunteering during student field trips and activities, career fairs, and student graduation activities. As applicable, parents may share their career experience and expertise during a student career seminar. Effective communication and a positive relationship with parents will promote and encourage parent support and involvement in the school.

A Parent Advisory Council will be established, which will be comprised of parents, Student Learning Advocates, and school administration. The Advisory Council will work collaboratively with the Governing Board and school administration to offer recommendations for continual School improvement, fundraising and safety. Governing Board meetings will include a standing agenda item for a report from the Advisory Council and/or comment opportunity for public comment. Additionally, an annual Parent/Student Satisfaction Survey will be administered in the interest of incorporating apparent satisfaction into the overall evaluation and success of the school.

## Process for Dissemination of Information

Parents and community members will be informed about the development of the school via the school's web site, Facebook, School Messenger, and various social media. Informational sessions will be scheduled via video conferencing. Parents and students will be informed of these sessions through our website and School Messenger program.

## **Program to Encourage Parental Involvement**

The school will seek to actively involve parents as much as possible. Parents are encouraged and reminded of the role they play when their children are enrolled in an online learning environment:

### **The Role of the Parent/Guardian**

1. Available as needed to supervise the student while the student is completing his/her schoolwork.
2. Contact should be maintained with your Student Learning Advocate or anytime you have a question.
3. Adhere to Indiana Agriculture & Technology School's attendance policies. Immediately inform your Student Learning Advocate of any illness or extended time away from your child's studies.
4. Provide proper documentation to the school of any email address, phone number or residency changes.
5. Participate in universal screening and interventions, including but not limited to NWEA and all state-mandated testing. It is the responsibility of the parent to provide transportation to all on site, state-mandated testing.
6. Provide health records annually.
7. Notify the school technology staff if you have a technical issue that prohibits your child from completing schoolwork based on their academic plan.
8. Liability for the school's equipment and materials is the responsibility of the parent.
9. Parents will be encouraged to participate in field trips, informational sessions, and all student activities.
10. Parents will also be invited to become a part of the School Advisory Council.

***Note: See Student/Parent/School Agreement at the end of the Student/Parent Handbook***

## **Safety and Security**

Indiana Agriculture & Technology School is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students. To that end, the school expects students, administration, faculty, and staff to support the vision of providing student-centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed.

## **Student Acceptable Use of Technology Policy**

All students and parents will be required to sign the Acceptable Use of Technology Policy as a part of the enrollment process. As students and their families choose to use their own computers, they must still sign and abide by this policy.

## Acceptable Use of Technology Policy

Students are responsible for appropriate behavior on the school's computer. Communications on the Internet are often public in nature.

Students are personally responsible for their actions in accessing and utilizing the school's computer resources.

Students are advised never to access, keep, or send anything they would not want their parents or Student Learning Advocates to see. Regarding privacy, computer storage areas may be treated like "traditional" school lockers. The school will supply each student with an e-mail account that will be stored and maintained on the school e-mail server.

School administrators reserve the right to monitor any student e-mail communication that passes through school e-mail servers. Administrators may review communications files to maintain system integrity. This will ensure that students are using the computer system responsibly.

Students should not use profane, abusive, or impolite language when communicating online. Students should not access any materials that are in violation of school rules and policies. If students encounter such material by accident, they should report it to their parents/guardians immediately who should then contact the school with this information.

### Username and Passwords

Students must use their own school email and passwords. Sharing usernames and passwords is prohibited. Students may not use another person's account. Students are responsible for making sure their passwords are private and secure. Students should not publicly share their own personal contact information, or anyone else's, without express written permission. Unauthorized access to the school's web site, servers, and systems is prohibited.

