



# PARENT HANDBOOK

## 2007-2008

Dear I-DEA families,

On behalf of the board and staff, I would like to welcome you to the Idaho Distance Education Academy (I-DEA). Thank you for choosing I-DEA as the best educational option for your child/ren. We are looking forward to working with your family during the upcoming school year.

I-DEA offers a different kind of educational opportunity for our students: one that views the parent and the teacher as partners in the education of children. Our goal is to work in partnership with you, treating you with respect to provide a high quality education for your children at home. Your role as the parent requires involvement, dedication and commitment. The I-DEA contact and secondary teachers will provide with you the support and resources needed to be an effective home educator. In addition, the Community Coordinators will provide parents with another layer of support. Working together we believe we can ensure your child's educational success.

This handbook has been designed for I-DEA families to be a helpful tool in the communication between the school and the families we serve. We would appreciate it if you would review the handbook, and let us know if you have any questions.

Sincerely,

Linda Sterk  
Education Director, I-DEA

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## **Instructional Support**

**I-DEA** has a team of people dedicated to supporting the education of your child/ren:

**I-DEA School Board** – The I-DEA Board of Directors consists of individuals who are committed to carrying out the goals and mission of I-DEA. The Board holds monthly meetings and works with administrators to stay informed of current events in the school, current trends in the state with education, and all issues affecting the performance of the school. The Board adopts all policy within the school.

**I-DEA Administration** – The Administrative team consists of the Superintendent, Education Director, Curriculum and Assessment Director, Special Education Director, Technology Director, High School Supervisor, and the On-line Curriculum Supervisor.

**Contact teachers** - Families are assigned to certified teachers who work with parents on all academic issues. The teacher also assists parents in finding appropriate curriculum and materials from the I-DEA catalog, as well as additional resources. The teacher supports parents in the following ways:

- Discusses Idaho content standards and appropriate pacing for student learning
- Assists parents in developing Individual Learning Plan's based on content standards and other critical content such as individual learning gaps or strengths, and individual learning styles of each child
- Models alignment and mapping of curricular materials to the standards
- Analyzes the ISAT assessments and other appropriate test data to identify student strengths and weaknesses, and discusses them with parents
- Develops and implements reading integration strategies with parents
- Develops remediation and/or acceleration strategies for each student to succeed. The certified teacher also assists the parent in the development of all student documents: Individual Learning Plans (ILP), Progress Reports, ILP Amendments, and portfolio conferences.

**Secondary Teachers** – Students in grades 7 – 12 are assigned to secondary teachers. These teachers are specialists in their content area. The role of the secondary teacher is to provide support to both the parent and the student. The teacher is available for curriculum advice, content questions, direct instruction to the student, and assessment.

**Special Education Teachers** – Certified Special Education teachers provide direct instruction for students with an Individual Education Plan (IEP). I-DEA special education teachers are also available for consultation about learning difficulties, curriculum choices and local resources available to help support your child.

**Business Office** – The Business Office is an integral part of I-DEA. Enrollment, curriculum and materials orders, internet reimbursements, and student records are all handled through the Business Office.

**Tech Support** – Parents have access to tech support Monday through Friday to

help address issues related to I-DEA computers, I-DEA website, I-DEA e-mail and other I-DEA equipment.

**Community Coordinators** -The Community Coordinators are I-DEA parents who are considered exemplary home educators, and they are hired to provide additional support to families. They assist in communication with the families; provide community events, and field trips. Announcements of ideas and events are shared through notices, regional newsletters, SPARC's, and workshops.

**Feedback** – Input from parents on all aspects of our school is valued and appreciated. Comments regarding curriculum, office staff, community coordinators, teachers, administrators or any other aspect of our school can be directed to us in a number of ways. A link is provided at our website for “Comments” where parents can fill in a confidential form, which goes directly to the I-DEA Director. In addition to this direct link to the Director, you are also encouraged to visit with the contact teachers, community coordinators, education directors and/or the superintendent with any concerns or comments, both positive and negative, via e-mail, faxes, mail or phone. At parents’ request, comments will be carried to the I-DEA Charter School Board.

**Central Services** – I-DEA maintains a facility in Boise for the purpose of collecting and housing materials and equipment that have been returned by I-DEA families. These include materials from withdrawn or graduated students as well as materials returned by families whose students no longer have ILP requirements for them. The Central Service office also reissues catalog materials that are in fully reusable condition to fill family orders.

