

2024-2025



IDAHO VIRTUAL ACADEMY

IDVA

ALL-SCHOOL HANDBOOK

THIS HANDBOOK COVERS THE ENTIRE IDVA LEA, INCLUDING BOTH SCHOOLS, IDVA AND ISID

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Mission Statement

Building a community of engaged learners.

Vision Statement

Empowering every student to learn at high levels.

IDVA Learning Community Commitments

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

Board of Directors

Jeffrey Thompson, Chair

Melissa Krein, Vice Chair

Irene Shaver, Treasurer

Bjorn Handeen, Director

Brandon Shippy, Director

2024-2025 IDVA Calendar



IDAHO
VIRTUAL ACADEMY

POWERED BY STRIDE K12

IDAHO VIRTUAL ACADEMY
2024-2025 SCHOOL CALENDAR

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Important Dates		
July	29	Stipend Teachers Return
August	5	Teachers Return
	6 to 16	Teacher B25 PD/Teacher Work Day
	19	First Day of School for Students
September	2	Labor Day (no school)
	18	Teacher Work Day/Student Catch Up Day
October	10	Teacher Work Day/Student Catch Up Day
	11	Fall Break (no school)
November	25 to 26	Teacher Work Day/Student Catch Up Day
	27 to 29	Thanksgiving Break (no school)
December	19	End of Term
	20	Teacher Work Day
	23 to 31	Winter Break
January	1	Winter Break
	2 to 3	Teacher Work Day (no school for students)
	6	First Day of Term
	20	MLK, Jr. Day
February	7	Teacher Work Day/Student Catch Up Day
	17	President's Day
March	14	Teacher Work Day/Student Catch Up Day
	17 to 21	Spring Break
April	17	Teacher Work Day/Student Catch Up Day
	18	April Break
May	21	Last Day of School
	26	Memorial Day
	27 to 29	Teacher Work Day (no school for students)
	30	Last Day for Teachers

KEY	
	Student start day, including first day of school and cohort start dates
	First teacher day
	Holiday - no school
	Teacher Work Day (no school for students)
	Teacher Work Day/Student Catch Up Day
	Term End
	HS Finals
	Last day of school for students
	Last day for teachers

2024-2025 ISID Calendar



INSIGHT SCHOOL OF IDAHO
2024-2025 SCHOOL CALENDAR

AUGUST 2024						
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Important Dates		
July	29	Stipend Teachers Return
August	5	Teachers Return
	6 to 16	Teacher B2S PD
	19	First Day of School for Students
September	2	Labor Day (no school)
	13	ISID Block 1 End
	16 to 17	Teacher Work Day (no school for students)
	18	ISID Block 2 Start
October	11	Fall Break (no school)
	15	ISID Q1/Block 2 End
	16 to 17	Teacher Work Day (no school for students)
	18	ISID Q2/Block 3 Start
November	15	ISID Block 3 End
	18 to 19	Teacher Work Day (no school for students)
	20	ISID B4 Start
	27 to 29	Thanksgiving Break
December	19	ISID Q2/Block 4 End
	20	Teacher Work Day (no school for students)
	23-31	Winter Break
January	1	Winter Break
	2 to 3	Teacher Work Day (no school for students)
	6	ISID Q3/Block 5 Start
	20	MLK, Jr. Day
February	4	ISID Block 5 End
	5 to 6	Teacher Work Day (no school for students)
	7	ISID Block 6 Start
	17	President's Day
March	12	ISID Q3/Block 6 End
	13 to 14	Teacher Work Day (no school for students)
	17 to 21	Spring Break
	24	ISID Q4/Block 7 Start
April	18	April Break (no school)
	21	ISID Block 7 End
	22 to 23	Teacher Work Day (no school for students)
	24	ISID Block 8 Start
May	21	Last Day of School for students
	22 to 23	Teacher Work Day (no school for students)
	26	Memorial Day
	27 to 30	Teacher Work Day (no school for students)
	30	Last Day for Teachers

KEY	
	Student start day, including first day of school and cohort start dates
	First teacher day
	Holiday - no school
	Teacher Work Day (no school for students)
	Term End
	Last day of school for students
	Last day for teachers

Student Assistance

Teachers are your first point of contact

Please contact your teacher for questions. Teachers will email contact information. Additionally, contact information can be found in the following areas.

- Student's *Courses and Classrooms* tab (My Info)
- *Contact our Teachers* Quick Link (K-5 OLS)

If the issue is unresolved, please contact school administration.

- K5 Principal: Keri Brown (kbrown@idahova.org)
- 6-12 Principal: Amber Hatrock (ahatrock@idahova.org)
- College and Career/CTE Administrator: Andrea Wells (awells@idahova.org)
- Special Programs Administrator: Amanda Judd (ajudd@k12.com)
- Director of Academics: Jenny Whelan (jwhelan@k12.com)
- Executive Director: Kelly Edginton (kedginton@k12.com)

Roles and Responsibilities

Teacher Role

Teachers agree to carry out the following to the best of their abilities:

- Support IDVA’s mission, vision, and goals.
- Communicate course requirements.
- Teach live Class Connect sessions.
- Partner with learning coaches to monitor student academic progress and attendance.
- Collect and analyze data on student progress for records and data meetings.
- Create action steps based on student data, including small group sessions for reteaching and enrichment of content.
- Maintain an updated gradebook.
- Develop lessons and conduct Class Connects designed to improve academic skills, understanding, and performance.
- Support students and parents/learning coaches with curriculum and instructional issues.
- Provide timely, actionable feedback and grades on assignments.
- Demonstrate knowledge of and implement policies and procedures.
- Provide basic navigational, set-up, and tech support for students and families.
- Respond within 24 business hours to students, parents/learning coaches, and staff inquiries via phone or email during the regular work week.

Administrator Role

Administrators agree to carry out the following to the best of their abilities:

- Administrators support IDVA’s mission, vision, goals, and the policies and procedures outlined in this All-School Handbook, their respective school handbooks (K5, 6-12, ISID) and the IDVA Policy Manual.

Parent/Guardian Role

Parents/Guardians agree to carry out the following to the best of their abilities:

- Parent/Guardian will ensure a responsible adult is assigned as the student’s learning coach.
- Parent/Guardian will ensure student is logging into all courses, reading all assigned lessons, watching videos, engaging in and completing activities, completing all required assignments, quizzes, and assessments, and spending at the least the identified, minimum time required in each course.

- Parent/Guardian will ensure student attends Class Connect sessions and completes the minimum required weekly times in appropriate supplemental programs (Examples- Amira Learning, IXL, etc.).
- Parent/Guardian will stay informed about student’s education and will communicate with the school by promptly reading all notices from the school and responding, as appropriate.

