

**Idaho Digital Learning Alliance
Elementary Student & Learning Coach
Handbook
2024 - 2025**





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

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 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 horizontal line.

Jeff Simmons
Superintendent
Idaho Digital Learning Alliance

Table of Contents

Welcome to Idaho Digital Learning Alliance	5
Mission Statement	5
Introduction	5
IDLA Elementary Courses	6
How Courses are Offered	6
Orientation for Everyone Can Create (Schoology)	6
Launchpad Courses: ELA	6
Course Descriptions	7
Fees	7
Learning Coach Responsibilities	7
Monitoring Your Student’s Progress	7
Progress Reports	8
Materials	8
Dress Code	8
Cell Phone Policy	9
Course Communications	9
IDLA Teacher and Principal Contact Information	9
IDLA, District/Registering School, Student, and Parent Partnership	9
District/Registering School’s Responsibilities	9
Student Responsibilities	9
Learning Coach Responsibilities	10
IDLA Acceptable Use Policy	10
Prohibited uses of technology:	11
IDLA Rights and Responsibilities:	12
Discipline:	12
Academic Honesty	12
General Harassment	13
Sexual Harassment	13
Bullying	13
Harassment of Staff	13
Child Abuse and Neglect	14
Accessibility	14
IDLA Roles and Responsibilities	14
IDLA Teacher	14
IDLA Principal	15

Site Coordinator	15
Custom Session Learning Coach	15
Regional Coordinator	15
Technical Support	16
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, rules and guidelines govern how we work and interact 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 and 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-population's native language. Please contact your IDLA district/registering school's Site Coordinator if additional translation resources are needed.

IDLA Elementary Courses

How Courses are Offered

IDLA Elementary courses are facilitated 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 IDLA teacher at a specific time. Assigned independent work can be done anytime that is 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 for Everyone Can Create (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. The orientation is provided by IDLA staff in collaboration with the partnering school district.

Orientation for Launchpad (a synchronous meeting scheduled by RSS and Registering School)

An orientation date will be scheduled by an RSS member and the registering school’s point person. This orientation is only for the supporting adults for the Launchpad program, not students. The purpose of the meeting is to introduce the IDLA Launchpad teacher and on-site teachers and instruct on-site teachers on how to assist their students with the login process for Launchpad. This meeting is approximately 30 minutes in length but can vary.

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 registering schools can customize the five hours a week of live instructional time to fit the needs of the students at their schools.*

Students will work on highly engaging, individualized lessons in our comprehensive e-learning program, iStation. The IDLA teacher will review and monitor progress and meet synchronously

with students for up to 5 hours per week based on the skills needs identified by data. **IDLA will work with the district/registering school's 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. Receive directions for logging students into Schoology and Zoom through the live orientation or the additional materials.
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 IDLA 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 and are participating fully in the live sessions.

- The designated learning coach partners with the IDLA 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 IDLA 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 registering school is responsible for supplies and will work with the on-site 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/registering school's site coordinator.

Dress Code

Students are expected to be dressed appropriately for all synchronous lessons per their local district/registering school 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 to no longer violate 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 IDLA teacher’s discretion, hats may be worn during class if the registering school’s policy is in agreement.

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. IDLA Teachers will communicate through email and phone calls. If another method of communication is needed, please contact the IDLA teacher.

IDLA Teacher and Principal Contact Information

As part of the welcome communication, designated learning coaches will receive the contact information of the IDLA teacher and IDLA 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/Registering School, Student, and Parent Partnership

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

District/Registering School’s Responsibilities

- District/registering schools must complete the IEP/505/ELP process for their students and accommodations and/or adaptations that cannot be completed online.
- The local district/registering school 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.
- 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 that IDLA 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 IDLA teacher.
 - This includes asking specific questions when confused, communicating with the IDLA teacher about goals and planned absences, and connecting with IDLA teachers if individual help is needed.
 - Students should return communications from the IDLA 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/registering school’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/registering school 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/registering school 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 only use IDLA resources to sell or offer to sell goods or services with prior approval from the hosting district/registering school Board and the IDLA Board of Directors.

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/registering school 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/registering school or IDLA, the IDLA teacher will notify your site coordinator.
 - The site coordinator is then responsible for bringing the matter before the registering school's appropriate school administrator(s) for disciplinary action.
 - The IDLA 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.

IDLA 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 **IDLA** 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 the district/registering school's 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/registering school 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 IDLA 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 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 IDLA 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. IDLA Principals are available to assist IDLA 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 IDLA teacher, please contact the Elementary IDLA 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, there 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/registering school, 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 IDLA 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/registering school 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/registering school, 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 IDLA 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@IdahoDigitalLearningAlliance.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.