## **Enrollment**

### **Who May Enroll in Idaho Distance Education Academy?**

Any child physically residing in the State of Idaho who is of school age may request enrollment in I-DEA. School age is defined as:

TITLE 33

EDUCATION

CHAPTER 2

ATTENDANCE AT SCHOOLS

33-201. SCHOOL AGE. The services of the public schools of this state are extended to any acceptable person of school age. "School age" is defined as including all persons resident of the state, between the ages of five (5) and twenty-one (21) years. For the purposes of this section, the age of five (5) years shall be attained when the fifth anniversary of birth occurs on or before the first day of September of the school year in which the child is to enroll in kindergarten. For a child enrolling in the first grade, the age of six (6) years must be reached on or before the first day of September of the school year in which the child is to enroll. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours but has not reached the "school age" requirement in Idaho shall be allowed to enter the first grade.

For resident children with disabilities who qualify for special education and related services under the federal individuals with disabilities education act (IDEA) and subsequent amendments thereto, and applicable state and federal regulations, "school age" shall begin at the attainment of age three (3) and shall continue through the semester of school in which the student attains the age of twenty-one (21) years.

### **Dual Enrollment**

Dual enrollment occurs when a student enrolled in I-DEA is also enrolled in a class at another public school. A Dual Enrollment Request **must** be approved **prior** to enrolling in a class at another public school. Students may dual enroll only if they complete all required paperwork. The paperwork can be obtained through the I-DEA business office or your contact teacher.

Only **one** class may be taken at any other Idaho public school. I-DEA will reduce the allotment according to the cost of service from the other school. Even if you choose to enroll your student in another public school course, the student must take four core classes with I-DEA.

## Benefits I-DEA Enrollment Include

- ◆ **Choice of curricular materials and resources** - The I-DEA online catalog offers a wide range of curriculum and materials. Each item aligns with and supports the Idaho State Content Standards. (As a public school, I-DEA is prohibited from using public funds for the purchase of doctrinal curriculum.)
- ◆ **Content Standards** – Our curriculum is the Idaho State Content Standards. Standards by grade level and subject show what specific skills are to be taught in each grade for each subject area. Parents plan instruction based on these standards. Parents also choose curriculum and materials that align with the content standards. The state-mandated tests are aligned with the standards as well. Curriculum alignment worksheets are available on the I-DEA website or in the ILP for each student.
- ◆ **Allotments** – State funds are provided to I-DEA for each enrolled student. I-DEA provides allotments for students' educational expenditures. Each of your students' allotment is combined into a total family allotment. These funds can be accessed for academic resources that align to the Idaho State Content Standards. All non-consumable materials and equipment purchased with state funds through the allotment remain the property of I-DEA and must be returned when your family is through using them.
- ◆ **Resource Centers** – I-DEA has resource centers with a collection of educational books, videos, tapes, kits, and more. This provides families an opportunity to see materials "up close"
- ◆ **Equipment** - You may lease a Windows based computer and a printer/scanner from I-DEA. The cost of the computer and printer/scanner is approximately \$350 per year. This amount will be deducted from your allotment each year for four years. You have no out of pocket expense.
- ◆ **Tech support** - Technical support is available to help with any computer problems and questions related to I-DEA equipment, forms, e-mail or internet access.
- ◆ **Internet and e-mail** - Up to \$20 (twenty) of your school related internet expenses are eligible for reimbursement through the District without being deducted from your allotment. If your internet expenses exceed \$20, an additional \$50 (fifty) of your cost can be reimbursed from your allotment.
- ◆ **College credit** – Allotment funds may be used to pay for college credits from any public educational institution for eligible high school Juniors and Seniors so they may receive credit for both high school and college at the same time. Please refer to the High School Handbook for more details.

- ◆ **Graduation and transcript** - Graduating seniors may participate in a graduation ceremony complete with diploma, cap and gown. If students exit the program before graduating, we will provide an Idaho accredited transcript that may be submitted to any other school.
  
- ◆ **SPARC – Staff Parent Advisory Relations Committee regionally.** I-DEA Community Coordinators facilitate and support the networking of staff and families for local activities.

## Responsibilities of the Parent

### *Pre-enrollment*

**Attend Orientation Session:** All parents are required to attend an I-DEA Orientation session. During this session, staff will present a PowerPoint covering a wide range of topics, including a question and answer session. Each family will also receive the I-DEA Orientation on a CD.

### *Student Learning & Assessment*

**Primary responsibility for child's education:** The parent or guardian will be primarily responsible for the student's education. Parents are expected to provide instruction and assess student progress based on the Idaho content standards. Parents must agree to supervise their child's education in the home during school hours.

The state of Idaho requires that I-DEA students participate in school the following minimum number of hours per year:

- 450 hours for kindergarten
- 810 hours for grades 1-3
- 900 hours for grades 4-6, and
- 990 hours for grades 7-12

Although parents are seen as the primary educators, I-DEA students may also participate in elective guided instruction.

