



**IDAHO**  
VIRTUAL ACADEMY

# **6-12 Handbook**

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## Mission Statement

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***Building a community of engaged learners.***

## Vision Statement

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***Empowering every student to learn at high levels.***

## Learning Community Commitments

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*In all aspects of our schooling at Idaho Virtual Academy, we are:*

***Respectful***—We treat ourselves, each other, and school property with politeness and care

***Responsible***—We do what is right, expected, and required

***Accountable***—We engage with integrity in the learning process and complete our own work

***Persistent***—We keep trying, even when the work is challenging

***Self-Disciplined***—We control and motivate ourselves to engage in our learning

***Kind***—We are friendly, generous, and considerate of ourselves and others

## Contact Information

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### Administration, Counseling, Office, and Support Staff

[Click here for list](#)

### Teaching Staff

[Click here for list](#)

## IDVA 6-12 Calendar

[View Calendar Here](#)

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## Roles & Responsibilities

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### All-School Handbook Reference

Please visit the current IDVA All-School Handbook found on our [Idaho Virtual Academy](#) website. Click on the All-School link in the left-hand menu, then School Handbooks>All-School Handbook. From the Table of Contents, please select **Roles and Responsibilities**.

## Academic Program Information

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### 6-12 Program Information

IDVA's 6-12 model is designed to help students transition from middle school to high school and beyond and to guide students to become self-motivated, independent learners. Students in grades 6-12 will be enrolled in courses that are paced by the teacher and include regular discussions, quizzes, tests, and assignments. Teachers will closely monitor time spent working in the course and student work to ensure academic integrity and growth.

Students will receive grades for each semester. Students in grades 6-8 will be required to pass their courses to earn their required promotion credits per the State's Middle Level Credit System ([IDVA Board Policy 604.0](#)) to promote to the next grade level. Students in grades 9-12 will be required to pass their courses and earn their required credits to fulfill their [State of Idaho graduation requirements](#).

As students work in each of their courses, they will engage in their learning primarily in each course's content area. Students will read, watch videos, and engage in all lesson activities as the main part of their learning. Students will complete the lessons as assigned each school day..

Live Class Connect sessions comprise the other critical component of student learning at IDVA. These do not take the place of student learning and work in the course content area but instead are designed to supplement and expand upon that learning. Additionally, they provide students the opportunity to

develop speaking, listening, critical thinking, collaboration, teamwork, problem solving, and discussion skills. This means it is essential for students to complete the assigned daily work before attending their live classes so that they can participate fully and make the most of each live session.

### 6-8 Course Offerings

All 6<sup>th</sup> – 8<sup>th</sup> grade students complete a standard set of courses which includes math, English/Language Arts (ELA), science, and history. Pursuant to [Idaho Code 33-1614](#), CAREER EXPLORATION, all 8<sup>th</sup> grade students at IDVA will complete a Career Exploration course. As allowed by code, parents may opt their student out of the Career Exploration course by contacting the middle school counselor. Please contact your counselor for additional program information and opportunities.

### 9-12 Course Offerings

Please contact your counselor for the most up-to-date course catalog and to discuss course options for your schedule.

### Career Technical Education Offerings

IDVA offers an expanding Career Technical Education (CTE) program. ~~In middle school,~~ As stated above, eighth grade students will be enrolled in a Career Exploration course at the beginning of the school year or, if new to the school after the year begins, at the beginning of second semester.

High school students have the opportunity to take CTE courses, earn certifications, and engage in pathways. Our offerings include a wide variety of stand-alone CTE courses as well as state-approved pathways for Culinary Arts and Early Childhood Education, and we are working to add more pathway opportunities. Please contact your counselor for more information on taking CTE courses.

### Academic Integrity

**All-School Handbook Reference:** Please visit the current IDVA All-School Handbook found on our [Idaho Virtual Academy](#) website. Click on the All-School link in the left-hand menu, then School Handbooks>All-School Handbook. From the Table of Contents, please select **Academic Integrity**.

### Adding and Dropping HS Courses

**IDVA Board Policy Manual Reference:** Please visit IDVA's current Board Policy Manual found on our [website](#). Click on the Board Policy Manual (PDF) link on the website, and then click on the name of the topic in the Table of Contents to go directly to that item.

