

Hoosier Academy, Inc.
 Regular Board Meeting Minutes
 December 18, 2018

Upon determining the presence of a quorum, Board President John Marske called the meeting to order at 5:40P.M. Tuesday, December 18, 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	✓				
Michelle Study-Campbell		✓			

Others in Attendance:

K12 Representatives	HA Staff	Community Members
Enrico Rudolph Kathy Coe Elizabeth Lamey Liz Roth Amelia Torres Patsy Woods Kris Phillips Jennifer Waterman		

B. Approval of the November Minutes:

Mr. Giltner motioned to approve the November 20, 2018 minutes. Mr. Meyer seconded. The motion passed.

C. Adoption of the December Agenda:

Mr. Marske presented the December 18, 2018 agenda as presented with the added items under the Governance and Organization Section of AFLAC and Insperity Services Follow-up. Mr. Giltner motioned to approve the December 18, 2018 agenda as presented with the added agenda items. Mr. Boler seconded. The motion passed.

D. Oral Communication:

None.

climate survey, Insperity has questions that they use, but that those questions can be changed to meet the needs of the school.

Mr. Giltner does not want to duplicate efforts and was not aware of the K12 teacher pulse checks. The board would benefit from seeing the results from teacher pulse checks. Ms. Roth, DRVP, stated that they can provide an overview next month.

Mr. Giltner would like to see the sample questions from Insperity as well as from K12 to compare the what we are doing well and where we can improve. Ms. McFann will provide Mr. Giltner with the Insperity survey questions and Ms. Lamey will provide him with the K12 questions.

Ms. McFann will contact Insperity to let them know that we would like to start conducting the exit interviews.

F. AFLAC

Ms. Coe and Ms. McFann met with an AFLAC representative earlier in the week and wanted to provide the board with the information that was requested from the HR committee, Mr. Giltner and Ms. Study-Campbell last month.

AFLAC is an additional benefit that the school could offer to our employees. The cost is covered by the employee and would not impact the school's budget. AFLAC is not health insurance; it is event insurance. The school only needs three members to participate and they can be in any option, and AFLAC would schedule individual sessions with our employees to help them understand and select the best option for them. The AFLAC would bill us in arrears, and the school would have to manage with Insperity, the deductions. AFLAC is section 125, pre or post tax, for everything but disability which is post tax.

Ms. Coe and Ms. McFann will work with Insperity to see if this would be an additional cost to the school to process and will have information next month.

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

A. Financial Report, Enrico Rudolph

Mr. Meyer stated that the finance committee has reviewed the forecast and budget and there was nothing unusual. There were a few minor adjustments made due to enrollment and discussed how certain items are split between the schools such as copy machine.

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

Mr. Meyer stated that the finance committee has reviewed the vouchers and found nothing unusual; testing was noted as part of the vouchers and motioned to accept the November 2018 vouchers for Insight and Indy for audit. Mr. Giltner seconded. The motion passed.

B. Community Report

See attached report.

D. Compliance Report

The board has reviewed the compliance report and had no questions or discussions.

E. Personnel Report

The board has reviewed the personnel report and had no questions or discussions.

III. Hoosier Academy, School and Student Outcomes

A. Report Card Review

Ms. Lamey reviewed the state and federal report cards for Hybrid and Insight. Insight state report card grade was a C. Here are the highlights:

- Overall Growth Domains GR. 4-8 79.5% & GR 10-12 69.1%
- Gr. 4-8 We grew our Top 75% (ELA 73.2 & Math 59.2%) & our Bottom 25% in (ELA 102.5% and Math 82.9%).
- ELA GR GR 9-12 GR in Top 75% - 74.3% & bottom 25% - 76.9%

Here are the opportunities for Insight:

- No pts for Seniors.
- 95% participation not met. This year monitoring all 162 day students
- Performance/Pass Rates did not count this yr. Ours are low across all grade levels. Particularly Math Grade 10 (3.8%). This will significantly affect our State Accountability Grade next year.
- Math GR 9-12 - Growth Top 75% - 50% low
- CCR - CTE Pathways Graduation – No points - need to identify all students who can pass via CTE (2016-17)
- 4 Year Grad rates low at 17.2% (2016-17)
- 5th Year Grad Cohort – No pts for this - need to identify & push for credit recovery during the year & summer (2016-17)
- Grade 12 – Push hard for growth, attendance, support to graduate