Student Role

Students agree to carry out the following to the best of their abilities:

- Students will complete the Daily Plan and/or Weekly Work Schedule (WWS) as assigned each school day.
- Students will spend adequate time reading, studying, and learning online each day in assigned course lessons.
- Students will attend and engage in Class Connect sessions as scheduled. ~~regularly and on time.~~
- Students will complete the minimum required weekly times in assigned supplemental programs (Examples- Amira Learning, IXL, etc.).
- Students will abide by the [Academic Integrity](#) Policy provided in this handbook.
- Students will communicate regularly with parents and teachers about school experiences so they can be successful in school.
- Students will always do their best.

Learning Coach Role

Learning coaches agree to carry out the following to the best of their abilities:

- EVERY CLASS, EVERY DAY – Check that your student has completed all assigned daily lessons, assignments/quizzes/assessments on the Daily Plan (K5) and/or Weekly Work Schedule (6-12) and has attended required live Class Connect sessions.
- CONSISTENT SCHEDULE – Support your student by creating a home schedule that will specify time to complete all learning, reading, and graded assignments on the Daily Plan and/or Weekly Work Schedule and attend live Class Connect sessions; schedules can look different but need to be consistent.
- PREPARE – Assist your student to prepare materials weekly.
- SUPPORT – Check your student’s grades daily.
 - K-5 Learning coaches must be available to guide student learning each day
- COMMUNICATE – As soon as you have a question or see that your student may be struggling, contact your teacher.
- HAVE FUN-Enjoy watching your student learn and grow.

Class Connect or Other Live Platforms (Live Interactions)

Virtual, live class instruction, or Class Connect, and other school activities such as K12 Zone will be conducted in an online collaboration platform with webcam/video.

Class Connect Expectations

- Class Connect sessions are live, online, interactive sessions that will be a part of each of your courses at IDVA and ISID.
- The purpose of the required sessions is to build upon and further explore the learning that students do on their own in the content area of each of their courses.
- Live Class Connects do not take the place of the learning that students are assigned to complete on their own in the content area of their courses.
- Students get the most out of their live sessions when they follow these steps:
 - Complete all assigned learning listed in the Daily Plan (K5) or Weekly Work Schedule (6-12) on time. This will ensure students are ready to share, collaborate, and fully engage in discussions and collaborative learning activities with their peers and teacher in live class.
 - Ensure webcam and microphone are working and ready to be used before logging into class.
 - Use all tools as the teacher directs.
 - Attend a minimum of 90% of all required live Class Connect sessions.
 - If you must miss class for a legitimate reason, make sure to watch the recording and communicate with your teacher.

K12 Zone Expectations

- The K12 Zone is an interactive student socialization platform. It is our goal to ensure that every student can communicate and collaborate in a safe and reliable environment.
- Students participating in K12 Zone will be expected to follow our Code of Conduct/Acceptable Use Guidelines.

Classroom or Platform Video

Teachers and students are expected to participate during small group, classroom, and homeroom Class Connect sessions using webcams and microphones. Exceptions may be made based on individual student accommodations.

NOTE: Class Connect sessions will be recorded and distributed for learning purposes. Learning purposes include lesson review for students who are absent, lesson review for test or assignment completion, graduation conferences, etc.

Location of Student Computer and Webcam View

- Students should attend Class Connect in a quiet area without distractions.
- Other people in your work environment should not be visible during Class Connect.
- Anything visible in the Class Connect, K12 Zone, or other school platform webcam's view must be school appropriate and conform to the dress code provided below.

Dress/Webcam View Code

NOTE: The responsibility for the dress, grooming and visible camera background view of a student rests primarily with the student and the parents/guardians and/or learning coach. The dress/camera view code applies to anyone who will be on camera during a class session, school platform, or school event.

Allowable Dress & Grooming

- Fabric must cover all private parts, and this fabric must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Hoodies must allow the student's face and ears to be visible to staff.

Non-Allowable Dress, Grooming, & Background

- Clothing/webcam view must not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing/webcam view must not depict pornography, nudity, or sexual acts.
- Clothing/webcam view must not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing/webcam view must not include profane or vulgar wording.
- Clothing/webcam view must not include gang identifiers and must not threaten the health or safety of any other student or staff.
- The school administrator/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. The school administrator/designee may identify additional dress code/webcam view requirements to address specific needs or for a specific activity. School staff shall use reasonable discretion in enforcing this policy. If a conflict arises in the interpretation of this policy, the interpretation of the school administrator/designee shall be final.

Violations

Violations of the dress code or webcam view may result in removal from the Class Connect session or school platform. Administrators may provide consequences at their discretion for dress code or webcam view violations, and parents will be notified. Students who are insubordinate or refuse to change the webcam view or improper attire, or who repeat dress code violations, shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

To allow appropriate attire for a particular educational or school activity, the school administrator/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations.

Accommodations

Idaho Virtual Academy will seek to accommodate cultural, religious, and ethnic differences in dress, grooming, and webcam view background provided such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for

students, staff, or others. No student shall be required to modify their natural head or facial hair, such as by shaving or straightening through the application of heat or chemicals.

Attendance

Definition

Attendance is defined by our IDVA Board Policy Manual as daily curriculum completion as outlined by the Daily Plan (K5) and/or Weekly Work Schedule (6-12), daily logins, and live Class Connect attendance. For specifics about each school's attendance requirements, please see the *K-5 Attendance* and *6-12 Attendance* sections below.

Reporting Absences

Please contact your student's teacher(s) to report an absence.

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.

- 902.1 Attendance and Truancy

K-5 Attendance Requirements

Live Class Connect Requirements

- **Daily Class Connect:** Students are **required** to attend daily classes with their homeroom teacher Monday through Friday for math and ELA instruction. In addition, intervention/enrichment will be provided for all students through ability-based grouping.
- **Supplemental Programs:** Students will be assigned to work in supplemental programs (IXL, Amira Learning, etc.). Students are **required** to complete all supplemental program engagement requirements.

Online School Coursework

- **Daily Curriculum and Time in Courses:** Daily engagement in all courses is essential for students to achieve academic success. **Students are expected to follow the Daily Plan as it appears in the Online School (OLS) each school day.**
 - The expected amount of time for a student to successfully complete a lesson varies between grade and course levels and is outlined in the course introductions.
 - Some students may take more or less time depending on the student's learning style and understanding of the lesson objectives.
- **Student Accounts: All students are required to have a student account.**

- Students work from their student account and learning coaches log in to their learning coach accounts daily to review completion and enter any assessment data as needed.
- **Lesson Due Dates:** Students are to follow the Online School Daily Plan which delivers lessons in each of the curriculum areas each school day. Completion of all assigned lessons equates to a full day of attendance.
 - Lessons not completed on the assigned day will show overdue on the student's *Plan* screen and on the *Courses* screen. It is the responsibility of the student to complete the overdue lesson prior to the next assigned lesson to support learning building blocks.
 - The Online School will send messaging that alerts the student the lesson is "overdue". There will also be prompts within the Online School letting students know if they are finished for the day, have more lessons to complete, or have overdue lessons to catch up on.
 - Overdue lessons will also show a red clock icon and "overdue" in the Daily Plan. If a lesson is turned in late, the lesson will show a green clock icon and the completion date.

