

Hoosier Academy, Inc.
 Regular Board Meeting Minutes
 August 28, 2018

Upon determining the presence of a quorum, Board President John Marske called the meeting to order at 5:37P.M. Tuesday, August 28, 2018.

Chairman Marske read the Board Mission: 1) make sure that our school accomplishes the outcomes it was chartered to produce (i.e. student achievement) and 2) Make sure that nothing illegal, unethical, or imprudent occurs.

| Name | Present | Absent | Arrived Late | Departed Early | Electronic Participation |
|-------------------------|---------|--------|--------------|----------------|--------------------------|
| John Marske | ✓ | | | | |
| George Giltner | ✓ | | | | |
| Gary Meyer | ✓ | | | ✓ | |
| Maurice Boler | ✓ | | | | |
| Andrea Gilmartin | | ✓ | | | |
| Michelle Study-Campbell | ✓ | | ✓ | | |

Others in Attendance:

| K12 Representatives | HA Staff | Community Members |
|---|--------------------------------|-------------------|
| Enrico Rudolph Kathy Coe Elizabeth Lamey Patsy Woods Darren Reed, phone Kris Phillips Amelia Torres | Jennifer Lyons Alissa Davis | |

B. Approval of the July Minutes:

Mr. Giltner motioned to approve the July 24, 2018 minutes. Mr. Meyer seconded. Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; and Mr. Giltner, yes. The motion passed.

C. Adoption of the August Agenda:

Mr. Marske presented the August 28, 2018 agenda with the Mr. Meyer motioned to approve the August 28, 2018 agenda with the amendment. Mr. Giltner seconded. The motion passed.

D. Oral Communication:

None.

III. Hoosier Academy, Governance and Organization

A. Introduction of the new Insight 9-12 and Hybrid 7-12 Academic Administrator, Elizabeth Lamey

Ms. Lamey introduced the new academic administrator for hybrid 7-12 and Insight 9-12, Amelia Torres. We are excited to have her join our team and comes to us with great experiences.

B. Resolution 2018-17, Approval of Student Engagement and Attendance Policy

Mr. Marske presented Resolution 2018-17.

Mr. Giltner motioned to approve Resolution 2018-17, Approval of Student Engagement and Attendance Policy. Mr. Meyer seconded. The motion passed.

Mr. Giltner met with Head of Schools, Elizabeth Lamey, Family Engagement Coordinator, Kris Phillips, and legal counsel, Jenny Perry to review the changes, discuss why the change is needed, and to discuss the process that the administration team is taking to ensure that students are attending class. Mr. Giltner stated that he was surprised that the information that teachers and the school's tracks does not come from one main source within K12. The information comes from multiple systems and sources and has to be pulled and then integrated into one main spreadsheet. There is a program and software that would pull and do all the things that the school needs and the administration team is working with K12 to see if purchasing the system would be possible.

C. Social Media Authorization Form Initial Review

The school wants to start getting parent consent to use their student's picture on social media platforms to showcase some of the things that the teachers are doing in their classrooms. The school presented a draft authorization form to legal and there is a recommendation to change the form to an 'opt out' because it is similar to the kind used for FERPA directory information. K-6 hybrid Academic Administrator, Jill Landers reiterated that her teachers want to help with the enrollment and hybrid and want to take a grassroots approach; show our families what we are doing in the classroom to share with their friends.

D. MindPlay/Ascend Student Waiver Initial Review

The board has reviewed the initial draft of the MindPlay/Ascend Student Waiver and had no questions for administration.

E. Live ClassConnects Student Waiver Initial Review

The board has reviewed the initial draft of the Live ClassConnects Student Waiver and had no questions for administration.

F. 18 and Over Procedure Discussion

The board would like more information from the school along with legal before having any further discussion on the 18 and over procedure.

G. Building Maintenance Update

Ms. Lamey updated the board on the building and certain maintenance issues that the building is responsible for fixing. If there are items that the school is responsible for fixing, then the board will need to see if there is any room in the budget to make those improvements. The Caito will also undergo a walk through.

II. Hoosier Academy, Financial, Legal, and School Operations

A. Financial Report, Enrico Rudolph

Mr. Rudolph reviewed the financials for July. There has been no change in revenue, and a decrease in overall school expenditures due to open positions and delay in hiring. There was 74.1% overall increase in cash balance as well as in other current assets. The cash flow inflows were in State Aid FY19 enrollment projection and restricted funding, and the outflow big expenses were K12 and payroll. The board would like for legal counsel to provide a comparison review of the fiscal policies and procedures before they approve the revised policies and procedures.

Mr. Meyer motioned to accept the July financials subject for review and audit. Mr. Giltner seconded. The motion passed.

Mr. Rudolph reviewed the July vouchers. This month we spent close to \$300M. Nothing unusual, as this was a quiet month for the school. The board had time to review.

Mr. Meyer stated that the finance committee to review the vouchers and found nothing unusual and motioned to accept the July 2018 vouchers for Insight and Indy for audit. Mr. Marske seconded. The motion passed.

B. Dual Credit Cost Initial Review

Ms. Lamey recommended that the school continue to cover the cost for students taking dual credit courses through Ivy Tech as well as provide additional financial support for course textbooks and materials. There are criteria for students to meet to enroll in this option, and it has been put into the budget. The board agrees that this is a great program and is comfortable maintaining the cost. The board would like to see dual credit numbers from last year.

