

**Idaho Digital Learning Alliance
Elementary Student & Parent
Handbook
2020-2021**





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Dear Parents,

Welcome to the exciting world of online learning! You and your student are participating in a unique, educational opportunity for students in Idaho. In cooperation with all Idaho school districts, Idaho Digital Learning Alliance has served over 240,000 course enrollments statewide! We are glad that you have chosen to be a part of it, and encourage you to take an active role in monitoring your student's progress in class.

First conceived in 2001 by Superintendents of school districts across the state, Idaho Digital Learning Alliance assists your local school by providing additional course offerings for students. Schools, parents and students use the wide variety of Idaho Digital Learning Alliance course offerings to work around local scheduling conflicts, to accelerate completion of school, to provide credit recovery options, take full advantage of the Advanced Placement and Dual Credit courses available through Idaho's state universities, and to help students gain college and career readiness skills.

Idaho Digital Learning Alliance is a state-sponsored, accredited, online virtual school. Our courses are taught by Idaho certified (and highly qualified) teachers, are built around Idaho's content standards and are an extension of your local school's curriculum.

We have provided the following information to assist you in understanding the options available for your student, our structure, suggested tips to assist with your student's success and resources to help you during this year.

Thank you for choosing Idaho Digital Learning Alliance and know we are committed to a successful and positive learning experience for every student in Idaho.

Sincerely,
Dr. Cheryl Charlton
Superintendent

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Mission Statement

Advance equity, opportunity, accessibility, flexibility, and quality in education through collaborative relationships, service-oriented leadership, and innovative solutions.

Introduction

Idaho Digital Learning Alliance was created by an act of the Legislature in 2002 (Idaho Code Title 33 Chapter 55). Idaho Digital Learning Alliance is a supplemental course provider to schools throughout the state of Idaho.

- Opportunities for students - Idaho Digital Learning Alliance was created to "provide choice, accessibility, flexibility, quality and equity in curricular offerings for students in this state." To that end, the program was created as "a school-choice learning environment, which joins the best technology with the best instructional practices."
- Idaho Digital Learning Alliance is Accredited - Accreditation is provided through the Northwest Accreditation Commission (NWAC), an accreditation division of Cognia (formerly AdvancED).
- Idaho Digital Learning Alliance is an Idaho Entity - According to our legislation, courses are developed based on state standards and best practices in online learning and are the property of the Idaho Digital Learning Alliance. Idaho Digital Learning Alliance utilizes Idaho certified and highly qualified teachers, Idaho certified administrators, and our courses are delivered and developed internally according to Idaho content standards.
- Credits transcribed by the local school - Idaho Digital Learning Alliance is a supplemental course provider and does not transcribe grades. Rather, grade reports are submitted to the local school where the course is added to the student's transcript according to local policy. Courses offered through Idaho Digital Learning Alliance are like having an additional 250+ asynchronous course options in your local building.

How courses are offered

The vast majority of Idaho Digital Learning Alliance classes are offered asynchronously, meaning that class content may be accessed at any time of the day/week, even if the teacher is not present, thus removing any constraints of time on delivery of content. Though the vast majority of our content is available in the asynchronous format, our courses also contain varying degrees of synchronous components in which the student can interact with their teacher live.

Local Schools may utilize this flexibility in a variety of ways:

- Offering Idaho Digital Learning Alliance courses within the local school day: In this format, schools will typically have students take the class in an assigned classroom

during an assigned class period. The local school provides a “monitoring” site coordinator to help students stay on task and navigate through the course requirements

The course format utilized by Idaho Digital Learning Alliance

Idaho Digital Learning Alliance utilizes *Schoology* as its Learning Management Systems (LMS) to offer classes in this format. These classes have predetermined start and end dates with unit material opened up for student access at differing times throughout the class. This format provides opportunity for the entire class to progress through material together and interact on the current topics as they arise

Elementary

The elementary course uses daily live (synchronous) instruction in which students are together with the teacher as a homeroom or for other activities. This is combined with asynchronous learning each day in which students work through the online curriculum. The total time each day is approximately 4 hours.

Orientation (Schoology)

Before a student may begin their first elementary class, **parents are required to complete an Orientation course with their child.** Orientation provides instruction on how to navigate the Learning Management System and other keys to success. Students whose parents do not complete orientation will not be enrolled in their course.

Fees

Course fees for the elementary classes are \$140 for each student per semester. This includes both the ELA and Math course for the entire year. Students must be enrolled in both programs.

Attendance

Students are required to attend all daily live classes if an absence is known in advance the teacher should be notified.

- **Three missed sessions:** Teacher will contact parents, and site coordinator, letter will be sent.
- **Six missed sessions:** Principal will contact parents and district administration, letter will be sent.