** Due to the importance of student attendance in the learning process, we will follow IDVA Board Policy 902.1 Attendance and Truancy carefully and will act when a student is not meeting attendance expectations for engaging in the curriculum and/or engaging in live Class Connects as delineated above under K-5 Attendance Requirements.

IDVA/ISID 6th -12th Grade Attendance Requirements

Online Middle and High School (OMHS) Coursework

- **Daily Curriculum and Time in Courses:** Daily engagement in all courses is essential for students to achieve academic success. **Students are expected to complete the reading, learning, and graded assignments on the Weekly Work Schedule as assigned each school day.**
 - Students must complete all assigned lessons by reading all content, watching all videos, and completing all activities. The expected amount of time for a student to successfully complete a lesson is 45-60 minutes. Some students may take more or less time depending on the student's learning style and understanding of the lesson objectives.
 - Students must complete all assigned quizzes, assessments, discussion posts, labs, and essays. In most courses, these will be a combination of computer-scored and teacher-graded items submitted via the dropbox. Some students may take more or less time depending on the student's learning style and understanding of the lesson objectives.
 - All students are required to have a student account. Students should work from their student account and learning coaches should login to their learning coach accounts daily to check student's lesson completion and gradebook for missing assignments.
- **9th – 12th Grade Minimum Hours:** Students in grades 9-12 are required to have a minimum of 60 hours of instructional time to earn one high school credit. *{Rules Governing Thoroughness 08.02.03 (105)(a)}*
- **6th – 8th Grade Middle Level Credit System:** Students in grades 6-8 are required to earn credits per the Middle Level Credit System to promote to the next grade level. Students must remain in

compliance with IDVA attendance (Daily Curriculum and time in courses and live Class Connect).
Rules Governing Thoroughness 08.02.03 (107)

Live Class Connect Attendance

Students are required to participate in and attend a minimum of 90% of all **assigned/required** live Class Connect sessions. Participating and engaging in live Class Connects and connecting with highly qualified teachers is essential to achieving academic success.

Supplemental Programs: Students will be assigned to work in supplemental programs (IXL). Students are required to complete all supplemental program requirements. Students will receive a grade in their math/ELA course for supplemental programs requirements.

Daily Login & Chronic Absence

Students must log into and attend school every day. Any student with 10 consecutive absences is considered chronically absent. Any Insight School of Idaho student with 5 consecutive absences is considered chronically absent.

*****Meeting 6-12 school attendance expectations is a vital element in student success. We are here to help our students succeed and, therefore, we will monitor each student's attendance and intervene when a student needs assistance. Due to the importance of student attendance in the learning process, we will follow our attendance and truancy policy 902.1 carefully and act when a student is not meeting attendance expectations for engaging in the curriculum and/or engaging in live Class Connects.***

NOTE: Students must meet attendance requirements for driver's education and license eligibility.

When Students Don't Meet Attendance Requirements

When students don't engage in their learning by completing their Daily Plan (K5), completing the items listed on their Weekly Work Schedule (6-12), and/or attending their required live Class Connects as explained above, IDVA's team of teachers, counselors, and administrators will work to quickly get students back on track, using a variety of resources to do so. If those efforts are unsuccessful, students may enter the chronic absence process which can lead to suspension, expulsion, or withdrawal from IDVA.

Suspensions, Expulsions, and Denial of Attendance

Suspension Procedure

IDVA will comply with Idaho Code 33-205.

Expulsion & Denial of Enrollment Procedure: IDVA will comply with Idaho Code 33-205.

Under IDVA Board Policy 902.1, the Board of Directors of Idaho Virtual Academy grants authority to declare habitual truancy, expulsion, and/or denial of enrollment with or without condition, to an Attendance Review Committee under the direction of an assigned administrator.

- A. **Notice:** Written notice sent to the parent/guardian email address on file with the school shall state the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent(s)/guardian(s) may appear to contest the action of the Attendance Review Committee (ARC) to deny school attendance. The notice will state the rights of the pupil to be represented by counsel, submit any evidence and/or produce any witnesses on their own behalf, and cross-examine any adult witnesses who may appear against them. If the notice to the parent/guardian has been sent to the parent's/guardian's email address on file with the school, the parent/guardian will be deemed to have been provided notice pursuant to Idaho Code § 33-205 and have waived the right to a due process hearing.
- B. **Hearing:** The ARC shall have a full and fair formal hearing on the allegations set forth in the written notice.
- This hearing shall occur within a reasonable period of time. The student and/or parent(s)/guardian(s) may request a delay in order to be prepared for the hearing. The hearing shall be held within 30 days of the notice of intent to expel, unless there are extenuating circumstances or a request for an extension of time has been granted to the student/family.
- During this hearing the student shall have the right to be represented by counsel, submit any evidence and/or produce any witnesses on their own behalf, and cross-examine any adult witnesses who may appear against them.
- C. **Procedure:** After proper notice as set forth above, the following procedure shall be used.
- a. **Opening Statements:** Both sides shall have the opportunity for opening remarks or statements.
 - b. **Burden of Proof:** The IDVA has the burden of establishing grounds for the expulsion of the student based on the allegations set forth in the written notice.
 - c. **Cross examination:** The student or their counsel may cross-examine adult witnesses.
 - d. **Student's Case:** The student or their counsel has an opportunity to present evidence and/or witnesses.
 - e. **Closing Remarks:** Both sides have the opportunity to provide closing remarks.
 - f. **Decision:** At the close of the hearing, the ARC will retire to deliberate the case and upon reaching a decision will issue findings of fact and conclusion supporting their decision. The ARC will issue the approved findings, conclusions, and decision. A copy of the decision shall be delivered to the student/parent(s)/guardian(s).
 - g. **If a parent/guardian wishes to appeal a decision, they may contact the board clerk within five (5) business days to request a Board hearing.**
 - h. **Truancy:** Any student who is suspended on more than one occasion in a six (6) month period for inadequate attendance; or whose "attendance" at school violates the attendance regulations of the Board as detailed in board policy and board approved student handbooks; or whose attendance is of a sporadic and inadequate nature without justification or extraordinary circumstances may be determined by the Board of Directors to be a habitual truant and may be expelled after notice and a hearing as set forth above.
 - i. **Special Education Students:** Students enrolled in special education or on a 504 Plan will not be suspended or expelled without consideration by a manifestation determination as outlined in the Idaho Special Education Manual (found on the Idaho State Department of Education website in the Special Education department section) to assure the provisions of FAPE are consistent with the requirements of the IDEA and Section 504.

