VIRTUAL PREP ACADEMY of IDAHO

Empowering Families with Choice
Launching Fall 2025

Handbook 2025-2026

Virtual Prep Academy of Idaho

Virtual Prep Academy of Idaho has partnered with Edmentum's EdOptions Academy, BYU Online, and Idaho Digital Learning Alliance to provide Idaho students with full-time online options as well as hybrid options. The following provides the policies and procedures regarding this program.

Scope and Delivery of the Virtual Prep Academy of Idaho

The Virtual Prep Academy of Idaho will offer a virtual option to students in grades K–12. To be a full-time student, a student must meet specific requirements. The Elementary courses are made available through a partnership with Edmentum's EdOptions Academy and will include a full Elementary program, including all four core courses as well as electives. The Secondary Courses are made available for students (6-12 grades) through Edmentum's EdOptions Academy, BYU Online, and Idaho Digital Learning Alliance. We will offer all core courses, electives, AP, Global Language, and Career and Technical Education courses; everything a student needs to earn a district-approved diploma.

Virtual Prep Academy of Idaho will operate as a school within the Emmett School District . Students will be officially enrolled through the Emmett School District student information system. Students will be eligible to be part of any school's extra-curricular activities, including athletics, band, clubs, or any school-sponsored activity. Also, students who meet certain standards may be able to take one or two scheduled courses (but not more than two) that are offered in person through the Emmett School District.

Each course will have a certified teacher provided by EdOptions Academy, BYU Online, or IDLA. This teacher is the teacher of record and will be working with the student to teach and guide them through the course(s).

Each student will also be assigned to a Success Coach. The Success Coach will work with the student to make sure the student has everything they need to be successful in the courses. The Coach will provide important information about the school such as testing dates and locations. Most Important: The student is required to meet with the success coach either live or on the phone on a weekly basis to go over progress.

Extracurricular Activities: Students in the Virtual Prep Academy of Idaho will have full access to all extracurricular activities at the school they are assigned to. This includes all clubs, all sports, and performing arts (such as the marching band). Please contact the activities director, the athletic director, or the performing arts department for more information. You can also ask your success coach for help.

Is Virtual Learning Right for Me?

Recommended for Virtual Learning	Not Recommended for Virtual Learning
• I am goal oriented. I plan my work in advance to meet deadlines. • I have good time management skills, and I can keep myself organized. • I push through when things get difficult. • I ask for help if I cannot figure out a solution alone. • I am able to complete my work independently. • I have a distraction free area where I can complete my virtual school work. • I am comfortable using a computer, and I have someone that can help me if I have technical issues.	• I need constant reminders to complete tasks, and I am not self-motivated. • I cannot keep myself on track and on time. • I give up easily when I have a problem. • I do not like asking my teacher, parent, or peers for help when I need it. • I struggle with learning independently, and I need frequent individual assistance. • I do not have a space conducive to virtual school work. • I am not tech savvy, and I do not have anyone I can ask/call if I need assistance with my device or the internet.

Virtual Prep Academy of Idaho Policies

Student Registration
Full time students will fill out the registration form for the virtual prep academy program through the Academy website. Students/Parents will then be given an interview date that they must attend. Students/Parents will be notified two weeks previous to the start of the semester if they have been accepted into the virtual prep academy.

Home School students will fill out the application form for the virtual prep academy program through the academy website. All home-schooled students from the year before will automatically be accepted into the virtual prep academy. NOTE: Besides the virtual prep academy application, parents must also register students with the school district.

NOTE: Participation is a **yearlong commitment** for all students for the 25-26 school year. The Virtual Prep Academy Administration reserves the right to remove any student from the virtual program for any rule violation as well as for not maintaining items listed under eligibility requirements listed below (See Student Eligibility).

Student Eligibility
Secondary Student Eligibility: . All students are eligible to enroll, however, students who enter with a previous gpa lower than a 2.0 and have failed more than one course in the prior year will be provided a probationary learning plan. Parental permission is also needed. Once in the program students must maintain a 2.0 GPA, must have no failing semester grades, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements they will be on probation for one semester. IF the student comes back into compliance they may continue in the program and will no longer be on probation. If a student does not come back into compliance they shall be removed from the full time program and be placed back in their home school. Guidance and parental approval required.

