



**IDAHO  
TECHNICAL  
CAREER ACADEMY**

Student-Parent

# Handbook

2020-2021 School Year

**Amended August 2020**

Policies and procedures listed in this handbook are subject to change. Any alterations to this document is communicated to affected parties by mail or email.

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## Vision Statement

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To create a virtual career-technical education charter school which will provide an appropriately sequenced curriculum that will equip the student with the foundational academic and technical skills to enable them to pursue post-secondary education, achieve occupational certifications and enter directly into the workforce.

The school's focus on career-technical education will:

- Provide an alternative to academic virtual schools
- Provide career pathways to students who are:
  - Geographically Dispersed
  - Academically Deficient
  - At-Risk and Underserved
- Provide Idaho industries with educated and employment ready individuals.

## Mission Statement

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Idaho Technical Career Academy (ITCA) is a virtual career-technical education charter school that provides an occupational sequence of instruction that will prepare Idaho students to obtain the necessary technical skills needed to succeed.

## Staff Contact Information

Teachers					
Last Name	First Name	Position	Work Phone	Ext.	Work Email
Clark	Rozanne	Lead Teacher & English Teacher	(208) 972-1880		<a href="mailto:rclark@idtca.org">rclark@idtca.org</a>
Peterson	Amanda	English Teacher PT	(208) 830-0317		<a href="mailto:ampeterson@idtca.org">ampeterson@idtca.org</a>
Coltrin	Sharinda	Teacher - Science	(208) 477-7651		<a href="mailto:scoltrin@idtca.org">scoltrin@idtca.org</a>
Herriott	Jena	Teacher - History	(208) 972-2114		<a href="mailto:jherriott@idtca.org">jherriott@idtca.org</a>
Beorchia	Dane	Teacher - Health Profession	(208) 972-1177		<a href="mailto:dbeorchia@idtca.org">dbeorchia@idtca.org</a>
Benedick	Tim	Teacher - Special Education	(208) 830-1609		<a href="mailto:timbenedick@idtca.org">timbenedick@idtca.org</a>
Perez	Tamara	Teacher - Business	(208) 960-2090		<a href="mailto:tperez@idtca.org">tperez@idtca.org</a>
Leavitt	Staci	Teacher - Business	(208) 608-4706		<a href="mailto:sleavitt@idtca.org">sleavitt@idtca.org</a>
Garcia	Pablo	Teacher - Math	(208) 960-2081		<a href="mailto:pgarcia@idtca.org">pgarcia@idtca.org</a>
Cowman	Erika	Teacher - Ag	(208) 921-1864		<a href="mailto:ecowman@idtca.org">ecowman@idtca.org</a>

Staff					
Last Name	First Name	Position	Work Phone	Ext.	Work Email
Pittman	Monti	Head of School	(208) 917-2420	1001	<a href="mailto:mpittman@k12.com">mpittman@k12.com</a>
Ingwersen	Julie	Operations Manager	(208) 917-2420	1002	<a href="mailto:jingwersen@k12.com">jingwersen@k12.com</a>
Edwards	Jennifer	Registrar/Receptionist	(208) 917-2420	1008	<a href="mailto:jedwards@idtca.org">jedwards@idtca.org</a>
Judd	Amanda	Special Education Director	(208) 995-4904		<a href="mailto:ajudd@k12.com">ajudd@k12.com</a>
Enos	Marcella	CTE Coordinator	(208) 917-2420	1004	<a href="mailto:menos@idtca.org">menos@idtca.org</a>
Comstock	Mindy	Student Support Advisor (SSA)	(208) 859-5296		<a href="mailto:mcomstock@idtca.org">mcomstock@idtca.org</a>
McDevitt	Hailey	Counselor	(208) 917-2420	1005	<a href="mailto:hmcdevitt@idtca.org">hmcdevitt@idtca.org</a>

## Special Program Contacts

Child Find Coordinator
Tim Benedick
(208) 830-1609
<a href="mailto:timbenedick@idtca.org">timbenedick@idtca.org</a>

Special Education Coordinator
Tim Benedick
(208) 830-1609
<a href="mailto:timbenedick@idtca.org">timbenedick@idtca.org</a>

504 Coordinator
Hailey McDevitt
(208) 860-5115
<a href="mailto:hmcdevitt@idtca.org">hmcdevitt@idtca.org</a>

Homeless Liason
Hailey McDevitt
(208) 860-5115
<a href="mailto:hmcdevitt@idtca.org">hmcdevitt@idtca.org</a>

Foster Care Liason
Hailey McDevitt
(208) 860-5115
<a href="mailto:hmcdevitt@idtca.org">hmcdevitt@idtca.org</a>

RTI/MTSS Coordinator
Rozanne Clark
(208) 972-1880
<a href="mailto:rclark@idtca.org">rclark@idtca.org</a>

English Language Learner Liason
Monti Pittman
(208) 917-2420 x1001
<a href="mailto:mpittman@k12.com">mpittman@k12.com</a>

## Staff Information

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Classroom Teacher
Class Content Questions
Questions on Graded Work
Working Ahead
Catching Up
How to Submit Assignments Late Policies
Change of Address or Email
Attendance Recording
Login Issues
Computer Shipments
ISAT Scheduling
Late Assignment Policies

Registrar
Transcript and Records Requests
Progress Reports and Report Cards
Change of Address or Email
Verification of Compliance (VOC) Forms

Special Education Teacher
Accommodations Modifications
IEP Questions
Special Ed Late Policies
Retaking Quizzes
ISAT Accommodations
ISAT Scheduling
Study Skills Credits

Counselor
Personal/Family issues
College and Career Information
Adding and Dropping Classes
504 Creation and Implementation
Scholarship and FAFSA Questions
Graduation Planning
Dual Credit Questions
Summer School Registration
IDLA Course Registration
Transcript Review
Sign up for College Entrance Exams (ACT, SAT, PSAT, etc.)

Student Support Advisor (SSA)
Computer Shipment Questions
Student Attendance
Orientation
Student/Family Academic Support
Communicate School Expectations
OLS Login Assistance

Technical Support
1-866-512-2273 or <a href="http://webform.k12.com">http://webform.k12.com</a>

## Whom to Contact?

<b>Issue</b>	<b>Who To Contact (contact information here)</b>
Academic Help	Teacher
Address Update	Registrar
Attendance Questions	Student Support Advisor
Assignments Submitted Incorrectly	Teacher
Class Connect (Collaborate) Technical Issue	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
Course Change or Missing OLS Course	Counselor
Course Content Comments & Minor Errors	Feedback in your Online School
Course Content Questions	Teacher
Course Materials, Shipping, Missing & Damaged	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
Curriculum	Teacher
Grades and Scores for Online Assessments	Teacher
Internet Reimbursement	Operations Manager
K12 Computer, Hardware Troubleshooting	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
K12 Computer Keyboard, Mouse & Microphone	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
K12 Computer Malware/Virus	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
K12 Computer Requests	Student Support Advisor
K12 Computer Software Updates	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
OLS Account Set-Up & Login	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
OLS Error Messages	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
OLS Navigation	Teacher or Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
PDF Links	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
Return Course Materials	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a> / 866- 512- 2273
Return K12 Computer Equipment	K12 Computer Returns: <a href="mailto:computer-returns@k12.com">computer-returns@k12.com</a> / 866-571-4310
Return Labels (Need Additional UPS Labels)	Customer Support: <a href="https://www.help.k12.com">https://www.help.k12.com</a>
School Events & School Community Logins	Student Support Advisor
Transcript Requests	Registrar
Withdrawal Requests	SSA/Teacher or School (When Teacher is Not Available During the Summer)

# School Calendar

## 2020-2021 ITCA School Calendar

IMPORTANT DATES			# school days
August	11	Teacher contract days start	1
	31	1st day school	
September	7	Labor Day (no school)	21
October			22
November	25-27	Thanksgiving Break (no school)	18
December	21-31	Winter Break (no school)	14
	1	Winter Break (no school)	
January	4	School resumes	17
	18	MLK, Jr. Day (no school)	
	14-15	Semester 1 final exams	
	21	Last day semester 1	
	22 - 25	Teacher work days (no school)	
	26	Semester 2 Start	
February	15	President's Day (no school)	19
March	22-26	Spring Break*	18
April	30	Arbor Day Observation	22
May	13-14	Senior Finals	20
	27-28	Semester 2 final exams	
	28	Last day of school	
June	8	Teacher contract days end	0
Total Days			172

\* Note: Spring break will rotate between 3rd week in March and 4th week in March each year.