- 909.2 High School Classes—Adding/Dropping & Incompletes

### Cohort Dates for Adding, Changing, and Dropping Courses

Add/Drop Information	Cohort 1:	Cohort 2:	Cohort 3:	Cohort 4:	Cohort 9:	Cohort 10:	Cohort 11:	Cohort 12:
	8/18/2025	9/2/2025	9/15/2025	9/29/2025	1/12/2026	1/26/2026	2/9/2026	2/23/2026
	85 days	74 days	65 days	55 days	88 days	79 days	69 days	60 days
Last day to add a course or change schedule with counselor approval (5 school days)	8/22/2025	9/8/2025	9/19/2025	10/3/2025	1/16/2026	1/30/2026	2/13/2026	2/27/2026
All IDVA high school students will be given fifteen (15) school days from the commencement of a course to drop classes without incurring any penalty.	9/8/2025	9/22/2025	10/3/2025	10/17/2025	2/2/2026	2/13/2026	3/2/2026	3/13/2026
IDVA high school students dropping a course during the term up until the middle of the term will have withdrawal "W" grades (WA – WF) posted to his/her transcript.	10/15/2025	10/22/2025	10/28/2025	11/4/2025	3/16/2026	3/20/2026	4/3/2026	4/10/2026
IDVA high school students dropping a course after the middle of the term will have "F" grades posted to his/her transcript.	10/16/2025	10/23/2025	10/29/2025	11/5/2025	3/17/2026	3/30/2026	4/6/2026	4/13/2026
<b>If a student finds it necessary to withdraw from Idaho Virtual</b>	<b>Cohort 1:</b>	<b>Cohort 2:</b>	<b>Cohort 3:</b>	<b>Cohort 4:</b>	<b>Cohort 9:</b>	<b>Cohort 10:</b>	<b>Cohort 11:</b>	<b>Cohort 12:</b>
	8/18/2025	9/2/2025	9/15/2025	9/29/2025	1/12/2026	1/26/2026	2/9/2026	2/23/2026
IDVA high school students withdrawing prior to the last twenty (20) school days in the term will have withdrawal "W" grades (WA – WF) posted to his/her transcript.	11/19/2025	11/19/2025	11/19/2025	11/19/2025	4/27/2026	4/27/2026	4/27/2026	4/27/2026
IDVA high school students withdrawing during the last twenty (20) school days in the term will have "F" grades posted to his/her transcript.	11/20/2025	11/20/2025	11/20/2025	11/20/2025	4/28/2026	4/28/2026	4/28/2026	4/28/2026

Note: "W" stands for "withdrawn"

### Class Connect (Live Classes)

**All-School Handbook Reference:** Please visit the current IDVA All-School Handbook found on our [Idaho Virtual Academy](#) website. Click on the All-School link in the left-hand menu, then School Handbooks>All-School Handbook. From the Table of Contents, please select **Class Connect (Live Classes)**.

### Curriculum

The Idaho Virtual Academy uses K12 curriculum which is approved by our IDVA School Board.

### Grading Scale and Grade Point Averages

**IDVA Board Policy Manual Reference:** Please visit IDVA's current Board Policy Manual found on our [website](#). Click on the Board Policy Manual (PDF) link on the website, and then click on the name of the topic in the Table of Contents to go directly to that item.

- 908.0 Grading Scale and Grade Point Averages

### Testing Transparency and Assessment Reporting Requirements

A. At the beginning of each school year, districts will provide the parents on request (and in a timely manner), information regarding any state or local educational agency policy regarding student

participation in any assessments mandated include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

B. Districts will make available through public means (including by posting in a clear and easily accessible manner on the district's website and on the website of each school in the district) for each grade in the district, information on each assessment required by the state, and, assessments required by the district—

- i. the subject matter assessed;
- ii. the purpose for which the assessment is designed and used;
- iii. the source of the requirement for the assessment; and
- iv. where such information is available
- v. the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- vi. the time and format for disseminating results