Elementary Students Eligibility: All students are eligible to enroll, however, students who enter with a previous gpa lower than a 2.0 and have failed more than one course in the prior year will be provided a probationary learning plan. To remain in the program, students need to pass all courses for the year and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements they will be on probation for one semester. IF the student comes back into compliance they may continue in the program and will no longer be on probation. If a student does not come back into compliance they shall be removed from the full time program and be placed back in their home school. Guidance and parental approval required.

Home School Students from year before: All Home School students will be automatically accepted in the program as a full-time student. After starting the program these students will follow the same rules for continuing eligibility as all other students for their grade level.

NOTE: All students must sign a Student Code of Conduct before Enrollment (See copy of the Student Code of Conduct below)

Go – No Go Policy: The administration of Virtual Prep Academy of Idaho reserves the right to remove any student who does not meet a minimum amount of activity within the first 30 days of enrollment in the virtual prep academy. Minimum amount of activity equates to the following - students are expected to be near or on pace in all courses or shows daily activity in each course (60 minutes per course) for the first 30 days.

Requirements for State Testing
All full-time students will be required to take all mandatory testing. The Virtual Prep Academy of Idaho administration will work with each full-time student to provide the students with all the information the student needs to attend each testing session at the one of the school sites. All data from the students' testing will be included in the data with their assigned school. Full time students must comply with all Idaho State Student Testing guidelines listed in the code of conduct.

Course Length
Grades 6 – 12: Secondary Students are given a maximum of one calendared semester to complete a **one-half credit** course. Courses can be completed prior to the calendared semester window. During a Summer School session, students have a maximum of 4 weeks

to complete a one-half credit course. Courses can be completed anytime within the 4-week period. Class content is not condensed; instead time expectations per day are increased to accommodate the condensed timeframe during the summer.

Grades K – 5: Elementary students are given the full year to complete all required courses. Early completion of individual courses is allowed and if there is enough time left in the school year (determined by the school administration) the student may start the next year's course in that subject area. Parental approval is needed as well.

Ed Options Withdrawal Policies

Students have 30 days from the time of enrollment in the EdOptions Academy to withdraw from the program, without penalty. Please note that if the student has not met minimum goals in the first 30 days district administration retains the right to remove such student from the program and reassign the student to their assigned school.

Minimum Goals

1. Daily schedule sent to Success coach or designated person by a specific date

2. Attends all required sessions, meetings (or school can assign a specific number or percentage to allow for emergency situations)

3. Student submits at least X number of Use for Mastery assessments in each course within 30 days.

BYU Online and IDLA Withdrawal Policies

Students will follow the academic calendar provided by IDLA and BYU Online for determining withdrawal and drop dates for each course.

Course Content

Secondary Students (Grades 6 – 12): All semester-based courses are **one credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam, which must be proctored.

Elementary Students (Grades K – 5): All courses are a school year in length. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and projects.

Proctoring of Final Exams (For Secondary Students Only)

Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with student and parents.

Course Types (For Secondary Students Only)

All courses are offered in Full Course or Pre-assessment. Full time students will take courses only in the full course mode unless the student needs a course for credit recovery.

Attendance

Students are required to work consistently and to follow the pacing provided in the EdOptions Academy, BYU Online, or IDLA Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with online teachers and the Success Coach. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Required Hours: Students must login every day designated by Virtual Prep Academy as a learning day. **Students are required to create a daily schedule** for themselves that they must keep for the entirety of the course(s). **This schedule must be sent to the Success Coach at the begin of each semester.**

Recommended Middle / High School Schedule

The student schedule needs to be at least one hour per course per day.

Progress Reporting

For Grades 6 – 12: Parents and students will have access to EdOptions Academy, BYU Online, and IDLA student information systems 365 days, 24/7 to view progress. Parents may also contact their child's teacher to discuss progress and request updates of progress via other means; example through email on a monthly basis.

For Grades K – 5:

Earning Credit and Grading Policy

In order to receive credit in a course, students must meet the following requirements:

Grades 6 - 12
1. The student will need an overall average of 60%.
2. Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course.

Grades K – 5
1 The student will need an overall average of 60%.

> **Note:** Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, the student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

Grading Scale

90-100 A
80-89   B
70-79   C
60-69   D
0-59   F

Student Advancement and Graduation

Students must meet all already established requirements to advance to the next grade level or to graduate with an Emmett School District Diploma. Please see graduation requirements in the Emmett High School Handbook.

