



**IDAHO**  
**VIRTUAL ACADEMY**  
Insight School of Idaho

**ISID**

# 9-12 Handbook

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

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

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

**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

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

[Click here for list](#)

[Click here for list](#)

# ISID Calendar

[View Calendar Here](#)

## Roles & Responsibilities

### 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

### Insight School of Idaho Program

Insight School of Idaho (ISID) has a 5-term school year: 4 quarters during the regular school year and 1 term during the summer. Additionally, elective courses offered at ISID are on a block system, with two blocks per quarter to allow students to earn more credits during the regular school year. Students who are behind on credits needed for graduation are required to attend summer school in addition to the regular school year terms.

The Insight School of Idaho model is designed to help students become self-motivated, independent learners, while at the same time providing opportunities for students who are behind in credits to get caught up. Students are enrolled in courses that are paced by the teacher and include regular quizzes, tests, and assignments. Teachers closely monitor time spent working in the course and student work to ensure academic integrity and growth.

Students will receive grades for each quarter and elective block during the regular school year and during the summer term. Students in grades 9-12 will be required to pass their courses and to earn their required credits in order to fulfill their [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 ISID. 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 daily work before attending their live classes so that they can participate fully and make the most of each live session.

### 9-12 Course Offerings

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

### 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

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

Add/Drop Information	Quarter 1:	Quarter 2:	Quarter 3:	Quarter 4:
	8/18/2025	10/20/2025	1/12/2026	3/17/2026
Last day to add a course or change schedule with counselor approval (5 school days)	8/22/2025	10/24/2025	1/16/2026	3/30/2026
All ISID students will be given ten (10) school days from the commencement of a course to drop classes without incurring any penalty.	8/29/2025	10/31/2025	1/26/2026	4/6/2026
ISID 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	9/12/2025	11/14/2025	2/6/2026	4/21/2026
ISID students dropping a course after the middle of the term will have "F" grade posted to his/her transcript.	9/17/2025	11/17/2025	2/9/2026	4/22/2026
<b>If a student withdraws from ISID, the following transcript grades will apply:</b>	<b>Quarter 1: 8/18/2025</b>	<b>Quarter 2: 10/20/2025</b>	<b>Quarter 3: 1/12/2026</b>	<b>Quarter 4: 3/24/2026</b>
ISID students withdrawing prior to the last ten (10) school days in the term will have withdrawal "W" grades (WA – WF) posted to his/her transcript.	10/1/2025	12/5/2025	2/26/2026	5/8/2026
ISID students withdrawing during the last ten (10) school days in the term will have "F" grades posted to his/her transcript.	10/2/2025	12/8/2025	2/27/2026	5/11/2026

Note: "W" stands for withdrawn

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

Add/Drop Information	Block 1: 8/18/2025	Block 2: 9/17/2025	Block 3: 10/20/2025	Block 4: 11/19/2025	Block 5: 1/12/2026	Block 6: 2/12/2026	Block 7: 3/17/2026	Block 8: 4/23/2026
Last day to add a course or change schedule with counselor approval	8/22/2025	9/23/2025	10/24/2025	11/25/2025	1/16/2026	2/19/2026	3/30/2026	4/29/2026
ISID students will be given ten (10) school days from the commencement of a course to drop classes without incurring any penalty.	8/28/2025	9/30/2025	10/31/2025	12/5/2025	1/26/2026	2/26/2026	4/6/2026	5/6/2026
ISID students dropping a course during the term up until the middle of the term will have "W" grade (W/A - W/F) posted to his/her transcript	8/29/2025	10/1/2025	11/3/2025	12/8/2025	1/27/2026	2/26/2026	4/7/2026	5/7/2026
ISID students dropping a course after the middle of the term will have "F" grade posted to his/her transcript.	9/2/2025	10/2/2025	11/4/2025	12/9/2025	1/28/2026	2/27/2026	4/8/2026	5/8/2026
<b>If a student withdraws from ISID, the following transcript grades will apply:</b>	<b>Block 1: 8/18/2025</b>	<b>Block 2: 9/17/2025</b>	<b>Block 3: 10/20/2025</b>	<b>Block 4: 11/19/2025</b>	<b>Block 5: 1/12/2026</b>	<b>Block 6: 2/12/2026</b>	<b>Block 7: 3/17/2026</b>	<b>Block 8: 4/23/2026</b>
ISID students withdrawing prior to the last ten (10) school days in the term will have withdrawal "W" grades (W/A - W/F) posted to his/her transcript.	8/29/2025	10/2/2025	11/3/2025	12/8/2025	1/27/2026	2/27/2026	4/8/2026	5/11/2026
ISID students withdrawing during the last ten (10) school days in the term will have "F" grades posted to his/her transcript.	9/2/2025	10/3/2025	11/4/2025	12/9/2025	1/28/2026	2/27/2026	4/9/2026	5/12/2026

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

Insight School of Idaho 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

## ISID Required Assessments Calendar

Date	Assessment	Grade Level
September 9 <sup>th</sup> – 13 <sup>th</sup>	Beginning of Year (BOY) testing: IXL Diagnostic	9-11
January 27 <sup>th</sup> – 31 <sup>st</sup>	Middle of Year (MOY) testing: IXL Diagnostic	9-11
Varies	US Civics Test (graduation requirement; will be given in US Gov’t course)	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.	11
May 15th	Senior assignments due	12 (and early-grad juniors)

**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 term 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.**

## Credit Recovery

It is the intent of the Insight School of Idaho to make credit recovery options available to students to 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.

**Note:** Students who are not close enough to passing a quarter-based core course by mid-term may be removed from the course and given an alternate block-based elective that must be completed by the end of the block.

## Late Work Policy

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Insight School of Idaho 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 ISID, 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 3-day (3 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 3-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.

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

## High School Graduation Requirements

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**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

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

## Verification of Compliance (VOC)

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In many situations organizations outside of the Insight School of Idaho 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 70% 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

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ISID works closely with students to determine individual goals and to provide support through graduation planning. Please contact your school counselor or college and career advisor to discuss any of the items listed below.

**Note:** Some items listed below may not be available to ISID students; however, by working with the counselor, students can, in most instances, make a plan to pursue any item 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
- 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

**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

### Presidential Awards

- **President's Award for Educational Excellence**
  - 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 in to the teacher during the school year.
- **President's Award for Educational Achievement**
  - 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.

## Academic/Social/Emotional Support

### Counseling Department

The mission of the Insight School of Idaho'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 Insight School of Idaho 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*).

### **Insight School of Idaho (ISID) 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 Insight School of Idaho staff that you indicate.

## **Parent/Guardian and Student Agreement**

ISID 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 ISID 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 ISID orientation tasks are important to student academic success and that these tasks need to be completed prior to student enrollment in ISID. We understand that we will have support from ISID 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 ISID and All-School Handbooks, which require students to use all aspects of ISID'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
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