iQ Academy
Fergus Falls
Public Schools
ISD #544

2026-27

GRADES K-12

STUDENT/PARENT HANDBOOK

Superintendent: Jeff Drake

High School Principal: Mark Anderson (9-12)

Assistant Principal: Ryan Johnson (K-12)

Activities Director: Derek Abrahams

Fergus Falls Public Schools – District Office

601 Randolph Avenue

Fergus Falls, MN 56537

District website: http://www.isd544.org

Phone: (218) 998-0544

MISSION

The mission of the Fergus Falls Public Schools is to prepare productive and engaged members of society by creating an environment where all students reach their full potential.

VISION/CORE VALUES

Integrity, Respect, Empathy, Responsibility, Commitment, Enthusiasm, Persistence, Resilience, Innovation, Creativity

PURPOSE

This handbook is an extension of school board policy and the District's Student Code of Conduct and Discipline Policy, and its intention is to acquaint students with the life of our school and to make known to students and their parents/guardians the rules and regulations of the District. Obviously, this handbook will not cover all situations that arise; however, a careful study of the contents of this handbook will answer the majority of questions that confront students every day. Violation of any school discipline rule may result in the loss of privileges, suspension, expulsion, or other discipline. During a school emergency, discipline will be enhanced. The rules in this handbook do extend to school activities following the end of the school year and to fall activities prior to the start of the next school year. This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's website. All district policies can be accessed through the district website: http://www.isd544.org. Questions about the handbook should be directed to the principal at (218) 998-0544.

NONDISCRIMINATION AND HARASSMENT

Each student has a right to an educational atmosphere free of acts of harassment or discrimination. If a student believes he/she has been subject to harassment or a hostile environment based on disability, or any other protected characteristic (such as your age, gender, national origin,race, color, creed,religion,marital status, familial status, age,sexual orientation, or receipt of public assistance), the student (or parent/guardian) must immediately report the harassment or hostile environment to the District or School Office. The District is committed to conducting thorough investigations into reports of harassment or hostile environment.

STUDENT RESPONSIBILITIES

Each student has the right to attend school and to gain an education as provided by law. All students enjoying the rights of the school community must also accept the responsibilities that go along with those rights.

All students have the fundamental responsibilities to attend class,to study, and to learn. Additional responsibilities are outlined below and throughout the handbook. The rules and regulations are established to help protect the rights of all the students and to create an atmosphere within which learning can take place.

1. The most important responsibility at any given time is to attend the classes in which you are assigned.

2. Students are responsible for completing class assignments on time and according to the instructions given

by their teachers.

3. Students are responsible to take tests and turn in projects on time, even if absent the day before, providing the requirement was announced and scheduled prior to the student's absence(s).

4. Students are responsible to prepare and to bring all materials required for daily classroom use.

5. Students have the responsibility to behave in such a manner that does not disrupt the normal functioning of classes, not infringing on the rights of others.

6. Students are responsible for doing their own work and making a sincere effort to do their very best in every class.

ADMISSION

A child must be five (5) years of age on September 1 to enter kindergarten and six (6) years old by the same date to enter first grade. Please review District Policy No. 513 "Student Early Admission, Promotion and Retention" for more information.

DIRECTORY OPT OUT

IQMN will release directory information about students to any person who submits a written request for the information. "Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams.

If parents do not want the school to release directory information about their child, they must notify the principal in writing of the category or categories of information not to be released. Parents have 10 school days after the first day of their child's attendance to notify the principal in writing designating the information parents do not want released. Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent. If parents want to review the District's entire policy regarding student records, they should contact the iQMN principal, who will provide a copy and will answer questions about the policy or this notice. Board policy also may be accessed online at https://drive.google.com/drive/folders/0B91SWZMDWR5oaFVZNENwTElMMzQ If parents believe the District is not following the law regarding student records, they have the right to file a complaint with the United States Department of Education.