- j. **Reenrollment:** Any student who has been expelled from the Idaho Virtual Academy may appeal to be reenrolled in the school, after the terms/time limit of the expulsion has been completed by the student, pursuant to the procedures outlined in Idaho Code §33-502. Approval must be granted by the Executive Director and the Board of Directors. The Board will notify the parent(s)/guardian(s) of the student in question, in writing by email to the parent/guardian email address on file with the school of the date and time of the reinstatement hearing. The hearing will be a virtual conference with a quorum of the Board of Directors in attendance.

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.

- 902.1 Attendance & Truancy
- 904.2 Student Suspension
- 904.3 Expulsions and Denial of Attendance of Enrolled IDVA Students

Academics

See the K5, IDVA 6-12, or ISID Handbook for specific academic information. Student academic progress and attendance will be communicated to learning coaches regularly. Parents and learning coaches can contact the teacher at any time with questions or to request a conference.

School Counseling Confidentiality Notice

Please view our *School Counseling Confidentiality Notice* [here](#).

Enrollment

Enrollment Policy

IDVA is a statewide virtual public charter school currently serving students kindergarten through 12th grade. The state provides school age rules. Per Idaho statute 33-201, children may enter public kindergarten if they are age 5 on or before September 1, and children may enter first grade if they are age 6 on or by September 1.

Enrollment Cap Policy

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.

- 902.5 Enrollment Cap

Enrollment Information

Online enrollment is available at <http://idva.k12.com>. Detailed enrollment steps are included at this website. Any disability or allergy of a student should be noted on the enrollment form and on the

medical forms included in the enrollment package. A copy of the Individual Education Plan (IEP) must be mailed or faxed to the school for identified students with disabilities. As a public school, IDVA follows all state public school enrollment regulations/requirements, including proof of residence, copy of the student's official birth certificate, and current immunization records.

Grade Level Retention, Promotion, and Acceleration

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 (promotion and retention)
- 604.1 Grade Level Retention and Acceleration
- 911.0 Graduation Requirements

NCAA Course Approval

Currently, based on the NCAA non-traditional program requirements, course eligibility is dependent upon instructional delivery and student-teacher interaction. K12 courses are currently under NCAA review and have not been approved by the NCAA. Additional information can be found at: <http://www.ncaa.org/student-athletes/future/nontraditional-courses>

NOTE: If you have questions or would like to talk further, please contact your school counselor.

Registration (continuing enrollment for the next school year)

In the spring, each family will visit the IDVA registration portal and indicate whether each student will be registering, not registering, or if they are undecided regarding registration status for the next school year. If you are undecided, please reach out to a member of your student's academic team to discuss any questions you may have as you are making this important decision. Your promptness in visiting the website to inform us of your intentions not only helps us with staffing plans, but it also ensures delivery of your instructional materials in a timely manner. Students who have not marked "registering" will be withdrawn after the school year concludes.

NOTE: Students expelled or withdrawn due to disciplinary reasons or lack of attendance (habitual truancy) may re-enroll with the approval of the IDVA Administration. In some cases, this will require a hearing before the IDVA Board of Directors.

New Students and Transfer Students

Records from previous schools for each new student will be provided to IDVA. Students with poor discipline and/or excessive absences at their previous school may be placed on probation at IDVA. The probationary requirements shall be determined on a case-by-case basis by the administration team.

Students will not be enrolled until all required enrollment forms are complete and all records have been reviewed. Exceptions will be made, as required by federal law and IDVA Board policy, for students qualifying as homeless under the McKinney Vento Act.

To ensure proper placement into the High School program it will be necessary that required documentation is received. Parents/Guardians are asked to submit a final report card for students enrolling in 9th grade and 10th grade, a transcript for students enrolling in 11th and 12th grade or this form along with your signature.

If the parent/guardian is unable to secure a transcript or final report card, we will place your child at your discretion with a signed transcript waiver form. The parent/guardian signature on this form signifies consent to the placement discussed with the counselor. In these cases, course placement and grade level placement are interim and subject to change upon receipt of the student's academic records.

It is important to understand that if a student is placed in a course that they previously completed, they will not receive duplicate credits. It is also important to note that if a student is placed at too high a level they may struggle and fail the course with no credit offered. A student's graduation date may change based on the number of credits attained.

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.

- 902.2 Denial of Enrollment – Students Seeking IDVA Enrollment

Student Withdrawal/Discontinuation of Enrollment

Parents or guardians wishing to withdraw a student, or students 18 years or older wishing to dis-enroll from Idaho Virtual Academy, must contact the student's teacher or counselor to notify the school of the desire to withdraw.

After a withdrawal has been processed, the K12 Virtual Schools LLC Reclamations Department will contact parents/guardians to arrange for the recovery of all school equipment and non-consumable materials. Parents/guardians are expected to return such items in the prescribed time frame. If questions arise, please contact K12 Customer Support at [866.968.7512](tel:866.968.7512).

The date of withdrawal will be the date on which the parent/guardian contacted the school requesting the withdrawal or the date the parent/guardian indicates as the student's last enrollment day.

Identify Next School of Enrollment

Please inform the high school student's teacher or counselor of the school the student will be enrolling in after the student withdraws from IDVA or ISID. This enables us to promptly send student records to the new school and will avoid the student potentially being counted by the state as a drop out.

Student Records and Records Requests

Student records are kept on file at the IDVA office in Meridian, ID. Student records are available for viewing by parent/guardian upon request. Please contact the office at info@idahova.org three days in advance of the day that you plan to view the records. Records may be viewed in the presence of an IDVA staff member.

High School Transcript Requests

Parents, guardians, and students may request copies of transcripts by completing the [Transcript Request Form](#) . Click [here](#) for more information. Please email info@idahova.org if you have any questions.

School Online Accounts

For school account creation instructions, school materials information, and helpful videos, click [here](#) for more information.

Student Account Information Changes

For address, student name, learning coach, or other changes, please, contact your teacher or counselor. See Student Assistance section. IDVA official records require the student's legal name. In day-to-day school contacts, and within the online school system, a preferred name and pronoun may be used, pending parent/guardian or adult student written permission.

Student Medical Information

Immunization Requirements

According to IDAPA 16.02.15, to enter or transfer into public or private schools, all children in preschool and grades K-12 must meet immunization requirements outlined below at registration and before attendance. No child shall attend school without proof of immunization status.

For more information on Idaho’s immunization requirements in both English and Spanish, please visit the Idaho Department of Health and Welfare (DHW) School Immunization Requirements page [here](#).

