

What to Expect from an Idaho Digital Learning Alliance Instructor

- The instructor will adhere to **the Code of Ethics** for Idaho Professional Educators
- Timely documentation, including **end of unit progress (grade) reports** and final grades
- The instructor will advertise and be available for office hour(s) at regular intervals throughout the week
- The instructor will ensure instructional modifications required by a special education student's Individual Education Plan (IEP) or 504, are being met
- The instructor will document all relevant communication entries--including important phone calls, emails, chats, and IM's to students, parents and site coordinators
- The instructor will post at least two (2) announcements in the course each week
- A **culture of academic writing** will be modeled and encouraged. Regular class **assignments will be graded within 72 hours** (3 days); longer course assignments, projects, course papers, graded within 96 hours (4 days)
- **At least one assignment** will receive personal, **specific and detailed feedback**
- The instructor will participate in all asynchronous communication activities (discussion boards, wikis, blogs, and voice boards)
- The instructor will make a welcome call home within the first 2 weeks of class.
- The instructor will communicate with an adult if a student's grade falls below 70% on an even numbered progress reports
- The instructor will encourage students to redo assignments
- The instructor accepts for the entire length of the course, **all late assignments for at least 50% of value**. This includes alternatives to discussion boards in cases where the student has not participated in a timely manner (see course syllabus for details)

Who to contact if these expectations are not being met

1. Email or call the Idaho Digital Learning Alliance instructor
2. Email or call the local Site Coordinator/Counselor
3. Email or call the principal supervising the course
4. Email or call your Idaho Digital Learning Alliance Regional Coordinator
5. Email or call the Idaho Digital Learning Alliance office: support@idahodigitallearning.org, or 208 342-0207