C. Community Report

Ms. Waterman provided an overview of the events that are planned through K12 marketing. Ms. McFann provided an overview of the events that the school is planning for the year that cater more towards Insight and Indy students.

See attached reports.

D. Enrollment Report, Kathy Coe

July and August numbers are smaller because once school starts in August, we are able to identify the students who said they were returning, but decided not to, and students that we have not heard from since summer. We are working on improving our enrollment process so that families we are contacting them sooner in the application process so that they are aware of expectations so that they can make a more educated decision about Hoosier. The board hopes sooner rather than later that we can share our good stories about Hoosier and wants to hear the success stories. There are also student teacher ratios in Dropbox for the board to review

E. *Compliance Report, Kathy Coe*

The school is up to date on reports submission. The next report is Title I and that is for September 17th and dual credit submission September 21st.

F. *Personnel Report, Nadina McFann*

The 2018-2019 organizational charts along with the staff comparison from 17-18 to 18-19 is in Dropbox for the board to review. The staff comparison spreadsheet shows the position/grade level/subject and the total number of staff that fill that role followed by if the position is filled. There are notes within the spreadsheet that tell what subjects within their content. The HOS is aware of the numbers at Insight and is working with the K12 finance requesting a couple of new hires, English and math interventionist, for Insight to help with the high student teacher ratios. The advisors are now a part of the FAST team because a lot of their roles fall into the FAST program of supporting and contacting families. The board would like to see the total numbers of students in each on the master teacher schedules that are available for the board in Dropbox to ensure that teachers are not having more than the student teacher ratios.

IV. Hoosier Academy- School and Student Outcomes

A. *Testing Update Report*

Ms. Lamey updated the board on testing results. The IDOE has updated all schools that nothing official for ISTEP results can be shared as they are still embargoed.

B. *Consolidated Plan, Academic Reports*

The board reviewed and discussed what they would like to see for this academic year in the academic reports. The board would like to see the following:

- Comparison to previous month (could be quarterly, semester.... etc.)
- Track student persistency data
- Teacher spotlight
- Data trends and what action steps are being taken

C. *FAST Report*

See attached report.

V. Board Development

A. *Items for next month:*

1. Insight Reauthorization
2. Fiscal Policy and Procedure
3. Student Waivers for ClassConnect and MindPlay/Ascend
4. Social Media Authorization
5. Visitor Policy

Next Board meeting is September 25, 2018, Franklin Rd, at 5:30pm.
Being no further business, the meeting adjourned at 7:10pm
Signatures for Approval of the August 28, 2018 Minutes.



John Marske, Board President

9/25/18
Date

George Giltner, Board Secretary

Date

DRAFT

HOOSIER ACADEMY, INC.

**Resolution to Adopt
Student Attendance & Engagement Policy**

Resolution No. 2018-17

WHEREAS, all virtual charter schools must adopt a student engagement policy all as more particularly provided in Indiana Code 20-24-7-13 (g) and (h); and

WHEREAS, the Board of Directors of Hoosier Academy, Inc. (“Corporation”) previously adopted a student attendance and engagement policy for the Hoosier Academy Network of Schools operated by the Corporation, and has directed the Head of Schools and school administration to review the current policy for recommended updates or modifications; and

WHEREAS, the Head of Schools and school administration has reviewed the student attendance and engagement policy and made recommendations for updating and modifying the policy which has been presented to the Board for its review and consideration; and

WHEREAS, the Board of Directors has reviewed and considered the student attendance and engagement policy, as modified and in the form attached hereto as Exhibit A, and deems it prudent and in the interest of the Corporation to adopt the attendance and engagement policy as modified and presented.

IT IS THEREFORE RESOLVED that the revised student attendance and engagement policy attached hereto as Exhibit A be, and it hereby is, approved and adopted by the Corporation for the charter schools operated by the Corporation.

Voice Vote:

Ayes: 4 No: 0

Date: 8/24/18

Certification of Board Secretary:



Hoosier Academy – Indianapolis Attendance and Engagement Policy

Hoosier Academy Network of Schools is bound by the requirements of Indiana Code 20-33-2 regarding compulsory school attendance. ***It is important that you, the legal guardian, understand that the virtual component of Hoosier Academy – Indianapolis is not homeschool. Hoosier Academy – Indianapolis is a public school subject to the same legal requirements as other public schools, including those prescribing mandatory attendance and engagement. Violation of school policies pertaining to attendance and engagement will result in corrective action, as prescribed here and in the Code of Student Conduct, up to and including expulsion.***

Background:

Hoosier Academy's students are required by state law (IC 20-33-2) to attend school every day that we are in session unless there is a valid reason to excuse the absence (see Excused Absences and Exempt Absences below). Pursuant to IC 20-33-2-3.2, "'attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

Hoosier Academy strongly desires to work in partnership with families to ensure your student's academic success. If there are extenuating circumstances that may affect your student's attendance, we ask you to notify your child's Counselor and homeroom teacher as soon as possible.

Logging Attendance:

Learning Coaches/Legal Guardians are required to input attendance each day, including building-based days, to reflect the amount of time the student has spent in each subject area. Virtual day attendance hours include time spent in live Class Connect sessions, time watching recorded Class Connect sessions, time spent working online, off line, and any approved education related activities. Student attendance hours are logged in the attendance screen on the parent's OLS. Attendance should be logged daily but in no event later than 12:00 Midnight EST Monday for the previous week.