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY BY GRADE			
	Kindergarten ¹ - 6 th Grade	7 th Grade - 11 th Grade	12 th Grade
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal (MenACWY)	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B (1) Tetanus, Diphtheria, Pertussis (Tdap) (2) Meningococcal (MenACWY)⁵
Children born after September 1, 2005¹ must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal (MenACWY)	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) (2) Meningococcal (MenACWY)⁵

1. Preschool children need only be age-appropriately immunized with the required vaccines.
2. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older **and** at least 6 months after previous dose.
3. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older **and** at least 6 months after previous dose. For children born after 9/1/2005, at least one dose of polio should be given at age 4 years or older and at least 6 months after the previous dose.
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
5. Children should have one dose of meningococcal (Men ACWY) vaccine before the 7th grade. A second dose of Men ACWY is required prior to admission into the 12th grade. However, if a child received their first Men ACWY vaccine at age 16 years or older, no additional MenACWY doses are needed for 12th grade admission.

Exemptions

Idaho law allows a parent or guardian to claim an immunization exemption for their child for medical, religious or other reasons. A medical exemption must be completed by a licensed physician. It is recommended that exemptions for religious or other reasons be documented on the form provided by DHW's Immunization Program. Parents or guardians also may claim an immunization exemption by providing a signed written statement when entering their child into school and/or childcare. In the event of a disease outbreak, children who have claimed an exemption and have not received the immunization against that disease may be excluded from face-to-face school activities.

NOTE: For a current immunization exemption form, please visit the [Idaho Department of Health and Welfare's website](#). To view the Idaho Statute regarding immunization exemptions, please visit: [Title 39 Chapter 48](#).

Emergency Care

When leaving an IDVA student in the care of IDVA staff for an IDVA event such as an academic workshop or state testing, parents/guardians must provide the IDVA staff member on location with information on any pertinent student medical conditions and a telephone number to be used in case of an emergency. In the situation that a student is ill or is injured, the IDVA staff member shall have the authority to take the appropriate action to provide immediate medical care and/or ambulance service. In the event of any emergency, staff are instructed to call 911. Every effort will be made to contact the parent/guardian to obtain approval prior to a decision to transport a student to a doctor's office or hospital emergency room. If the IDVA staff member is unable to contact the parent/guardian, the IDVA staff member will attempt to contact the designated emergency contact. Parents are financially responsible for any medical care and/or ambulance service for the student.

IDVA does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parent or legal guardian.

Use of Medical Inhalers or Epinephrine Auto-Injectors Policy

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.

- 905.1 Use of Medical Inhalers or Epinephrine Auto-Injectors

Dual Enrollment

What is Dual Enrollment?

A dual enrolled student is one who resides in Idaho and attends IDVA while concurrently attending: a) another publicly funded school in Idaho (including public charter school), b) a private school in Idaho, or c) a home school in Idaho.

Dual Enrollment Application & Process

Parents/Guardians of K5 students who are interested in dual enrollment (DE) will contact the student's teacher for the DE application and instructions. Complete the DE application and return the application to Keri Brown, K5 Principal, at kbrown@idahova.org or fax to 208-322-3688. Applications that are filled out incorrectly or found to be incomplete may not be approved.

6-12 students who are interested in dual enrollment (DE) will contact their counselor for the DE application and instructions. Parent/Guardians will complete and return the DE application to Jenny Whelan, Director of Academics, at jwhelan@k12.com or fax to 208-322-3688. Applications that are filled out incorrectly or found to be incomplete may not be approved.

Students enrolled in IDVA's alternative school, Insight School of Idaho (ISID), generally take only three (3) courses on a quarter/block system and, therefore, are not eligible for dual enrollment. Exceptions for ISID students may be made by administration.

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.

- 902.3 Dual Enrollment

Special Programs

Special Education

To ensure the provision of a free and appropriate public education to all school-age children, Idaho Virtual Academy provides special education programs in accordance with all federal and state regulations and guidelines.

IDVA will identify and evaluate students in need of special services or programs in order that such students may receive the required free appropriate education pursuant to the provisions of Section 504 of the Rehabilitation Act of 1973. No child will be excluded from any educational program or be subject to discrimination because the student is an individual with a disability, as the term is defined in Section 504 and the Americans with Disabilities Act (ADA). Protected individuals include any person who has a physical or mental impairment that substantially limits one or more of such person’s major life activities, has a record of such impairment, or is regarded as having such impairment.

For questions regarding IDVA’s special education program, please contact the Special Education Administrator, Amanda Judd, at 208-322-3559 or ajudd@k12.com.

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.

- 1003.0 Section 504 of the Rehabilitation Act of 1973

Gifted and Talented (GT)

Idaho Virtual Academy offers the option of a gifted and talented teacher as a resource to any student who qualifies for the IDVA K-5 Gifted and Talented Program. The IDVA program and K12 Virtual Schools LLC curriculum does not change for these students, but parents/guardians of gifted learners will have additional support in dealing with the unique issues that come along with raising a gifted child. The gifted and talented teacher is also available to assist in expanding the K12 Virtual Schools LLC curriculum and providing additional resources to families who need them. IDVA identified K5 gifted learners will receive enrichment from a gifted and talented teacher.

IDVA Middle School students can take high school classes, enroll in a leadership class, and/or participate in Idaho Advanced Opportunities. Please contact your student’s counselor for more information.

IDVA High School students have many opportunities for advanced opportunities, as well. Please see the IDVA course catalog for a list of available AP and concurrent college credit courses and talk with your student’s counselor for more information.

Child Find

Idaho Virtual Academy, in cooperation with parents and nonpublic school agencies, engages in Child Find services throughout the school year. Child Find activities are conducted (1) to create public awareness of special education programs, (2) to advise the public that students who qualify for services have the right to a free appropriate public education and confidentiality protections, and (3) to alert community residents that a process exists for identifying and serving children with disabilities from the age of 3 through the semester in which they turn 21 if they are eligible for special education services.

If you know of a child who is 3 through 21 years of age who may have individual needs that result from disabilities or developmental delays, such as difficulty walking, talking, hearing, or learning, or who may display behaviors that appear different from other children their age, and who is not enrolled in a school program, please contact Amanda Judd, Special Education Administrator, at 208-322-3559.

If you are part of a community agency or civic group that would like more information about educating children with disabilities, or would like pamphlets to distribute to members, please call the school office at 208-322-3559.

Request for Parent/Guardian Disability Accommodations

If any parent/guardian has a disability or other limitation that would impact their ability to participate fully in their child's educational planning process, IDVA would be happy to discuss accommodations that may be available in order to maximize the parent/guardian's participation. Individuals seeking to discuss accommodations for this reason may contact Amanda Judd at ajudd@k12.com.