Insight federal report card grade was a D. Here are the highlights:

- Earned a D
- Growth - GR 10 ELA was 75% & Math was 55.7%
- Grades 3-8 - Reached 95.9% Participation

Here are the opportunities for Insight:

- No pts for chronic absenteeism
- ELA proficiency low
- College & Career Readiness low
- No Pts - Graduation or academic achievement for Grades 3-8
- 95% participation needed, not achieved

Hybrid state report card was a C. Here are the highlights:

- Earned a C
- GR 4-8 showed very high growth 117%
- Earned all 4 points for CCR Grad Factors
- Earned high Grade rate 68.4%

- Changes to Program Delivery
 - Remedial courses assigned to students below grade level
 - Supplemental tools implemented for differentiated support
 - Closure of Hoosier Virtual Academy
 - Student ratios were previously supported by the Hoosier Virtual teachers
- Teacher Workload

Next Steps

- Hiring 2 New Teachers
- Ongoing review of instructional program and impact on student academic outcomes and support.

The board was very pleased with the review and happy to see that a high school math and English teacher will be hired in the coming months.

V. Board Development

A. Items for next month:

1. Credit card
2. AFLAC
3. K12 Pulse Checks-George Giltner

Next Board meeting is January 22, Franklin Rd, at 5:30pm.
 Being no further business, the meeting adjourned at 7:13pm
 Signatures for Approval of the December 18, 2018 Minutes.



 John Marske, Board President



 George Giltner, Board Secretary

1/22/19

 Date

1/22/19

 Date

EXHIBIT A
HOOSIER ACADEMY – INDIANAPOLIS ATTENDANCE
AND ENGAGEMENT POLICY

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.

Limit on Absences

A student may not be absent from school for more than ten days in a school year. Both excused and unexcused absences count toward this limit.

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 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 Consecutive Days of Absence –

An automated call will be sent to the primary number listed on the student's account advising of the number of absences and a reminder regarding the Attendance and Engagement Policy. If the absence is due to illness, medical documentation will be required in order for the absence to be excused. **Learning coaches will also receive an Email notifying them of the absences.**

5 DAYS of Absence –

If a student accrues five days of absence in a semester, whether excused or unexcused, an automated call will be sent to the primary number listed on the student's account advising of the number of absences and a reminder regarding the Attendance and Engagement Policy. **Learning coaches will also receive an Email notifying them of the absences.**

8 DAYS of Absence –

If a student accrues eight days of absence in a semester, whether excused or unexcused, 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. If deemed necessary by School administration, a conference will be held with the student and parent. Continuation of school attendance after the eighth absence may be subject to the student complying with certain conditions (e.g., a doctor's note) regarding any additional absences.

10 DAYS of Absence –

If a student accrues ten days of absence during the course of a school year, whether excused or unexcused, 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, unless prior arrangements have been made between the School and the student's family.

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 of Absence –

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.

EXHIBIT B
INSIGHT SCHOOL OF INDIANA ATTENDANCE
AND ENGAGEMENT POLICY

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.

Limit on Absences

A student may not be absent from school for more than ten days in a school year. Both excused and unexcused absences count toward this limit.

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 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:
 - 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.**

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 Consecutive Days of Absence –

An automated call will be sent to the primary number listed on the student's account advising of the number of absences and a reminder regarding the Attendance and Engagement Policy. If the absence is due to illness, medical documentation will be required in order for the absence to be excused. **Learning coaches will also receive an Email notifying them of the absences.**

5 DAYS of Absence –

If a student accrues five days of absence in a semester, whether excused or unexcused, an automated call will be sent to the primary number listed on the student's account advising of the number of absences and a reminder regarding the Attendance and Engagement Policy. **Learning coaches will also receive an Email notifying them of the absences.**

8 DAYS of Absence –

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10 DAYS of Absence –

If a student accrues ten days of absence during the course of a school year, whether excused or unexcused, 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, unless prior arrangements have been made between the School and the student's family.

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 of Absence –

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

Nov/Dec Community and Marketing Review

12.18.2018



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!