**Attendance:** Parents in the I-DEA program login and record any absences electronically.

### ***Student Documentation (please check important dates for all the specific due dates of student documents)***

**Individual Learning Plans:** Individual Learning Plans (ILPs) are submitted electronically to your contact teacher. The Learning Plan includes the Idaho Content Standards, enrichment activities and methods of assessment. Once the Individual Learning Plan is complete, the contact teacher will review the ILP and discuss any necessary changes or supporting documentation with you. The ILP's may be amended (add, drop or modify classes) up to 3 weeks after the beginning of each semester.

**Testing:** I-DEA students will participate in all state mandated assessments, as required by the state of Idaho. We provide a facility and teachers/proctors to conduct the testing in each area central to a population of I-DEA students.

The assessments include the following:

- K-3 students take the Idaho Reading Indicator (IRI) in September, January and April/May. See the calendar on the website for current dates.
- The Idaho Standardized Achievement Test for 2 – 10 (ISAT) in Sept/Oct

and April/May (2 times/year). The state Exit Exam is the 10<sup>th</sup> grade Spring ISAT. If a spring 10<sup>th</sup> grade student does not pass all section of the ISATs, they must retake the section during their Junior and Senior years until they earn Proficiency. See the calendar on the website for current dates.

- The Direct Math Assessment for students in grades 4, 6, and 8 and the Direct Writing Assessment for students in grades 5, 7 and 9 in late November. See calendar on the website for current dates.

### ***Assessment: Progress Reports and Portfolio Conferences***

**Assessment and Progress Reports:** Parents will provide contact teachers with ongoing documentation of student learning. The documentation should reflect student growth towards mastery of the standards. The contact teacher will then work collaboratively with the parent to document student learning in a progress report format according to the dates indicated on the school calendar.

**Student Portfolio Conferences:** Parents, students and certified teachers will participate in student portfolio conferences twice a year. The conferences will provide students and parents the opportunity to discuss student progress and student work. The portfolio will include documents that demonstrate student work based on the Idaho Content Standards.

The conferences will be held:

- Elementary (K-6) will be held during quarters 1 and 3
- High School (7-12) will be held during quarters 2 and 4

### ***Communication***

**Ongoing Communication with Contact Teacher:** Contact teachers and parents are viewed as partners in the education of each child. It is critical to communicate with your contact teacher on an ongoing basis. This can be as simple as a phone call, a face to face meeting, or an exchange of e-mails. The contact will revolve around important educational issues relevant to your child. You will also be meeting with your contact teacher for portfolio conferences twice a year.

**Check e-mail and website** – Because I-DEA is a virtual school, you will receive essential information via e-mail. It is important that you check your I-DEA e-mail on a weekly basis, preferably daily. Information is also posted on the website.

**Notification of changes** - Notify the business office of any changes in contact information (address, phone number, etc.). Consult with your contact teacher of any changes in a student's educational plan.

**Internet and phones** – Because I-DEA is a virtual school and communication with teachers and staff is online, families are required to have internet and phone service in their homes.

**Residency:** Families are expected to reside full-time in the state of Idaho, and not be out of state longer than 20 consecutive days in a school year.

**Return materials:** Within 15 days of receipt of the Materials Return Form from I-DEA, parents are expected to return all equipment and materials purchased with

I-DEA school funds.

**Reimburse I-DEA:** If a student withdraws prior to December 1<sup>st</sup>, first semester allotment funds used will be invoiced by the school. If a student withdraws prior to April 1<sup>st</sup>, second semester allotment funds used will be invoiced by the school.

## Important Dates to Remember for 2007-2008

*July 9, 2007 – February 28, 2008 ~ Orders, guided instruction/activity requests, internet requests and correspondence course request forms may be sent to your contact teacher. Guided instruction/activity, correspondence course, and internet reimbursements may be sent to the Business Office.*

<b>July 9</b>	Individual Learning Plans (ILP's) available electronically
<b>August 27</b>	First day of school ILP's due
<b>September</b>	Idaho Reading Indicator for students in grades K-3
<b>Sept. 17</b>	K-12 Fall semester ILP amendments due
<b>Sept. 17 – Oct. 26</b>	ISAT testing throughout the state
<b>September 30</b>	Orders for annual subscriptions or memberships must be placed by this date.
<b>October 31</b>	1 <sup>st</sup> quarter complete <ul style="list-style-type: none"><li>• 1<sup>st</sup> quarter assessments due</li><li>• Portfolio Conferences (K-6) held</li></ul>
<b>November 27</b>	Direct Math Assessment for grades 4, 6, and 8
<b>November 28</b>	Direct Writing Assessment for grades 5, 7, and 9
<b>December 1</b>	Families invoiced first semester funds used if withdrawal occurs before this date
<b>January, 2008</b>	Idaho Reading Indicator for students in grades K-3
<b>January 31</b>	2 <sup>nd</sup> quarter complete <ul style="list-style-type: none"><li>• 2<sup>nd</sup> quarter assessments due</li><li>• Portfolio Conferences (7-12) held</li><li>• 1<sup>st</sup> semester high school documents due (logs, work-study, service learning)</li></ul>
<b>February 21</b>	K-12 Spring semester ILP amendments due
<b>February 28</b>	<b>LAST DAY</b> to submit orders and requests to encumber funds
<b>March 31</b>	3 <sup>rd</sup> quarter complete <ul style="list-style-type: none"><li>• 3<sup>rd</sup> quarter assessments due</li><li>• Portfolio Conferences (K-6) due</li></ul>