Standardized Testing

Idaho Virtual Academy students are enrolled in a public school and are **required** to attend and complete all Idaho State Standardized Testing. These tests will be administered by Idaho Virtual Academy teachers and staff. Each Idaho Virtual Academy student will receive an email sharing the testing dates and locations prior to the administration of the test. For in-person testing, it is the responsibility of the parent/guardian to transport the student to the testing location at the appropriate date and time. If the testing is administered online, it is the responsibility of the parent/guardian to ensure student attendance at the online testing on the scheduled day and time. If you need to reschedule your testing appointment, please contact your student's teacher or counselor.

The individual assessment information we receive is invaluable. Teachers and parents/guardians will work together to pinpoint areas of academic strength and weakness, set academic goals, and work towards improvement. Student academic success is our main goal at IDVA!

Academic Integrity

Idaho Virtual Academy seeks to establish academic integrity within the school community. Idaho Virtual Academy has identified the following as unacceptable practices, including, but not limited to:

1. Cheating in its various forms, whether copying another student's work, allowing your own to be copied, using unauthorized aids on an assignment, essay, quiz, or test, having someone else or artificial intelligence (AI) complete an assignment, essay, quiz, or test for you, submitting as your own another person's work or Artificial Intelligence (AI) work, rescheduling a test on a false excuse.
2. False progress (e.g. marking multiple lessons complete during any one school day or over multiple school days; any student in grades 4-5 working through a learning coach account and marking lessons complete) or completing quizzes/assessments without completing required lessons. Idaho Virtual Academy administration can request work samples from families or require students to complete proctored assessments to verify learning. All requested work samples must be submitted to administration within 48 hours. All proctored assessments must be scheduled and completed within one week.
3. Using artificial intelligence (AI), Google searches, applications, websites, and any other unapproved tools to complete learning assignments and math computations.
4. Plagiarizing (e.g. presenting as your own, the words or ideas of another person or AI), including inadequate documentation of sources (electronic, internet, or print) and excessive dependence on the language of sources even when documented, relying on similar order of sentences while altering a few words or word order.
5. Submitting the same work for more than one course or assignment without prior written approval from the instructor(s).
6. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission.
7. Fabricating data: This includes falsifying or manipulating data to achieve desired result, directing AI to fabricate data, reporting results for experiments not done, or falsifying citations in research reports.
8. Destroying, tampering, or altering another student's work to impede academic progress.
9. Signing into an online session for another student who is not present or leaving an online session without logging off or indicating that you have "stepped away" from the session.
10. Blank document or incorrect document submission.

Note: All 6-12 students will complete an Academic Integrity module in each of their courses and will verify and acknowledge their understanding of and compliance with IDVA's Academic Integrity policy.

All student violations of academic integrity will be reported to the appropriate administrative authorities and the following action will be taken in a single year within a single course or over multiple courses at Idaho Virtual Academy:

Grades 6-12:

- a. First Offense: Teacher discretion up to and including a zero for the assignment.
- b. Second Offense: Student will receive a zero on the assignment.
- c. Third Offense: The Academic Integrity Committee will review the offense and the student's overall academic record and will recommend further action.

Grades K-5:

- a. First Offense:

- i. False Progress: Adequate time is not being spent in the lessons. The student will have a phone conference with their teacher. Students will have an opportunity to complete all lesson components and devote adequate time to foster learning in all lessons.
 - ii. Cheating: Graded assignment was turned into the teacher with too much help from the parent or was not the student's independent work. The student will have a phone conference with their teacher and will be able to resubmit a separate assignment to the teacher.
- b. Second Offense:
 - i. False Progress: The student will be referred to K-5 administration.
 - ii. Cheating: The student will receive a failing grade on the assignment.
- c. Third Offense:
 - i. False Progress: Idaho Virtual Academy Attendance Warning letter will be sent, and the student may be referred to a support coach for support.
 - ii. Cheating: The student will be referred to the K5 Principal.

Repeated offenses within the same year and/or in subsequent years may result in further disciplinary action, suspension, or expulsion from the school at the discretion of the school's administration team.

Outings/Events Information

IDVA families will have a variety of opportunities to participate in virtual and face-to-face outings/events. Virtual and face-to-face school events are planned throughout the school year. IDVA is planning a back-to-school event that will be face-to-face on September 27th in locations across the state. For more school event information please review our monthly newsletter, *The Howl*, and visit the IDVA event calendar at <https://idva.k12.com/community-events.html>. IDVA families are encouraged to assist in planning and participating in school events.

It is the parent/legal guardian's responsibility to notify IDVA event leaders of student medical alerts. If a parent/guardian notifies an IDVA event leader regarding medical alerts, the IDVA event leader will note the student's name, will take the appropriate precautions, and will react accordingly if an issue arises. For additional information regarding epinephrine and inhalers, please see below.

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.

- 905.1 Use of Medical Inhalers or Epinephrine Auto-Injectors

Clubs

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.

- 506.0 Club Policy

Students Exchanging Contact Information

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](#).

ISP Subsidy

All families enrolled in IDVA will be eligible to receive the Internet Service Provider (ISP) Subsidy. A short application will be sent via email prior to the end of each semester, and each family must submit the application to receive the subsidy. Subsidies are paid to each family with an approved application in December and in June.

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.

- 307.1 Internet Service Provider Subsidy

Student/Parent Grievance Procedure

Please visit our website's [IDVA Title IX and Non-Discrimination Notice page](#) to view IDVA's Policy 505.0 Uniform Grievance Procedure. You may also find the policy in our Board Manual found on our [website](#).

Code of Conduct/Acceptable Use Guidelines

IDVA students commonly meet in groups, whether for face-to-face events, such as ISAT testing, K12 Zone, school outings, and academic workshops, or for online classes, assemblies, and other online activities. In all school settings, IDVA is committed to providing a safe, productive learning environment for all students, and appropriate behavior is essential to the achievement of that goal.

Expected Behaviors

While attending and participating in school-sponsored events, IDVA students are expected to:

- Treat all people with respect.
- Listen to and follow the direction of the IDVA staff.
- Treat all school property, including school computers, printers, curriculum, materials, and any other resources provided by IDVA, appropriately and with care.
- Use appropriate language in both written and oral communication.

Prohibited Behaviors and Items & School Response

Disruptive Behavior

Student behavior which disrupts the learning environment, endangers the safety of others, or endangers the safety of the student will not be tolerated. Disruptive students will be removed from the live online classroom or the face-to-face event, and parents will be notified immediately. Following state law, administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion.

Weapons

Weapons are not allowed on school property, during online classes, or at school-sponsored face-to-face or virtual events. Following state law, administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion.

Threats

Threats against students, adults, or school staff will not be tolerated, and law enforcement will be notified. Following state law, administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion.