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Families can download a copy of the calendar at <https://itca.k12.com/calendar/academic-calendar.html>.

## Outings/Events Information

ITCA families will have a variety of opportunities to participate and plan outings/events across the state. Several events are planned throughout the school year. Outing information will be shared through email from your teacher, on the ITCA event calendar at <https://itca.k12.com/events-calendar.html>, and on our school newsletter. ITCA families are encouraged to assist in planning and participating in outings and academic workshops.

It is the parent's responsibility to notify Event Leads of student medical alerts. If a parent notifies an Event Lead regarding medical alerts, the Event Lead will note the student name and will take the appropriate precautions, and will react accordingly if an issue arises. For additional information regarding epinephrine and inhalers, please see Board Policy 907.1.

## FERPA Information

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:



## Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave. S.W.

Washington, D.C. 20202-4605

FERPA required that the school, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the school may disclose "directory information" without written consent, unless you, the parent or eligible student, have advised the school in writing that you do not want all or part of the directory information disclosed. The method for objecting to the disclosure of directory information is specified below. The primary purpose of directory information is to allow the school to include the following information from education records in certain school publications or disclose it to certain parties.

Examples include:

1. Shipment of computer and school materials to and from student's home
2. Entry of student enrollment information into a computer database for use by school officials
3. Honor roll or other recognition lists
4. School Yearbook

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. In addition, federal law requires the school to provide military recruiters, upon request, with three directory information categories – name, addresses, and telephone listings – unless parents or eligible students have advised the school in writing that they do not want their student's information disclosed without prior written consent.

The school has designated the following as directory information:

1. Name
2. Address
3. Telephone Number
4. Email Address
5. Photo
6. Honor Roll Status
7. Grade Level Activities and Clubs
8. Awards

If there are certain items the school has chosen to designate as directory information that you do not want to be disclosed from your child's education records, without your prior written consent, please send an email identifying the information you do not want to disclose, your student's name, and any edits to attention of: Idaho Technical Career Academy [Operations Manager](#).

## The Protection of Pupil Rights Amendment (PPRA)

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The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires ITCA to notify the parent you and obtain consent or allow to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

ITCA does not foresee any surveys of this nature to be conducted, but if we do, we are required to provide parental notice and consent. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

## Student Medical Information

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### Immunization Policy

Idaho State Law (39-4801) requires students K-12 to provide the school with proof of the following immunizations:

Summary of Immunization Requirements			
Immunization Requirement*	Child born on or before September 1, 1999	Child born after September 1, 1999 through September 1, 2005	Child born after September 1, 2005
<b>Measles, Mumps, and Rubella (MMR)</b>	1 dose	2 doses	2 doses
<b>Diphtheria, Tetanus, Pertussis</b>	4 doses	5 doses	5 doses
<b>Polio</b>	3 doses	3 doses	4 doses
<b>Hepatitis B</b>	3 doses	3 doses	3 doses
<b>Hepatitis A</b>	0 doses	0 doses	2 doses
<b>Varicella</b>	0 doses	0 doses	2 doses

### Emergency Care

When leaving an ITCA student in the care of ITCA staff for an ITCA event such as an academic workshop or state testing, parents/guardians must provide the ITCA staff member on location with a telephone number to be used in case of an emergency. In the situation that a student is ill or is injured, the ITCA staff member shall have the authority to take the appropriate action to provide immediate medical care and/or ambulance service. Every effort will be made to contact the parent/guardian to obtain his/her approval prior to a decision to transport a student to a

doctor's office or hospital emergency room. In the event that the ITCA staff member is unable to contact the parent/guardian, the ITCA staff member will attempt to contact the emergency contact designated. Parents are financially responsible for any medical care and/or ambulance service for the student.

ITCA does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parent or legal guardian.

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## Student Data Privacy

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act). Please refer to [ITCA Board Policy 904.2](#) for further information regarding how ITCA protects student data privacy.

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## Photo Release Statement

Please understand that photos may be taken and could be used by K12 and/or Idaho Technical Career Academy. If you would not like yours or your child's picture taken, please let an ITCA staff member know at any event.

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## How to Get Started

Students and parents can take advantage of the [itca.k12start.com](http://itca.k12start.com) website to learn about all that the K12 educational systems have to offer. The K12 Start website is an interactive tutorial, to include videos dedicated to teaching students and parents how to be successful in an online environment.

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## School Online Account Setup

For instruction and assistance in setting up the Learning Coach or Student Account access for Online School Accounts go to: <https://www.help.k12.com/s/article/Setting-Up-Your-Accounts>.

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## Tips for Success

Read below for tips for success as you plan your year!

### **Go to class**

- Classes are going to be places where you not only learn from your teacher but each other. You are an essential part of the learning community. You can do your part by being prepared for class with your assignment and materials, and by coming to class on time, every time.

### **Do your assignments**

- Teachers are going to give you assignments. The assignments are from the LMS as well as directly from your teacher. The teachers are specific with their expectations, how they are going to grade, and what you need to

do. Pay attention to the course syllabus and the announcements of each of your courses so that you can make sure to turn those assignments in on time!

### Be active in class

- ClassConnect sessions generally run about one hour each, and they will be interactive. You will greatly benefit from being an active part of each class.
- Disclaimer:  
**The sessions will be recorded for learning purposes. Learning purposes include a lesson review for absent students, students who want to review for a test, etc. and will be distributed for learning purposes.**

### Communicate

- Communicate with teachers if you are struggling or have questions about a lesson, assignment, or expectation. They are here to help you.

### Do your job

- A vital part of being in high school is getting ready for college and beyond. **Your** job is becoming an independent learner. Make sure you know when your assignments are due the times of your classes, and what time you need your alarm to go off in the morning. Paying attention to all of these things makes you increasingly independent!

**We are excited about what we are going to accomplish together this year. Working together for your success is our highest priority.**

## The Role of the High School Learning Coach

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- Monitor student progress in Learning Management System (LMS) daily
- Ensure constant student connectivity to the internet
- Ensures that student has all materials for success (i.e. lab materials)
- Help establish work and learning environment (routine, classroom set-up, etc.) for student
- Communicate often with administration and teachers
- Check e-mail every day for updates
- Make sure the student attends state testing and final exams
- Monitor internet and email use for appropriateness
- Attend Parent/Teacher Conferences

## Attendance and Accountability

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- Students receive progress reports weekly and report cards at the end of each semester. Students and parents can also always check their current grades online any hour of any day through the Parent Portal.
  - Need help knowing how to check student activity and grades? Click out this video [here](#).
- Students must maintain sufficient progress-- this is a combination of attendance and turning in assignments/assessments. A student that does not maintain an average of 60% or higher could be considered truant.
- High school students are required to have 990-instructional hours during the 170-day school year. This means approximately six (6) hours per school day as a minimum.

