

## **IGNITE Online and Personalized Learning 2022-2023 Handbook**

### **Mission Statement**

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.

### **Vision Statement**

It is the vision of the Shenandoah Schools, in partnership with the community that we provide:

- Students have the tools to become responsible, successful citizens and lifelong learners in an ever-changing world.
- A safe and caring environment that ensures the dignity of all.
- Opportunities that stretch student and staff capabilities.
- School staff that are focused and visionary, collaborative, and empowered to make knowledgeable decisions.

### **Equity Statement**

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Aaron Burdorf, JK-8 Principal and Equity Coordinator. Shenandoah CSD, 601 Dr. Creighton Cir., Shenandoah, IA 51601. Phone 712-246-2520 Email [burdorfa@shencsd.com](mailto:burdorfa@shencsd.com).

### **Program Description**

The IGNITE program will develop a learning environment that creates the context where students will be engaged in a continuum of service, which could include one or more of the following:

- online learning,
- blending learning,
- project-based learning,
- work-based learning, and or apprenticeships.

IGNITE will provide services to students who attend Shenandoah CSD on campus or remotely, who are dual-enrolled homeschool students, or are open enrolled. The program's structure will allow students to maximize their learning potential using a personalized education plan that includes access to core instruction through traditional or online learning, career technical education programs, or other specialized teaching and learning.

Students are expected to adhere to the Shenandoah CSD student handbook, code of conduct, all board policies and procedures, and applicable building-level student handbooks.

IGNITE may not be appropriate for all families. Enrollment in IGNITE is a team decision consisting of student, parent/guardian, remote learning coordinator, and IGNITE administration. An In-Take meeting will be held for each applicant. All students and parents are required to submit the IGNITE agreements. The agreements outline the expectations necessary for a successful IGNITE learning experience.

IGNITE is a full-year program. Students are expected to participate for the entire 2022-2023 school year. Students may be removed from the IGNITE program under unique circumstances with the consent of the program administrator.

## **Activities**

Students will be encouraged to participate in extracurricular activities, clubs, and school-sponsored activities as long as they meet the eligibility requirements required of all students. Resident students may participate in an unlimited number of Shenandoah Activities. Students who are open enrolled into the IGNITE program may participate in two activities in their resident district. Additional activities are allowed at the discretion of the resident district. Students wanting to participate in home district activities need to contact IGNITE Administration. Students will need to contact the K-12 Activities Director to participate in SHS district activities. The District's Activities Director is Jon Weinrich, [weinrichj@shencsd.com](mailto:weinrichj@shencsd.com) or (712) 246-4727.

## **Attendance & the School Calendar**

Students participating in the IGNITE program will follow the District's calendar and will adhere to attendance laws per Iowa Code. This means:

- Each day school is in session in the District, students will be expected to log in daily and make academic progress to be counted as present.
- Parents/guardians of students who are ill or unable to participate must communicate with their assigned remote learning coordinator to have legitimate absences excused.
- As with students in traditional school settings, parents/guardians of students participating in the IGNITE program are responsible for their student's attendance per Iowa Code.
- Students who fail to meet attendance requirements will be counted absent. Parents/Guardians can expect that attendance letters and truancy law will be followed according to the District's policy.

The school district will monitor student attendance and progress, provide support, and communicate concerns. It is the family's responsibility to make sure a student is attending regularly and making adequate academic progress as defined by district expectations. Anytime students, parents/guardians, teachers, or administrators are concerned about a student's attendance, they are encouraged to contact the appropriate party.

## **Co-curricular Activities**

Students enrolled in the IGNITE program may participate in band, choir, and virtual music lessons. Students will coordinate their involvement with the Remote Learning Coordinator to schedule weekly lessons.

## **Communication Procedures**

Communication about the IGNITE program will be shared via email through PowerSchool and posted on the Shenandoah CSD Website [www.shencsd.com](http://www.shencsd.com). Remote Learning Coordinators will communicate to families via email and with students via a school provided email address and Zoom.