Tobacco, Drugs and Alcohol

The use of tobacco, controlled substances, or alcohol on school property or at a school-sponsored face-to-face or virtual class or event is prohibited. Following state law, administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion.

Log-In Credentials & Personal Information

Each user of the school community and online classroom is solely responsible for the content posted through their log-in credentials. Sharing your username and password with others is strictly prohibited, as is logging in with someone else's username and password, or impersonating another user.

~~De-change~~ Changing your password(s) frequently, at least once per semester or course is encouraged.

Posting personally identifiable information about others, (whether directly or indirectly through a link to a personal profile), such as phone number, IM, email address or street address in any format is prohibited.

Other Prohibited Behaviors & Activities

The following language, materials, and behaviors are strictly prohibited:

- Bullying, antagonism, or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic, or other status.
- Posting inappropriate material including photographs, videos, and digital links.
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol.
- Illegally posting, distributing, uploading or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise), or providing any information to circumvent copyright protection devices or software. Using IDVA computing resources to sell or purchase any illegal items or substances.
- Threats to anyone's physical or mental well-being.

- Threats to school or personal property.
- Stalking behaviors.
- Harassment of any kind.
- Explicit language or sexuality.
- Explicit or graphic violence.
- Spam or any other unauthorized/unsolicited or commercial promotion.
- Disruptions of the server or host software.
- Use of codes, software, or passwords that may grant unauthorized access to IDVA software or third-party software of any kind.
- Soliciting passwords or personal identifying information from other users.
- Content that poses any type of threat to homeland security.

Student Internet Safety

In addition to prohibited activities listed above, a *Terms of Use Agreement* is included in the background of each laptop. It is the responsibility of the parent/guardian and student to review and comply with this agreement as well as IDVA’s Board Policy *Internet Safety Policy*.

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.

- 404.0 Internet Safety Policy

Using Websites and Computer Apps

Students in an online school, participating in an often digitally based society, will, as part of their many learning opportunities, have access to and use a variety of digital academic tools and computer applications (apps).

Parents and learning coaches, as mentors to their students, must provide guidance, oversight, and input on correct student access and use of these learning tools, in accordance with IDVA’s acceptable use policy defined in the All-School Handbook ([click here to view](#)), pages 24-26, and guidance/resources provided in student courses and in the table below. Entries will be updated on an as-needed basis.

Name of Tool or Computer Application (App)	CommonSense.Org Info & Review Link
Flip (formerly FlipGrid)	https://www.commonsense.org/education/reviews/flip
Padlet	https://www.commonsense.org/education/reviews/padlet
Classkick	https://www.commonsense.org/education/reviews/classkick
Nearpod	https://www.commonsense.org/education/reviews/nearpod
Pear Deck	https://www.commonsense.org/education/reviews/pear-deck
Jamboard	https://www.commonsense.org/education/reviews/jamboard
Edpuzzle	https://www.commonsense.org/education/reviews/edpuzzle
Loom	https://www.commonsense.org/education/reviews/loom
Microsoft Teams	https://www.commonsense.org/education/reviews/microsoft-teams

Google Drive	https://www.commonsense.org/education/reviews/google-drive
Desmos	https://www.commonsense.org/education/reviews/desmos

School Loaner Laptop Computers

Parents/Guardians should accept the use of a school loaner laptop for their student. Students should use the school loaner laptop computer to engage in school and complete schoolwork. The school computer should not be used for gaming or other non-school related activities. Student information is vulnerable to privacy breaches and cyberattack if these practices are not followed.

Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use ~~by or~~ but distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using IDVA computer resources. This includes copyrighted graphics of cartoon characters or other materials that you found that may appear to be non-copyright protected.

Monitoring

IDVA reserves the right to review any material transmitted using IDVA instructional computing resources or posted to an IDVA instructional computing resource to determine the appropriateness of such material.

IDVA may review this material at any time, with or without notice. E-mail transmitted via IDVA instructional computing resources is not private and may be monitored.

IDVA Indemnification Provision

IDVA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. IDVA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. IDVA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of IDVA, its affiliates, or its employees. K12 Virtual Schools LLC assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this handbook conflicts with the Agreement, the terms of the Agreement shall prevail.

IDVA Disciplinary Issue Response

FAILURE TO COMPLY WITH THESE STANDARDS MAY RESULT IN TEMPORARY OR PERMANENT REMOVAL OF USER ACCESS. Following state law, administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion.

Code of Conduct/Acceptable Use Violations

Violations of the Code of Conduct/Acceptable Use guidelines will be addressed by school administrators. Administrators may provide consequences at their discretion for violations, and parents will be notified. Students who are insubordinate or refuse to follow the Code of Conduct/Acceptable Use guidelines, or who have repeated violations, shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

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.

- 905.3 Prohibition of Tobacco Use or Possession
- 905.4 Prohibition of Harassment, Intimidation, Bullying, Hazing, and/or Initiation

Safety Planning & Crisis Management

Please refer to the IDVA Crisis Management Plan on our school [website](#).

Student Restraint and Seclusion

The IDVA Board does not condone the use of restraint or seclusion when responding to student behavior and prohibits the use of corporal punishment and unreasonable use of physical force against a student as forms of discipline or methods of classroom governance. The Board recognizes, however, that it may be necessary to use reasonable and appropriate physical restraint and/or seclusion when it is the least restrictive intervention and when the student’s behavior poses imminent danger of serious physical harm to self or others. The Board supports school-wide programs and services that promote positive student behavior to improve overall school safety and create an environment that is conducive to learning, while also minimizing the need for the use of physical restraint and seclusion and ensuring that they are only used as a last resort in an emergency.

IDVA Board Policy Manual Reference: Please [review IDVA’s Student Restraint and Seclusion policy, including reporting procedures, in](#) 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.

- 905.6 Restraint & Seclusion

Student Conduct and Behavior

Managing Disruptive Students in Class Connect or Other Online School Platforms

In Class Connect sessions or other virtual school sessions or platforms, teachers have access to and may utilize the following options:

- Enable/disable permissions individually or globally to meet individual student needs
- Redirect student
- Remove student from the remainder of the session or remove from the platform

Disciplinary Follow-Up

Please refer to [Discipline: IDVA Behavior Issue Response](#).

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.

- 404.0 Internet Safety Policy

Parent/Staff Communications

IDVA Staff and Learning Coaches/Parents/Guardians mutually commit to:

- Respond to all calls and emails needing response within 24 hours during the school week
- Treat each person with mutual respect. This includes but is not limited to:
 - Refraining from using rude language (including profanity, yelling or badgering)
 - Refraining from using threatening, ominous language

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.