- Students must attend face-to-face finals at the end of each semester. These comprehensive exams are held at multiple testing locations across the state.
- ITCA students are enrolled in a public school and are **required** to attend and complete all Idaho State Standardized Testing.

## Communications from ITCA

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Throughout the school year, we will provide important updates regarding school deadlines, events, outages, and other pertinent information via text, phone call, and/or email. These communications include notification regarding registration information, testing schedules, school events, important reminders, as well as other important topics.

It is important to ensure your email and phone number are always current. To verify your contact information, please refer to the links below:

- How to verify your address and phone number: <https://www.help.k12.com/s/article/Find-Your-School-Address-and-Phone-Number>
- How to your update your email address and phone number: <https://www.help.k12.com/s/article/How-to-Update-Your-Email-Address-and-Phone-Number>

### Email

For email communications, check your spam or junk mail folders to ensure that you can receive emails from @itca.org or @k12.com.

### Email

If you would like to opt-in to receive text messages, please complete ITCA’s Texting Opt-In Form.

## Parent/Teacher Communications

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It is the policy of the Board that parents and teachers work together to resolve matters concerning individual students. Throughout that process, the Board expects that all communications (written, oral, electronic, video or otherwise) be conducted in a respectful manner. All certified employees of ITCA shall be free from abuse by parents or other adults. Any adult who upbraids, insults, or abuses any teacher at ITCA, especially in the sight, presence or hearing of a pupil, is guilty of abuse, as provided in this policy. The Head of School will make final determinations regarding whether abuse has occurred and what the appropriate consequence shall be. Consequences may include, but are not limited to:

- Restricted communication between the teacher and the parent; e.g., no one-on-one communications, all communications must include a third party
- Prohibited communication between the teacher and the parent; e.g., communications
- Referral to the appropriate law enforcement agency, pursuant to Idaho statutes

See Idaho Code §33-1222 & §18-916.

## Live Class Session Attendance Policy

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Attendance at the Live Class Connect Sessions each week is an essential part of student instruction at ITCA. In fact, the most successful students are the ones who regularly attend the live class sessions. They also better understand the standards/concepts taught, achieve higher grades, and establish closer relationships with their teachers and peers. For these reasons, ITCA has established the following attendance policy for Live Class Connect Attendance.

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### Definitions:

- Excused Absence
  - An Excused Absence is any time a student is absent from a Live Class Connect session because of a school sponsored or supported activity. A list of included activities is listed below. For an excused absence, missed class connect sessions do not need to be made up. In the grade book, the assignment will appear as Excused. However, students are strongly encouraged to watch the class recording for the information included in the class session.
  - A doctor's note is required for an absence because of illness or other medical reason to be excused. Learning Coaches must contact the student's advisor and email the doctor's note to the advisor. The advisor will then contact the student's other teachers.
- Unexcused Absence
  - An Unexcused Absence is any time a student is absent from a Live Class Connect session and is not participating in a school sponsored or supported activity. This includes illness, vacations or any other reason the student is absent. This also includes all absences that are planned in advance, even if all teachers are notified. All unexcused absences must be made up. More information is included below.
- Students are required to attend ALL live class sessions that are marked "Required."
- Teachers will continue to give a Class Connect participation grade. This grade can be as much as 20% of student's overall grade in the course.
- A parent is required to contact the student's Advisor or Course Teacher each time that an unexcused absence occurs.
- An unexcused absence can be made up as follows:
  - Contact Teacher for specific instructions.
  - Watch recording and complete any assignments as directed by teacher.
    - Assignments are due by the following Monday.
- Live Class Connect attendance will be excused when student is participating in a school sponsored or supported activity, including:
  - F2F study sessions or field trips
  - BPA events
  - Testing Appointment
    - ISAT
    - SAT
    - Course required testing
      - MOS or Adobe Certification
      - NOCTI, TSA or WRA
      - IDLA Finals

## Class Connect Attendance Expectations

- At ITCA, student instruction consists of 2 equally important parts -
  - Logging in to the course content and completing all lessons and assignments scheduled each day.
  - Attending Live Class Connect Session
- All ITCA courses will have at least 1 required live class connect session each week. Class session lengths vary from 30 minutes to 1 hour.
  - Project based classes and science lab classes can have 2 live class sessions each week.
  - English and math classes will have between 2 and 4 required live sessions each week.
- For our Project Based Learning classes, students will be collaborating and working with both teachers and other students on graded group projects. Attendance is required for the successful completion of group projects. Students who are not in attendance will not be able to complete the group projects and will therefore not receive a passing grade on any projects worked on in the live class sessions.
- The instruction given in the Live Class Connect sessions will not be the same as the instruction given in the online lessons.
  - Live class instruction will be focused on mastery of the most important standards/concepts that students need to learn in each course.
  - The online lessons and assignments are designed to give students more experience and practice with these same standards/concepts. As students complete these lessons and assignments, they are able to demonstrate their mastery of all of the standards/concepts required for that course.
- To help students in their mastery of the course standards/concepts, the live class connect sessions can include the following:
  - Introduction and practice of the most important standards/concepts.
  - Assignment instructions or clarification of how to complete important assignments that are given in the online lessons.
  - Instruction or review of skills needed to complete assignments.
  - Reteaching of standards/concepts students have not yet mastered – based on the results of online quizzes or written assignments.

## Objectionable Materials

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There may come a time when you find certain lessons in a particular unit of study, certain books or certain materials to be objectionable for various personal reasons. If you find objectionable material, please contact your assigned teacher. Your teacher will work with you to identify alternative lessons to meet the lesson objectives. You may also voice your concerns to K12 directly using the feedback button on the OLS.

## Student Continued Engagement Plan

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### **What to do When the OLS is Down**

The Online Learning School (OLS) may be down for maintenance or unexpected outages from time to time. During these times, it is important not to panic! When you are unable to log in to the OLS, your first stop should be <http://help.k12.com> to see if the outage is known and has been posted by K12. You can also check the K12 Facebook page (<http://www.facebook.com/k12inc>) as well as the ITCA Facebook Page (<https://www.facebook.com/IdahoTechnicalCareerAcademy/>) for updated outage information.

### **What to do about Class Connects?**

During OLS outages, Class Connects will not be available to access. In the event of an outage that happens during a live session, the teacher will record a session and send the recording link via email as soon as the OLS is restored.

### **What should students work on?**

There are many things students can work on outside of the OLS. OLS interruptions should not mean interruptions in learning!

- Print or save a copy of your pacing guide each week so you can access it to see what can be worked on offline
- Read books or complete workbook pages and other activities in course materials to keep up with Course Plan as much as possible – attendance and lesson progress can be marked when the OLS is back up and running
- Study for State Testing or upcoming quizzes/assessments, if applicable
- Find other educational activities to complete
  - Find home science experiments online to try
  - Watch educational web videos pertaining to your subjects
  - Practice problems from various online resources

### **How to contact teacher?**

Make sure to write down and save all of your teachers' contact information (teacher phone and extension number) in case any questions arise during an outage if email is also affected.