## 6-12 Required Assessments Calendar

Date	Assessment	Grade Level
August 18 <sup>th</sup> – October 10 <sup>th</sup>	Beginning of Year (BOY) testing: IXL Diagnostic	3-11
December 15 <sup>th</sup> – 19 <sup>th</sup>	Online High School S1 Finals (MS students taking high school-level courses will complete finals as well)	9-12
April - May	End of Year (EOY) testing: Idaho Standards Achievement Test (ISAT). Testing will take place at face-to-face locations throughout the state.	3-8 and 11
April - May	U.S. Civics Test (graduation requirement; will be given in US Gov't course)	12
May 11 <sup>th</sup> – 15 <sup>th</sup>	Online Senior Finals	12 (and early-grad juniors)
May 18 <sup>th</sup> – 22 <sup>nd</sup>	Online High School S2 Finals (MS students taking high school-level courses will complete finals as well)	9-12

**Note:** Face-to-face assessments will take place at your nearest location unless community health or other extenuating circumstances prohibit face-to-face gatherings or if online testing is permitted by the Idaho State Department of Education (SDE). Students must finish the semester to take final exams. Students will not have the option to take finals early.

**Enrollment with IDVA includes the agreement to participate in all required school and state testing.**

6-12 Credit Recovery-It is the intent of the Idaho Virtual Academy to make credit recovery options available to students in grades 6-12. Students in grades 6-8 will have options available to help them to

meet the requirements of the Middle Level Credit System and promote to the next grade level. Students in grades 9-12 will have credit recovery options that will help them graduate from high school in a timely manner. Your counselor will track grades and credits carefully and will work to create a credit recovery plan for any student who may need that option.

## Late Work Policy

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Idaho Virtual Academy (IDVA) teachers support student learning and implement instructional intervention as needed to provide students with the best learning environment and opportunities; this cannot occur if students are not engaged learners or are non-participants in class. At IDVA, students are expected to submit all assignments on the due date listed.

We understand that sickness and emergencies do arise; therefore, students will have a one-week (7 calendar days) grace period past the due date to submit an assignment for full credit. After this date has passed, the assignment will earn a zero, and no late work beyond the additional 7-day grace period will be accepted for credit unless arrangements have been made with the teacher.

If students anticipate not being able to make assignment deadlines for legitimate reasons, they must communicate with the teacher of the course prior to the deadline to make an agreed upon arrangement. Teachers have full discretion on these matters to determine legitimacy of student extension requests and to work with students on an individual basis.

AP and College Credit courses have their own late work policy. Please refer to your AP/College Credit course syllabus for these details.

**Note:** No graded work will be accepted after the last day of the term.

## Middle Level Credit System

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### Middle Level Credit System Pathways to Promotion

#### Pathway to Promotion:

1. Student earns 75% or more of attempted credit load
2. Student does not fail an entire year of any course
3. If in 8<sup>th</sup> grade, student passes two semesters of 8<sup>th</sup> grade math or demonstrates proficiency on the state test
4. Student is eligible for grade-level promotion

#### Alternate Pathway:

1. Student earns less than 75% of attempted credit load
2. Student fails two semesters of a course
3. If in 8<sup>th</sup> grade, student fails one or more semesters of 8<sup>th</sup> grade math
4. Student may be eligible for summer school
  - a. Students will not be allowed to recover more than 3 semester credits during summer school. Students who need more than 3 semester credits to comply with the Middle Level Credit System



will be retained in the current grade level and the academic team will collaboratively determine course placement for the upcoming school year.

Note: Students who do not meet either the pathway to promotion or the alternate pathway will be retained in the current grade level and the academic team will collaboratively determine course placement for the upcoming school year.

**IDVA Board Policy Manual Reference:** Please visit IDVA's current Board Policy Manual found on our [website](#). Click on the Board Policy Manual (PDF) link on the website, and then click on the name of the topic in the Table of Contents to go directly to that item.

- 604.0 Middle Level Credit System

## High School Graduation Requirements

**Idaho State Department of Education Reference:** Please use [this link](#) to review the State of Idaho high school graduation requirements as determined by the Idaho State Department of Education.

## Report Cards

At the end of each term, parents and students will be able to access final course grades via PowerSchool. All report cards and transcripts will be filed in the student cumulative file.

## Verification of Compliance (VOC)

In many situations organizations outside of the Idaho Virtual Academy will ask for a Verification of Compliance (VOC) form. This form is often used to ensure that students are in good standing with a school to qualify for services such as Social Security, Driver's Education Programs, participation in athletics, etc.

