

**Idaho Digital Learning Alliance  
Elementary Student & Learning Coach  
Handbook  
2023 - 2024**





Idaho Digital Learning Alliance  
P.O. Box 10017, Boise, ID 83707 | Mailing Address  
3324 S. Milwaukee, Suite 120, Boise, ID 83709 | Main Campus  
208.342.0207 Phone | 208.474.8795 HR Fax  
IdahoDigitalLearning.org

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Parents and Students,

Welcome to Idaho Digital Learning Alliance! IDLA is Idaho's state online supplemental program. Our mission is to provide all students in the state of Idaho access to equal opportunities. Whether this is your first experience with IDLA or you are returning for another course, we welcome you and give you our promise to provide you with the best learning experience we can offer.

You are joining an organization that has existed for over twenty years! School district superintendents from across the state developed IDLA in 2001, and the state legislature created IDLA in 2002. IDLA is state-supported and accredited. Our courses model national standards of quality for online courses, meet Idaho State Content Standards, are taught by Idaho-certified teachers, and quality is overseen in each course by an Idaho-certified principal.

I encourage each of you to use the tools and resources available through our program. The more involved you are, the better your experience will be. Our teachers, principals, and staff are available whenever you have questions, concerns, or need support, so please contact us anytime.

Thank you for choosing Idaho Digital Learning this semester! We are dedicated to the continuous improvement of our courses and services. If our program has benefited you, please let us know. If there are ways we can do better, please let us know. Your feedback is valued and critical to helping us meet the unique needs of each student.

Best of luck to each of you as you pursue your learning goals this semester!

Respectfully,

A handwritten signature in blue ink, appearing to read "Jeff Simmons", is written over a light blue circular stamp.

Jeff Simmons  
Superintendent  
Idaho Digital Learning Alliance

## Table of Contents

<b>Welcome to Idaho Digital Learning Alliance</b>	<b>5</b>
<b>Mission Statement</b>	<b>5</b>
<b>Introduction</b>	<b>5</b>
<b>IDLA Elementary Courses</b>	<b>6</b>
How Courses Are Offered	6
Orientation (Schoology)	6
Launchpad Courses: ELA	6
Course Descriptions	6
Fees	7
Learning Coach Responsibilities	7
Monitoring Your Student’s Progress	7
Progress Reports	8
Materials	8
Dress Code	8
Cell Phone Policy	8
Course Communications	8
Teacher and Principal Contact Information	9
<b>IDLA, District, Student, and Parent Partnership</b>	<b>9</b>
District Responsibilities	9
Student Responsibilities	9
Learning Coach Responsibilities	10
<b>IDLA Acceptable Use Policy</b>	<b>10</b>
Prohibited uses of technology:	10
<b>Academic Honesty</b>	<b>12</b>
<b>General Harassment</b>	<b>13</b>
Sexual Harassment	13
Bullying	13
Harassment of Staff	13
Child Abuse and Neglect	13
<b>Accessibility</b>	<b>14</b>
<b>IDLA Roles and Responsibilities</b>	<b>14</b>
IDLA Teacher	14
IDLA Principal	14
Site Coordinator	14
Custom Session Learning Coach	15

Regional Coordinator	15
Technical Support	15
Main IDLA Office	16

## Welcome to Idaho Digital Learning Alliance

Welcome to the Idaho Digital Learning Alliance (IDLA)! We hope your association with IDLA will be as rewarding as it is productive. As in any environment, there are rules and guidelines that govern how we work and interact together to help us carry out our common vision and mission.

### Mission Statement

The mission of IDLA is to serve the students, school districts, and the State of Idaho by providing a high-quality public school education aligned with state achievement standards, utilizing innovative e-learning methods of delivery.

### Introduction

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

- **Opportunities for Students** - IDLA 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."
- **IDLA is Accredited** - Accreditation is provided through the Northwest Accreditation Commission (NWAC), an accreditation division of Cognia (formerly AdvancED).
- **IDLA 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 IDLA. IDLA 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** - IDLA is a supplemental course provider and does not transcribe grades. Instead, grade reports are submitted to the local school, where the course is added to the student's transcript according to local policy.
- **Translation Policy** - If IDLA's sub-population reaches 10%, specific documents will be translated into the sub-populations native language. Please contact your IDLA district's Site Coordinator if additional translation resources are needed.

