Idaho Connects Online--ICON School

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.

INTRODUCTION

The intention of this handbook is to guide students and parents in their understanding of the expectations, policies and procedures at ICON. In our Mastery Based online model, we encourage students to take ownership of their own learning. While students have flexibility to set a schooling schedule that works best for them, they are also expected to login to school each day, and work through courses, respond to feedback and other communications from their teachers. Self-motivation, dedication to learning, daily submission of work, and communication are essential. Student effort will determine their level of success.

MASTERY-BASED SCHOOL

ICON is a mastery-based school. This means that ICON's focus is on student learning, not just the time spent in class. Mastery-based means that students will keep working on a concept until they understand and "get it". It also means that students will not be held back if they are ready to move onto the next skill/content, and they will not be pushed if additional time is needed to learn the material. Pretests will be found within each CORE content course at the beginning of every unit. These tests will allow students to "show what you know" and then based upon that knowledge, a personal learning path will be made just for each student.   Our classes are designed to focus on student strengths, not limitations. As long as students master the course work, they will be given credit for the class and will be allowed to move forward to the next class. Our mastery model does require that students:

1) Students may school on a consistent basis at hours that work for them . ICON's courses are available 24/7.

2) Keep in frequent communication with us through a variety of methods. ICON will provide students with opportunities to text, message us through our course platform, email, Zoom, FaceTime and talk to us via phone. ICON will also provide students with opportunities to meet in live classes with their teachers and peers.

ENTRANCE REQUIREMENTS

ICON School enrollment is open to students who have completed the 5th 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 or have a homeschool transcript 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 the local library, coffee shops, McDonald's or friend or relative's house. ICON can also provide contact information for local resources that may be able to assist with securing the internet. Not logging into school due to not having access to an internet connection can result in unexcused absences and withdrawal from ICON School.

Internet Browsers:

Mozilla Firefox – Version 44 and 45 or higher. Firefox is the recommended browser for our program

Chrome --   Version 49 or higher.

PDF Reader:

Adobe Acrobat Reader DC—Version 2015 or higher, or the latest version of a browser that supports built-in PDF viewing.

Browser Settings:

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. Here is a website for how to turn on javascript in all different browsers.
https://www.whatismybrowser.com/guides/how-to-enable-javascript/

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

ICON LAPTOP

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 request has been received , 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.

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. Students are responsible for finding an alternate computer to use while waiting for their ICON laptop to be shipped back. This might be another computer in the home, borrowing a friend's or relative's computer, or using the computers at the local library.

COURSE ENROLLMENT and GRADUATION REQUIREMENTS

As an accredited school, all courses offered through ICON comply with graduation requirements and the scope and sequence set forth by the State Board of Education. Student records will be examined to determine where a student is at in meeting the requirements and course placement will be determined.

ICON does not facilitate the use of one course at a time as a method of instruction.

Dual enrollment decisions are made on a year-by-year basis by the ICON school board and leaders based on student enrollment. ICON prioritizes full time enrollment over dual enrollment needs.

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.

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

ICON has adopted the minimum standards required for graduation. High School Graduation Requirements / Topics / SDE (idaho.gov)

STATE TESTING AND BENCHMARK ASSESSMENTS

All ICON students in accordance with the Idaho State Department of Education Ruling, are required to take all standardized testing exams.

Students may be required to participate in a universal screener to support student progress and achievement. Testing is proctored at a physical location in local communities.

CONFERENCES

 A conference may be called by the teacher, advisor, student, parent, or other staff member. If a parent requests a conference, ICON will make every attempt to schedule those at a time and on a platform that fits the student's schedule.

COMMUNICATION

Ongoing communication between students, teachers and school staff is recommended for student success. It is expected that all parties will treat each other with mutual respect.

ICON staff and students can use email, our course platform messaging system, Zoom meetings, FaceTime, phone calls, text messages through an approved online texting platform, and live sessions to facilitate communication.

 Families should check email and school accounts daily. Phone calls and voice messages should be returned promptly.

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:

· Facilitate instruction

· Evaluate level of mastery and progress in the class and communication to students and parents.