Required attendance is as follows:

- For Middle School and High School Students, six (6) hours should be entered into the Online System daily (totaling 30 hours per week)
- For Elementary Students, five (5) hours should be entered into the Online System daily (totaling 25 hours per week)

What Constitutes a Day of Absence:

An absence occurs when:

- A student does not report to school on building-based days,
- A student does not log into the Learning Management System (LMS),
- A student fails to go in or fails to log into all classes,
- No assignments were completed,
- The learning coach or legal guardian does not enter attendance, and/or
- A student does not attend required state testing (such as ISTEP, ILEARN, I AM, WIDA, ECA, IREAD3).

Missing 6 live class connect sessions constitutes a day of absence. All classes are required.

Reporting Absences:

Please Email your student's Counselor and homeroom teacher if the student will be absent and unable to attend school on building-based days, attend Class Connect sessions, or log in to the on-line school OLS/LMS. Please state the reason for the absence in the Email as well as the expected duration of the absence. Documentation for the absence should also be attached to the email. Families can use their cell phone to take a picture of the document and attach it. Doctor's notes should be specific with a date and time.

Ensure that you have your child's list of teachers/counselors. Families must report any changes in contact numbers or addresses to the school. Contact the front desk to make any changes at 317-495-6494. The front desk can also give you contact numbers if you need them. Remember that regardless of the reason for the absence, students are expected to make up work in the LMS.

Excused Absences:

In each of the circumstances below, the student is excused from school and recorded as absent.

Excused absences are defined as absences that the School regards as legitimate reasons for being out of school. These include:

- Student illness or injury in which the learning coach or legal guardian sends an Email to the student's primary teacher (K-6) or homeroom teacher (7-12) with an explanation of why the student is unable to attend (stomachache, headache, flu, etc.);
 - If an absence due to illness or injury extends past three days a doctor's note is required in order for the absence to continue to be excused;
 - The School also reserves the right to require documentation from the student's physician verifying that it is appropriate for the student to return to school;
 - If medical documentation verifies that the student will be absent for twenty (20) or more days, the school will provide homebound instruction to the student on the days that the student is out due to injury or illness (511 IAC 7-42-12). Homebound instruction is provided by a licensed teacher through Hoosier Academies' virtual system, and the student is counted as present;
- Medical appointments are excused with confirmation of the appointment date and time from the provider; when possible medical appointments should be scheduled before or after school hours;
- Technical difficulties with Blackboard Collaborate if the learning coach provides a K12 Help Desk ticket number via email to the primary teacher (K-6) or counselor (7-12);
- Death in the immediate family – up to three (3) days may be excused (obituary may be required);
- Court appearances required by legal authorities, unless absence is exempt as specified below (verification may be required);
- Maternity – Child birth (one week or amount of time dictated by a doctor's note);
- Military Connected Families (e.g. absences related to deployment and return, which should be arranged in advance with your student's primary teacher (K-6) or counselor (7-12);
- Absences not to exceed two (2) consecutive days for religious observances (including but not limited to Ash Wednesday, All Soul's Day, Good Friday, Hanukkah) may be excused with appropriate documentation.

Exempt Absences:

Exempt absences are those for which Indiana law requires the School to count the student as present, including:

- Serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
- When subpoenaed to testify in court (IC 20-33-2-16);
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17);
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7);
- Educationally related non-classroom activities (IC 20-33-2-17.5), including School sponsored field trips, subject to the following qualifications:
 - Student must be in good standing academically and with regard to attendance;
 - Trip permission form must be completed;
 - Families must log attendance as outlined above;
 - Students must make up all assignments from the missed day(s) (make up assignments must be submitted no later than midnight on the next school day attended).

Habitual Absence:

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent [ten or more days of absence without being excused] from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

Unexcused Absences:

An unexcused absence is any absence not covered under the above definitions of Excused or Exempt Absences. Examples include, but are not limited to:

- No working internet (at home or remotely while away from your home base);
- Family vacation;
- Area school districts are not in school due to inclement weather when we are in school;
- **Failure to report attendance via the OLS;** and
- **Failure to report for in-person state testing.**

Hoosier Academy – Indianapolis, an Indiana public school, must follow the rules and regulations set by the Indiana General Assembly and the Indiana Department of Education (IDOE). According to IDOE, students are required to participate in all state testing. Being a part of Hoosier Academy means that some travel to a testing location may be required. We will work to minimize family inconvenience and appreciate your efforts on behalf of your child.

Specific testing dates and locations will be published no later than two weeks prior to the testing window. The school cannot guarantee that the student's assigned teacher will be the test proctor. The school does attempt to assign teachers to testing sites where many of their students will be participating.

Excessive Absenteeism Process/Truancy:

3 DAYS Unexcused Absences –

Staff will do the following...

Send an automated call to the primary number listed on the student's account advising of the number of unexcused absences and a reminder regarding the Attendance and Engagement Policy. **Learning coaches will also receive an Email notifying them of the unexcused absences.**

5 DAYS Unexcused Absences-

Staff will do the following...

A second automated call will be sent to the primary number listed on the student's account advising of the number of unexcused absences and a reminder regarding the Attendance and Engagement Policy. **Learning coaches will also receive an Email notifying them of the unexcused absences.**

8 DAYS Unexcused Absences –

Staff will do the following...

A personal call will be made to the legal guardian and an Email will be sent to the legal guardian advising of the number of absences and the consequences of truancy.

10 DAYS Unexcused Absences –

Staff will do the following...