### **What to do when Class Connect is down, but OLS is working**

If Class Connects go down and you miss live sessions but the OLS is still working, the teacher will make a recording of the missed live session for later viewing once Class Connect is working again.

### **What to do when the assessment system is down?**

If the assessment system goes down and the OLS is still working, students will work on daily school lessons and assignments while the assessment system is being restored. After the assessment system is restored, teachers will work with students to get them caught up.

### **How to determine when systems are back up and running**

Check the following places for updates on all systems outages, and keep checking back to login about every 30 minutes to see if the affected system is back up and running again:

- Watch for emails from your teachers
- K12 Customer Care: <http://help.k12.com>
- K12 Facebook: <http://www.facebook.com/K12Inc>
- ITCA Facebook: <https://www.facebook.com/IdahoTechnicalCareerAcademy/>

## **Student Computer Use**

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### **Student Computer Equipment Provision, Replacement and Upgrades**

Student technology is provided, replaced, and upgraded consistently with the language contained in the school's approved Charter as well as the contractual provisions established between ITCA and its Service Provider.

Should a student/family have an issue with the technology provided to them, they are directed to communicate this concern with K12 Customer Support. In all cases, hardware that is determined to be defective is replaced or repaired to minimize disruption of the student's school-related activities.



Should a student/family have an issue with software provided to them, they are directed to communicate this concern K12 Customer Support.

It is strongly recommended that when a student/family receives notice of a software update or upgrade that they take the necessary steps directed to install the update or upgrade for the effective use of the system.

Families are responsible for taking proper care of and returning ITCA or K12 provided equipment in the condition received. While the school recognizes that routine wear and tear may occur from use, neglect, and abuse of equipment is unacceptable. If equipment provided by ITCA or K12 is lost, stolen, or damaged, the family may be responsible for the cost of the device.

In the event ITCA or K12 equipment is stolen, the student/family must file a police report. The school is to be provided a copy of the police report prior to issuing the substitute equipment.

### Computer/Internet Back-up Plan

Parents must have a back-up technology plan. Computers and the internet do crash or become non-functional. In the event, this does occur; communication with your child's teacher becomes critical. Parents should notify K12 customer support at (866) K12-CARE or (866) 512-2273 immediately if a school loaned computer is malfunctioning. Please note that any equipment loaned to students is not guaranteed to be free from hardware failures. It is the responsibility of the parent to ensure an alternative arrangement for submitting and accessing the Online School and High School Courses is made. Parents must have a back-up technology plan. Attendance for any technical problems is not excused. If a student is unable to complete work or attend class connect sessions for any reason, contact the student's teacher immediately.

### Responsibilities and Suggestions

- Computer: Any computer works. Utilize one in the home, or use a family, neighbor, or friend's computer. Seek out the public library or other available agencies.
- Internet: Seek hotspot locations (for laptops) such as libraries or local businesses who offer free WiFi.

## Successful High School Student Characteristics

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- Manage time independently
- Learn independently and visually
- Follow through on assignments
- Ask for help quickly and articulately
- Attend live class connect sessions daily
- Read and follow a syllabus and schedule time accordingly
- Stay focused on school work
- Work with an involved learning coach
- Check announcements and email daily

## Daily "To Do List" for ALL Students

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**Check your email multiple times a day for updates in your classes.**

- Teachers send essential information about grades and assignments.

**You MUST check into EVERY class EVERYDAY!**

- Even if you think you are caught up
- Even if you think you do not have anything to do
- Even if you think you do not want to 😊

**Check for new announcements**

- Important information about changes in the course is posted on the class announcement page.

**Check the “Class Plan” to see what lesson you need to be working on.**

- Each teacher configures their schedule slightly different, so make sure you understand how the schedule works in each of your classes.
- Email your teacher ASAP if you are confused.

**Check the gradebook and Dropbox to ensure that you are not missing any assignments**

- Sometimes your teacher cannot access your assignments, and they will send you a note through the dropbox, so check this often.

**If you run into any problems, contact the correct person right away, DON'T WAIT!**

- Login or Computer Tech Issues: 1-866-512-2273 (If possible, email all teachers and let them know about your situation. Make sure to keep them posted on the situation).
- An issue with your class schedule: Contact your [counselor](#).
- Questions about course content or the “Class Plan:” Contact the teacher listed for the course. You can find the teacher contact information under “Course Materials” on the left-hand side of the course.

# Graduation Minimum Requirements

These outline the minimum graduation requirements, as outlined in IDAPA 08.02.03 104, 105, 106. School districts may have additional local requirements that impact student graduation

CONTENT AREA	STATE CREDIT REQUIREMENTS
Core of Instruction	29 credits
Electives	17 credits
Additional Requirements	See Descriptions
Total Credits	46 credit (minimum)

By the end of the 8<sup>th</sup> grade, each student shall develop a parent-approved student learning plan for their high school and post-high school options. A sample learning plan can be found at <http://www.sde.idaho.gov/student-engagement/advanced-ops/files/programs/Generic-Learning-Plan.pdf>

CORE SUBJECT AREAS	29 CREDITS
<b>Language Arts</b> <ul style="list-style-type: none"> <li>English – 8 Credits</li> <li>Speech – 1 Credit</li> </ul>	<b>9 credits</b> Speech credit can be obtained through other courses that meet the state speech requirement as approved by the local district.
<b>Mathematics</b> <ul style="list-style-type: none"> <li>Algebra I – 2 credits</li> <li>Geometry – 2 credits</li> <li>Student Choice – 2 credits</li> </ul>	<b>6 credits</b> Two credits must be taken in the last year of high school. Students who have completed six (6) credits of math prior to the fall of their last year of high school, including at least two (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.
<b>Science</b> <ul style="list-style-type: none"> <li>Lab-based – 4 credits</li> </ul>	<b>6 credits</b> May include biology, physical Science, chemistry, earth, space, and environment or approved applied science. AP Computer Science, Dual Credit Computer Science, and Dual Credit Engineering can be considered as either a math or science credit.
<b>Social Studies</b> <ul style="list-style-type: none"> <li>US History – 2 credits</li> <li>Government – 2 credits</li> <li>Economics – 1 credit</li> </ul>	<b>5 credits</b> Courses such as geography, sociology, psychology, and world history may not count towards this requirement.
<b>Humanities</b>	<b>2 credits</b> May include visual arts, music, theatre, dance, or world language aligned to Idaho content standards for those subjects
<b>Health</b>	<b>1 credit</b> CPR is required to be taught in Health, effective for students entering 9 <sup>th</sup> grade Fall 2015 or later
<b>ELECTIVES</b>	<b>17 CREDITS</b> <i>Electives courses as determined by Idaho Technical Career Academy</i>
<b>Microsoft Word &amp; Excel</b>	<b>1-2 credits (included in Electives)</b> A student who transfers to Idaho Technical Career Academy without an introductory computer course, will still be able to graduate on time if all other graduation requirements are met.