## **IDLA Elementary Courses**

### **How Courses Are Offered**

IDLA Elementary courses are supported by Idaho-certified teachers and personalized for each student. Each course consists of a combination of synchronous live sessions and independent work. “Live sessions” are synchronous, meaning students will attend class with their peers and teacher at a specific time. Assigned independent work can be done at anytime convenient for the student and family. Students may take one course or a combination of courses each semester.

*\*IDLA utilizes Schoology as its Learning Management System (LMS) to offer classes.*

### **Orientation (Schoology)**

Before a student may begin their first elementary course, **an orientation is required**. Orientation provides instruction on navigating Schoology, our Learning Management System, and other keys to success. Orientation is provided by IDLA staff in collaboration with the partnering school district.

### **Launchpad Courses: ELA**

Launchpad courses are Literacy focused intervention/enrichment courses for students in grades K-5. Launchpad courses are typically offered in a custom session format.\* Wherever your child is, this program aims to launch them to higher levels of achievement and foster a love of reading and learning.

*\*Custom sections are individual course sections where all students within the course are enrolled from the same school.*

Students will work on highly engaging, individualized lessons in our comprehensive e-learning program, iStation. The IDLA teacher will review progress and meet synchronously with students for up to 5 hours per week to provide additional instruction in skills aligned with what students learn in their independent practice time. **IDLA will work with district staff to coordinate live session dates and times.**

### **Course Descriptions**

- **ELA Launchpad 1** is a reading literacy intervention and enrichment course for students in grades K-2

- **ELA Launchpad 2** is a reading literacy intervention and enrichment course for students in grades 3-5

### **Fees**

- \$30 per course enrollment
- Minimum \$360 for Launchpad custom session (12 seats) plus \$30 per additional seat

### **Learning Coach Responsibilities**

**A Learning coach can be defined as a parent or designated adult for remote sessions and a school staff member for onsite sessions who must be in close proximity and available to children when they are learning. This adult will be responsible for the following:**

1. Completing an orientation class with their student(s) before starting the course
2. Monitoring their student(s) to ensure they log in, complete assignments, and attend the live instruction for each subject(s)
3. Making sure their student completes work every day
4. Communicate with their student's teacher about needs, successes, absences, etc.

### **Monitoring Your Student's Progress**

- The designated learning coach must help ensure their child logs in daily and an **adult is present during the daily synchronous live sessions as scheduled.**
- The designated learning coach must monitor their students to ensure they complete assignments.
- If a student fails to attend a session, the designated learning coach must contact the teacher to access missed information and materials.
- The designated learning coach partners with the teacher through frequent communication about student needs, struggles, successes, absences, etc.
- Anytime you have a question about your student's progress or class content, feel free to contact your student's IDLA teacher and/or IDLA principal. Contact information can be found within the *Teacher Contact and Information* link of your student's class.

Please see the Idaho Digital Learning Alliance Student Data Privacy Policy for any parental concerns regarding collecting student data or understanding your student's rights under FERPA.

### **Progress Reports**

A progress report is sent to the student, parent, and site coordinator approximately every two weeks. Each individual is strongly encouraged to monitor student progress in this manner and to direct any questions or concerns to their student's teacher. The final progress report will be provided upon course completion and/or unenrollment.

### **Materials**

Launchpad courses require each student to have working earphones, a whiteboard, a whiteboard marker, and an eraser. The district is responsible for supplies and will work with the teachers and families to provide them. There is an expectation that students will have a supply of paper, writing utensils, and similar supplies within their learning environment. If additional resources, such as manipulatives, are needed, please contact your district's site coordinator.

### **Dress Code**

Students are expected to be dressed appropriately for all synchronous lessons per their local district dress code policy. The IDLA Student Dress Code will be in effect during all school-related activities. When a student's attire violates this policy, the student may be required to modify their attire in a manner that no longer violates this policy.

- Dress and appearance must not present health or safety problems or potentially disrupt the educational process as adjudged by school personnel.
- Clothes, apparel, or attire must be sufficient to conceal undergarments at all times.
- Clothing must provide adequate coverage of the body. Clothing such as revealing tank tops, crop tops, and spaghetti straps should not be worn during class.
- At the teacher's discretion, hats may be worn during class.

### **Cell Phone Policy**

Due to the disruption that cell phones create, students are required to power off during live sessions.



## **Course Communications**

Throughout the duration of a course, students, designated learning coaches, 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.