The Department of Motor Vehicles (DMV) requires an original, signed VOC form with the school seal. To comply with this requirement, IDVA will mail a copy of the VOC to the student's address upon request. For students to be compliant, they must be currently passing all core credit classes (English, math, science, history) with a grade of at least 60% or higher. Please contact your student's school counselor to request a VOC at least two weeks in advance to allow time for mailing.

## High School, College & Career, & Advanced Opportunities Planning

IDVA works closely with students to determine individual goals and to provide support through graduation planning. Students are eligible for advanced opportunities beginning in 7<sup>th</sup> grade. Please contact your school counselor or college and career advisor to discuss advanced opportunities or any of the other options listed below.

### High School Planning

- Course Planning and Progression
- Minimum Graduation Requirements
- Early Graduation
- Flexible Schedule
- Advanced Opportunities
- Idaho Digital Learning Academy (IDLA)
- Tallo Digital Resume

### Beyond High School Planning

- SAT/ACT/PSAT
- Next Steps Idaho
- College Exploration
- College Application Resources
- FAFSA and Financial Aid
- Scholarships
- Career and Technical Education (CTE) Options and Pathways
- Job-Ready Certifications
- Military
- Interests, Personality, & Career Exploration
- Transcript Requests
- Letter of Recommendation Requests

### Additional Information & Resources

**IDVA Board Policy Manual Reference:** Please visit IDVA's current Board Policy Manual found on our [website](#). Click on the Board Policy Manual (PDF) link on the website, and then click on the name of the topic in the Table of Contents to go directly to that item.

- 604.3 Middle School Fast Forward Policy
- 605.0 High School Advanced Opportunities
- 605.2 Flexible Schedule
- 605.3 Flexible Schedule and Advanced Opportunities Funding
- 605.4 Early Graduation

**IDVA College & Career Information and Resources:**

<https://sites.google.com/view/idvastudentservices/home?authuser=0>

## Student Recognition

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### Presidential Awards

- **President's Award for Educational Excellence**
    - 8<sup>th</sup> Grade Criteria
      - Student must be promoting from 8<sup>th</sup> grade to high school.
      - Student must be passing all courses at the time of nomination.
- ISAT score of 4 for the student's age-appropriate grade level for math and ELA.

- Consistent and excellent assignments turned in to the teacher during the school year.
  - Graduate Criteria
    - Student must be graduating high school in May of the current school year.
    - Student must be passing all courses at the time of the nomination.
    - Student must have an overall GPA of 3.5 or higher.
    - Consistent and excellent assignments turned into the teacher during the school year.
- **President's Award for Educational Achievement**
  - 8<sup>th</sup> Grade & Graduate Criteria
    - Student shows tremendous growth in an academic area but does not meet all the criteria for the President's Award for Educational Excellence. In other words, student will show achievement in a specific subject or goal area, or achievement in the arts such as music or theater, etc.
    - Student demonstrates unusual commitment to learning in academics despite various obstacles.
    - Student maintains a school record that would have met the school's selection criteria for the President's Award for Educational Excellence, but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
    - Student must be passing all classes.

**IDVA Board Policy Manual Reference:** Please visit IDVA's current Board Policy Manual found on our [website](#). Click on the Board Policy Manual (PDF) link on the website, and then click on the name of the topic in the Table of Contents to go directly to that item.

- 911.1 High School Class Rank
- 911.2 Graduating with Honors Policy

## Academic/Social/Emotional Support

### Counseling Department

The mission of the Idaho Virtual Academy's counseling department is to provide a comprehensive guidance program that will assist all students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners. The student services program is an integral part of the school's total program with a commitment to individual uniqueness, an understanding of multicultural diversity, and the maximum development of human potential. The program addresses the personal/social, educational, and career needs of all the Idaho Virtual Academy 6-12 students. The department's ultimate goal is for students to graduate with the competencies necessary to be able to make self-directed, realistic, and responsible decisions and to be successful contributors to society. (*Guidelines adapted from the ASCA National Model*).

