



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

- The student and parent/guardian should complete all sections of this application packet (also available on the MGSD website).
- The completed application packet should be submitted to the Guidance Office for processing.
- An Administrative Committee will determine eligibility based on the application and corresponding student records.
- A student and parent/guardian meeting will be held with Mrs. Gillie, Director of Alternative Education and Multilingual Programming.
- Enrolled students may begin the program when an Individual Service Plan has been completed and signed.

PROGRAM SESSION

AM Session 8:00am – 11:00am

- Student will enter and exit through Door #9.
- Student drivers will park in the marked spaces facing the bus lot and must obtain an MHS Parking Pass.
- Lunch will not be provided at school; if a student is asked to stay for a full day, then lunch may be purchased at 10:20 am in the cafeteria each day of full-day attendance.

PROGRAM EXPECTATIONS

- Students are to bring only their Chromebooks and earbuds or headphones.
- Families should refer to the Monrovia High School Student-Parent Handbook for details on students' rights, responsibilities and consequences for misbehavior.
- Edmentum is the only website allowed for student use; to maintain educational progress, MIT staff reserves the right to block any/all websites from the student's accessibility.
- Cell phones should remain out-of-sight or in the wall pocket during instructional time.
- Students may not sleep during class time.
 - Students must understand that to progress with online courses they need to be awake, alert, and focused on completing their assignments.
 - A stand-up desk will be utilized, and parent(s)/guardian(s) will be contacted.
- Students should remain in their assigned areas during the school day.
- A student may only transition back to Monrovia High School if an educational committee determines that a traditional learning environment is the most appropriate educational placement.

ATTENDANCE

- A parent/guardian must notify the MIT at (317) 996-2123 by 7:30 am if his/her student is going to be absent.
- Medical appointments should be scheduled after 2:45 pm to minimize the amount of school missed; semester exam times/State-mandated testing periods should also be avoided.
- Arrivals after the designated start time will be counted as tardies; the MHS Handbook details the Tardy Policy.
- Arrivals more than 30 minutes late will result in half-day absences to comply with the program's required hours of instruction.

ATTENDANCE GUIDELINES:

All Absences other than exempt will count toward the nine (9) day limit.

- ***After 5 unexcused absences***, a letter will be sent to the parents/guardians explaining the expulsion process and what will occur on the 10th day of absences. (This is a due process notification.) The student may also be placed on an Attendance Contract stating 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.
- ***After 8 unexcused absences***, a student and parent will be informed that the student is in jeopardy of being removed or referred to a truant officer on the 10th absence. The student may buy back days to reduce the number of absences.
- ***After 9 unexcused absences***, a parent/guardian must present medical documentation or court documentation to prevent the student from being considered habitually truant.
- ***After 10 unexcused absences***, a student will be recommended to Night School, referred to a truant officer, or recommended for suspension pending expulsion where parent(s)/guardians(s) will be required to attend a meeting. During the meeting, evidence will be presented to support the charges against the student.

Habitual Absence I.C. 20-33-2-25

Monroe – Gregg School District is required to report a child who is habitually absent from school to:

- An Intake Officer of the Juvenile Court -OR-
- The Department of Child Services

Habitual Truancy – A student truant from school ten (10) days or more within a school year (UNEXCUSED absences ONLY).

Chronic Absenteeism – A student absent from school for ten percent (10%) or more of a school year for any reason (EXCUSED & UNEXCUSED). Our school year is one hundred – eighty (180) instructional days which equates to eighteen (18) school days per year or nine (9) school days per semester.

ONLINE ACADEMIC COURSES

- The learning platform website available 24/7 at <https://auth.edmentum.com/elf/login>
- Students will have daily assignment goals but may work ahead at their own pace.
- Students must earn a passing grade on each cumulative semester exam to demonstrate subject mastery.

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, the student, parent and employer must complete all required forms. The credits and grade that the student earns is based on the evaluation completed by the 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 at least 9 weeks throughout the semester (18-week semester), averaging a minimum of 10 hours per week. Credits are issued at the end of each semester based on the average number of hours worked per week. *A minimum of 99 hours of workplace and classroom activities are required for 1 credit; 189 hours are required for two credits. Of the 99 or 189 hours, at least 1 hour per week (or the equivalent over a semester or year) must be spent in related classroom instruction.*

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

Director of Alternative Education and Multilingual Programming

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.

STUDENT

DATE

PARENT

DATE



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

STUDENT FORM

Date _____

Name _____ Date of Birth _____

Address _____

Cell Phone _____ Email address _____

Grade Level _____

Diploma Track (Circle one) General Core 40 Academic Honors Technical Honors

Current Number of Credits _____ 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 did you choose to apply to this program? **Please choose one eligibility statement.**

_____ 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 (as defined in IC 20-10.1-4.6-1.6).

Student Questionnaire

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

No _____ Yes _____

If you live somewhere else, then please explain the situation:

- Are you enrolled in the Special Needs program in the traditional high school?

No _____ Yes _____ Teacher of Record _____

- Do you have any medical issues the MIT program needs to be aware of?

No _____ Yes _____

- Have you ever taken online classes?

No _____ Yes _____

If you selected yes, then do you believe you were successful when learning in a virtual space?
Explain.

- What are your strengths in school?

- What are your challenges in school?

- Why do you wish to enroll in the alternative program?

- What are your career plans and life goals after graduation from high school?



MONROE-GREGG SCHOOL DISTRICT
APPLICATION FOR ALTERNATIVE PROGRAM
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 _____

Why did your family choose to apply to the program? **Please choose one eligibility statement.**

_____ 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 (as defined in IC 20-10.1-4.6-1.6).

Parent Questionnaire

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

No _____ Yes _____

If somewhere else, then please explain the situation:

- Is the student enrolled in the Special Needs program in the traditional high school?

No _____ Yes _____ Teacher of Record _____

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

No _____ Yes _____

If yes, then when did this occur and what were the charges?

If he/she is currently on probation, then what is the projected end date?

- Does the student have any medical issues the MIT needs to be aware of?

- Does the student take any prescription medication the MIT should be aware of?

- What are your student's strengths and/or interests in school?
- What are your student's challenges and/or barriers to education?
- What academic and/or behavioral strategies have been attempted during your student's high school career?
- Why do you wish to enroll your student in the MIT Alternative Program?
- What is your student's career interest?
- What is your student's life goal?