## **Teacher and Principal Contact Information**

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

## **IDLA, District, Student, and Parent Partnership**

Partnerships between IDLA and students, parents, and districts are the crux of a successful experience. IDLA needs parents and districts to partner with us to ensure student success. Consequently, districts aren't expected to run our program entirely independently.

## **District Responsibilities**

- Districts must complete the IEP/505/ELP process for their students and accommodations and/or adaptations that cannot be completed online.
- The local district will work with the designated learning coach and parents to ensure they have a compatible device and internet access.

## **Student Responsibilities**

- Students should log into their courses per the agreed scheduled time(s).
- Students must demonstrate time management and self-organization skills.
- During synchronous instruction, students are encouraged to find a quiet space where they will not be distracted from learning.
- Students should turn on their cameras while synchronous instruction is taking place. If/when this is not possible, a student self photo, or "selfie," should be used so that they are easily recognizable to others.
  - Students must use a self-photo, or "selfie," and video feed background appropriate for an educational environment. IDLA faculty and administration reserve the right to determine if a profile picture and/or video feed background is inappropriate. Students using an inappropriate profile picture or video feed

background will be required to update their settings.

- Recordings of synchronous instruction will be accessible only in a password-protected manner and should be viewed by students in a private setting that is not accessible to the public.
- Students and learning coaches should be aware that IDLA teachers may not be available “on-demand” and understand teacher response time may take up to 24 hours.
- Students should work closely with a designated learning coach, site coordinator, or parent to help with accountability and problem-solving if questions arise.
- 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.
  - Students should return communications from the teacher in a timely manner.

### **Learning Coach Responsibilities**

All designated learning coaches, as partners in supporting student learning, are encouraged to do the following:

- Ensure that your child’s work is authentic and original
- Monitor
- Ask any questions regarding plagiarism or cheating if you are unsure
- Report any suspicious activity

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

### **IDLA Acceptable Use Policy**

Proper use and behavior in a distance learning environment will be determined by your school’s existing guidelines covered in the district’s *Acceptable Use Policy (AUP)* and the *Idaho Digital Learning Alliance’s Acceptable Use of Technology Policy*. *Idaho Digital Learning Alliance’s Acceptable Use of Technology Policy (AUP) Computers*, computer networks, and the internet provides essential tools for distance learning and IDLA. All students are expected to use IDLA and the resources provided to access IDLA for purposes appropriate to the education environment. You must refrain from any use inconsistent with the policies, purposes, or objectives of the hosting district or IDLA.

## **Prohibited uses of technology:**

- The use of communication tools (email, discussion boards, web pages, chat, and others) should not be used for any communication that is:
  - defamatory
  - inaccurate
  - abusive
  - rude
  - obscene
  - profane
  - sexually explicit
  - threatening
  - harassing
  - racially offensive
  - illegal
  - encouraging the use of illegal materials
  - inconsistent with the policies, purposes, or objectives of either the hosting district or IDLA
  - impersonating another individual, including, but not limited to, the use of another user's login or password, communicating or completing work on behalf of another individual, or mocking others in a derogatory manner
  
- Revealing personal or private information to others, such as a home address, age, gender, phone number, etc. You should also be cautious when releasing this information about yourself.
  
- Disrupting the use of technology by another user or service. This includes but is not limited to, attempts to harm or destroy data, uploading and/or creating computer viruses, uploading and/or downloading information without need, sending or receiving data with the intent to degrade network performance, etc.
  
- Violation of any local, state, or federal regulation or statute
  
- You will not use IDLA resources to sell or offer to sell any goods or services without prior approval of both the hosting district Board and the IDLA Board
  
- **IDLA Rights and Responsibilities:**

- IDLA reserves the right to monitor all activity related to IDLA courses or sites
  - IDLA reserves the right to block or remove any material that is not consistent with the policies, purposes, or objectives of either the host district or IDLA
  - Opinions, advice, services, and all other information expressed by IDLA staff, students, information providers, or instructors are those of the individual and do not represent the position of IDLA.
- **Discipline:**
    - Student discipline for violation of any part of the policies, rules, or procedures of IDLA shall be based on the severity of the infraction.
    - If the IDLA teacher or monitor feels your behavior is not consistent with the policies, purposes, or objectives of the hosting district or IDLA, the teacher will notify your site coordinator.
      - The site coordinator is then responsible for bringing the matter before the appropriate school administrator(s) for disciplinary action.
      - The teacher may also wish to hold a conference with you and your parents.
      - The IDLA Board of Directors also reserves the right to enact additional disciplinary action, including the ability to revoke the offending student's privilege of using IDLA.

