

# Idaho Connects Online--ICON School

## Student Handbook

*MISSION STATEMENT: The mission of ICON is to provide middle and high school students with a personalized education alternative that integrates one-to-one support, a robust curriculum, flexible instruction, and innovative technology in an Idaho Public Charter School.*

### EXPECTATIONS

Students who enroll with ICON are expected to follow all of the rules, policies and procedures outlined in this Handbook, as well as any specific course rules, policies, and procedures developed by their teacher.

### ENTRANCE REQUIREMENTS

ICON School enrollment is open to students who have completed the 5<sup>th</sup> grade and are younger than the age of 21. Students may not be enrolled full-time in another public school and must be residents of the state of Idaho.

ICON School provides a free and appropriate public education for all children with disabilities in a variety of specially designed programs. Special Education and related services are available for those that qualify. ICON complies with the requirements set forth in the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as applicable.

Students who have attended non-accredited institutions prior to enrollment with ICON may be required to take Placement Tests to demonstrate mastery of concepts learned.

### TECHNICAL REQUIREMENTS

**Internet Connection: All students will be responsible for securing and maintaining an internet connection within their home. Students are also responsible for finding an alternate way of accessing the internet if they experience any connectivity issues or if their internet service is shut off. There are several places that have free WIFI available for use, such as your local library, coffee shops, McDonald's or friend or relative's house. Not logging into school due to not having access to an internet connection can result in unexcused absences and withdrawal from ICON School.**

Students enrolling in ICON as full-time students may request the use of a school owned computer. If students choose to check out the school owned laptop computer, they will be asked to sign a Computer Agreement Form stating that they will take care of the computer and be responsible for any damage or loss. They will be expected to return the computer at the end of the school year or upon withdrawing from ICON.

After the ICON office has received the Computer Agreement Form, it may take up to 2 weeks to ship the laptop computer. Students are responsible for finding an alternate computer to use while waiting to receive their ICON laptop.

A printer is not provided for students but is strongly recommended for use during the school year.

If students experience computer challenges that require their ICON laptop to be sent back to our office, it may take up to 2-3 weeks to diagnose and repair the problem, and for the laptop to be returned to you. Students are responsible for finding an alternate computer to use while waiting for their ICON laptop to be shipped back to you. This might be another computer in the home, borrowing a friend's or relative's computer, or using the computers at your local library.

### **Internet Browsers:**

Mozilla Firefox – Version 18 or higher. Firefox is the recommended browser for our program

Chrome -- Version 23 or higher.

Safari – Version 6 or higher

Internet Explorer – Version 8, 9, or 10. For users of Internet Explorer on Windows 8, the program must be operated in the Desktop version of Internet Explorer

### **Multimedia Rendering:**

Adobe Flash – Version 11 or higher. The program will not display video, sounds, or other media if Flash is not installed or is not working properly.

### **PDF Reader:**

Adobe Acrobat Reader – Version 9 or higher. Grade reports and other reports are generated as a PDF file.

### **Browser Settings:**

NOTE: *For best performance on **Tablet devices** it is recommended to use a browser that supports Adobe Flash Player. Otherwise some components may not function properly.*

AutoComplete – Disable AutoComplete, as it often looks like a list of answers to choose from.

Caching – enable Caching, but set browsers to clear the cache when closed.

Javascript – Javascript must be enabled for pages to render correctly

Network Considerations Filtering -- \*.glynlyon.com, \*.owschools.com, and \*.odysseyware.com must be added to the whitelist of any filter, proxy or firewall programs/servers in use

## GRADUATION REQUIREMENTS

ICON School is accredited by the Northwest Accreditation Commission and follows the Idaho State Standards for Graduation requirements. (IDAPA 08.02.03 105, 106, 107)

**\*\*SENIORS:** It is recommended that all graduating seniors complete their course work at least 1 week before the end of the term. Failure to do so could result in a delay in the issuing of a diploma.

<b>CONTENT AREA</b>	<b>STATE CREDIT REQUIREMENTS</b>
<b>Core of Instruction</b>	<b>31 credits (minimum)</b>
<b>Electives</b>	<b>15 credits (minimum)</b>
<b>Total</b>	<b>46 credits (minimum)</b>