· Communicate with students and parents about the content of the class

· Develop curriculum materials and assessments for the class

· Provide instructional support through a variety of platforms and methods

GRADING

Students will work through lessons, projects, quizzes and tests within their courses and can be assessed in a variety of ways.

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 have the opportunity to take a Pretest, or Pre-assessment, at the beginning of each Unit of study in all CORE subject courses. The Pretest allows the teacher to see what students might already know about the upcoming material so that a personalized instructional path can be made for each student.

 Pretests are scored as follows:

- 85% or higher on a Pretest demonstrates Mastery of the content material for that unit, and the student will be moved on to the next unit Pretest.
- 75-84% indicates Partial Mastery of the content, and the student will have the opportunity to learn those skills and concepts to reach a mastery level for that unit.
- Less than 75% indicates Non-Mastery of the content, and the student will proceed through the unit in the usual way.

**Note that Pretest scores less than 75% will *not* be used to calculate the grade for that unit.

Students are expected to complete all the coursework assigned by the teacher. Turning in partial work or not completing the written responses may result in students having to redo that assignment or loss of credit for the course.

Students may be redirected within their courses if additional instruction in a particular concept/skill is needed.

Teachers will keep accurate records of each student's progress. Parents and/or students 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.

Teachers will have grading completed within a 24-hour turnaround time, or in as timely a manner as possible.

EARNING CREDIT AND GPA

In order to receive credit, high school students must complete all assignments within a course to the teacher's satisfaction with an overall course grade of 60% or higher.   One credit is earned for each semester-length course. **The number of credits awarded for Dual credit courses may be different, depending on the course.

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

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

As students learn and grow academically, honesty is a foundational value of this process. It requires all work to be a true and accurate reflection of the student's understanding and effort.

Plagiarism, defined as copying someone else's work or ideas and submitting them as one's own, is considered cheating. ICON makes every attempt to ensure students and parents are aware of what plagiarism is and how to avoid it.

If it is found that plagiarism has occurred, an investigation will determine how best to address each case. Possible outcomes might include loss of credit for the course and/or removal from school.

ADVISOR SUPPORT

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

· Registration and enrollment in courses

· Checking progress in classes

· Monitoring consistent engagement and forward progress in school

· Goal setting and lesson scheduling

· Intervention when needed for student success

· Facilitating communication with other teachers

· Helping answer student/parent questions

· Technology assistance

Communication is one of the cornerstones of success in a virtual model and a requirement within ICON School. To help facilitate regular communication, advisors will have a check in with parents once a month. This is an opportunity to check-in with us, and for parents to share any input or feedback to help us best support their child(ren).

ATTENDANCE AND TRUANCY

Consistent daily attendance and engagement in coursework is the other cornerstone of student success in a virtual model. It is expected that students will attend school and engage on a consistent basis. Advisors will work with each student and family to determine a consistent school schedule that will work with their individual needs. Students have flexibility in setting the daily schedule that works best for them.

If a student is not able to attend school, the parent or adult student (over age 18) is responsible for notifying the advisor to excuse them. This includes any extended periods of time when a student may be absent for any reasons. When unexcused absences become excessive, the student may be considered truant and/or be removed from the program. (Idaho Code 33-207)

Students that have accrued five days of consecutive non-attendance and who have not communicated with ICON, may face loss of credit or removal from school for truancy. Loss of credit for courses will result in the student having to take the course again.

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

SUPPORT PLANS

The goal of a Support Plan is to have an opportunity to visit about any challenges or barriers that might be impacting a student's ability to engage in school consistently, and to work as a team to proactively address student needs in a way that leads to a successful outcome. A student can be placed on a Support Plan if they are not attending consistently, not making forward progress in their courses, and/or not passing a course. If a Support Plan is not successful, we want to ensure that there is still time and opportunity for students to find another placement that might work better.

INAPPROPRIATE COMMUNICATION INCLUDING HARASSMENT AND CYBER-BULLYING

ICON expects all members of the ICON school community to communicate 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, repeated incessant emails or phone calls without giving the recipient time to respond, or any other hostile communication designed to cause harm to others. Harassment also includes 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.