- 505.1 Parent/Staff Communications

Bathrooms, Changing Facilities, and Overnight Trips

Students and others present at school facilities or at school events will follow Idaho Code Title 33 - Education, Chapter 66 - Protecting the Privacy And Safety Of Students In Public Schools.

[Idaho Code § 33-6602](#) Definitions

(1) "Changing facility" means a facility in which a person may be in a state of undress in the presence of others, including a locker room, changing room, or shower room. **(2)** "Public school" means any public-school teaching K-12 students within an Idaho school district or charter school. **(3)** "Sex" means the immutable biological and physiological characteristics, specifically the chromosomes and internal and external reproductive anatomy, genetically determined at conception and generally recognizable at birth, that define an individual as male or female.

[Idaho Code § 33-6601](#)

(1) Every public-school restroom or changing facility accessible by multiple persons at the same time must be: **(a)** Designated for use by male persons only or female persons only; and **(b)** Used only by members of that sex. **(2)** No person shall enter a multi-occupancy restroom or changing facility that is designated for one sex unless such person is a member of that sex. The public school with authority over the building shall ensure that all restrooms and changing facilities provide its users with privacy from members of the opposite sex. **(3)** In any other public-school setting where a person may be in a state of undress in the presence of others, school personnel must provide separate and private areas designated for use by persons based on their sex, and no person may enter these private areas unless such person is a member of the designated sex. **(4)** During any school authorized activity or event where persons share overnight lodging, school personnel must provide separate sleeping quarters for members of each sex. No person shall share sleeping quarters, a restroom, or a changing facility with a person of the opposite sex, unless the persons are members of the same family.

Please see [Idaho Code § 33-6604](#) for exemptions and [Idaho Code § 33-6605](#) for accommodations.

Text Notification Information

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.

- 510.0 School Texting Policy

Parents/Guardians or learning coaches may opt out of school staff text communications. Any text charges accrued are the responsibility of the recipient. Our text opt out form can be completed [here](#).

Federal Programs Information

Non-Discrimination Notice and Grievance Process

IDVA’s Non-Discrimination Notice and Grievance Process, contact information for our Non-Discrimination Coordinator, Foster Care Coordinator, and Americans with Disabilities (ADA) Compliance Coordinator/Special Programs Manager and information on Title IX, Section 504, Title VI, & Title VII can be found on our [website](#).

English Language Learners

Parents/Guardians have the option to use Google Translate to assist with interpreting information on our school website. Choose the desired language using the “Select Language” function in the upper left of the school website. Non-English readers may utilize online translation services such as [Google Translate](#) (<https://translate.google.com/>) to translate other school documents and information, as well. For additional translation assistance, please, contact your student’s teacher.

The goal of Idaho Virtual Academy’s Language Instruction Education Program (LIEP) for English Learners (EL) is to provide effective language development instruction for all EL students to become fully proficient in the English language and have language sufficient to meet the same challenging state academic content standards as all children are expected to meet. Based on a student’s English proficiency test scores, they shall receive instruction in our content class with integrated EL support, or, through an English Learner course with an EL teacher.

For questions regarding IDVA’s English Learner program or to request an interpreter, please, contact Alisha Delamarian, Special Programs Assistant Academic Administrator/EL Coordinator at 208-603-0563.

Title I

Idaho Virtual Academy is a Schoolwide Title I school. Under this federal program, our school is able to provide opportunities for all children, including subgroups of students, to meet the challenging state academic standards. IDVA strives to address the needs of all children in the school, and particularly the needs of those at risk of not meeting the challenging state academic standards. IDVA uses methods and evidence-based instructional strategies designed to strengthen the academic program in the school and accelerate the acquisition of content knowledge.

All families are invited and have full opportunity to participate in all Title I meetings. The annual meeting provides an opportunity to learn about the overall Title I schoolwide program and the family's right to be involved in how Title I funding is allocated. The meeting takes place online at the beginning of the school year (Sept/Oct). Meeting notices are provided in monthly newsletters.

Under Title I, IDVA forms a Parent Advisory Committee (PAC) each school year. The PAC reviews the Title I program, determines how to spend Title I Parent Involvement funds, and creates and updates the *IDVA School-Parent Compact* and *IDVA Parent Involvement Policy*.

IDVA School-Parent Compact

Please visit our school [website](#) to review the IDVA School-Parent Compact.

McKinney Vento (Homeless) Policy

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.

- 901.1 IDVA McKinney-Vento Homeless Education Policy

For questions regarding homeless education policies and information, please, contact the McKinney Vento Homeless Liaison, Jessica Lecertua, at 208-322-3559.

Foster Care Liaison

For information or assistance with foster care, please contact our Counseling Administrator, Jessica Lecertua, 208-322-3559.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") the following rights with respect to the student's education records:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. The parent or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education record that is believed to be inaccurate or misleading. The parent or eligible student should make a written request for an amendment of records to the school principal by clearly identifying the part of the record that needs to be changed and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested, the parent or eligible student will be notified of the decision and advised of the right to a district hearing regarding the request.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator,

supervisor, teacher, or support staff member (including health staff and law enforcement personnel); a person serving on the board of trustees; a person or company that the district has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act).

Regarding Right to Receive Teacher Information

Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

Right to Know

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact Mike Groshong, IDVA Human Resources Manager, at mgroshong@k12.com.

Student Data Privacy

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.

- 903.4 IDVA Student Data Privacy and Security Policy

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations
 2. Mental and psychological problems potentially embarrassing to the student and their family
 3. Sex behavior and attitudes
 4. Illegal, anti-social, self-incriminating and demeaning behavior
 5. Critical appraisals of other individuals with whom respondents have close family relationships
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339, or you may contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202

Photo Release Statement

Notice Regarding Use of Student’s Image and Work

Throughout the school year, school administration, teachers, and support staff may wish to showcase various student recordings, pictures, projects, and school-related functions in various media forms to highlight IDVA/ISID activities and achievements. These may include, but are not necessarily limited to, teacher and school-sponsored websites and social media (Facebook, Twitter, YouTube etc.), as well as brochures, newsletters, and other print media. IDVA/ISID will not share student work or student images as detailed above with or without identifying information, such as students’ full names or addresses, without express permission to do so.

If you DO NOT consent to the use of your child’s image and/or voice, artwork and/or written work in audio, video, film, or any other electronic, digital, and/or printed media, please, send an email to info@idahova.org.

Please understand any pictures you take at IDVA/ISID events with other students must not be posted on your personal social media pages without permission from that student’s legal guardian.

Directory of Information

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.

- 903.0 Student Records

IDVA Continued Engagement Plan

Please review the [IDVA Continued Engagement Plan](#) for instructions on what to do in the case of widespread technical difficulties prohibiting online school and/or Class Connect access.

Handbook Updates Disclaimer

Idaho Virtual Academy reserves the right to amend the handbooks at any time.