- April 1** Families invoiced second semester funds used if withdrawal occurs before this date
- April 14 – May 9** ISAT testing throughout the state
- April 15 – May 15** Idaho Reading Indicator for students in grades K-3
- May 18** Seniors: 4<sup>th</sup> quarter assessments due
- Portfolio Conferences due (Seniors)
  - 2<sup>nd</sup> semester high school documents due (logs, work-study, service learning, etc.)
  - Official transcripts for any outstanding credits must be received by the Registrar in the Bovill Business Office prior to this date
- June 4** Last day of school ~ 4<sup>th</sup> quarter complete
- 4<sup>th</sup> quarter assessments due (grades K-11)
  - 4<sup>th</sup> quarter Portfolio due (grades 7-11)
  - 2<sup>nd</sup> semester high school documents due (logs, work-study, service learning, etc.); last day to submit incomplete course work from first semester
- July 10** Reimbursements for guided instruction/activities and internet (through June 30<sup>th</sup>), which were encumbered by February 28<sup>th</sup>, are due in the Bovill Business Office.

## **Student Records**

### ***Individual Learning Plan (ILP):***

#### **Description**

The ILP is based on the Idaho Content standards and is designed to be a “roadmap” of your upcoming school year. In other words, the ILP is an outline of what you plan to teach in each subject area for your child’s grade level.

Each ILP will include grade level Idaho content standards, enrichment activities and methods of assessment. You may also go up and/or down a grade level if you would like to include those standards as well. Additional content may be added as enrichment to illustrate how you round out the educational experience for each child.

You may submit one subject at a time, to your contact teacher, or you may work with your teacher to complete the entire document for each child at one time. All four core subjects must be included on each student’s ILP unless all graduation requirements in a core subject have been met.

#### **Timeline**

The entire ILP for each child is due by the first day of school, August 27, 2007. Your online submission goes directly to the contact teacher, and your allotment funds become available once the ILP is complete and approved for each enrolled child.

#### **Creating the ILP**

- Choose the standards for your child’s grade level.
- You may also select specific standards that will be taught one grade level above or one grade level below your child’s current grade level to reflect areas of remediation or acceleration.
- You may describe additional content that will be covered in each subject area through enrichment activities.
- Document methods of assessment to demonstrate student progress.
- Work closely with your contact teacher to align your educational plan with each student’s identified learning strengths and weaknesses.
- Subject areas included on each student’s ILP should be the core subjects: math, language arts (reading, writing, speaking, listening), science, and social studies.
- You may include elective classes. If the class entails guided instruction, the class must include sequential skill development, developed over time and aligned with the Idaho Content standards.
- Additional areas of study might include health, technology, consumer economics, foreign languages, work-study, service learning, and other electives. A list of high school course titles may be requested from your contact teacher at any time.

#### **ILP Amendment**

- The K-12 Individual Learning Plans can be amended within 3 weeks of each semester: Semester 1 – ILP amendments are due Sept. 17 and

Semester 2 – ILP amendments are due February 21. You can use an ILP amendment to modify, add, or remove a class.

- You submit the ILP's online to your contact teacher.
- Your ILP amendment will appear on your ILP overview document.

### ***Special Needs***

**Locating and Identifying Exceptional Children:** You are encouraged to take advantage of all early screening tests in your district of residence. These are available for all pre-school aged children free of charge. **Please check with your local school district for specific dates and times.** Federal and state laws and regulations require that the I-DEA Charter School make available a free appropriate education (FAPE) to all school age children enrolled in the district. Some students with physical, mental, or emotional impairments may need special education in order to benefit from the educational program offered by the school.

During the contact teacher's interactions with you, there is discussion of the child's strengths and weaknesses. I-DEA contact teachers can share with you strategies for working with your child to help with any deficits or strengths. If you and your contact teacher discuss, and you implement, intervention strategies but you see the issues persisting for more than six weeks the contact teacher will then talk with the special education staff, who will contact you directly in order to plan an intervention meeting. When testing is determined to be an appropriate course of action, either the I-DEA staff or a cooperating local regional consultant conducts the testing and evaluation. The I-DEA Special Education Director is available to consult with parents and teachers in addressing children's educational needs.