### The Idaho Virtual Academy Believes All Students:

- ✓ Have dignity and worth.
- ✓ Have the right to be served by the school counseling program, managed by state-certified, master's-degree-level counselors.
- ✓ Should have access to a school counselor to discuss personal concerns.

- ✓ Should have information about occupational and educational planning.
- ✓ Have the right to assistance in identifying their needs in the personal/social domain.
- ✓ Should have the opportunity to make choices within the constraints of the educational system.

The student and parent(s) are responsible for monitoring the student's educational progress with the assistance of a professional school counselor. The professional mandates and guidelines proposed by the national and state school counselor associations shall continue to set standards for the school counseling program.

### **Confidentiality**

Your counselor is available by phone or email during the school day for personal questions or concerns. The information that you, as a student, share with your counselor is confidential; however, there are certain limitations to confidentiality. Your school counselor is required by law to alert the proper authorities and/or your parent(s) or guardian(s) if you disclose any of the following: unreported physical or sexual abuse, recent or ongoing abuse of a dependent adult or child, or harm to self or others (this includes, but is not limited to, suicide attempts or ideology, cutting, eating disorders, or threats to others), illegal activities that you disclose you are a part of (i.e. stealing cars, using drugs, etc.), or if a judge requires us to disclose the information in a court of law. Under *Idaho's Parental Rights In Education* laws (33-6001 and 33-6002), schools shall not adopt procedures, policies, or student support forms that prohibit public school personnel from notifying a parent or legal guardian about a student's mental health, emotional, or physical health or well-being or a change in related services or monitoring or that encourage or have the effect of encouraging a student to withhold from a parent or legal guardian such information. This subsection does not prohibit a public school from adopting procedures that permit public school personnel to withhold information from a parent or legal guardian if ordered by a court of competent jurisdiction. In some cases, you may request that the information that you disclose be shared with your teachers. If this is the case, your counselor will obtain your permission and will share the information with the Idaho Virtual Academy staff that you indicate.

## **Parent/Guardian, Learning Coach, and Student Agreement**

IDVA will partner with you to ensure a successful learning experience for your child. As the school year starts, your teacher will be right by your side, guiding you and your student. To make this partnership work as well as possible, the student, parent/guardian, and assigned learning coach will agree to the following:

- ☐ We agree to attend and complete all required state and school testing, whether at home or face-to-face, and we understand the importance of accurate results and testing with integrity.
- ☐ We agree to complete learning and graded assignments as posted in each course, and comply with the school attendance policy (please see the All-School Handbook).
- ☐ We agree to have continuous access to internet and a working computer designated for school in order to school every day.
- ☐ We have an alternate plan in place should our computer and/or internet stop working.
- ☐ We agree to read and to be responsible for school information sent to us via email.
- ☐ We agree to communicate regularly with IDVA teachers and staff.

- ☐ We understand that the virtual school platform and face-to-face events provide an opportunity for students to engage with their peers. Although both virtual and live settings are monitored by staff, it must be noted that school staff may not be able to limit student-to-student exchange of contact information, such as personal emails and/or cell phone numbers. Parents/guardians are encouraged to discuss family rules with their student regarding exchanging information. For more resources on digital awareness for parents, click [HERE](#).
- ☐ We understand that the IDVA orientation tasks are important to student academic success and that these tasks need to be completed prior to student enrollment in IDVA. We understand that we will have support from IDVA staff in order to accomplish these tasks, and we will ask for additional assistance if needed.
- ☐ We have read and agree to uphold the guidelines and policies contained within our IDVA 6-12 and All-School Handbooks, which require students to use all aspects of IDVA's academic program, including computers, internet, software, curriculum activities, applications, face-to-face events, and Class Connect events in ways that support learning in our school community, as directed by course teachers and school staff.

Please complete the *Parent/Guardian and Student Agreement* electronically through your Online Learning Course.

## Questions/Comments Contact

Jenny Whelan Director of Academics <a href="mailto:jwhelan@k12.com">jwhelan@k12.com</a> 208-954-3196	Amber Hatrock 6-12 Principal <a href="mailto:ahatrock@idahova.org">ahatrock@idahova.org</a> 208-610-4123	Andrea Wells College & Career/ CTE Administrator <a href="mailto:awells@idahova.org">awells@idahova.org</a> 208-954-3185