<b>Senior Project</b>	<b>1 credit (included in Electives)</b> Required to include a written report and an oral presentation by the end of grade 12 with guidelines set at district level.
<b>CTE Courses</b>	<b>1 – 8 Credits</b> Exploratory and Pathway courses are required to take while attending ITCA.
<b>ADDITIONAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>Advanced Opportunities</b>	ITCA offers students the ability to take Advanced Opportunity such as Dual Credit, Advanced Placement, Technical Competency Credit, and early graduation. *For more information on Advanced Opportunities, visit: <a href="http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html">http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html</a>
<b>College Entrance Exam</b>	Students must take either the ACT or SAT exam before the end of the student’s 11th grade beginning with students for School Year 2014-2015. *For more information on college entrance exams, visit: <a href="http://www.sde.idaho.gov/assessment/college/">http://www.sde.idaho.gov/assessment/college/</a>
<b>Middle School Credits</b>	Students 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 course with a grade C or higher before entering 9th grade; course meets the same content standards that are required for high school and course is taught by a properly certified teacher. Parents of middle school student taking a course for high school credit must be notified that the course is available for high school credit and must be given the option as to whether or not the course is transcribed.
<b>Civics Exam</b>	All secondary students must demonstrate that they have met the state civics and government standard by the successfully completing the civics test or alternate path. Successful completion of this requirement must be reflected on the student’s transcript.

## Grading Policies

The quickest way to see your grades is by looking at your progress reports or in the online gradebook for each course. Grades are determined by several factors, including computer- scored online tests and quizzes—the results of which are automatically entered into your gradebook—and teacher-scored assignments like papers or reports you submit through the electronic Dropbox. Participation in threaded discussions also affects your grade, as does the timely submission of your work. Late assignments mean lost points, so it is important to keep on top of your schedule!

Grading Scale		
90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
Below 60%	=	F

## How do High School Credits Work?

- Students earn credit in a class if they pass the semester with 60% or higher.
- Students earn one credit per class per semester
- If a student does not pass a required course, he/she will have to retake that course until he/she passes.
- Transfer credits are accepted from accredited schools.

## Late Policies

Students can turn in an assignment up to one week after the due date for full credit.

After it is late, the unit will closed and the student will receive a zero in the gradebook. Students can turn in late work with permission from their instructor.

Dual Credit credit courses will have more strict late policies as they are coordinating with the cooperating college or university. Refer to the instructor syllabus for those policies.

## Dual Enrollment

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### What is Dual Enrollment?

A dual enrolled student is one who resides in Idaho and attends ITCA while concurrently attending either: another publicly funded school in Idaho (including public charter school), a private school in Idaho, or a home school in Idaho.

### What is the process, and how do I apply for Dual Enrollment?

Complete the Dual Enrollment (DE) application. Your [counselor](#) can send you a copy. On the first page, state the courses you would like to take with ITCA and the cooperating school. The second page of the application needs to be reviewed and signed by the cooperating school's official. Applications that are filled out incorrectly or found to be incomplete will not be approved. Once the Dual Enrollment application is complete, submit the application to the Meridian office by either fax 208-917-2416 or email [Operations Manager](#).

## Dual Credit Opportunities

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ITCA juniors and seniors with a C average or above are eligible to enroll in courses at their local community college or local college or university during the summer or the regular school year and take college courses on the college campus.

Such courses are beneficial for students because they allow students to get a head start on understanding the rigor of college courses.

In many cases, these credits can count for college credit as well as ITCA elective high school credit. You need to obtain a high school dual credit form from the college and have your high school counselor fill out the necessary sections.

In all cases, please make sure that you consult with your high school counselor PRIOR to making any tuition deposits or registering, to discuss how ITCA will accept this credit toward graduation. (College dual enrollment is not the same thing as dual enrolling with another public high school. Students taking college classes can keep their ITCA computer and tuition reimbursement and are not required to fill out ITCA's high school dual enrollment paperwork.)

Please note: for courses that require placement scores (like math, English, or chemistry), ACT, SAT, or Compass test scores help determine which courses the student qualifies to take. Please contact the local community college or local college or university to find out if your score meets the minimum requirements.

In many instances, the Fast Forward program will pay for dual credit. Contact the ITCA Counselor for additional information on Dual Credit, and the Fast Forward program.

## Checking Student Activity and Grades

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Consistently checking your student’s activity and grades is the best way you can stay involved with your student’s academic goals. To assist in checking student grades and progress in the Online School please view this helpful video:

<https://www.help.k12.com/s/article/Checking-Grades-and-Progress>

## How to use the Dropbox

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### How to Submit

1. Go to the course in which you would like to submit to the Dropbox
2. Select **Dropbox**
3. Select the folder you would like to submit to
4. Click **Add a File** > browse: choose the file that you want to submit
5. Select **Done**
6. The first screen will reappear, select **Submit**

### Confirm Submission

We recommend that you always confirm that your submission to the Dropbox was successful. To confirm that a submission was made:

- Repeat Steps 1-3 above
- If you see “1” in the Submissions field, select the submission to view the file.



Folder	Score	Submissions	Feedback	Due Date
No Category				
TEST	- / -	1	-	

Need additional assistance using DropBox? Check other K12 useful articles [here](#).

## Attendance and Truancy

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Idaho Code 33-512 (1) requires that each public school adopt a calendar that provides students at each grade level with the following minimum number of hours of instruction. Idaho Technical Career Academy (ITCA) requires the following hours:

Grades 9-12

990 hours

Idaho Code 33-202 establishes that school attendance is compulsory for students between the ages of seven (7) and sixteen (16) unless the student is comparably instructed. ITCA is one of the public school options available to parents to fulfill this obligation. Parents should understand that ITCA is a public school alternative, not a home school alternative. As a part of the public school system, ITCA has the responsibility to account for the attendance and progress of each student enrolled and for which ITCA receives public funds.

This policy relates not only to attendance issues but also delineates the procedures by which students can be suspended, expelled, and re-enrolled, as well as the appeal.

#### **Attendance Definition:**

These are the activities that account for attendance at ITCA.

Attendance is defined as follows:

- 300 minutes of activity is working in each class every two weeks
- Logging in daily and actively working in each class
- Passing classes with a 60% or higher.

#### **Attendance Goals and Expectations:**

Except in extraordinary cases, students will be expected to “attend” 100% of the annual attendance requirements, as defined above, for the student grade level. These hours may be earned through a flexible schedule as provided in the school calendar.

“Extraordinary” circumstances which may be considered acceptable for less than 100% student attendance include:

- extended illness of the student
- other such individualized circumstances that prevent the student from attending to school work

If recorded and reported attendance falls below the above-defined acceptable standards, the Head of School or designee may take initial action to suspend the student for truancy (a violation of the school’s attendance regulations). As outlined below, repeated lack of required attendance may result in action by the Board regarding habitual truancy.

If students are not meeting these requirements, then they are truant.

Truancy is defined as:

- Low activity in their OLS/ClassConnect (students who are not viewing the K12 lessons)
  - Fewer than 300 minutes of activity is working in each class every two weeks.
- Have few logins
  - At least 1 log in within a 3 day time period actively working in each class.
- Not submitting work
  - Not passing classes with a 60% course average or higher.

## Student Suspension

The Head of School or designee may temporarily suspend any pupil for disciplinary reasons or for other conduct disruptive of good order or of the instructional effectiveness of the school.

A Principal or Head of School may temporarily suspend a student for up to five (5) school days.

The Head of School may extend this suspension for an additional ten (10) school days.

The Board may extend this suspension an additional five (5) days upon a finding by the Board that an immediate return to school by the pupil would be detrimental to other pupils' health, welfare or safety.

Any pupil who has been suspended may be readmitted to the school by the Head of School or Principal who suspended him/her upon such reasonable conditions as said Head of School or Principal may prescribe.

The period of suspension may be "suspended" or "deferred" to allow the student to continue with education, and the student may be required to participate in work and attendance as determined by the Head of School. If a student is suspended for inadequate attendance, they will be provided with information regarding options to transfer to other public school programs.