### **Steps to special education enrollment in I-DEA:**

- (1) A request for special education records is sent to the student's previous school.
- (2) Once the special education records have been received from the district of residence or most recent school attended, initial contact and discussion takes place between the parent and an I-DEA Special Education teacher.
- (3) If there is an active IEP in place, a team is formed which includes the parent(s), the child (when appropriate) and representatives from I-DEA. The team will discuss the child's needs and determine an appropriate setting in which to meet those needs. They will determine what services are to be provided and amend the IEP as needed.

## Use of Allotment Funds

### What is the allotment for my family?

The annual allotments are based on the grade level of each enrolled student and are added together to form the allotment for the family. Guided Instruction/Activities are limited to 50% of each student's allotment.

Kindergarten = \$600  
Grades 1-3 = \$1,200  
Grades 4-8 = \$1,400  
Grades 9-12 = \$1,600

### What are the dates for allotment disbursements?

- ◆ One-half of the annual allotment is released at the beginning of the school year on July 9<sup>th</sup> for first semester and one-half on January 1<sup>st</sup> for second semester. Any unused first semester allotment remains available once the second semester is added to the family allotment on January 1; however, any allotment remaining unencumbered after February 28<sup>th</sup> does not carry over to the following year.
- ◆ **Families** may begin placing orders for the current school year beginning July 9<sup>th</sup>, once all ILPs are approved for a family.
- ◆ **Required paperwork** that is not turned in on time delays allotment availability; allotments are frozen if student records or order confirmations are not turned in by their due dates. The allotment is released once the required paperwork is submitted to the contact teacher.
- ◆ For the fiscal year (July 1 – June 30) Orders **must be submitted** and Encumbrance Requests **must be sent to the Contact Teacher by February 28<sup>th</sup>.**
- ◆ **Guided instruction/Activities and Internet expenses for the current school year** will be reimbursed through June 30<sup>th</sup> only if the allotment was set aside prior to February 28<sup>th</sup> (using the Guided Instruction/Activity or Internet Request form).
- ◆ If any school deadlines have been missed or neglected (state-mandated tests, portfolio conferences, etc.) and a family is out of compliance up to July 10<sup>th</sup>, **NO** guided instruction/activities and internet expenses will be reimbursed by I-DEA. The school will not reimburse any funds after this date for any reason.

### What can be covered by I-DEA funds?

We provide many educational resources that support the student's educational goals as set forth in the ILP. All expenditures must accurately reflect the student's ILP, which is reviewed as part of the ordering process. An approved ILP does not guarantee payment for any guided instruction or activity. Please make sure to submit proper requests and receive written notification to guarantee approval for payments.

### What cannot be covered by I-DEA funds?

Any purchases made by I-DEA must not advocate partisan, sectarian or denominational doctrines. We do not purchase sports related items (including

sports equipment or awards), clothing (such as costumes or uniforms), food, animals, animal supplies or training, fixed assets (furniture) or special equipment that will carry a liability with operation.

I-DEA funds cannot be used for short term instruction such as co-op, camp or club fees. We do not pay for field trips outside a 50 mile radius from the Idaho state border. We **cannot** pay for musical instruments, video camcorders, digital cameras, greenhouses or other structures, dolls, scrapbooking materials, guided instruction taught by a sibling or parent, parts or repair for items that are owned by the family even if usage of the item is included in the ILP, such as in a vocational class (e.g., piano tuning, small engine or vehicle parts, etc.) or any portion of a family pass. We do not pay for any travel expenses, including food, lodging, gas, plane or boat fare, etc.

I-DEA can reimburse families for Guided Instruction or Activities only when the family makes direct payment to the instructor, facility, or organization. I-DEA cannot reimburse for third party payments such as a co-op or coordinator.

There may be other items not covered by I-DEA funds, as everything cannot be listed here.

### **Orders**

The I-DEA Catalog contains educational comprehensive, supplemental, and intervention materials including but not limited to textbooks, workbooks, educational software, manipulatives, magazine subscriptions, art materials, science kits and student supplies.

### **How Do I Order Educational Materials?**

You can order educational materials on-line through the I-DEA Catalog, which is divided between comprehensive materials, supplemental materials, intervention materials, and student supplies.