### The school expects students to observe the following rules of online behavior:

- Students will only access the Internet for educational purposes.
- Students will restrict their access to material deemed appropriate by staff and parents.
- Students will use appropriate conduct toward others.
- Students will observe and respect license and copyright agreements.
- Students will keep passwords and personal information confidential. (Student names, telephone numbers, and addresses should not be revealed over the Internet)



**The following types of access are inappropriate uses:**

- Accessing profane or obscene material, material suggesting illegal acts and material advocating violence or discrimination
- Using the access for illegal acts
- Attempts to access any resources that are restricted, confidential, or privileged.
- Posting chain letters
- Internet Relay Chat, news groups, or mailing list participation unless directed and supervised by a staff member for a classroom assignment.
- Granting Internet or network access to unauthorized persons intentionally or unintentionally or failing to notify a Student Learning Advocate or administrator if you suspect someone of using your password.
- Posting personal contact information
- Agreeing to meet someone met online without parental approval and under the supervision of a Student Learning Advocate or authorized adult.
- Attempts to disrupt access.
- Causing damage to, or changing function, operation, or design of, the technology
- Using obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language
- Harassing another person
- Posting false or defamatory information
- Plagiarizing information found on the Internet.
- Disregarding the rights of copyright owners on the Internet
- Posting web pages without the consent of a Student Learning Advocate or authorized adult
- Buying or selling any products or services

**In the instance where the school provides a loaner or other computer:**

Every school-issued computer is pre-installed with an Internet content filter pursuant to federal regulations. The filter is not to be removed because it blocks access to sites deemed inappropriate, as well as sites that have **no educational value**. Social networking sites, pornography, gambling, and proxy sites are blocked through the filter. Use of instant messenger applications is not permitted on school issued computers and is also blocked.

Most web-based e-mail sites are blocked, as these sites have instant messenger functions built into them. These sites include Yahoo Mail, Gmail, Hotmail, and AOL Mail. The school provides student e-mail accounts. These accounts are the only e-mail accounts needed to communicate with Student Learning Advocates, Instructional Supervisors, and any other staff. Parents must monitor their children's compliance with these standards. Students who violate these standards may face a loss the loss of school-owned computer equipment, other disciplinary measures, and/or legal action.



## **Technology Specifications and Requirements**

All students will be provided a Chromebook by the school which can access and utilizing the curriculum. The following minimal requirements are required. (See Edgenuity Minimum System Requirements)

### **CHROMEBOOKS**

MEIT Help Desk

Email: [Helpdesk@indiana.ag](mailto:Helpdesk@indiana.ag)

### **TECHNICAL FOR ACADEMIC COURSES**

Edgenuity IT Support: (877) 202-0338

Students may contact the tech support help desk via email or by phone. A chat feature will be provided. All calls will be returned in 48hrs.

## **Plagiarism and Academic Honesty**

Indiana Agriculture & Technology School maintains a positive learning environment for all students, faculty, and staff. Students are expected to respect one another, have academic integrity, and submit work that is their own. Students are always required to conduct themselves honestly. Students are responsible for understanding what behavior constitutes plagiarism and cheating, and properly crediting sources when submitting work.

### ***ACCORDING TO THE MERRIAM-WEBSTER DICTIONARY, TO "PLAGIARIZE" MEANS***

- To steal and pass off (the ideas or words of another) as one's own,
- To use (another's production) without crediting the source,
- To commit literary theft, or
- To present as new and original an idea or product derived from an existing source.

### **Consequences for Plagiarism**

If plagiarism occurs student must re-submit the assignment containing original work with proper citation.



### Minor Infraction:

1. If the student does not re-submit the assignment in a timely fashion determined by the teacher, the student will receive a “0” on that assignment.
2. If this is the first time the student has plagiarized, and the infraction is minor, i.e., failure to include quotes or a specific citation to a reference, or inadvertent collaboration between students in the same locale, the student may receive up to 90% credit on the assignment based on the quality of the work. This assumes the student resubmits the work in a timely fashion.
3. A second minor infraction will result in the student being able to receive up to 50% credit on the assignment based on the quality of the work. This assumes the student resubmits the work in a timely fashion.

### Major Infraction:

1. For a first-time serious infraction, i.e., copying entire bodies of work from another student and presenting it as their own, hiring a student to complete work, using, or sharing answer keys, etc. the student may be able to receive up to 50% credit on the assignment based on the quality of their work, assuming the student resubmits the work in a timely fashion, as indicated by their teacher.
2. Additional serious infractions or subsequent minor infractions will result in the student earning a grade of zero (0) for the assignment. In addition, in cases involving repeat, serious infractions, the student may be removed from the course with a failing grade. Extreme cases may result in dismissal from Indiana Agriculture & Technology School.