A certified letter requiring a signature will be mailed to the address on file advising of potential consequences (one of which is expulsion) and a mandatory response date for a conference.

The certified letter will outline that a Truancy Meeting is required with the Family Compliance Liaison Monitor (Truancy Officer). **To schedule the meeting, the legal guardian will be required to call the number listed in the certified letter.** The legal guardian and student are both required to be present at the meeting. All meetings are conducted via conference call unless an in-person hearing is requested at the time of scheduling. If the letter is signed for, but not responded to by the response deadline, **expulsion procedures will be commenced.** If the letter is returned by the US Post Office as "unclaimed," the student will be withdrawn from courses, reported to the Indiana Clearinghouse of Missing Children, and treated as a missing student.

Additionally, the school shall contact the Department of Child Services (DCS) in the student's county of residence and the county prosecutor and/or probation department. For students in grade 9-12, a notice will be sent to the Bureau of Motor Vehicles (BMV) and the student's driver's permit/license may be revoked pursuant to IC 20-33-2-11 for the period of time determined by the BMV.

A truancy determination will be made at the conclusion of the Truancy Meeting unless otherwise stated during the conference. If a student is expelled, the legal guardian will receive a letter via first class mail with the truancy determination, the expulsion dates, and the steps to request an appeal.

15 DAYS Unexcused Absences –

Staff will do the following...

A Truancy Meeting and/or Manifest Determination Conference will be conducted. The legal guardian and student are both required to be present at the meeting. All meetings are conducted via conference call unless an in-person hearing is requested at the time of scheduling. If the letter is signed for, but not responded to by the response date, **expulsion procedures will be commenced.**

A truancy determination will be made at the end of the Truancy Meeting by administration unless otherwise stated during the conference. If a student is expelled, the legal guardian will receive a letter via first class mail with the truancy determination, the expulsion dates, and the steps to request an appeal.

Truancy Appeal Process:

An appeal may be made only after the conclusion of the truancy conference and a truancy determination. Appeals must be submitted in writing prior to the appeal date listed in the truancy determination letter. Once received, the legal guardian will be notified as to whether the appeal has been granted. If the appeal is granted, an appeals conference will be held with a school administrator. The outcome of the appeals conference is binding.

Attendance and Engagement FAQs

Q: When can I log attendance?

A: Attendance should be logged daily. Attendance for the week must be logged no later than 12:00 Midnight EST Monday for the previous week. Families will not be able to log attendance after Monday for the week before. Learning Coaches cannot go in and change historical days of attendance.

Q: Where do I need to log my child's attendance and how often?

A: Student attendance hours are logged in the attendance screen on the parent's OLS and must be entered daily and at the latest on Monday for the week before.

Q: Why should I log attendance?

A: Attendance must be logged to meet legal requirements for attendance for the time students spend taking English, Math, Social Studies, Science, any other classes including all electives, PE, and then work time OLS, Mindplay and/or Ascend. Logging attendance also provides you and your child with a record of the work accomplished.

Q: What are supplemental hours?

A: Provided that the child first completes the K12 coursework, attendance time may be logged if the child engaged in activities related to the course objectives. Contact your teacher before entering supplemental attendance time to ensure the additional activity you wish to include satisfies course objectives.

Q: What should I do if I forgot to log my child's supplemental hours?

A: Contact your Counselor (Hybrid) to correct the hours.

Q: How many hours should my child log if he or she enrolled after the start of school?

A: Although progress will be prorated, your student should follow the guideline of expected hours regardless of the time they entered school.

Q: Do I log attendance for the actual time the lesson took or just the default time that comes up on the OLS?

A: You must log the **actual amount of time** it took for the student to complete the lesson(s) each day. If you consistently observe your student completing lessons before he or she accumulates the required amount of time, you may benefit from setting a time limit to each subject, rather than just expecting one lesson per day.

Q: Can a student attend partial days on building-based days or have a reduced schedule?

A: Students must attend full-days of school on our two building-based days to meet our requirement.

Q: What does Virtual Day Attendance look like?

A: Students attend school daily –

- Six (6) hours should be entered into the Online System daily (30 hours a week) for middle and high school students
- Five (5) hours should be entered into the Online System daily (25 hours a week) for elementary students
- 6 hours should be logged when the student has an **excused or exempt absence if documentation has been sent to the** primary teacher (K-6) or counselor (7-12)
- **Without documentation, the student is unexcused and would earn 0 hours for the school day**

Example of how to count the hours:

- Time spent in live classes or spent viewing recordings (when absent) for:
 - Math,
 - Ascend,
 - ELA,
 - Mindplay,
 - Social Studies,
 - Science,
 - Small group
- PE –Doing a physical activity independently
- Additional Mindplay completed independently
- Additional Ascend completed independently
- Working on K12 Curriculum independently
- Attending Office Hours or Homeroom
- All time spent in live classes or spent viewing recordings for classes including elective classes
- Reading a book/article for class

Note for Hybrid Families: Parents are strongly encouraged to make all professional appointments for their children on virtual school days instead of building-based days in order to remain compliant with this requirement.