- Log on to your I-DEA account
- Click on orders
- Click on the “Add New Order” button
- An order form will appear and you can click “add item” to add as many items as needed.
- Choose a subject in the drop down box. Choose comprehensive, supplemental or intervention materials. You may narrow you search by choosing grade level, textbooks, workbooks, and other sub-categories.
- You can also search for a specific item by typing a keyword in the textbox
- Once you have added all the items to your order, click the “Submit Order for Teacher Verification” button.
- Your teacher will verify that all items align with the students ILP and submit the order to the Business Office.
- Once the order has been approved by the Business Office, items will be shipped from an I-DEA supplier or from I-DEA Central Services, if available, at 50% of the original cost.

- Your allotment will be deducted for the amount of the order.
- When you receive your materials, log on to your I-DEA account and click “confirm items received”. You will see a list of each item you have ordered. Find the item(s) you have received and click the “Received Item” button.
- Once you have confirmed your order and the business office has received an invoice, the total order amount may be adjusted for shipping and/or availability of materials.
- You are able to track the status of your order and the final amount deducted from your allotment through your web account.

**Material Returns** – All materials and equipment purchased with allotted funds remain the property of I-DEA. Unless they are designated as consumable, families will, at some point, be required to return them to I-DEA. To avoid accounting for excessive inventories, we suggest that as soon as materials or equipment are no longer necessary for ILP goal attainment, they be returned to the Central Services Office or to one of the regional Resource Centers.

### **Guided Instruction/Activities and Memberships**

Guided Instruction is defined as: *Elective instruction that provides sequential skill development over time that is aligned with the Idaho Content Standards. Areas include physical education and humanities: visual arts, dance, music, world language and theater.*

Reimbursable Guided Instruction and Activities may include various P.E. activities (ballet, gymnastics, swim lessons, etc.), music lessons, foreign language instruction, art instruction, entrance fees to museums, field trips within 50 miles of the Idaho border, and P.E. facility memberships. Instructors are hired by the families and are not employees of I-DEA. Guided Instruction, Activities and Memberships are limited to 50% of each student’s allotment.

I-DEA will only reimburse for guided instruction during the time period listed on an approved ILP.

### **How do I receive approval and set aside funds for Guided Instruction, Activities, Instructor required materials and Membership Fees?**

1. Guided instruction must be included in your ILP, as all expenditures must relate to educational areas in the ILP.
2. Complete a **Guided Instruction/Activity Request Form** for each type of guided instruction or activity for each individual student **before** the activity or instruction begins or purchasing instructor required materials. Fill out for the entire current year (July 1 – June 30) at one time. Send the request form to your contact teacher **by February 28th**.
3. If the instructor requires parents to purchase specific materials for the class, parents must include the instructor’s materials list on the request form when the items are not available through the I-DEA catalog. The instructor’s list must also be attached to the request.

4. The Guided Instruction/Activity Request form is used for membership fees for access to physical education facilities. ***Annual Memberships must be purchased by September 30<sup>th</sup>.*** Memberships for a shorter duration must expire by June 30<sup>th</sup>.
5. When you email a form, your electronic submission from your e-mail address creates a binding digital signature.
6. You will receive an acknowledgement via I-DEA e-mail from the Business Office once your request has been approved and the funds have been set aside.

**How do I receive reimbursement for Guided Instruction, Activities, Instructor required materials and Membership Fees?**

1. A Guided Instruction/Activities Request Form must be submitted to your contact teacher and you must receive the approval e-mail from the Business Office prior to submitting for reimbursement.
2. The **I-DEA Guided Instruction/Activities Reimbursement Form** must be submitted to the Business Office in order to receive reimbursement with an original receipt of payment provided by the instructor or organization you paid directly.
3. The form must be filled out completely. Indicate the specific date(s) of instruction or activity. Do not submit the Guided Instruction Reimbursement Form until the instruction or activity is complete. Be sure you and the instructor sign and date the form ***after*** instruction is complete.
4. Only instructor required materials that were approved from the original request will be reimbursed if an itemized original receipt is provided.
5. Receipts for annual memberships must show the date of purchase. Receipts for memberships for a shorter duration must include the date of purchase and the duration of the membership.
6. I-DEA can reimburse families for Guided Instruction or Activities only when the family makes direct payment to the instructor, facility or organization. I-DEA cannot reimburse for third party payments such as a co-op or coordinator.
7. You may send in a reimbursement request no more frequently than once a month and the final request must be in the Business Office by ***July 10<sup>th</sup>***.
8. Payments are made from the Business Office. Families can expect their check within a month. The exceptions are the deadline times of February 28<sup>th</sup> and July 10<sup>th</sup>, when it may take up to 6-8 weeks. If the forms are incomplete or are lacking proper documentation, payment *will* take longer.

**Correspondence Courses and Dual College Credit**

I-DEA will reimburse for Correspondence Courses and Dual College Credit taken from other accredited ***public*** institutions.