2026-27 iQ ACADEMY CALENDAR

BOARD APPROVED:

July 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2026				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	~~18~~	~~19~~	20	21
~~24~~	~~25~~	~~26~~	~~27~~	28
~~31~~				

September 2026				
M	T	W	Th	F
	1	2	3	4
~~7~~	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	~~15~~	~~16~~
19	20	21	22	23
26	27	28	29	30

November 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	~~25~~	~~26~~	~~27~~
30				

December 2026				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	~~23~~	~~24~~	~~25~~
~~28~~	~~29~~	~~30~~	~~31~~	

January 2027				
M	T	W	Th	F
				~~1~~
4	5	6	7	8
11	12	13	14	15
18	19	20	21	~~22~~
25	26	27	28	29

February 2027				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
~~15~~	16	17	18	19
22	23	24	25	26

March 2027				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
~~22~~	~~23~~	~~24~~	~~25~~	~~26~~
~~29~~	30	31		

April 2027				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2027				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	~~28~~

June 2027				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25

August

- **18 & 19** iQ Fall Inservice: Aug 18 & 19 (2)
- **24-27** Fall Inservice: Aug 24, 25, 26, 27 (6)
- * August Float Day by Sept. 1 (7)
- **31** No School

September

- **1** **1st Day of School**
- **1-4** iQ Orientation week
- **7** No School - Labor Day

October

- **15-16** No School - MEA
- **19-22** iQ Academy Parent/ Teacher Conferences

November

- **6** End of 1st Quarter
- **25** No School - Staff Development Day (8)
- **26-27** No School - Thanksgiving Break

December

- **23-31** No School - Holiday Break

January

- **1** No School - Holiday Break
- **4** School Resumes
- **21** End of 2nd Quarter/ Semester 1
- **22** No School - Staff Development Day (9)
- **25-29** iQ Orientation week

February

- **15** No School - President's Day

March

- **1-4** iQ Academy Parent/ Teacher Conferences
- **22-26** No School - Testing week
- **29** No School

April

- **2** End of 3rd Quarter - 3 Hr Early Release

May

- **27** **Last Day of School for iQ**
- **28** No School - Staff Development Day (10)
- **28** KSS Graduation

KEY

- No School/No Staff
- No School/Staff Inservice
- P-T Conferences
- See Event Notes

Days	Quarters
46	Q1: Sept. 1 - Nov. 6
43	Q2: Nov. 9 - Jan. 21
43	Q3: Jan. 25 - Apr. 2
39	Q4: Apr. 5 - May 27
171	

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School Contact Information

- **Direct Office Number** — 1-218-998-3198
  1-218-998-0544 (plus extension)
- **Fax Number** — 1-218-414-2614
- **Mailing Address** — iQ Academy Minnesota
  601 Randolph Avenue
  Fergus Falls, MN 56537
- **Toll-Free Phone Number** — 1-877-994-4766

The toll-free number above will connect you to all your iQ Academy Minnesota resources. After dialing you will be prompted to choose an option that best fits your need.

Homeless Liaison	**Students A-L**	**Cheryl Bormann**	**cbormann@iqminnesota.org**
Homeless Liaison	**Students M-Z**	**Karla Cummings**	**kcummings@iqminnesota.org**
Foster Care Liaison	**Students A-L**	**Cheryl Bormann**	**cbormann@iqminnesota.org**
Foster Care Liaison	**Students M-Z**	**Karla Cummings**	**kcummings@iqminnesota.org**
Title IX Coordinator		**Derek Abrahams**	**dabrahams@fergusotters.org**
Title IX Coordinator		**Amanda Griffin**	**agriffin@fergusotters.org**
English Language Learner Coordinator		**Courtney Anderson**	**courtneyanderson@fergusotters.org**
504 Coordinator	**Students A-L**	**Cheryl Bormann**	**cbormann@iqminnesota.org**
504 Coordinator	**Students M-Z**	**Karla Cummings**	**kcummings@iqminnesota.org**
Academic Performance Concerns - Tiered Interventions		**Ryan Johnson**	**rjohnson@iqminnesota.org**
Special Education Coordinator		**Nancy Reard**	**nreard@fergusotters.org**

iQ Office Staff

Office hours are 8:00 a.m. – 4:00 p.m., Monday – Friday. Don't hesitate to leave a voicemail message if the person you wish to speak with is unable to answer the phone. We are committed to responding to all messages as quickly as possible, and almost always on the same business day. Please remember to leave your full name and your student's full name, along with your phone number including area code and the reason for your call. You can reach any of the following iQ staff members at **218-988-0544**:

Registrar	**Chelsey McGinnis ext 9214 registrar@iqmn.org**
Guidance Counselor	**Cheryl Bormann ext 9215- cbormann@iqmn.org**
Guidance Counselor	**Karla Cummings ext 9423- kcummings@iqmn.org**
District Technology Specialist	**Jesse Thorstad ext 9636- jthorstad@fergusotters.org**
Asst. Principal (K-12)	**Ryan Johnson ext 9275- rjohnson@iqmn.org**

K12 Customer Care - (866)-512-2273 - (help.k12.com)
The iQ Academy Technical Support is available to help students and parents with issues related to the iQ computer hardware or any other technical problems. Students and parents can reach technical support by email or phone.

iQ Student Admissions Team (info@iqacademymn.org)
Use this option for any general iQ Academy Minnesota questions. This option is used primarily to find out information prior to enrolling with iQ Academy. Our knowledgeable student admissions team can answer your questions or forward them on to the local office.

iQ Teacher Contact
Teachers will post their contact information within a "Teacher Contact Info" link in their course once school begins. This information will include voicemail numbers where you can leave them a message. You can also view staff contact information by going to our Home Page at www.iqmn.org and clicking the "Get Help" tab.

Registrar Contact: 218-998-0544 ext. 9214 registrar@iqmn.org
Contact Registrar if:

1. Does the student have a medication or treatment order addressing any life-threatening health condition that the child has that may require medical services to be performed at the school or at school related activities that would impact their medical needs?
2. Change of Address (proof of residency)
3. Student name changes
4. Learning coach changes
5. Immunization updates
6. Enrollment/Start dates
7. Records Requests: please email registrar@iqmn.org

Student Rights & Responsibilities

Students have the right…	**Students have the responsibility…**
To attend school and gain education as provided by law. To exercise the same rights and privileges as any other citizen. While exercising these rights and privileges, students may not interfere with the rights of others. A copy of the district handbook and school board policy is available online at http://www.isd544.org. A copy of the iQ Academy Minnesota policies and procedures can be found in the student handbook.	To follow all policies and procedures outlined in the iQ Academy Minnesota Student Handbook. To comply with all ISD 544 school board policies, and state and federal laws at all times. To refrain from student behavior that interferes with the educational process or violates the rights or safety of others.
To be trained on the iQ systems and tools enabling the highest degree of success.	To participate in Orientation Week activities prior to starting classes with iQ Academy.
To work at their own pace within the established framework.	To participate in each class every week and to average one hour, per class, per day. Complete unit assignments on time. Attend weekly live Class Connect sessions. To contact the teachers/office if unable to work for 2 or more consecutive days. **K-5 - Meet weekly with your teacher and continue to maintain the established pace of the courses. Learning coaches and students should expect to spend approximately 5 hours a day (5 days) working on coursework.**
To have work graded in a timely manner.	To properly hand-in written/typed work using the correct format. Assignments completed by due dates will be graded sooner than those turned in late
To have the necessary materials and support to participate in courses.	To report any computer or hardware problems to Technical Support immediately so they can be documented and resolved in a timely manner. **Families must continue to have internet while enrolled with IQ Academy.**
To have questions about academic progress and course standing answered in a timely manner. (Emails or phone inquiries will be answered within one school day.)	To try their best before contacting course instructors to answer the question independently. To contact course instructors promptly so questions can be answered in a timely manner.
To receive a school provided Email communication access.	To communicate respectfully with others. To check their Email daily, and use it for all communication with teachers and iQ staff.
To have state testing locations available throughout the state. To be tested and receive their results according to grade level benchmarks.	To participate in mandatory state or school testing required by the enrolled grade level, by traveling to your closest site