Insight School of Indiana Attendance and Engagement Policy

Hoosier Academy Network of Schools is bound by the requirements of Indiana Code 20-33-2 regarding compulsory school attendance. ***It is important that you, the legal guardian, understand that Insight School of Indiana (ISIN) is not homeschool. ISIN is a public school subject to the same legal requirements as other public schools, including those prescribing mandatory attendance and engagement. Violation of school policies pertaining to attendance and engagement will result in corrective action, as prescribed here and in the Code of Student Conduct, up to and including expulsion.***

Background:

ISIN's students are required by state law (IC 20-33-2) to attend school every day that we are in session unless there is a valid reason to excuse the absence (see Excused Absences and Exempt Absences below). Pursuant to IC 20-33-2-3.2, "'attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

ISIN strongly desires to work in partnership with families to ensure your student's academic success. If there are extenuating circumstances that may affect your student's attendance, we ask you to notify your child's Advisor as soon as possible.

Logging Attendance:

Learning Coaches/Legal Guardians are required to input attendance each day to reflect the amount of time the student has spent in each subject area. Virtual day attendance hours include time spent in live Class Connect sessions, time watching recorded Class Connect sessions, time spent working online, off line, and any approved education related activities. Student attendance hours are logged in the attendance screen on the parent's OLS. Attendance should be logged daily but in no event later than 12:00 Midnight EST Monday for the previous week.

Required attendance for ISIN Middle School and High School Students is as follows: six (6) hours should be entered into the Online System daily (totaling 30 hours per week).

What Constitutes a Day of Absence:

An absence occurs when:

- A student does not log into the Learning Management System (LMS),
- A student fails to go in or fails to log into all classes,
- No assignments were completed,
- The learning coach or legal guardian does not enter attendance, and/or
- A student does not attend required state testing (such as ISTEP, ILEARN, I AM, WIDA, ECA, IREAD3).

Missing 6 live class connect sessions constitutes a day of absence. All classes are required.

Reporting Absences:

Please Email your student's Advisor if the student will be absent and unable to attend Class Connect sessions or log in to the on-line school OLS/LMS. Please state the reason for the absence in the Email as well as the expected duration of the absence. Documentation for the absence should also be attached

to the email. Families can use their cell phone to take a picture of the document and attach it. Doctor's notes should be specific with a date and time.

Ensure that you have your child's list of teachers and Advisors. Families must report any changes in contact numbers or addresses to the school. Contact the front desk to make any changes at 317-495-6494. The front desk can also give you contact numbers if you need them. Remember that regardless of the reason for the absence, students are expected to make up work in the LMS.

Excused Absences:

In each of the circumstances below, the student is excused from school and recorded as absent.

Excused absences are defined as absences that the School regards as legitimate reasons for being out of school. These include:

- Student illness or injury in which the learning coach or legal guardian sends an Email to the student's Advisor with an explanation of why the student is unable to attend (stomachache, headache, flu, etc.);
 - If an absence due to illness or injury extends past three days a doctor's note is required in order for the absence to continue to be excused;
 - The School also reserves the right to require documentation from the student's physician verifying that it is appropriate for the student to return to school;
 - If medical documentation verifies that the student will be absent for twenty (20) or more days, the school will provide homebound instruction to the student on the days that the student is out due to injury or illness (511 IAC 7-42-12). Homebound instruction is provided by a licensed teacher through Hoosier Academies' virtual system, and the student is counted as present;
- Medical appointments are excused with confirmation of the appointment date and time from the provider; when possible medical appointments should be scheduled before or after school hours;
- Technical difficulties with Blackboard Collaborate if the learning coach provides a K12 Help Desk ticket number via email to the student's Advisor;
- Death in the immediate family – up to three (3) days may be excused (obituary may be required);
- Court appearances required by legal authorities, unless absence is exempt as specified below (verification may be required);
- Maternity – Child birth (one week or amount of time dictated by a doctor's note);
- Military Connected Families (e.g. absences related to deployment and return, which should be arranged in advance with the student's Advisor);
- Absences not to exceed two (2) consecutive days for religious observances (including but not limited to Ash Wednesday, All Soul's Day, Good Friday, Hanukkah) may be excused with appropriate documentation.

Exempt Absences:

Exempt absences are those for which Indiana law requires the School to count the student as present, including:

- Serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);

- When subpoenaed to testify in court (IC 20-33-2-16);
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17);
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7);
- Educationally related non-classroom activities (IC 20-33-2-17.5), including School sponsored field trips, subject to the following qualifications:
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 - Trip permission form must be completed;
 - Families must log attendance as outlined above;
 - Students must make up all assignments from the missed day(s) (make up assignments must be submitted no later than midnight on the next school day attended).

Habitual Absence:

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent [ten or more days of absence without being excused] from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

Unexcused Absences:

An unexcused absence is any absence not covered under the above definitions of Excused or Exempt Absences. Examples include, but are not limited to:

- No working internet (at home or remotely while away from your home base);
- Family vacation;
- Area school districts are not in school due to inclement weather when we are in school;
- **Failure to report attendance via the OLS;** and
- **Failure to report for in-person state testing.**

ISIN, an Indiana public school, must follow the rules and regulations set by the Indiana General Assembly and the Indiana Department of Education (IDOE). According to IDOE, students are required to participate in all state testing. Being a part of ISIN means that some travel to a testing location may be required. We will work to minimize family inconvenience and appreciate your efforts on behalf of your child.

Specific testing dates and locations will be published no later than two weeks prior to the testing window. The school cannot guarantee that the student's assigned teacher will be the test proctor. The school does attempt to assign teachers to testing sites where many of their students will be participating.

Excessive Absenteeism Process/Truancy:

3 DAYS Unexcused Absences –

Staff will do the following...