Parents/guardians and students are encouraged to communicate with their assigned Remote Learning Coordinator via email as the first line of contact with a question or concern about the program. Students are encouraged to contact their content specialist or instructor with questions about course content.

When school is in full session, you can anticipate a response to your question or concern within 24 hours. It will take longer for staff to respond on days when school is not in session, on weekends, or on a noted holiday. You can reasonably expect a response the next day school is in session.

Content Specialists, instructors, and remote learning coordinators will connect with families at least three times per week. Additional scheduled office hours will be available for feedback and assistance.

Parents/guardians will communicate at least once per month with teachers and/or coordinators to receive progress reports.

Students who desire to take District courses onsite in addition to the Edgenuity courses may do so with the consent of the program administrator and building principal.

### **Concurrent Credit**

High school students may enroll in dual credit/enrollment courses offered through Iowa Western Community College or other secondary education programs. However, these courses are controlled by the college, and students must meet all expectations for the course in order to participate and are outside of the IGNITE program.

This means if the college determines the courses will be instructed in the face-to-face format, the student must attend class face-to-face with the assigned instructor and meet all expectations to earn high school and college credit.

### **Course Delivery**

IGNITE courses are available through Edgenuity, an online provider approved by the Iowa Department of Education. Additionally, students will have access to licensed teachers to provide face-to-face online instruction and academic support.

### **Course Offerings**

Course offerings for each grade level can be found in the appendix of this handbook.

### **Exceptional Students**

#### *Special Education*

Students with an Individualized Education Plan may elect to participate in the IGNITE program. An IEP meeting is necessary to set up Special Education services during virtual learning. The IEP team will determine the appropriate changes needed to the current IEP based on the individual student's online learning environment. The administration team will determine if IGNITE has the capability of providing adequate IEP services through IGNITE.

#### *Section 504 Plans*

Students with a Section 504 Plan may elect to participate in the IGNITE program. Depending on the individual needs of the student, a meeting may be necessary.

#### *English Learners*

English Learners may elect to participate in the IGNITE program. A licensed EL teacher will assess the student's English language proficiency to determine the instructional support necessary for the student to successfully participate in the program.

#### *Talented and Gifted (TAG)*

TAG students may elect to participate in the IGNITE program. The student and family will work with the TAG teacher to extend their education for appropriate challenge and growth.

### **Grading/Assessment**

Student's assignments, assessments, and grades will be reported using PowerSchool. The District's standard grading and reporting protocols will be used to assign final grades. General feedback on assignments may come in the form of email, face-to-face, or virtual conferencing.

Students enrolled in IGNITE as their school of enrollment will be excluded from class rank. If a student needs a class rank statement for post-secondary institutions or other reasons, please contact the IGNITE administrator.

### *Grade-Level Advancement*

Students must meet all established requirements to advance to the next grade level or graduate with a Shenandoah CSD diploma.

### *High School Grade Point Average (GPA)*

All semester grades will be used to calculate students' GPA using the same procedure as face-to-face students. Transcripts will be issued in the same manner as all other students participating in the face- to- face school option.

### *Proctoring of Assessments*

Some testing may only be available in the school building with the student's teacher. It is the family's responsibility to ensure that students are transported to and from the testing site according to the testing schedule.

### *Requirements for State Testing*

All students will be required to participate in all assessments that face-to-face students are required to take.

### *State Required Intervention and Progress Monitoring*

Students in grades K through 5 that are identified for intervention and progress monitoring through the FAST screening process are required by the state to participate in interventions and progress monitoring. These required times will be scheduled by the Remote Learning Coordinator.

### *Iowa Statewide Assessment of Student Progress (ISASP) Testing*

ISASP testing is the federal accountability test under the Every Student Succeeds Act (ESSA) and must be completed by all students in grades 3 to 11 in a face-to-face environment proctored by an Iowa licensed teacher. Remote Learning Coordinators will provide information about testing prior to the testing window during the spring semester.

### *Other Testing*

All other mandated testing is required on an individual basis. If your student is required to participate, information will be provided from the Remote Learning Coordinator.