Learning Coach Rights & Responsibilities

Learning Coaches have the right…	Learning Coaches have the responsibility…
To apply to participate in iQ Academy Minnesota	To follow all policies and procedures outlined in the iQ Academy Minnesota Student Handbook. To comply will all ISD-544 school board policies, and state and federal laws at all times.
To have their student tested and receive analysis of the student's test scores compared to state and grade level benchmarks.	To agree that students who elect to enroll in iQ Academy Minnesota will participate in required State of Minnesota Assessments as well as school assessments. To provide transportation and time needed for the completion of state tests.
To play a supportive role and be a partner in their child's education.	To provide support for learning by: - Helping their student create a regular learning schedule. - Providing a clutter-free workspace with easy access to all needed materials. - Creating a workspace that allows for quiet concentration.
To have the necessary curriculum provided for their student.	To provide insurance if any equipment is on loan to the student to cover any damage by fire, theft, accident, or natural disaster at its full replacement value. Provide internet access and necessary technology for you child to participate at IQ Academy.
To have the necessary materials needed and provided for all courses.	To report any missing textbooks or broken computer hardware to the help desk immediately so the issue can be resolved as soon as possible.
To be trained on parent tools and resources available for helping their student work toward success.	To participate in the required Orientation Week prior to classes starting. To use the tools and resources to monitor student success.
To receive EMAIL communication access.	To check Email at least weekly. To use it for all communication with iQ teachers and office staff.
To receive access to the OHS / OMhS.	To monitor student's progress and achievement on a regular basis. K-5 - This is a homeschool type setting and the learning coach is the primary teacher and plays a very active, daily role.
To receive regular access to student participation data such as last login, assignments coming due, and current course grade.	To ensure that their child is actively participating in the school program. To contact the office immediately if the student will be unable to attend for more than three consecutive days.

PHOTO RELEASE STATEMENT

Upon request, pictures would not be disseminated to the media, published online, or displayed in yearbooks. Students/Parents requesting that photos are not shared with media or other publications should Email the School Program Coordinator, Chelsey McGinnis at cmcginnis@iqmn.org.

TITLE IX GRIEVANCE PROCEDURES

iQMN Non-Discrimination Policy

iQMN is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment and sexual violence, as regulated by Title VII and Title IX, and to insure the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. iQMN reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

INFORMATION AND ASSISTANCE

Definition of Sex Discrimination and Sexual Harassment (for Students):

- Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.
- Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

Definition of Sex Discrimination and Sexual Harassment (for Employees):

- Sex discrimination occurs when a person who is qualified for a position at issue is subjected to an adverse employment action because of his or her sex.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a term or condition of employment; 2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or 3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the School's policies and reporting procedures from any of the following:

1. **Title IX Coordinator**: Amanda Griffin, agriffin@fergusotters.org, 218-998-0544 ext 9010, 601 Randolph Ave Fergus Falls, MN 56537 ; or Derek Abrahams, dabrahams@fergusotters.org, 218-998-0544 ext 9801, 601 Randolph Ave Fergus Falls, MN 56537

GRIEVANCE PROCEDURE

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("grievant")should promptly report the matter to the school's Title IX Coordinator , a school counselor, principal or other school administrator. A Title IX grievant is requested to complete a complaint form. (https://docs.google.com/document/d/1TZ9vFXd7KYhn-Bk1Vxr-uuhKXJqEb16cmXyyt3Mh05I/edit) Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

The grievance procedures will be as follows:

1. It is the express policy of (iQMN) to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilities the investigation and resolution of such complaints. A form for such purpose can be found on our website and will also be provided to grievant. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf.
2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with (iQMN's) policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.
4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.
5. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, the (iQMN) shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties which is consistent with (iQMN') Title IX principles and goals.
6. If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the School Board within thirty (30) working days from receipt of the complaint.
7. The School Board shall review the case and make its recommendations to the Title IX Coordinator within fifteen (30) working days after receiving the grievance.
8. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.
9. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and (iQMN) will take actions necessary to prevent such retaliation.