Send an automated call to the primary number listed on the student's account advising of the number of unexcused absences and a reminder regarding the Attendance and Engagement Policy. **Learning coaches will also receive an Email notifying them of the unexcused absences.**

5 DAYS Unexcused Absences-

Staff will do the following...

A second automated call will be sent to the primary number listed on the student's account advising of the number of unexcused absences and a reminder regarding the Attendance and Engagement Policy. **Learning coaches will also receive an Email notifying them of the unexcused absences.**

8 DAYS Unexcused Absences –

Staff will do the following...

A personal call will be made to the legal guardian and an Email will be sent to the legal guardian advising of the number of absences and the consequences of truancy.

10 DAYS Unexcused Absences –

Staff will do the following...

A certified letter requiring a signature will be mailed to the address on file advising of potential consequences (one of which is expulsion) and a mandatory response date for a conference.

The certified letter will outline that a Truancy Meeting is required with the Family Compliance Liaison Monitor (Truancy Officer). **To schedule the meeting, the legal guardian will be required to call the number listed in the certified letter.** The legal guardian and student are both required to be present at the meeting. All meetings are conducted via conference call unless an in-person hearing is requested at the time of scheduling. If the letter is signed for, but not responded to by the response deadline, **expulsion procedures will be commenced.** If the letter is returned by the US Post Office as "unclaimed," the student will be withdrawn from courses, reported to the Indiana Clearinghouse of Missing Children, and treated as a missing student.

Additionally, the school shall contact the Department of Child Services (DCS) in the student's county of residence and the county prosecutor and/or probation department. For students in grade 9-12, a notice will be sent to the Bureau of Motor Vehicles (BMV) and the student's driver's permit/license may be revoked pursuant to IC 20-33-2-11 for the period of time determined by the BMV.

A truancy determination will be made at the conclusion of the Truancy Meeting unless otherwise stated during the conference. If a student is expelled, the legal guardian will receive a letter via first class mail with the truancy determination, the expulsion dates, and the steps to request an appeal.

15 DAYS Unexcused Absences –

Staff will do the following...

A Truancy Meeting and/or Manifest Determination Conference will be conducted. The legal guardian and student are both required to be present at the meeting. All meetings are conducted via conference call unless an in-person hearing is requested at the time of scheduling. If the letter is signed for, but not responded to by the response date, **expulsion procedures will be commenced.**

A truancy determination will be made at the end of the Truancy Meeting by administration unless otherwise stated during the conference. If a student is expelled, the legal guardian will receive a letter via first class mail with the truancy determination, the expulsion dates, and the steps to request an appeal.

Truancy Appeal Process:

An appeal may be made only after the conclusion of the truancy conference and a truancy determination. Appeals must be submitted in writing prior to the appeal date listed in the truancy determination letter. Once received, the legal guardian will be notified as to whether the appeal has been granted. If the appeal is granted, an appeals conference will be held with a school administrator. The outcome of the appeals conference is binding.

Attendance and Engagement FAQs

Q: When can I log attendance?

A: Attendance should be logged daily. Attendance for the week must be logged no later than 12:00 Midnight EST Monday for the previous week. Families will not be able to log attendance after Monday for the week before. Learning Coaches cannot go in and change historical days of attendance.

Q: Where do I need to log my child's attendance and how often?

A: Student attendance hours are logged in the attendance screen on the parent's OLS and must be entered daily and at the latest on Monday for the week before.

Q: Why should I log attendance?

A: Attendance must be logged to meet legal requirements for attendance for the time students spend taking English, Math, Social Studies, Science, any other classes including all electives, PE, and then work time OLS, Mindplay and/or Ascend. Logging attendance also provides you and your child with a record of the work accomplished.

Q: What are supplemental hours?

A: Provided that the child first completes the K12 coursework, attendance time may be logged if the child engaged in activities related to the course objectives. Contact your teacher before entering supplemental attendance time to ensure the additional activity you wish to include satisfies course objectives.

Q: What should I do if I forgot to log my child's supplemental hours?

A: Contact your Advisor to correct the hours.

Q: How many hours should my child log if he or she enrolled after the start of school?

A: Although progress will be prorated, your student should follow the guideline of expected hours regardless of the time they entered school.

Q: Do I log attendance for the actual time the lesson took or just the default time that comes up on the OLS?

A: You must log the **actual amount of time** it took for the student to complete the lesson(s) each day. If you consistently observe your student completing lessons before he or she accumulates the required amount of time, you may benefit from setting a time limit to each subject, rather than just expecting one lesson per day.

Q: Can a student attend partial days on building-based days or have a reduced schedule?

A: Students must attend full-days of school on our two building-based days to meet our requirement.

Q: What does Virtual Day Attendance look like?

A: Students attend school daily –

- Six (6) hours should be entered into the Online System daily (30 hours a week) for middle and high school students
- Five (5) hours should be entered into the Online System daily (25 hours a week) for elementary students
- 6 hours should be logged when the student has an excused or exempt absence if documentation has been sent to the Advisor
- Without documentation, the student is unexcused and would earn 0 hours for the school day

Example of how to count the hours:

- Time spent in live classes or spent viewing recordings (when absent) for:
 - Math,
 - Ascend,
 - ELA,
 - Mindplay,
 - Social Studies,
 - Science,
 - Small group
- PE –Doing a physical activity independently
- Additional Mindplay completed independently
- Additional Ascend completed independently
- Working on K12 Curriculum independently
- Attending Office Hours or Homeroom
- All time spent in live classes or spent viewing recordings for classes including elective classes
- Reading a book/article for class

Note for ISIN Families: Parents are strongly encouraged to make all professional appointments for their children on Wednesdays.