- **Nine missed sessions:** IDLA administration will contact parents, site coordinator and district administration. IDLA will defer to the district’s attendance policy.
*Attendance notification, as noted above, starts back over at the beginning of each semester. However, the total absences accumulate through the academic year and will be reported on the final progress report

Successful Course Completion

Each IDLA course will have a Mastery Based report card which is based on state standards. IDLA provides scores to the student’s home district. The home district transcribes the course and provides the according grade for the course.

Final Grade Dispute Procedure

If a disagreement or misunderstanding arises between an Idaho Digital Learning Alliance teacher and a student, parent, or local school about a student’s final course grade, the party involved should first communicate with each other to attempt to resolve differences. If a resolution is not reached, the final grade may be appealed at the request of the school of record transcribing the credit. Appeals are to be requested within 90 days of the posting of the final grade by the Idaho Digital Learning Alliance teacher.

Materials provided in class

Idaho Digital Learning Alliance classes contain all of the resources needed in class, including online textbooks/content and links to outside resources. The online curriculum is research based and aligned to Idaho Content Standards.

If additional resources are needed such as manipulatives, the local district will provide them to the parents. The district is responsible for supplies and will work with the teachers and families concerning supplies. There is an expectation that families will supply paper, writing utensils, and similar supplies.

A list of suggested supplies will be provided by the IDLA teacher. If families need assistance in obtaining supplies please reach out to the site coordinator in your home school district.

Academic Honesty

Academic honesty is respect for another’s intellectual property and the completion of “authentic pieces of work which are based on [the individual’s own] original ideas with the ideas and work of others fully acknowledged.

Students need to be responsible for their own work in the following ways:

- Students recognize the difference between individual work and group work
- Students give credit to other people working in the group.
- Students do not copy other people's work. All work must be completed by the student.
- Students reference sources according to agreed-upon (age-appropriate) formats for each grade.
- Students use information technology and library resources responsibly

Plagiarism Policy

Plagiarism is the act of presenting other people's ideas and writings, and not giving credit to these sources, by claiming them to be one's own. Plagiarism is academic dishonesty.

Plagiarism is:

1. Using ideas from another source without giving credit to that source
2. Slightly rewording phrases from another source and passing the phrases as your own. (5 words in a row means that it is plagiarized)
3. Passing another student's work as your own

If a student has cheated or plagiarized, the local school will be contacted to ascertain if the school has a cheating/plagiarism policy. If so, and at the school's discretion, the local school policy (or Idaho Digital Learning Alliance policy) will be followed.

Consequences

Idaho Digital Learning Alliance has a zero-tolerance policy toward academic dishonesty. A student taking an Idaho Digital Learning Alliance class is required to complete an Academic Honesty Contract and agree to the provisions outlined within. Students who do not comply with these provisions may receive one or more of the following consequences:

1. A zero grade on the assignment, discussion, or assessment
2. Notification to the local school of the incident
3. Possible disciplinary action according to the local school's policies
4. Other disciplinary action, may include removal from the program as seen fit by the Idaho Digital Learning Alliance instructor or principal.

Course Communications

Throughout the duration of a course, students, parents, and site coordinators will receive communications about student progress. Teachers will communicate through email and phone calls. If another method of communication is needed please contact the teacher.

Welcome Communication

Within the first 2 weeks of the start of a course, parents can expect a welcome phone call from your student's teacher, as well as an email containing course and contact information. If that call is unanswered, you can expect a follow up email.

Progress Reports

Approximately every 2 weeks, a progress report is sent to the student, parent, and site coordinator. Each individual is strongly encouraged to monitor student progress in this manner, and to direct any questions or concerns to their student's teacher.

Teacher and Principal Contact Information

As part of the welcome communication, parents will receive the contact information of the teacher and principal in their course. Additionally, contact information may be found within the student's course, and on [the Idaho Digital Learning Alliance website](#).

IDLA, District, Parent, and Student Partnership

Students are not expected to do this program completely independently. IDLA needs parents and schools to partner with IDLA to assure student success.

District Responsibilities

- Districts need to complete the I.E.P process for their students and any accommodations and/or adaptations that can not be completed online.
- The local district will work with parents to assure they have a compatible device and internet access.

Student Responsibilities

- Students must communicate often with their online teacher
 - This includes asking specific questions when confused, communicating with the teacher about goals and planned absences, and connecting with teachers if individual help is needed.

- o Students should return communications from the teacher in a timely manner
- Students should log into their course daily and check their messages.
- Students must demonstrate time management and self-organization skills.
- Students are expected to work approximately four hours each day.

- o **Suggestion:** Have students keep a notebook where they place important course information such as:
 - Course login information
 - Teacher, principal and local site coordinator contact information
 - Tech support contact information
 - Notes they have taken
- o Students should be aware that Idaho Digital Learning Alliance teachers may not be available “on demand” and understand teacher response time may take up to 24 hrs.
- o Students should work closely with a local teacher/site coordinator, or parent to help hold them accountable and problem solve when questions arise.