DISSEMINATION OF INFORMATION

(iQMN) shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, and sources of referral of applicants for admission and employment, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Suicide Prevention Information

Students are able to contact 988 Suicide & Crisis LifeLine in the following ways if they or someone they know needs support now in the following ways:

1. Call or Text 988
2. Chat 988lifeline.org

Bullying Prohibition

1. Malicious and Sadistic Conduct
    a. “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delight in cruelty.
    b. Malicious and sadistic conduct invoicing race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statues, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

DISCIPLINE

Please refer to the ISD 544 Student Code of Conduct and Discipline Policy and District Policy No. 506 "Student Discipline."

District Student Code of Conduct and Discipline Policy:
https://drive.google.com/drive/search?q=Student%20Discipline

Complaint Policy

District 544 Policy 103, Complaints-students, employees, parents, other persons:
https://drive.google.com/drive/folders/0B91SWZMDWR5ody1JTmJPOFo5MDQ

Students with Disabilities

All public schools are mandated by the Individuals with Disabilities Education Act of 2004 (IDEA) to identify, locate, and evaluate students who may demonstrate disabilities through the Child Find process. The intent of Child Find is that all children with disabilities, ages 3-21, are located, identified, and evaluated in order to receive needed supports and services.

As public School, iQMN provides a Free Appropriate Public Education to children ages 3-21, including those children who qualify for special education services unless the parent refuses special education services. For a child to receive intervention or special education services, an evaluation must be conducted to confirm the presence of a delay or disability.

Upon admission of any special needs student, iQMN complies with all federal and state laws regarding the education of disabled students. The school does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

- As a public school, iQMN is committed to being open for enrollment to all students; as required by Minnesota Open Enrollment laws.

- Due to the unique learning environment, parents of all students may consult with the iQMN enrollment team to determine suitability of iQMN's program to the student's needs prior to enrollment.

The school district has the responsibility of providing adjustments, modifications, and necessary services to eligible individuals with disabilities. Due to the unique learning environment of iQMN, if specific services identified by the IEP team cannot be delivered effectively in an online setting, iQMN will 40 contract for these services. Services may be arranged through agreements with resident school districts or county agencies in order to meet the student's specific needs as identified by the iQMN IEP team.

Just as in any public school setting, students with direct services listed on their IEP will participate in additional instructional support outside of the OLS. Students agreeing to IEP services through the iQMN are expected to attend their direct service sessions, whether they are offered at a local school or offered virtually through our remote software programs. If students fail to attend scheduled sessions, or do not contact their special education teacher in advance to make arrangements to reschedule the session, it will be considered as an absence for the day and will follow the attendance procedures outlined in this handbook. Repeated failure to attend direct service sessions signifies to iQMN that you may no longer wish to continue receiving special education services through iQMN and a representative from our special education department will be in contact with you regarding your desire to re-engage in the sessions or to opt out of special education services.

Section 504 Notification and Rights

Section 504 guarantees students with qualified disabilities full participation and access to a free and appropriate public education (FAPE) regardless of the nature and severity of the disability. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. If a student is covered by Section 504, schools must provide such accommodations as are necessary to ensure that the student has equal access to services, programs and activities offered by the school. Section 504 protects students from discrimination on the basis of disability to the same extent as the Americans with Disabilities Act (ADA).

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- Has a mental of physical impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- Has a record of such impairment; or
- Is regarded as having such an impairment.