Hoosier Academy Indianapolis & the Insight School of Indiana

August Community and Marketing Review



Monthly Onsite Hoosier Academies Indianapolis Teacher Q & A and Tour

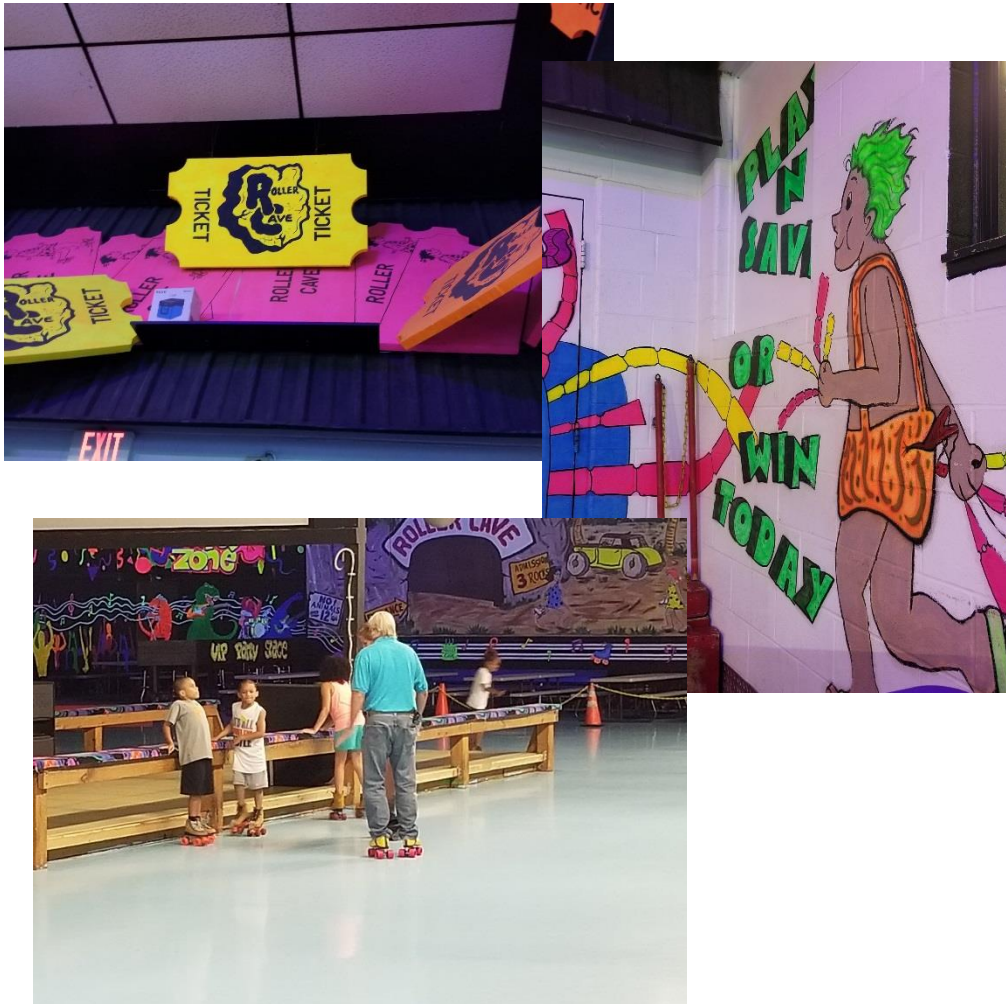


Join us at the Hoosier Academies Indianapolis Learning Centers to tour our facilities and learn how your student can benefit from K12's high-quality curriculum. School staff will be on hand to answer your questions. Register today!

August 23rd @ Lynn Black Elementary – Back to School Night
August 28th @ MS/HS Learning Center – Back to School Night

These events are promoted via lead invitation email, Facebook and the enrollment center.

Back to School Skate – August 13th, 2018



K12 Sponsored Back 2 School Skate

Join Indiana K12 students, families and school staff for a fun-filled evening of roller skating. Bring the kids and your questions, and learn all about our schools! For currently enrolled families and their students, come and meet other students and families! Register today for FREE admission. All grades welcome! *Concessions will be available for purchase.

All Grades

Cost: FREE



Science Lab “Insects” public program

- Family members can examine insects under the microscope, learn how insects see and eat, discover the difference between insects and arachnids.
- K12 signage and bookmark takeaway during every session of insect programming
- Promoting online education and virtual labs
- Next Scheduled Days onsite:
 - August 30th
 - September 6th

Hoosier Academies – Indy Promotion



HOOSIER
ACADEMYSM
at INDIANAPOLIS

POWERED BY K12

A social media post for Hoosier Academy at Indianapolis. The post features a profile picture of the Hoosier Academy logo, a main image of a smiling young woman in a pink and white checkered shirt, and a smaller image of a young boy looking through a magnifying glass. The text includes 'PUBLIC SCHOOL at Home' and 'ENROLLING FOR THE 2018-2019 SCHOOL YEAR'. The background of the main image has various educational terms like 'analyze', 'understanding', 'observe', 'creativity', and 'investigate' written in a chalk-like font.