## **Materials**

All students will be issued a district-owned device and must complete user agreements prior to checkout. Students will be issued any necessary textbooks as needed by the student's course schedule. Textbook and technology fees will be assessed for students attending IGNITE. Fee waivers are available.

Families must provide a stable and reliable internet connection in order to participate in online or remote learning.

## **Multi-Tiered System of Supports (MTSS)**

MTSS is a process that will be used to identify academic support for each student to meet their individualized learning needs. Targeted interventions will be provided, and progress monitoring will occur to help all students reach high levels of proficiency. There are three levels of instruction and support that include universal, target, and intensive levels of instruction and support that will be used to meet student needs. Examples of this may include frequency of contact from remote learning coordinators, access to more time with content specialists, and accommodations based on individual student needs.

## **Orientation**

The IGNITE program will hold an orientation for students in August and/or at the student's entry point into the program. It is expected that each family and student will attend the virtual or in person orientation. Students who participate in on campus learning services will be invited to visit the appropriate school building, meet the staff, and other students in the program.

### **Parent/Teacher Conferences**

Families will have the opportunity to engage in parent/teacher conferences virtually or in person with the student's Remote Learning Coordinator twice a year. Other meetings may be arranged as needed.

### **Personalized Learning Plan**

Each student participating in the IGNITE program will have a personalized learning plan tailored to meet their individual learning needs. This plan will include student goals, core requirements, electives, and specified accommodations for students who have an IEP, 504 Plan, TAG Acceleration Plan, and/or EL learning needs. Students in grades 8 through 12 will participate in Iowa's I Have a Plan career planning course work with the school counselor.

### **Policies**

The IGNITE program is part of the Shenandoah Community School District and will adhere to the Board of Education policies. The district will enforce bullying, harassment, and discrimination based on district policy. This also includes incidents of cyberbullying. These policies can be found at [www.shencsd.com](http://www.shencsd.com).

### *Right to Privacy Policy*

Shenandoah CSD and the IGNITE program value and protect student's right to privacy by following the guidelines outlined in the Family Educational Rights and Privacy Act (**FERPA**).

### **Program Staff**

Students participating in online coursework will use the Egenuity learning platform. The students will be assigned a Remote Learning Coordinator who will monitor their progress and serve as a liaison between the student and teacher of record. Core Content Specialists will be able to serve as teacher of record or a resource to students who need additional instructional support or intervention.

<b>Role</b>	<b>Name</b>
Remote Learning Coordinator (K-12)	Denise Green
School Counselor Social Emotional Learning Courses	Brenda Wood
Home Liaison	Natalie Denton
Elementary Content Specialist	Julie Murren
Middle School Content Specialist	Alisa Andrew
Content Specialists	See staff listing on website
English Learners	Barb Farwell
Special Education	To Be Assigned from District Special Education Staff
Multioccupations Coordinator	Sarah F Martin/Denise Green
TAG	Brett Roberts
Interpreter	Patty Roberts

Technology Support	
Teacher of Record	To Be Assigned

**Student Eligibility**

Students are eligible to enroll in courses based upon academic appropriateness as determined by the student, parent/guardian, school counselor, school administrator, and program administrator. Students may be placed in courses to meet graduation/promotion requirements, acceleration needs, and/or remediation needs. Students must meet prerequisites for course enrollment. Students and families are encouraged to work with their school counselor to determine their academic plans and their eligibility for educational programs.

Students will need to complete course requirements within the semester and meet attendance guidelines to continue in the program. Failure to make adequate progress in work completion, participation, attendance and credit attainment may result in dismissal from the program.

Maximum enrollment in the IGNITE program is an administrative decision.

**Student Registration**

- Students must be registered with Shenandoah CSD using the online registration system.
- Students requesting transfer to IGNITE from a school within the district will notify the building principal or IGNITE administrator by May 1 for the fall semester and December 1 for the spring semester transfer.
- Intake meeting and orientation participation is required.
- Parent/guardian permission and agreements are required.
- Open enrollment paperwork is due by March 1 for out of resident districts.