Parent Responsibilities

- If working from home, Idaho Digital Learning Alliance has provided a [Technology Readiness Checklist](#) to ensure your home computer’s operating system meets minimum requirements for class access.

- Monitoring Your Student’s Progress
 - o Parents and students must attend a synchronous meeting the first week of class to gain access to their coursework and remain enrolled
 - o Parents need to help/ensure their child logs in daily and an adult is present during the daily synchronous live sessions as scheduled. If a student misses a session parents need to reach out to the teacher to access missed information and materials.
 - o Parents need to monitor their students to ensure they complete assignments
 - o Parents partner with the teacher through frequent communication about student needs, success and struggle, absences, etc.

- o Grade reports will be sent to the parent’s email address, provided at registration, approximately every two weeks or as needed with individual students. Please use these reports to visit with your child about class progress.
 - o Following your student’s registration, an email will be sent to the listed parent/guardian contact to provide directions on creating a Parent Portal log in. This log in will provide you access to your student’s class and current grades.
 - o Any time you have a question about your student’s progress, or class content, please feel free to contact your student’s Idaho Digital Learning Alliance teacher and/or Idaho Digital Learning Alliance principal. Contact information can be found within the *Instructor* link of your student’s class.
 - o For any parental concerns regarding the collection of student data or to understand your student's rights under FERPA, please see the [Idaho Digital Learning Alliance Student Data Privacy Policy](#)
- **Suggestion:** Keep a notebook where you place important course information such as:
 - o Course login information
 - o Teacher, principal and local site coordinator contact information
 - o Tech support contact information

IDLA Roles and Responsibilities

To assist students in experiencing a positive online learning experience, guidelines have been provided below to outline roles and responsibilities of various individuals to assist you and your student in achieving their desired level of success. Below is a list of items you should expect when taking an Idaho Digital Learning Alliance class.

Idaho Digital Learning Alliance Teacher

Every Idaho Digital Learning Alliance class is taught by a highly qualified Idaho certified teacher who is available to provide help to your student during their course. Please contact your child’s teacher for assistance if needed. For additional information, please refer to “What to Expect

from an Idaho Digital Learning Alliance Teacher" document (Found on the [Site Coordinator Resources](#) page on the Idaho Digital Learning Alliance website.)

Idaho Digital Learning Alliance Principal

An Idaho certified principal is assigned to each class. Principals are not only available to assist teachers but can provide another resource for students and parents. If you ever have a question about class which has not been resolved between you and the teacher, please contact the class principal.

Site Coordinator

Site Coordinators are local individuals within schools who assist students with their IDLA classes. The primary role for the Site Coordinator is registering the students for class. However, they are also an additional support staff member who can help in various other ways. The site coordinator is the link between the parents, district, and IDLA.

Idaho Digital Learning Alliance Tech Support

Idaho Digital Learning Alliance provides availability to technical support personnel to help students with technical problems in their class. If technical problems arise during class, your student should contact his/her teacher for assistance but, for immediate help, please contact our Tech Department at 208-342-0207 or toll free 1-800-927-8158, by email at: [support@Idaho Digital Learning Alliance.k12.id.us](mailto:support@IdahoDigitalLearningAlliance.k12.id.us), or through instant messaging on [Idaho Digital Learning Alliance's homepage](#) (see the "Chat with us" box located on lower right of screen).

Regional Coordinator

Every school in the state is assigned an Idaho Digital Learning Alliance Regional Coordinator. This individual works collaboratively with your school to update them on items such as new course offerings, best practices in online learning, scheduling conflicts and problem solving. This individual is available to assist you with any question you may feel needs additional attention and are happy to work with you on any question.

To contact your Regional Coordinator, please visit our [Website](#) and view the, "[Contact Your Regional Coordinator](#)" icon. If you are unsure of which Regional Coordinator works with your school, you may ask your Site Coordinator or call our office, at 208-342-0207.

Accessibility

Idaho Digital Learning Alliance is committed to providing digital resources that are accessible to all users, including users with disabilities.

We are actively working to increase the accessibility and usability of our digital resources and in doing so align resources to comply with level [Double-A of the World Wide Web Consortium \(W3C\)](#)

We are also committed to improving the accessibility of our course content. Within the Student Resources area of each course, students can find this [Accessibility Support](#) content.

If you have any questions or concerns about accessibility with Idaho Digital Learning Alliance resources, please contact Jacob Smith, Director of Operations at jacob.smith@idla.k12.id.us or 208-342-0207. We welcome any feedback that will help us improve the accessibility of our course content, systems, and websites.

Main Idaho Digital Learning Alliance Office

If you are not sure who to call with questions or concerns, please feel free to contact us at our main office at (208)342-0207.