- A. Written Referral: Violations shall be presented in written form (such as an email) and should be specific as to the misbehavior or breach of the Code of Student Conduct.
- B. Student Notification: The student will be placed on notice of the alleged violation by the Head of School or designee.
- C. Initial Conference: An initial conference (in person or by tele- or video-conference) shall be conducted by the Head of School or designee.
  - 1. Charges and Evidence: The Head of School or designee shall confer with the student, explain the charges and evidence against the student, and allow the student an opportunity to present his or her side of the story prior to taking disciplinary action.
  - 2. Parental Assistance: The Head of School shall make a good faith effort to employ parental assistance or other alternative measures prior to suspension. The Head of School may suspend the student immediately. The Head of School will take into consideration the seriousness of the breach of conduct; whether the conduct is disruptive enough to require immediate suspension and/or if an emergency situation exists.
- D. Parental Notification:
  - 1. By Telephone or E-mail: The Head of School or designee shall make a good faith effort to notify the parent by telephone or e-mail of the student's misconduct and the proposed disciplinary action.
  - 2. By Written Notice: Regardless of whether there has been communication with the student's parent by telephone, the Head of School or designee shall, within twenty-four (24) hours of taking disciplinary action, send written notice to the parent describing the disciplinary action imposed and the reason for the action taken.
- E. Board Notification: The Board of Directors shall be notified of any temporary suspensions, the reasons, therefore, and the response, if any, thereto.
- F. Appeal or Challenge: If the student and/or parent(s)/guardian(s) wish to appeal or challenge the suspension, the Head of School or designee will schedule an informal meeting to discuss the charges, any evidence substantiating the charge, the sanctions imposed and the reason for such sanctions. After this informal meeting, the student and or parent(s)/guardian(s) may request a formal hearing before the board if they are still unsatisfied with the decision of the Head of School or designee. This formal hearing will follow the same pattern as those required for expulsions. This hearing should take place within thirty (30) days unless the student and/or parent(s)/guardian (s) request more time.

## Expulsions and Denial of Attendance of Enrolled ITCA Students

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(Board Policy #905.3)

Pursuant to Idaho Code §33-205, the Board of Directors may deny enrollment or expel a student who is:



- 1.) an habitual truant;
- 2.) who is incorrigible;
- 3.) whose conduct, in the judgment of the board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school,

or

- 4.) whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state.

Provided however, the board shall expel from school for a period of not less than one (1) year, twelve (12) calendar months, or may deny enrollment to, a student who has been found to have carried a weapon or firearm on school property in this state or any other state, except that the board may modify the expulsion or denial of enrollment order on a case-by-case basis. Discipline of students with disabilities shall be in accordance with the requirements of federal law part B of the individuals with disabilities education act and section 504 of the rehabilitation act. An authorized representative of the board shall report such student and incident to the appropriate law enforcement agency.

## Habitually Truant Students

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It is the intent of Idaho Technical Career Academy (ITCA) to work with families to ensure that they are supported and successful in our model. It is further the intent of ITCA that expulsion or denial of attendance due to habitual truancy is the last resort.

ITCA is committed to ensuring that all of our students get the most out of their education and want to support our students to maintain regular attendance. Students who attend school regularly learn more and achieve better results.

Parents should understand that ITCA is an Idaho public school, not a home school. As a part of the Idaho public school system, ITCA has a responsibility to account for the attendance and progress of each individual student enrolled, and for which ITCA receives public funds. If recorded and reported attendance falls below acceptable standards, the Head of School or designee may take action to suspend the student for truancy (a violation of the school's attendance policies).

A student/family who is anticipating an absence from the school for a period of a time or is experiencing an event which could be considered an extenuating circumstance should make arrangements with the assigned teacher or the school's administration to address progress review in order to complete necessary progress prior to and/or after the planned absence.

Idaho Technical Career Academy, as a public school, follows Idaho Code #33-202, #33-205, #33-206, and 33-207 pertaining to public school attendance. Parents must understand that ITCA is a public school of choice and as part of the public school system; ITCA is required to account for the attendance and progress of each individual student. Failure to meet the school's attendance requirements may result in expulsion and/or denial of student enrollment.

Delegation of Expulsion/Denial of Enrollment Power. The Board of Directors of Idaho Technical Career Academy hereby grants authority of truancy expulsion or denial of enrollment with or without condition, to an Attendance Review Committee under the direction of an assigned administrator.

The composition of the Attendance Review Committee shall include a school administrator and two teachers. Members assigned to the Attendance Review Committee will not have any underlying involvement with the student.

The actual committee members will change depending on the student and will be selected by the Board Clerk or his/her designee.

The Attendance Review Committee, acting on behalf of the Board of Trustees, may deny enrollment or expel a student and thus deny attendance of that student to Idaho Technical Career Academy. It is also hereby noted that the Attendance Review Committee's decision will be implemented immediately, but the parents of the student have the right to appeal that decision to the Board, in writing, within five school days.

Attendance Review Committee Responsibilities. The Attendance Review Committee will conduct all truancy expulsion hearings on behalf of the Board. The review committee's decision will be binding; therefore, administrators will not be given the right to recommend expulsion to the Board if the review committee determines that expulsion is not warranted.

Only appeals of the Attendance Review Committee's decisions to deny enrollment or expel for truancy will be presented to the Idaho Technical Career Academy Board of Directors and will be conducted as a de novo hearing, with the Directors having access to the review committee's determination.

As the Board has delegated this authority to the Attendance Review Committee, the process before the committee is a mandatory condition prior to any appeal of such Committee's decision to the Board of Directors and thus there cannot be any request by students/families that the Attendance Review Committee hearing be waived and the matter to go directly to the Board.

1. The Attendance Review Committee is hereby delegated the authority to impose such disciplinary measures as deemed necessary, such as behavior contracts, conditions for probation, etc.
2. The Head of School or other designee, unrelated to the underlying recommendation to deny enrollment or expel a student, shall serve as the Hearing Officer for the Attendance Review Committee. The Chairman of the ITCA Board or designee has the authority to serve as hearing officer for an appeal to the Board of any decision of the Attendance Review Committee. Such individual likewise shall not have any involvement with regard to the underlying recommendation to deny enrollment or expel a student.

The procedures by which students can be suspended, denied enrollment, expelled, and re-enrolled, as well as the appeal process is delineated in the student handbook.

Attendance Defined: daily curriculum completion as outlined by the daily plan and/or weekly work schedule, daily log-ins, and live class connect attendance.

Refer to the student handbook for specific examples, definitions and procedures.

These attendance regulations, as established by the Board, are subject to modification in the instance of an individual student's IEP or Section 504 Plan.

## Credit Recovery Procedure

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Idaho Technical Career Academy intends to make credit recovery options available to students to help them graduate from high school in a timely manner. ITCA uses Idaho Digital Learning Alliance (IDLA) and BYU Independent Study as resources for additional credit recovery options. In order to earn credit, ITCA high school students seeking credit recovery opportunities must adhere to the following:

- Students must be at least half-time students at ITCA to be eligible for enrollment in credit recovery courses

- Students will be eligible for a credit recovery course at the start of the next semester or session after earning a failing grade in a course.
- Students can be assigned one credit recovery course at a time. If students request a second course concurrently, they must have successfully completed at least one course, and have administrator approval.
- Students are required to take a proctored final exam for each credit recovery course. Students will either have their finals proctored by ITCA staff (if available) or students can arrange a remote proctor.
- Credit recovery courses may not be used to improve grades other than an F in a course. Students who wish to improve their grade, overall GPA, or class rank may re-take the current ITCA.