## **Student/Parent/School Agreement**

Indiana Agriculture & Technology School is open to all students and is bound by applicable Indiana law governing charter schools. The school strives to exceed the academic, ethical, legal, and moral expectations required by Indiana law and the school’s families.

The administration and staff of Indiana Agriculture & Technology School have the desire and obligation to provide the best education to the student body. Part 1 of the following agreement sets forth these obligations to students and parents. Part 2 of the agreement enumerates the obligations of the student and Part 3 is the obligations of the Parent(s)/Guardian(s). Please read the following carefully.

### **Part 1: Expectations of the School and Staff**

The administration and staff of Indiana Agriculture & Technology School agrees to the following. We will:

1. Treat students and their families with respect and courtesy.
2. Provide the best instructional strategies for the success of each student.
3. Respond to parents/guardians and the students' concerns in a timely manner.
4. Closely supervise and provide guidance to students while on campus to provide a safe learning environment.
5. Conduct ourselves in a professional manner.
6. Work closely with parents/guardians to implement the best and most appropriate learning situations within our abilities and resources.
7. Identify students who are not making appropriate academic progress and ensure they and their parents/guardians are aware of opportunities to address this concern.
8. Communicate with and make consistent efforts to inform parents/guardians of both the student's strengths and challenges.
9. Respond in a timely manner and engage in communication with students, parents, Edgenuity teachers/staff, and IATS staff.

### **Part 2: Students Responsibilities and Expectations**

Indiana Agriculture & Technology School seeks to be an educational option that provides a challenging, rigorous education that exceeds Indiana state standards. Students engaging in hybrid/online education comes with additional responsibilities that go beyond what is expected of students in a traditional school setting. Therefore, students agree to:

1. Treat school staff and students with respect and courtesy.
2. Respond in a timely manner and engage in communication with your Edgenuity course instructors, Student Learning Advocate (SLA), and school staff.
3. Read all notifications, messages, and email from IATS staff, administration, and Edgenuity teachers.
4. Protect your student account by not sharing login information and logging out when you are not active.
5. Become a self-advocate by reaching out to IATS staff and Edgenuity teachers when needing assistance and have strong time management skills.
6. Stay active in and maintain daily progress on coursework.
7. Adhere to the academic integrity and act in an ethical and honest manner in all your academic courses.
8. Take care of school equipment and materials. Report damage and issues to MEIT Help Desk at [Helpdesk@myexecit.com](mailto:Helpdesk@myexecit.com).
9. Check grades and progress regularly for all your academic course work.
10. Follow all policies and practices set by Indiana Agriculture and Technology School as outlined in the Student/Parent School Handbook.

### **Part 3: Parent(s)/Guardian(s) Responsibilities and Expectations**



Indiana Agriculture & Technology School seeks to be an educational option that provides a challenging, rigorous education that exceeds Indiana state standards. We recognize that without parent/guardian support and sufficient student motivation, this environment may not foster student success for all. Students engaging in hybrid/online education comes with additional responsibilities that go beyond what is expected of students in a traditional school setting. Therefore, students and parents/guardians agree to:

1. Treat school staff and students with respect and courtesy.
2. Provide (and update as necessary) current phone numbers, mailing address, email addresses, or other means of communication.
3. Return all requested documentation and forms that are requested by IATS school.
4. Commit to timely and full participation in scheduled School academic events and classes.
5. Communicate daily with the student concerning schoolwork, review assignments, and provide appropriate assistance.
6. Contact your student(s) Student Learning Advocate immediately if your student(s) academic work is not on pace or below a passing grade of C in any class.
7. Provide a study atmosphere and support a regular study schedule at home.
8. Assure the student is ready to learn in a timely manner.
9. Make additional trips to the school designated site if the student requires additional assistance, counseling, or tutoring.
- 10. Follow procedures and schedules for all required state testing and local assessments. The school does not provide transportation to the required state assessments. Refer to Page 7 under State Testing Assessment – Required.**
11. To follow the policies set forth in the School Parent/Student Handbook.