



## Monrovia School of Integrated Technology (MIT) Program Application

*The mission of the Monrovia Alternative Education Program is to provide a learning environment in which all students are educated in a safe, self-paced, non-traditional school setting in which they can earn credits toward graduation.*

### **APPLICATION PROCESS**

- Student and parent/guardian complete application packet (available on MGSD website)
- Application submitted to Guidance Office
- Administrative Committee determines eligibility based on application
- Student and parent/guardian meeting held with Mrs. Gillie, Alternative Education Director
- Student may begin program when Individual Service Plan has been completed and signed

### **PROGRAM FEES**

MIT fees for 2023-2024 may include a technology fee. Additionally, all remaining balances from the high school (textbook, library, etc.) will be transferred to the MIT balance. All balances must be paid prior to the MHS Graduation Ceremony.

### **PROGRAM SESSIONS**

AM Session 8:00am – 11:00am

PM Session 11:30am – 2:30pm

- Student will be enrolled in one session per day.
- Student will enter and exit through Door #9.
- Student drivers will park in the marked spaces facing the bus lot (must have an MHS parking pass).
- Lunch will not be provided at school; if a student stays for a full day, then lunch may be purchased at 10:20 am in the cafeteria each day of full-day attendance.

### **PROGRAM EXPECTATIONS**

- After enrolling in MIT, students may NOT re-enroll in MHS.
- Edmentum is the only website allowed for student use; if other websites are used and abused, then the MIT staff reserves the right to block any/all websites from the student's accessibility.
- Cell phones should remain put away or in the wall pocket during instructional time.
- No sleeping in class.
  - Students must understand that to progress with online courses they need to be awake and alert with eyes focused on the computer screen and not with their heads laying on their desks.
  - A stand-up desk will be utilized, or parent(s)/ guardian(s) will be contacted and student will be dismissed from school for the day.

- Students should not enter MHS during the school day or immediately before and after school.
- Dress code and all other policies are the same as the MHS Handbook.
- MIT discipline system consists of daily suspension or expulsion from program.

### **ATTENDANCE**

- A parent/guardian must notify the MIT at (317) 996-2123 if their student is going to be absent.
- If a student arrives after the designated time, then it is counted as a tardy. A sixth tardy will equal a half-day absence.
- If a student arrives more than 30 minutes late, then it is considered a half-day absence.
- More idle time than work time may result in a half-day absence.

### **ATTENDANCE GUIDELINES:**

- ***At 5 Days*** a student may be placed on an Attendance Contract. This contract will state the specific dates of extra sessions the student will attend and number of days the student will “buy back”. The contract will also state that the student will not miss any more days without the proper written documentation. If a student fails to meet these expectations, then he/she is in violation of the contract.
- ***At 9 Days*** a student and parent will be sent legal notice. A student may buy back days at any time to reduce the number of absences. If an absence occurs without proper written notification (professional appointment notes), then the student’s information will be sent to the Morgan County Prosecutor’s office for violation of Indiana Compulsory attendance laws.
- ***At 10 Days*** a student will be referred to truant officer or recommended for suspension pending expulsion where parent(s)/guardians(s) will be required to attend a hearing. The hearing will be to review the attendance record and explain the expulsion process.

### **ONLINE ACADEMIC COURSES**

- The learning platform website is <https://auth.edmentum.com/elf/login>
- The program is based on mastery learning.
- A pretest may be offered for each unit to customize its content.
- Students will have daily assignment goals but may work at their own pace.
- A cumulative semester test will be administered to close out each course.