December 17th @ MS/HS Learning Center
December 20th @ Lynn Black Elementary

Upcoming: January 14th @ MS/HS Learning Center
January 17th @ Lynn Black Elementary

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

Hoosier Academies – Indy Promotion

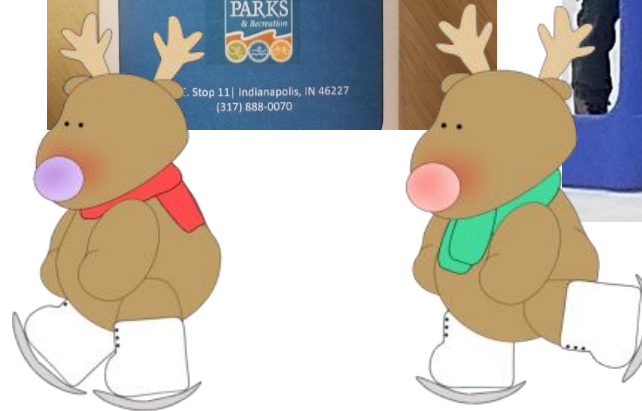
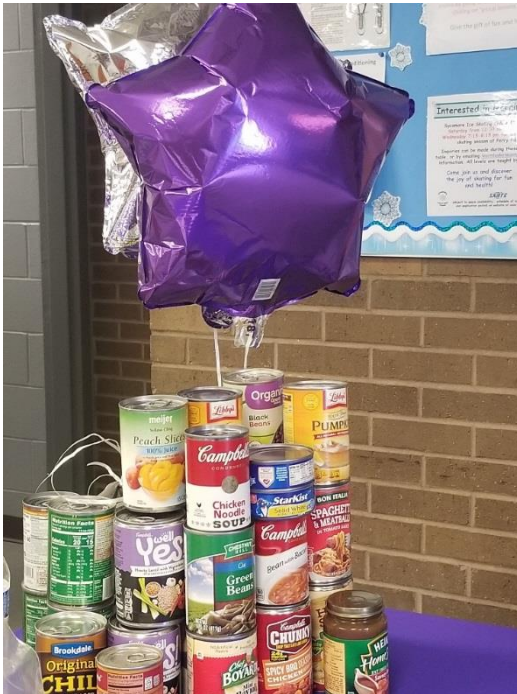


- Sponsorship of 2 separate teams at the YMCA East and Fort Benjamin locations
- HA.K12.com [prospective family calendar](#)
- [Hoosier Academies at K12 – Facebook](#) – Highlighting our staff!
- Student and staff story submissions at [Project Elevate](#)
- Tour and event lead invitations to targeted zip codes
- Enroll Indy event listings
- Indy's Child page 28, [December](#)

November Community Events



K12 Winter Celebration Ice Skate event

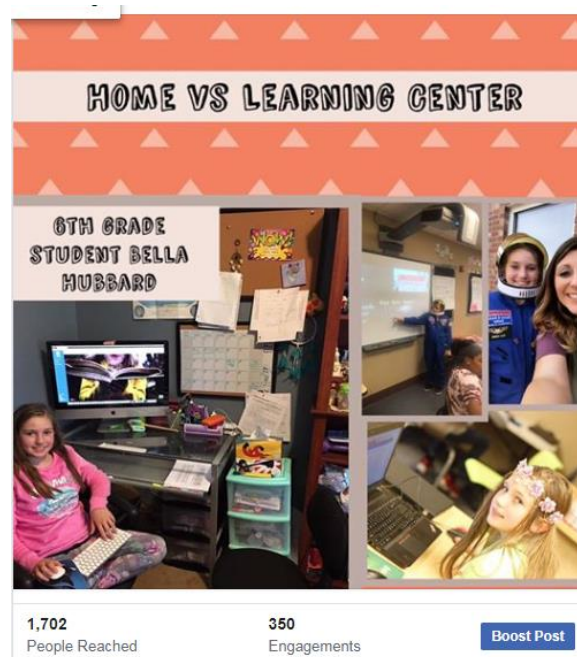


Positive Media Coverage



Student stories we are working on:

Isabella Hubbard – Bella has really excelled at balancing the Home vs Center model. The story is one of our top performing posts of all time on Facebook. Bella was inducted into the Junior National Honor Society for 2018.



McKenzy Keyes - During fall break, McKenzie was asked to perform at the annual Red Ribbon March in South Bend, Indiana (their hometown). She was also presented with the community service red ribbon plaque.