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator students last name A-L, Cheryl Bormann 218-998-0544 x 9215, students last name M-Z, Karla Cummings 218-998-0544 x9423

Notice of Procedural Safeguards

MCKinney-Vento Definition of Homeless

The McKinney Vento Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster Learning Coaches or relatives other than their Parent/Legal Guardians.

iQ Academy of Minnesota can offer school supplies to qualifying homeless youth. Determinations of qualifying students are made on a case-by-case basis. If you feel you may be eligible for services, please contact the homeless liaisons students last name A-L, Cheryl Bormann 218-998-0544 x 9215, students last name M-Z, Karla Cummings 218-998-0544 x9423.

42 U.S.C. § 11434a(2) The term "homeless children and youth"—

A. means individuals who lack a fixed, regular, and adequate nighttime residence…; and
B. includes —
    A. i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
    B. ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings…;
    C. iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
    D. iv. migratory children…who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

FEDERAL DEFINITION

The McKinney-Vento Act defines unaccompanied youth as "a homeless child or youth not in the physical custody of a parent or guardian" [42 USC § 11434a(6)]. Taking a closer look at the definition, two conditions must be present for a child or youth to be considered an unaccompanied youth under the McKinney-Vento Act:

1. The child's or youth's living arrangement meets the Act's definition of homeless, and
2. The child or youth is not in the physical custody of a parent or guardian.

Physical custody refers to where a child or youth is physically living; as such, a child or youth who is not in the physical custody of a parent or guardian is a child or youth who is not living with a parent or guardian. It is important to note, however, that the presence of a custody or guardianship issue alone would not make a student eligible for McKinney-Vento services; rather the student's living arrangement also must be considered homeless. With this federal definition in mind, the term "unaccompanied youth", as used throughout this brief, refers to youth who are both unaccompanied and experiencing homelessness.

FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a

formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a legal guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a legal guardian does not want iQMN to disclose any or all the types of information designated below as directory information from their child's education records without their prior written consent, the legal guardian must notify iQMN in writing within 2 weeks of a start date. Please contact Program Coordinator if you need to opt out: cmcginnis@iqmn.org
iQMN has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports.
- Degrees, honors, and awards received.
- The most recent educational agency or institution attended.

All students' records will be treated in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13). Please review District Policy No. 515 "Protection and Privacy of Pupil Records" for more information.
https://drive.google.com/drive/folders/0B91SWZMDWR5oUjJONTZNMmFaaGs?resourcekey=0-NIZImD4X_B9qdHL8gbbZqg

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the

Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Meals

iQ Academy is a fully online school that does not have a meal program. Check with your local district in regard to school meals.

Enrollment Procedure

Semester Dates

All courses will be semester length.

Semester dates for the 2026-27school year

Semester 1: September 1, 2026-January 21, 2027

Semester 2: January 25, 2027-May 27, 2027

Program information can be accessed in 3 different ways by students/parents interested in learning more about the iQ Academy Minnesota...

Online Webform: https://iqacademymn.k12.com/

Toll-free Phone Number: 1-877-994-4766

Office Walk-In: 601 Randolph Ave, Fergus Falls, MN 56537

Students/Parents will be asked to provide name, address, phone, email, and grade level. All questions will be answered and information on how to proceed with completing the Enrollment Application.

If the parent or guardian does not understand English or is unable to fill out the form in English or another language, the district has a legal obligation to have an interpreter present or translation available. Districts may not rely on or ask students, siblings, friends or untrained school staff to translate or interpret for parents. To request services please email or call school Registrar **218-998-0544 ext 9214** **registrar@iqmn.org** , She will coordinate prompt access for the parent to the appropriate services and/or translator service.

Enrollment Application

The enrollment process and application can be accessed online at http://mn.iqacademy.com/enroll-now

1. Create a K12 account.
2. Complete the online portion of the enrollment application.

3. Download, print and complete, or upload required enrollment application documents and return them to the enrollment team by:
   Fax --- 877.397.6810
   Scan & E-mail --- iqminnesotafax@k12.com

Enrollment Applications will be processed by our central enrollment team and will not be handed over to the local office until all documents are received and completed entirely.