Transcripts and Grade Reports

Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at regular intervals throughout the school year. Parents can request grade reports from the following:

- Virtual School Teachers
- Guidance Counselor
- Virtual Prep Academy School Administrator

Right to Privacy Policy

Virtual Prep Academy of Idaho and EdOptions Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act **(FERPA)**. This law protects the privacy of a student's education records. Virtual Prep Academy of Idaho and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

About Our Partners: Accreditation and Approvals

EdOptions Academy is fully accredited through Cognia which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution such as all other Idaho Public Schools.

BYU Independent Study's Secondary Educational Program is accredited by two regional accreditation agencies, Cognia and Middle States Association Commissions on Elementary and Secondary Schools.

Idaho Digital Learning Alliance is accredited through the Cognia Global Commission.

Virtual Prep Academy of Idaho Student Code of Conduct

Virtual Prep Academy of Idaho and its online providers; EdOptions Academy, BYU Online, and IDLA, adhere to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences from EdOptions Academy, BYU Online, and IDLA, all matters of misconduct will also be handled through Virtual Prep Academy of Idaho Administration Student Code of Conduct. Please refer to the Student/Parent Resource Guide section on Code of Conduct for further actions that could take place.

The following policies are specific to the **EdOptions Academy**.

Academic Misconduct

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:
- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of the Virtual Prep Academy, EdOptions Academy, BYU Online, or IDLA, is considered insubordination. That includes refusal to maintain communication with our partners' staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during a phone conversation, or in person.
If defiance of authority or insubordination is found, the following consequences will result:
- First offense: referral to the director of online learning to discuss a restorative resolution.
- Second offense: referral to administration and parent conference held for possible withdrawal

Computer Misuse

Any student who attempts to access the secure information of EdOptions Academy or Edmentum, Inc. , BYU Online, IDLA or any of their affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:
- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to courseware, or administrative referral possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, the Idaho Virtual Prep Academy reserves the right to modify the consequences or action taken against a student violating this Policy. It is in the Idaho Virtual Prep Academy's sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

Anti-Bullying Policy

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Virtual Prep Academy of Idaho.. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

EdOptions Academy uses this definition of cyber bullying:
Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking

Internet Acceptable Use Policy

The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime.
Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

Internet–Terms and Conditions of Use

- Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, Inc., or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

The following Policy is specific to **IDLA:Idaho Digital Learning Alliance**
(IDLA) has a zero-tolerance policy toward academic
dishonesty. If a teacher, administrator, district personnel, or an Idaho Digital Learning Alliance staff member suspects (based on the quality, substance, or content of a student's answers) that a student has violated the academic honesty contract signed by the student at the beginning of a course, they have the responsibility to investigate to determine the source of work submitted by the student. Such an inquiry might include but is not limited to: questioning the enrolled student about specific aspects of work submitted in his or her name, utilizing plagiarism software, requesting that the student produce saved files, and/or comparing writing samples. If it has been determined a student has violated any provision in the Academic Honesty Contract, the following consequences will apply:
1. Academic dishonesty on course assignments/non-proctored unit tests:
● 1st offense - "0" grade, opportunity for student to resubmit with a 25% reduction in grade, with notification to parent, site coordinator, and Idaho Digital Learning Alliance principal.
● 2nd offense - "0" grade, opportunity for student to resubmit with a 50% reduction in grade, with notification to parent, site coordinator, and Idaho Digital Learning Alliance principal.
● 3rd offense - Notification of local personnel and determination of appropriate consequences based upon local school policy. In the event that a school defers to Idaho Digital Learning Alliance's policy, then the consequences will be a "0" grade, with no opportunity for students to resubmit, notification to the parent and site coordinator with potential removal from the course.
NOTE: An "offense" is defined as an incident where a student's dishonesty is caught. In any such case, IDLA may then investigate previously submitted work. Any previously submitted work that is also found to be academically dishonest is to be included as one offense according to this policy, which would then be subject to the respective consequences.
2. Academic dishonesty on proctored exams and required projects: Once academic dishonesty has been substantiated, local school policy will apply. In the event that the local school defers to Idaho Digital Learning Alliance, a zero will be recorded and a retake will not be allowed.
Note about Academic Dishonesty Issues in Dual Credit Courses: In Dual Credit courses, the consequences associated with academic dishonesty are subject to the policies of the college or university's Academic Honesty Policy. If the college or university does not have a policy or defers to the course instructor, the consequences identified above are to be followed.