**How do I receive approval and set aside funds for Correspondence Courses**

1. Correspondence Courses must be included in your ILP, as all expenditures must relate to educational areas in the ILP. *Refer to the High School Handbook for proper procedures and forms.*
2. Complete a **Correspondence Course Request Form** for each

Correspondence Class for each individual student **before** enrolling in a course or purchasing course required textbooks and materials. Send the request form to your contact teacher within two weeks of the start of the semester the course appears on the ILP.

3. If the course requires textbooks or specific materials for the class, parents must include the institution's required textbooks and materials list on the request form when the items are not available through the I-DEA catalog. The instructor's list must also be attached to the request.
4. When you e-mail a form, your electronic submission from your e-mail address creates a binding digital signature.
5. You will receive an acknowledgement via I-DEA e-mail from the Business Office once your request has been approved and the funds have been set aside.

### **How do I receive reimbursement for Correspondence Courses, College Courses, Textbooks and Materials?**

1. A Correspondence Course Request Form must be submitted to your contact teacher and you must receive the approval e-mail from the Business Office prior to submitting for reimbursement. *Refer to the High School Handbook for proper procedures and forms.*
2. An **I-DEA Correspondence Course Reimbursement Form** must be submitted to the Business Office in order to receive reimbursement with an original receipt of payment provided by the institution you paid directly. The receipt must clearly show the course/book title.
3. An official transcript sent directly from the issuing institution must be submitted to the I-DEA registrar prior to reimbursement.
4. Textbooks must be returned to I-DEA prior to reimbursement.
5. Your reimbursement request must be in the Business Office no later than **July 10th**.
6. Payments are made from the Business Office. Families can expect their check within a month. The exceptions are the deadline times of February 28<sup>th</sup> and July 10<sup>th</sup>, when it may take up to 6-8 weeks. If the forms are incomplete or are lacking proper documentation, payment *will* take longer.

### **Internet**

Up to \$20 (twenty) of your home internet expenses are eligible for reimbursement through the District without being deducted from your allotment. If your internet expenses exceed \$20, an additional \$50 (fifty) of your cost can be reimbursed from your allotment.

### **How do I receive approval and set aside funds for Internet Service?**

1. Submit an **Internet Encumbrance Request Form** to the Business Office indicating the internet provider, monthly date of service, monthly internet cost, and if you would like expenses exceeding \$20/month to be reimbursed from your allotment.
2. Complete the total **annual** amount. Fill out for the entire current year (July 1 – June 30) at one time.
3. Submit the request to the Business Office by February 28<sup>th</sup>.

4. Payment is NOT generated from the Request Form.

**How do I receive reimbursement for Internet Service?**

1. Submit an **Internet Service Reimbursement Form** to the Business Office.
2. Attach a copy of the bill(s) showing dates of service (not date of billing) for which the reimbursement is being requested.
3. Bills must also be printed with your name and service address on record with I-DEA.

**How can I cancel or release a portion of the encumbered funds?**

Submit an Encumbrance Release Form indicating the type instruction, the student's name, and the total amount you wish to release back to your general allotment. All Release Forms must be submitted by February 28<sup>th</sup>.

## Technology/Equipment

### **Computer System Requirements:**

Computer use is an integral part of the IDEA program. Families are required to have a computer that meets or exceeds the following minimum criteria:

#### **Windows:**

##### **Operating System**

Windows 2000, Windows XP Pro, Windows XP Home, Windows Vista

##### **Processor Speed**

500 MHz processor or greater

##### **Memory**

256 MB or greater

**\*\* Must load and update an Anti-Virus Program**

#### **Macintosh:**

##### **Operating System**

Mac OS 10.1 or above

##### **Processor Speed**

G3 (366 MHz) and higher

##### **Memory**

256 MB or greater

**\*\* Must load and update an Anti-Virus Program**

**Computer System:** A Windows-based computer and printer/scanner is available for use in the home by every family with students enrolled in I-DEA. An additional computer is available to any family with four or more students enrolled in grades K-12. A signed Equipment Lease Agreement is required for each computer system.

Under NO circumstances are families to tamper with the computer equipment including the monitor or CPU or remove/add any components to the equipment. The equipment is to remain in the family's place of residence as registered with the I-DEA program. Software and hardware may not be added to the system without written approval from I-DEA. Additionally, the computer and equipment is for school use only. Conducting personal business, inappropriate use of email or downloading and inappropriate use of software is strictly prohibited.

Families are responsible for lost items or damaged equipment caused by misuse or abuse that is not covered by the warranty. You will be invoiced for repair or replacement costs.