**Career Exploration Internship (0530) aka SCHOOL TO WORK CREDITS**

MIT students may attend school on a part-time basis and earn elective School to Work credits by maintaining full or part-time employment. To earn credit, student, parent and employer must complete all required forms. The credits and grade that the student earns is based on the evaluation completed by employer. The number of credits issued are based on the following criteria:

10-19 Hours	= 1 Credit
20-29 Hours	= 2 Credits
30-40 Hours	= 3 Credits

\*A student must work a total of at least 9 weeks throughout the semester (18-week semester). Students must average a minimum of 10 hours per week. Credits are issued at the end of each semester. Credits are based on the average number of hours worked per week. *A minimum of 85 hours of workplace and classroom activities are required for 1 credit; 170 hours are required for two credits. Of the 85 or 170 hours, 18 to 36 hours (at least 1 hour a week or the equivalent over a semester or year) must be spent in related classroom instruction. Three “semesters” will be offered for completion deadlines in August (summer work), December (first semester), and May (second semester).*

**GRADUATION**

MIT Students are eligible for the same diplomas as MHS students. Eligible MIT graduates may participate in the MHS Graduation Ceremony when ALL credits have been earned, ALL state tests have been taken, and ALL fees (textbook, library, etc.) have been paid in full.

**CONTACT INFORMATION**

Mrs. Leslie Gillie  
Alternative Education Director  
317-996-2123  
LGillie@m-gsd.org

I understand all of the MIT expectations as listed above and agree to the consequences if these expectations are not met.

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STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

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PARENT \_\_\_\_\_ DATE \_\_\_\_\_



MONROE GREGG SCHOOL DISTRICT  
APPLICATION FOR ALTERNATIVE SCHOOL  
MONROVIA SCHOOL OF INTEGRATED TECHNOLOGY (MIT)

**STUDENT FORM**

Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email address \_\_\_\_\_

Grade Level \_\_\_\_\_

Which diploma are you working toward? (Circle one)    General        Core 40        Academic Honors

How many credits do you currently have? \_\_\_\_\_

What is your current GPA? \_\_\_\_\_

SAT Reading Score \_\_\_\_\_        SAT Math Score \_\_\_\_\_        ACT Score \_\_\_\_\_

ASVAB Score \_\_\_\_\_        Graduation Pathway \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

If yes, what is your place of employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Why are you applying for Alternative School? (Mark Only One)

\_\_\_\_\_ Student intends to withdraw or has withdrawn before graduation.

\_\_\_\_\_ Student has failed to comply academically AND would benefit from instruction offered in a manner different from the traditional school.

\_\_\_\_\_ Student is a parent or expectant parent and is unable to regularly attend the traditional school.

\_\_\_\_\_ Student is employed and the employment is necessary for support of the student's family AND interferes with a part of the instructional day.

\_\_\_\_\_ Student is a disruptive student (documented history of frequent disruptions despite repeated attempts to modify behavior with a progressive disciplinary program).

### **Student Questionnaire**

- Do you live at home (with parent/legal guardian) on a regular basis or somewhere else?

If somewhere else, please explain situation:

- Are you enrolled in the Special Needs program in the traditional high school?
- Do you have any medical issues the Alternative School needs to be aware of?
- Do you take any prescription medication the Alternative School needs to be aware of?
- Have you ever taken classes online?
- What are your strengths in school?
- What are your weaknesses in school?
- Why do you want to enroll in the Alternative School?
- What are your plans after graduation from high school?



MONROE GREGG SCHOOL DISTRICT  
APPLICATION FOR ALTERNATIVE SCHOOL  
MONROVIA SCHOOL OF INTEGRATED TECHNOLOGY (MIT)

**PARENT/GUARDIAN FORM**

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Parent/Legal Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Marital Status of Parents/Legal Guardians \_\_\_\_\_

(If Applicable)

Other Parent/Legal Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

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\_\_\_\_\_ Student is a disruptive student (documented history of frequent disruptions despite repeated attempts to modify behavior with a progressive disciplinary program).

## Parent Questionnaire

- Has your student been involved in the Juvenile Justice System?

If Yes, when and what charges?

Is he/she currently on probation?

Until when?

- Does student live with you at home on a regular basis or somewhere else?

If somewhere else, please explain situation:

- Is student enrolled in the Special Needs program in the traditional high school?
- Does student have any medical issues the Alternative School needs to be aware of?
- Does student take any prescription medication the Alternative School needs to be aware of?