Comprehensive Enrollment Application requires submission of the Full-time Application that provides pertinent student information and documentation of reason/s for choosing online education. The Comprehensive enrollment application also includes approval for release of records from current school district and the MDE School District Enrollment options form. Additional forms include: Online Code of Conduct, Computer Agreement, Testing Agreement, Information Release, Educational Benefits, and Immunization Record.

Supplemental Enrollment Application up to 50% of the enrolling district's school day is the student's right. Supplemental requires submission of the Part-time Registration Application that provides pertinent student information and documentation of reason/s for choosing online learning courses. Students will also complete a MDE Supplement Online Learning notice. Supplemental enrollment above 50% of the enrolling district's school day requires approval from the enrolling district. Additional forms include the Part-time Agreement.
Students and parents/guardians will be notified of acceptance into the program within 2 weeks of receipt of completed application.

Special Education iQ Academy Minnesota by law, provides special education services.
iQ Academy Minnesota will assign a case manager to students qualifying for Special Education.
This case manager will review the Individualized Education Plan and the Evaluation Report to assure that online learning will meet their goals.

A meeting will be scheduled including the student, the parent, a classroom teacher, and a district representative to review the IEP and verify that online learning is a good fit for the student. The team will modify the IEP to fit the online learning setting. *(The meeting will take place within 3 weeks of student starting courses. The student will not be enrolled in courses until receipt of complete special education paperwork.)*

District Early Admission, Promotion and Retention Policy:
https://drive.google.com/drive/folders/0B91SWZMDWR5oUjJONTZNMmFaaGs

Course Selection

Upon receipt of the completed application the local office will request student records from the previous school.
(Students will not be able to move forward without adequate records.)

School Records will be requested from last school listed on the Enrollment Application. The office will request the records but may ask for family assistance if record retrieval is taking too long.
Transcript – High school transcript or grades from previous year
Exit Grades - or Grades-to-Date (if starting after week one)
Test Scores – State Testing scores from previous years
Immunizations – Current immunization records
Special Education Records – Copies of 504s, IEPs, and Evaluation Reports

Upon receipt of complete school records an iQ Staff Member will contact student/parent to select courses. *(A credit inventory will be completed for every 10-12 grader before starting classes.)*

Course Offerings can be accessed online at the following site:https://www.iqmn.org/resources/course-catalog
(All courses scheduled to run for 2019-2020 are pending 10 student enrollments. If the minimum student enrollment is not met, students will be contacted and guided through alternative course options)

District Parental Review/Objection of Curriculum Content Policy:
https://drive.google.com/drive/folders/0B91SWZMDWR5ody1JTmJPOFo5MDQ

Orientation

Orientation week sessions will be accessible online through Engageli Collaborate sessions and required before starting courses.

Elementary parents (grades K-5) will meet with the grade level teacher to learn about the program and schedule a time to conduct benchmark screening for the student(s).

Middle school (grades 6-8) and high school (grades 9-12) students who enroll in iQ Academy after the start of the school year will have a weekly online orientation session with an iQ Academy staff for their first 3 weeks.

Full-Time Enrollment Window

Enrollment Guidelines--- We will follow the guidelines below based upon grade level and recent school enrollment status:

K-5
Elementary students that enroll after the 2nd week are not expected to start at the beginning, but instead will begin at the point in the curriculum that would put them on pace. Each student will meet individually with their teacher to determine if they need to return to some of the past material to master earlier skills.

6-8
Students in grades 6-8, entering after the 2nd week of school, will transfer in current course grades (Exit Grades) for credit and that grade will be factored into their final grade. If the student does not come in with an exit grade, they will not be required to go back and complete the missed curriculum, however, they will be expected to meet with their teacher individually to work on assignments or skills they may have missed, but are necessary for the course.

HS
Students in grades 9-12, entering after the 2nd week of school, will transfer in current course grades (Exit Grades) for credit and that grade will be factored into their final grade. Students that do not have an exit grade, must go back and complete past work for that class, or those grades will be counted as a zero. This is necessary because these courses count for credit. Students will meet with their teachers to set up a plan to catch up with the class.