<b>CORE SUBJECTS</b>	<b>31 credits</b>
<b>Language Arts</b>	9 credits (English 8 credits and Speech 1 credit)
	Speech credit can be obtained through other courses that meet the state speech requirement as approved by the local district
<b>Mathematics</b>	<b>6 credits</b>
	Including Algebra 1 and Geometry standards.
	Students who have completed 6 credits of math prior to the fall of their last year of high school, including at least 2 semesters of an Advanced Placement or dual credit calculus or high level course, are exempt from taking math during their last year of high school. AP Computer Science, Dual Credit Computer Science, and Dual Credit Engineering can be considered as either a math or science credit.
<b>Science</b>	<b>6 credits</b>
	(4 credits must include courses with labs)
<b>Social Studies</b>	<b>5 credits</b>
	US History, American Government and Economics
<b>Humanities</b>	<b>2 credits</b>
	Interdisciplinary Humanities, Fine Arts or Foreign Language
<b>Health</b>	<b>1 credit</b>
	CPR is required to be taught in Health
<b>Physical Education</b>	<b>2 credits</b>
	Project-Based PE cannot count as CORE PE credit
<b>ELECTIVES</b>	<b>15 credits</b>
	Elective courses as determined by the School District
<b>Senior Project</b>	Required to include a written report and oral presentation by the end of grade 12 with guidelines set at the district level.

<b>College Entrance Exam</b>	Take either the ACT, SAT, or ACCUPLACER exam before the end of the student's 11th grade year beginning with students for School Year 2014-2015.
<b>ISAT/SBAC</b>	Pass the ISAT with a score of Proficient or Advanced in Reading, Math, and Language Usage. Students who have scored proficient or above in 9th grade ISAT will count towards passing the ISAT as a graduation requirement.
<b>Advanced Opportunities</b>	Districts must offer at least one Advanced Opportunity such as Dual Credit, Advanced Placement, Tech Prep, International Baccalaureate.
<b>Middle School Credits</b>	Must take pre-algebra before entering 9th grade.
	A student will have met the high school content and credit requirement for any required high school course if: The student completes such a course with a grade of C or higher before entering 9th grade; course meets the same content standards that are required for high school; course is taught by a properly certified teacher.

## STATE TESTING

All ICON students in accordance with the Idaho State Department of Education Ruling, are required to take all standardized testing exams. Students must travel to local testing centers to take the proctored exams.

## ADVISOR SUPPORT

Each student will be assigned an advisor whose role it is to help facilitate students' progress in the online courses. This may include but is not limited to:

- Registration and enrollment in courses
- Checking progress in classes
- Goal setting and lesson scheduling
- Intervention when needed for student success
- Facilitating communication with other teachers
- Helping answer student/parent questions
- Technology assistance

Students will be required to have a conversation with their advisor during the first week of school, attend all outlined student/parent conferences, and communicate in a two-way conversation with their advisor once every two weeks. This communication can occur in the form of a teacher or student initiated email, Odysseyware message, Instant Message, or phone call. Failure to meet these requirements could result in withdrawal from the school.

## CONTENT AREA TEACHERS

Each student will have access to a highly qualified content area teacher for each course they are taking. The role of the content teacher is to:

- Evaluate and grade student progress in the class
- Communicate with student about the content including tutoring and answer questions
- Develop curriculum materials and assessments for the class.
- Provide support through email, Odysseyware messaging, Instant Message, phone calls, live support via online meeting room or through face-to-face support.

## CONFERENCES

**All students and parents are expected to attend Student/Parent Teacher Conferences as outlined in the school calendar.** These conferences can occur via live online sessions or via phone. Face to face conferences can be facilitated at the request of the teacher and or student/parent.

## ORIENTATION

**All students are expected to complete the Orientation Module.** The Orientation Module takes place online and also via phone conversation with their advisor. Students may be denied access to regular course offerings until the Orientation expectation is met.

## BENCHMARK TESTING

Students may be required to participate in online Benchmark testing three times per year to support student progress and achievement. Students who do not take the tests as required may have other content hidden from their school account until the tests are completed.

## COURSE ENROLLMENT

Full time middle school students are enrolled in 4 CORE courses.

Full time high school student is enrolled in 6 courses. Number of course offerings may be adjusted based on student credit status. Individual plans will be made during the enrollment process.

Students may be enrolled with ICON on a part-time status, or be dual-enrolled with ICON and another school. Students are responsible for coordinating all dual-enrollments with the other school.

Project Based Courses are limited to a maximum of 2 semester credits. It is our goal that students receive a well-rounded education and that other electives may need to be taken to meet that goal.

**Any enrollment that falls outside these parameters must be approved by the Head of School. Failure to notify the school could result in removal from the program.**

### **Course Changes and Withdrawal:**

Course Changes – Any course schedule changes must be made during the first week of enrollment.

Withdrawal from Courses – Any course dropped after the 4<sup>th</sup> week of the semester for any reason will automatically be recorded as an “F” on the transcript. The “F” will be computed into the student’s GPA. When students transfer to another school, the grade earned to date preceded by a “W” (withdrawal) will be used.

## **COURSE EXTENSIONS**

**Course extensions are not granted within the school.** It is important that students are aware of the school calendar and deadlines.