## Internet Subsidy Policy

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INTENT: It is the intent of ITCA to provide assistance to families with computer and/or internet subsidy needs so they may participate in ITCA curriculum and learning opportunities. This policy specifies the terms and conditions:

All families enrolled in ITCA will be eligible to receive the Internet Service Provider (ISP) Subsidy. Each family must submit an application each semester in order to receive the subsidy.

The Internet Subsidy will be distributed to families who submit an application AND make progress in the online school for the period of attendance for which payment is being sought. Progress will be verified.

ITCA will pay a flat amount of \$40 per month per family. Payments will be made via mail semiannually after the first semester concludes and after the second semester concludes. The subsidy will not be paid to families who did not meet the criteria and who did not get the application submitted prior to the deadline.

## ITCA Anti-Discrimination Policy

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ITCA does not discriminate on the basis of race, color, or national origin, that any person(s) be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination.

ITCA does not discriminate on the basis of sex, that any person(s) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity for which the ITCA is responsible.

Additionally, no otherwise qualified handicapped person(s) shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the ITCA is responsible.

## Title IX and Non-Discrimination Notice

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[Title IX, Section 504, Title VI, & Title VII](#)

IDAHO TECHNICAL CAREER ACADEMY PUBLIC NOTICE OF SECTION 504, TITLE VI, TITLE VII AND TITLE IX DISCRIMINATION AND SEXUAL HARASSMENT POLICIES AND GRIEVANCE PROCEDURE

Idaho Technical Career Academy hereby advises students, parents, employees and the general public it does not discriminate on the basis of handicap (Section 504), race, color or national origin (Title VI and Title VII) or sex (Title VI, Title VII and Title IX), and offers employment and educational opportunities without regard to sex, race, color, national origin, or handicap.

Grievance procedures are available to interested persons and inquiries regarding non-discrimination policies may be directed below:

1. Section 504 Coordinator (Handicap Discrimination)

**Hailey McDevitt**, Non-Discrimination Coordinator

1965 S. Eagle Rd., Suite 150,

Meridian, ID 83642

Telephone: 208.917.2420

[hmcdevitt@idtca.org](mailto:hmcdevitt@idtca.org)

2. Title IX Coordinator (Sexual Discrimination)

**Hailey McDevitt**, Non-Discrimination Coordinator

1965 S. Eagle Rd., Suite 150,

Meridian, ID 83642

Telephone: 208.917.2420

[hmcdevitt@idtca.org](mailto:hmcdevitt@idtca.org)

**SECTION 504 OF THE REHABILITATION ACT**

Idaho Technical Career Academy does not discriminate on the basis of handicap condition in admission or access to its programs and activities. No person shall be denied employment because of any physical, mental or medical impairment, which is related to the person's ability to engage in the activities involved in the job for which application has been made.

**TITLE VI (SECTION 601) OF THE CIVIL RIGHTS ACT OF 1964**

As required by Title VI of the Civil Rights Act of 1964, Idaho Technical Career Academy does not discriminate on the basis of sex, race, color or national origin.

**TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Title VII prohibits employment discrimination on the basis of color, national origin, and sex; therefore sexual harassment is job discrimination. As required by Title VII of the Civil Rights Act of 1964, Idaho Technical Career Academy does not discriminate on the basis of sex, race, color or national origin.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

As required by Title IX of the Education Amendments of 1972, Idaho Technical Career Academy does not discriminate on the basis of sex in the educational programs or activities that it provides. Idaho Technical Career Academy does not discriminate in employment of persons on the basis of sex, including recruitment, appointment, salary and benefits.

Title IX also protects students from unlawful sexual harassment in all of the school's programs and activities whether they take place in the facilities of the school, on a school bus, in a school's class, at a class training program sponsored by the school at any other location, or elsewhere in relation to the school or a school-related activity. Title IX protects both male and female students from sexual harassment, regardless of who the harasser is. Idaho Technical Career Academy will not tolerate any conduct against students in violation of these requirements and disciplinary action will be strictly enforced against all individuals who engage in prohibited conduct.

Sexual Harassment is defined as any unwanted sexual advances, including a request for sexual favors, or verbal or physical conduct of a sexual nature which alarms or annoys you, interferes with your privacy or creates an intimidating, hostile or offensive environment. Examples of Sexual Harassment include, but are not limited to: telling

offensive jokes, questioning or commenting on someone's sexuality, displaying sexually explicit photographs, spreading sexual rumors, making comments about someone's body or attire or standing or rubbing against a person, making suggestive noises, gestures or comments.

A hostile environment is one that interferes with one's work performance and may include such events as verbal comments, displaying sexual materials and unwanted sexual contact. To be illegal, a hostile environment must be severe and pervasive, an isolated remark, or event is not sufficient to constitute a hostile environment. The incident must also be unwelcome.

Idaho Technical Career Academy is responsible under Title IX to respond to written or verbal reports of sexual harassment and sex discrimination, and all staff must report incidents of sexual harassment or sexual discrimination to appropriate administrative personnel. Title IX prohibits retaliation against anyone who has made a complaint, testified, assisted or participated in any manner in any investigation, proceeding or hearing relating to a complaint of sex discrimination and sexual harassment.

Idaho Technical Career Academy's official responsible for the coordination of activities relating to nondiscrimination based on sex. The Non-Discrimination Coordinator can provide information on Title IX, including information about the position as coordinator, complaint procedures, and Idaho Technical Career Academy policies to any student or employee who feels that his or her rights under Title IX have been violated by the Idaho Technical Career Academy or its officials. In addition, any student or employee may make an inquiry or complaint directly to the U.S. Department of Education, Office of Civil Rights.

Under federal law, any school receiving federal money is required to have a policy against sexual discrimination and notify employees, students and parents of this policy. The following Idaho Technical Career Academy's policies can be found in the [ITCA Board Policy Manual](#).

- Uniform Grievance Procedure (Policy 505.0)
- Equal Employment Opportunity and Non-Discrimination in the Work Environment (Policy 700/800)
- Compliance with ADA Regarding Employees with Disabilities and Reasonable Accommodations (Policy 702.6)
- Harassment, including sexual harassment (Policy 711.1)
- Equality in Education, Non-Discrimination and Sex Equity in the School Setting (Policy 900)
- Relationship Abuse and Sexual Assault Prevention and Response (Policy 907.2)
- Section 504 of the Rehabilitation Act of 1973 (1000.3)

## English Language Learners

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Parents/Guardians have the option to use Google Translate to assist with interpreting information on our school website. Choose the desired language using the "Select Language" function in the upper left of the school website. Parents/Guardians should contact their student's teacher to request additional assistance. For questions regarding ITCA's English Learner program or to request an interpreter, please, contact [Head of School](#).

## Harassment Reporting

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If you are being harassed in your high school course environment, it is important to report it immediately to your teacher. Harassment comes in many forms, including the following:

- spam (unsolicited emails not pertaining to the course)
- threatening communications
- Offensive communications or any other kind of communication that makes you feel uncomfortable.

## Discipline Code

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As an ITCA student, you are subject to the rules and restrictions implemented by your virtual academy AND the Student Code of Conduct and Acceptable Use Guidelines, which is provided at the end of this handbook.

Prior to the start date for each school year, in which you are registered, you must read the Student Code of Conduct and Acceptable Use Guidelines and agree to abide by its terms.