The following Policies are specific to the **BYU Online Courses**:

Student Code of Conduct and Plagiarism

As with all educational programs sponsored by Brigham Young University, students enrolled in BYU Independent Study courses are expected to demonstrate a high sense of personal honor, integrity, and courtesy in all coursework and examinations, as well as all interactions with students, teachers, and program staff.

Academic Dishonesty

Students must avoid every form of academic dishonesty and misconduct, including but not limited to plagiarism, fabrication or falsification, and cheating on examinations or assignments. Students commit themselves to academic work of integrity—that is, work that is their own, work that adheres to the scholarly and intellectual standards of accurate attribution of sources, and work that appropriately and accurately portrays research and data.

"Plagiarism" is a form of intellectual theft involving the unauthorized use or close imitation of the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote. Plagiarism may occur with respect to unpublished as well as published material. Copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism. Examples of plagiarism include, but are not limited to the following:

Direct plagiarism: Verbatim copying of an original source without acknowledging the source

Paraphrased plagiarism: Paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for the author's own

Plagiarism mosaic: Borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source

Insufficient acknowledgment: Partial or incomplete attribution of words, ideas, or data from an original source

Attributing someone else's work as your own, regardless of whether it was created by a human or an artificial intelligence, is considered plagiarism and constitutes a breach of academic honesty

"Cheating" is a form of dishonesty where a student attempts to give the appearance of knowledge or skill that the student has not fairly obtained. Examples of cheating include, but are not limited to the following:

- copying from another person's work during an examination or while completing an assignment
- allowing someone to copy from you during an examination or while completing an assignment
- using unauthorized materials during an examination or while completing an assignment
- collaborating on an examination or assignment without authorization to do so
- taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment in your place.
- "Fabrication or falsification" is a form of academic dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include, but are not limited to, the following:
  - citing a source that does not exist
  - attributing to a source ideas and information that are not included in the source
  - citing a source for a proposition that it does not support
  - citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper
  - distorting the meaning or applicability of data
  - inventing data or statistical results to support conclusions

Other Student Misconduct

Students must at all times be respectful and courteous in interactions with instructors, staff, and other students. It is a violation of the Student Code of Conduct to interact with others in a way that is dishonest, profane, or unduly disrespectful.

Disciplinary Action

When BYU Independent Study reasonably suspects that a student may have engaged in any violation of this Student Code of Conduct, the student will be given notice of the allegations and a fair opportunity to respond. Upon review of the available information, including the student's response, BYU Independent Study will conclude, based on a preponderance of the evidence (i.e., whether it was more likely than not), whether the student engaged in the misconduct.

When a student is found to have violated this Student Code of Conduct, BYU Independent Study will use its discretion in appropriately addressing the situation and may impose a wide range of disciplinary actions commensurate with the violation found to have occurred. Examples of possible disciplinary actions include but are not limited to the following (or any combination thereof):

- reprimanding the student in writing
- requiring work affected by the academic dishonesty to be redone
- administering a lower or failing grade on the affected assignment or examination
- administering a lower or failing grade for the course (even if the student withdraws from the course)
- removing the student from the course
- rescinding the grade of the affected assignment or course
- prohibiting re-enrollment in the course
- prohibiting participation in any additional BYU Independent Study courses

Students may appeal disciplinary action through the process set forth in the Academic Grievance policy.

Student Code of Conduct Contract

Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with taking an EdOptions Academy course. EdOptions Academy leverages this Policy to maintain the academic integrity of the EdOptions Academy, its curriculum, students, and staff, and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the EdOptions Academy, BYU Online, IDLA, and Virtual Prep Academy of Idaho.

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- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of the EdOptions Academy or Atlantic County School District is considered insubordination. That includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during a phone conversation, or in person.
If defiance of authority or insubordination is found, the following consequences will result:
- First offense: referral to a guidance counselor
- Second offense: referral to administration for possible withdrawal

Computer Misuse

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- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or provider. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

Academic Integrity Student Agreement

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output

By signing below, I agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy. I understand that any violation of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by EdOptions Academy, in addition to the other consequences identified herein.

_____   _____   _____
      Student's Name   Student's Signature   Date

_____   _____   _____
      Parent's Name   Parent's Signature   Date