- HA.K12.com [prospective family calendar](#)
- [Hoosier Academies at K12 – Facebook](#)
- Tour and event Indiana lead invitations to targeted zip codes for schools closing
- Enroll Indy event listings
- Indy’s Child ad placement – August
- WTLC interview with Kevin Chavous rescheduled for August 6th @ 2p
- Paid search terms regarding the schools closing, i.e. “John Marshall High School”



August

- Aug. 23rd K-6 Back to School Night at Lynn Black Elementary
- Aug. 28th MS/HS Back to School Night
- [Indy's Child Back to School Edition](#) p. 31
- September 4th MS/HS Information Session/School Tour
- September 6th K6 Information Session/School Tour



Hoosier Academies Network of Schools Community Report 2018-2019 School Year Preview

Megan Trumm, Family Engagement Coordinator

Overview:

One per month with the intent on rotating between the Indianapolis area and other strong student population areas. The goal is that all students have at least two events in their general area. The focus will be primarily educational, or trips that can be connected to the school's GoPlay! Grant.

Possible Events for Hoosier Families:

- Albanese Factory
- Indiana Dunes (outdoors)
- Colts
- Pacers
- Toyota factory
- Indianapolis Motor Speedway
- Children's Museum
- Zoo (outdoors)
- Marengo Caves
- Lincolns Boyhood Home (outdoors)
- Indiana Statehouse Tour
- Angel Mounds Historic Site (outdoors)
- TC Steele State Historic Site (outdoors)
- Wish-TV- Indianapolis

**some are free, and some are pay events, but it is balanced between.*

**some do have a minimum number for groups*

In addition, we will offer some virtual field trips. Ms. Trumm reached out to some speakers that mesh for each age range. And lastly, virtual social hours will be organized for Wednesday afternoons to really help students connect and feel like they are part of the school community.

And lastly, teachers can still organize field trips and events. Teacher led field trips are more grade level specific as they tie to their curriculum and what they are talking about in their class. Teacher led events have an internal form and process that has to be approved by their administrator.

FAST Process - Start of School or New Cohort

Timeline to Follow if No Response/Continued Non-engagement and/or Truancy

| | Tier 1 | | | | Tier 2 | | | Tier 3 | | Tier 4 | |
|------------------------|--|-------|---------------------------|-------|--|---|-------|--|---|---|--|
| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 15 |
| Teachers | Daily after class: Send email template to all student who missed class. | | | | | | | | | | |
| Advisors/ Counselor | Contact students daily via phone, email, text. Contact all numbers including family/friends. | | | | Make referral to FAST | | | | | | |
| FASL's & FEC | | | | | <ul style="list-style-type: none"> Setup conference with student/LC. Start BOT plan. | Contact students daily via phone, email, text. Contact all numbers including family/friends | | | If only engagement issue, work w/ FCL on engagement conference. Hold Conference | If no progress conduct Best of Interest Conference | |
| FCL | | | Sends 3 day warning email | | Sends 5 day warning email | | | Sends 8 day warning email; Adds to SPED list | | <ul style="list-style-type: none"> Checks with SPED Director Re: MD Conference; Sends certified notification of expulsion letter. Set up Best Interest Expulsion Conference for 5 business days from today Contacts CPS, probation and the BMV. | <ul style="list-style-type: none"> Holds MD Meeting for SPED & then dependent on the MD, proceed/not proceed with expulsion. Hold Expulsion. Gen. Ed. Meeting Hold Best of Interest Expulsion Conference. |

FCL Communications

| Date | Number of 3 Day Warning Emails Sent | | Number of 5 Day Warning Emails Sent | |
|---------|-------------------------------------|--------|-------------------------------------|--------|
| 8/17/18 | 93 ISIN | 0 Indy | 0 ISIN | 0 Indy |
| 8/20/18 | 82 ISIN | 1 Indy | 20 ISIN | 0 Indy |
| 8/21/18 | 40 ISIN | 0 Indy | 80 ISIN | 0 Indy |

Open FAST Referrals (As of 8/24/18)

| Number/School: | Assigned to: |
|------------------|-------------------|
| 8 ISIN Referrals | FCL/Social Worker |
| 3 Indy Referrals | Tier 2 – FASL |
| 7 ISIN Referrals | Tier 2 - FASL |

Pulse Check Surveys

2 Surveys Sent Out on 7/30/18 & 8/20/18

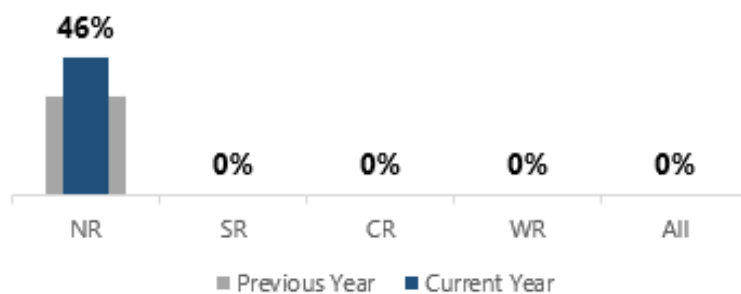
Survey 1 = 239 Responses; 66 Requested Follow-ups

Survey 2 = 208 Responses; 43 Requested Follow-ups

Positives:

- ISIN improved preparation satisfaction by 11% from the previous School Year at this time of the year.
- Indy improved overall satisfaction by 6% from the previous School Year at this time of the year.

MS Preparation
(Top 2 Box Score)



HS Preparation
(Top 2 Box Score)