## **EARNING CREDIT AND GPA**

In order to receive credit, students must complete all assignments to the teacher’s satisfaction with an overall course grade of 60% or higher.

Final grades and grade point averages (GPA) are computed using the following table:

### Grading Scale

A - 90-100 - 4 points (Excellent)

B - 80-89 - 3 points (Above Average)

C - 70-79 - 2 points (Average)

D - 60-69 - 1 point (Below Average)

F - 0-59 - 0 points (Fail)

NC - No credit

## **PLAGIARISM AND CHEATING**

**Plagiarism, copying information without providing the source, and cheating in any form is not tolerated and may lead to loss of credit for the course and/or removal from school.**

## GRADING

- Each teacher will communicate their individual grading policy for their courses the first week of class. These policies will include the policy for retaking tests and quizzes, reassignment of non-passing work, maximum number of attempts to complete lessons, and penalties for turning in work that is not complete.
- Students will work through lessons, projects, quizzes and tests within their courses and can be assessed in a variety of ways.
- Students are expected to complete all the coursework assigned by the teacher.
- Turning in partial work or not completing the written responses-within each assignment-may result in loss of credit for the course.
- Students may ~~also~~ be blocked from taking the final exam until all work is complete.
- Each teacher will keep accurate records of each student's progress, and a parent or student may request an updated progress report at any time. It is important to note that what is displayed in the student's grade book may not reflect the actual grade based upon teacher grading policy and/or if the student has overdue assignments in the course.

## PACING OF INSTRUCTION

Students will be provided a suggested pacing guideline to meet their end-of-course deadline. Our course platform (Odysseyware) also calculates end dates and due dates to support students in meeting their end-of-course deadline. It is important that students work consistently throughout the semester to avoid cramming at the end.

## MATERIALS

ICON strives to have many of the items needed to school within the courses found online. However as in many school settings, there may be items that a student/parent needs to provide for their student. Items needed for each course will be found in the Course Overview given to students within the first week of class.

## ATTENDANCE AND TRUANCY

New Students: All newly enrolled students will be placed on an Attendance Plan for the first 30 days of school as they acclimate to the online learning environment. After 30 days, their status will be re-assessed to determine if further Attendance support is required.

Returning Students: All returning ICON students who have not shown a history of course success will be placed on an Attendance Plan for the first 30 days of school, and re-evaluated every 30 days to determine if further Attendance support is required.

Attendance Guidelines: Students are expected to school an average of one hour per day per course, five days per week. Students have flexibility in setting the daily schedule that works best for them. While the courses are available 24/7, ICON teachers work varied schedules according to their contractual status within the school. It is the responsibility of the student to be aware of when their teachers are available for assistance.

Students that do not school for 10 days with an acceptable amount of online time (5 hours per week per course) will be considered truant and may face withdrawal from the school. Student can also face loss of credit for courses which will result in the student having to take the course again. Students must be logging in and progressing in the courses that are assigned to them.

Students enrolled in the Special Education Program may also face withdrawal for lack of attendance in special education service time as outlined in the IEP.

## **PROBATION PLANS**

A student can be placed on a Probation Plan if they are behind pace and/or not passing their courses. All Probation Plans are made in conjunction with the Head of School, Director of Student Services and other ICON Staff as appropriate and as needed. Probation Plans are individualized based on student need. Parents and students must be active participants in the development and implementation of the Plan.

## **COMMUNICATION**

Ongoing communication with teachers and school staff is recommended for student success. It is expected that all parties will treat each other with mutual respect and will abstain from any form of vulgarity, slang, or inappropriate subjects in all methods of communication. **All students are required to check in with their advisor at least once every two weeks.** Students may be placed on a more formal plan for communication if not meeting the communication expectation. Students are required to respond to the communication of their content area teachers as requested.

ICON staff and students can use email, Odysseyware messaging system, Instant Message, phone calls, and live sessions to facilitate communication. **Text messaging** is not an approved method of communication.

## **INAPPROPRIATE COMMUNICATION INCLUDING HARRASSMENT AND CYBER-BULLYING**

ICON expects the school community to use electronic communications in a responsible, ethical, and legal manner. **Harassment and cyber-bullying will not be tolerated in the school and can be the grounds for expulsion from the school.** Harassment is defined as unwanted conduct based on protected class (e.g. race, color, national origin, religion, gender, age, disability, or sexual orientation).



Cyber-bullying is defined as the use of electronic communication to bully others. Specifically, this can include threats, insults, verbal abuse, racial slurs, or any other hostile communication designed to cause harm to others. Harassment also include an act of retaliation taken against any person bringing a complaint of harassment, any person assisting another person in bringing a complaint of harassment or any person participating in an investigation of an act of harassment.