## **Academic Honesty**

Idaho Digital Learning Alliance (IDLA) supports students' understanding of positive learning behaviors and academic honesty. Students must complete and demonstrate work representing their original words, ideas, or products.

Teachers will review the expectations of acceptable learning behaviors in our online courses with students at the beginning of each course. We strive to create a positive learning environment with students, learning coaches, and school staff that is safe for all students by outlining and modeling successful academic behaviors and practices.

Student behaviors that would need support include, but are not limited to:

- Copying another student's work or allowing your work to be copied.
- Using unauthorized assistance on an assessment.

- Allowing someone other than yourself to take an assessment.
- Giving answers to other students.

If positive behavior supports in class are ineffective, collaboration with the principal is required to develop an action plan, which may include collaboration with the learning coach and/or onsite staff to ensure additional support and discipline measures identified follow local policies.

Parents & students will be asked to verify their acceptance of and understanding of the policy in Elementary Orientation.

## **General Harassment**

### **Sexual Harassment**

If a parent/guardian believes that their child has been a victim of sexual harassment, the IDLA administrator will collaborate with district administration to assist in making sure that the necessary actions as covered under the law are carried out.

### **Bullying**

Any act that substantially interferes with a student's educational benefits, opportunities, or performance that takes place synchronously and/or asynchronously and has the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
- Creating a hostile educational environment constitutes a disruptive action subject to disciplinary action

### **Harassment of Staff**

As provided in Idaho Code §18-916, employees of every school district shall be free from abuse by parents or other adults. Therefore, employees must be respected as they perform and direct their assigned roles. Students are expected to display respect for teachers and others at all times.

### **Child Abuse and Neglect**

Under the Child Protective Act, Idaho Code §16-1605, (a) "Any physician, resident on a hospital staff, intern, nurse, coroner, school teacher, daycare personnel, social worker, or other person having reason to believe that a child under the age of eighteen (18) years has been abused,

abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the department.” The building principal will assist in ensuring that the necessary actions covered under the law are carried out.

## **Accessibility**

IDLA 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. In each course's Student Resources area, students can find this [Accessibility Support](#) content.

If you have any questions or concerns about the accessibility of IDLA resources, please contact Brian Smith, Director of Operations, at: [brian.smith@idla.k12.id.us](mailto:brian.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.

## **IDLA Roles and Responsibilities**

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

### **IDLA Teacher**

Every IDLA course 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. Please refer to [What to Expect from an IDLA Elementary Teacher for additional information](#).

### **IDLA Principal**

An Idaho Certified Principal is assigned to each class. Principals are available to assist teachers and can provide another resource for students and parents. If you ever have a question that has not been resolved between yourself and your child's teacher, please contact the Elementary Principal.

## Site Coordinator

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

## Custom Session Learning Coach

Learning Coaches are local individuals within schools and/or parents who assist students enrolled in custom sessions with their IDLA courses. Learning Coaches ensure the students have access to internet service and a computer or device that will allow connection to live instruction. They are expected to monitor students to ensure they log in, complete assignments, and attend daily live instruction.

On-site Learning Coaches facilitate small group instruction, group rotations, activities, and student safety. Learning Coaches partner with the student's teacher(s) and communicate about their student(s) needs, successes, struggles, absences, etc. However, they are also an additional support staff member who can help in various ways.

## Regional Coordinator

Every school in the state is assigned an IDLA Regional Coordinator. This individual works collaboratively with your district to update them on new course offerings, best practices in online learning, scheduling conflicts, and problem-solving. The Regional Coordinator is happy to assist you with any questions that may need additional attention.

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

## Technical Support

IDLA provides availability to technical support personnel to help students with technical problems in their class. Your student should contact their teacher for assistance if technical issues arise during class. For immediate help, please contact the Tech Department:

- Phone: 208-342-0207
- Email: [support@Idaho Digital Learning Alliance.k12.id.us](mailto:support@Idaho Digital Learning Alliance.k12.id.us)

- Instant Messaging: on [Idaho Digital Learning Alliance homepage](#) (see the *“Chat with Us”* box located on the lower right of the screen)

### **Main IDLA Office**

If you are unsure who to call with questions or concerns, please contact the main office at (208)342-0207.