## ITCA Student Code of Conduct and Acceptable Use Guidelines

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This document describes the policies and guidelines for the use of the ITCA high school and exists to ensure that all ITCA students are aware of and understand their responsibilities when accessing and using ITCA resources.

ITCA reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to ITCA instructional computing resources. ITCA instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by ITCA.

As a student enrolled in ITCA, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Failure to follow these guidelines could result in the:

- Removal of your access to ITCA instructional computing resources, which could result in your inability to complete learning activities.
- Involvement with law enforcement agencies and possible legal action.

### Accountability

- Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Use only your own user name and password, and do not share these with anyone. Do not interfere with other users' ability to access ITCA or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activity that is associated with your username and password.
- Do change your password(s) frequently, at least once per semester or course is encouraged.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.
- Do not download, transmit, or post material that is intended for personal gain or profit, non-ITCA commercial activities, non-ITCA product advertising, or political lobbying on an ITCA owned instructional computing resource.
- Do not use ITCA instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on ITCA instructional computing resources that are not specifically required and approved for your assignments.
- Do not post any MP3 files, compressed video, or other non-instructional files to any ITCA server.

### Inappropriate Behavior

Inappropriate behavior includes the following:

- Insults or attacks of any kind against another person. Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threads.
- Posting material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.

## Weapons

Weapons are not allowed on school property or at school-sponsored events. Following state law, the administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion. Any student found to be in possession of a weapon will be reported to law enforcement authorities.

## Threats

Threats against students, adults, or school staff will not be tolerated. Following state law, the administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion.

## Tobacco, Drug and Alcohol

The use of tobacco (or any like substances), controlled substances, or alcohol on school property or at a school the sponsored event is prohibited. Following state law, the administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion. Any student found to be illegally in possession of drugs or alcohol will be reported to law enforcement authorities.

## Cyberbullying

Each user of the school community and Class Connect classroom is solely responsible for the content posted through his/her log-in credentials. Sharing your username and password with others is strictly prohibited, as is logging in with someone else's username and password, or impersonating another user.

The following tones, language, materials, and behaviors are strictly prohibited:

- Posting personally identifiable information (whether directly or indirectly through a link to a personal profile) such as phone number, IM, email address or street address in any format other than a *private message*.
- Antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status
- Posting material including photographs and videos inappropriate for minors (anyone under the age of 18)
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs or alcohol
- Illegally posting, distributing, uploading or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise), or providing any information to circumvent copyright protection devices or software
- Sharing quiz, test, assessment, essay or term paper questions or answers or undertaking any other action that would violate any code of conduct, expectations or rules of your school or teachers regarding academic honesty or that would defeat the intent of any quiz, test, assessment, essay, term paper or other academic assignment
- Threats to anyone's physical or mental well-being
- Threats to school or personal property
- Stalking behaviors
- Harassment of any kind
- Explicit language or sexuality
- Explicit or graphic violence
- Spam or any other unauthorized/unsolicited or commercial promotion

- Disruptions of the server or host software
- Impersonations of others' identities, including employees/representatives of ITCA
- Use of codes, software, or passwords that may grant unauthorized access to ITCA software or third-party software of any kind
- Soliciting passwords or personal identifying information from other users
- Content that poses any type of threat to homeland security

*FAILURE TO COMPLY WITH THESE STANDARDS MAY RESULT IN TEMPORARY OR PERMANENT REMOVAL OF USER ACCESS.* Following state law, the administration reserves the right to discipline a student through a behavior plan, suspension, and/or expulsion.

## Student Internet Safety

- Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of the ITCA.
- Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with the ITCA.

## Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes, but the encouragement of help seeking behavior should be promoted at all levels of the school leadership and stakeholders.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to Idaho resources which they can contact for additional support, such as:
5. The Idaho Suicide Prevention Hotline 208-398-4357 / [www.idahosuicideprevention.org](http://www.idahosuicideprevention.org)
6. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
7. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
8. For a more detailed review of policy changes, please see the district's full suicide prevention policy.

## Network Etiquette

As an ITCA student, you are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.



- Be constructive with your criticism, not hurtful.
- Respect other people's privacy.
- Do not broadcast online discussions, and never reveal other people's email addresses.

## Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using ITCA computer resources. This includes copyrighted graphics of cartoon characters or other materials that you found that may appear to be non-copyright protected.

## Academic Integrity

Idaho Technical Career Academy seeks to establish academic integrity within the high school community.

ITCA has identified the following as unacceptable practices, including, but not limited to:

1. Cheating in its various forms, whether copying another student's work, allowing your own to be copied, using unauthorized aids on an assignment, essay, quiz, or test, having someone else complete an assignment, essay, quiz, or test for you, submitting as your own another person's work, rescheduling a test on a false excuse;
2. Plagiarizing (e.g., presenting as your own the words or ideas of another person), including inadequate documentation of sources (electronic, internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words or word order;
3. Submitting the same work for more than one course or assignment without prior written approval from the instructor(s);
4. Using copywritten material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission;
5. Fabricating data: This includes falsifying or manipulating data to achieve the desired result, reporting results for experiments not done or falsifying citations in research reports;
6. Destroying, tampering, or altering another student's work to impede academic progress;
7. Signing in to a Class Connect session for another student who is not present, or leaving a Class Connect session without logging off or indicating that you have "stepped away" from the session;
8. Falsely reporting completion of reading assignments

At the instructor's discretion, depending on the nature of the offense, the student's grade or ability to earn credit for the course may be affected. All students who violate the principles of academic integrity will be reported to the appropriate administrative authorities. Violations may also lead to further disciplinary action.

## Monitoring

ITCA reserves the right to review any material transmitted using ITCA instructional computing resources or posted to an ITCA instructional computing resource to determine the appropriateness of such material. ITCA may review this material at any time, with or without notice. Email transmitted via ITCA instructional computing resources is not private and may be monitored.

## ITCA Indemnification Provision

ITCA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate, or offensive. ITCA assumes no responsibility for any claims, losses, damages, costs, or other obligations

arising from the use of instructional computing resources. ITCA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of ITCA, its affiliates, or its employees. K12 assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

## Dress Code

The students and staff of the Idaho Technical Career Academy are concerned with health, safety, and well-being of students and the avoidance of distractions to learning. For these reasons, students are expected to dress appropriately for face to face testing, and other outings that are held throughout the school year. Students may be temporarily removed from testing or school-related outings if such distractions take place.

- For safety reasons, any clothing that may be used as a weapon is strictly prohibited. For example sharp object jewelry, dog collars with spikes, and any other spiked clothing.
- Wallet chains less than 10" in length are permitted.
- Headbands, bandanas, or other accessories that are directly related or representative of a gang that is a prominent threat in or around the community, or that presents a real and significant threat to students, are not appropriate.
- Other dress that may be considered improper to the good and instructional effectiveness of the school shall be monitored by staff and administration.
  - No spaghetti straps or tube tops
  - Apparel that reveals midriff must not be worn
  - No underwear is showing including boxers, thongs, undergarment straps, etc.
  - Skirts need to be at least as long as the tip of the student's fingers when hands rest at their sides
  - Shorts must have at least a three-inch inseam.
  - Pants for both boys and girls must be worn at hip level or higher.
  - Plunging necklines, see-through apparel or other revealing clothing is not allowed.
  - Inappropriate or offensive tattoos must be covered.

**Consequences:** If a student is wearing inappropriate clothing, they will be asked to change, and parents will be notified.