I-DEA has purchased a service plan from the computer manufacturer, and work done by any outside source will void the warranty and service contract. **All service performed on I-DEA computers must be arranged through the I-DEA tech department.**

**Updating Computer Systems:** Leased computer systems may be replaced every

four years.

**Anti-virus:** If you have a computer provided by I-DEA, it already has virus protection, but you must keep it updated! If you own a non-IDEA computer, virus protection is required and there are many fine free programs to download. Please contact the I-DEA Tech if you need assistance.

**Internet Connectivity:** Families are required to have and maintain an internet connection in their home. We strongly recommend that a high speed connection be used where available in order to take best advantage of all the virtual resources I-DEA has to offer.

**Tech Support** is provided for Internet access, e-mail accounts, or equipment provided by I-DEA. Internet access issues related to your Internet Service Provider (ex. Clearwire, Verizon, Qwest) or any other outside source will be the responsibility of the family. However, I-DEA tech support will assist in identifying the source of the problem. Please e-mail [techsupport@idahoidea.org](mailto:techsupport@idahoidea.org) or contact our Tech Office toll free at 1-866-904-IDEA (4332) between the hours of 8am–5pm (MST) Monday-Friday.

**How do I contact tech support?**

E-mail [techsupport@idahoidea.org](mailto:techsupport@idahoidea.org) or call the Tech Office at 1-866-904-IDEA (4332). If outside assistance is required, an I-DEA technician will direct you to the appropriate resource.

## Withdrawal Procedures

**Withdrawal:** Notification of plans to withdraw for any reason need to be communicated to the I-DEA business office as soon as possible. It is imperative this be done before enrolling in any other school. Courses not completed by withdrawal date will have a grade of Incomplete or “F” assigned. Families who drop IDLA courses after the drop deadline will be invoiced for those courses.

Students are automatically withdrawn from I-DEA when a records request is received from another school. If a student needs records sent to another school but does not plan to withdraw immediately from I-DEA, please discuss this with the I-DEA business office.

Families may choose to withdraw from I-DEA at any time during the year through an extended period of non-compliance with I-DEA requirements, such as lack of response to multiple contact attempts made by I-DEA, or a repeated refusal to turn in required paperwork.

Families who withdrew as a result of non-compliance with I-DEA policies may re-enroll only on a provisional basis. The provisional basis will require approval of all allotment expenditures by the contact teacher and, in the case of secondary students, secondary teachers. Provisional enrollment is restored to full enrollment upon successful completion of a Student Achievement Plan.

**Return of I-DEA materials upon withdrawal:** All materials purchased by I-DEA through allotments are the property of I-DEA. Upon withdrawal, a family will be asked to return all purchases that I-DEA does not consider consumable. Families are responsible for lost items or damaged equipment caused by misuse or abuse. Families will be invoiced for repair or replacement costs.

**If withdrawal occurs before December 1<sup>st</sup>** of the current year, and curricular materials have been purchased out of the current year’s allotment, *the withdrawing family must reimburse I-DEA* for any monies spent on them. It is not possible to simply return the materials to I-DEA.

**If withdrawal occurs before April 1<sup>st</sup>** of the second semester and second semester funds have been used, the withdrawing family must reimburse I-DEA for any monies spent on them.

**Timing of Returns upon Withdrawal:** All returns or payment of curricular materials and equipment should be made within 15 days of receipt of the Materials Return Form. If a family fails to comply, there will be at least three attempts at contact, followed by a certified letter. If the equipment and materials asked for are not returned by the date specified in the letter and there has been no satisfactory dialogue with I-DEA staff regarding the return or payment, the matter is turned over to a collection agency. Once an account has been turned over to collections, the family is responsible to pay the collection agency for the equipment and materials. They can no longer be returned to I-DEA.

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) the following rights with respect to the student’s education records:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

The parent or eligible student should submit to the school principal a written request that identifies the records(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student’s education records that is believed to be inaccurate or misleading. The parent or eligible student should make a written request for an amendment of records to the school principal by clearly identifying the part of the record that needs to be changed and specifying why it is inaccurate or misleading. If the district decides not to amend the records as requested, the parent or eligible student will be notified of the decision and advised of the right to a district hearing regarding the request.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health staff and law enforcement personnel); a person serving on the board of trustees; a person or company that the district has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

## NOTICE OF DIRECTORY INFORMATION

The Idaho Distance Education Academy may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the School release any or all of this information. If you do not want this information released you must send written notice annually to the Office of the Superintendent. Forms are available from that office.

1. The student's name
2. The student's address
3. The student's phone number
4. The student's date of birth
5. Participation in officially recognized activities and sports
6. Dates of attendance
7. Graduation and awards receive
8. Other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

Students must notify the Office of the Superintendent in writing of any or all items they do not wish to be designated as directory information in their records.