*Communication is KEY! Students that enter late without exit grades are working more independently, with more of a work-load to catch up. Remember that teachers are still available for support and assistance along the way - and it is the student and Learning Coach's responsibility to reach out as soon as help is needed!

Part-time Enrollment Window

Enrollment Cutoff --- 14 calendar days after the start of the semester for iQ Academy, as most home districts will not adapt schedules at this point.
Semester 1 --- Tuesday, Sept. 15, 2026 is the final day for a completely enrolled PT applicant
Semester 2 --- Monday, February 8, 2027 is the final day for a completely enrolled PT applicant

Add/Change/Drop - Final Change Dates:
Semester 1 - Tuesday September 15, 2026
Semester 2 - Monday, February 8, 2027

- PT AND FT High School students have 14 calendar days from the beginning of the semester to drop or change a course, after which time the course remains and the student receives the grade that is earned. The student will be responsible for making up any missed work in the new course if a change is made.

- The enrolling district of a PT student will be contacted with midterm progress and final grades when the course is completed. The school's counselor will be notified if the student is struggling and failing a course. The district's testing coordinator will also be contacted to verify that state testing will be their responsibility. Final course grades will be placed in a transcript and sent to the enrolling district.

Enrollment Closes: Last school day of quarter 3-Thursday, April 2, 2027.

Participation

iQ Academy has 171 student contact days scheduled during the school year.

Attendance Policy (6-12):

Grade 6: at least 935 hours each year total in courses.
Grades 7-12: at least 1020 hours each year total in courses.

Students must fulfill *2 of 3 requirements* listed below to be considered **IN-ATTENDANCE** and all students receiving direct services must comply with the Special Education Follow-Through requirement below:

1. Student is attending each Engageli - "Class Connect" session in every course each week. Small group or individual meetings with teachers may also be necessary for students that enroll late or are behind in the class or standards.
2. Student is completing work in every unit of each class.
3. Student is spending at least 60 minutes per course each day or a minimum average of 30 hours per week for a high school student.

Attendance
Students are expected to log in to this course daily. While the length of time that students spend working on assignments may vary, the expectation is that you will spend approximately 45-60 minutes on coursework each day.

Attendance Policy: To be considered in attendance a student must be logging in every school day with a minimum of 150 minutes in each course curriculum per week and attending the live class connect or watch the recording and submit a summary within one week of the class connect.

Daily Student Responsibilities
Every time you enter the course,

- **Read any class announcements** posted since the last time you entered the course.
- **Complete all lessons and assignments** (both graded and non-graded) as indicated on the announcements each day.
- **Submit assignments/post discussions/take quizzes and tests as assigned.**
- **Check your Grade tab and Overdue,** make up any zeros or improve low scores.
- **Check email a couple of times a day.**

Before you log out of the course,

- **Make sure you have completed all of the work** for the day, including the nongraded lesson work.

Course Participation Expectations:

- Students must participate in every course each week by logging 45-60 minutes daily in the course LMS or submitting assignments.
- Students are required to log in to their courses each school day.
- Students must be working to complete course assignments and making adequate progress toward course completion as indicated by teacher expectations outlined in the due dates.
- Students are expected to attend **ALL Class Connect sessions** live **or** submit a summary for missed sessions within one week of the missed session.
- If a student will not be able to submit the summary within one week they need to communicate that with the teacher (work with the teacher to set an extended deadline for submitting the course connect summary).
- When a student will not be able to attend or view class connects for an extended time, students/learning coach/parent must notify teachers and the iQ Academy office.

Academic Probation

Students not meeting the course expectations and/or attendance expectations based on previous semester(s) progress with iQ Academy may result in the student being placed on academic probation. When on academic probation student's grades and/or attendance will be closely monitored. An email or letter will be sent to the student's learning coach informing them of their student being placed on academic probation.

When on academic probation the school may follow state statute for truancy and notify the local county when the student has 7 unexcused absences.

Reasons for being placed on academic probation may include:
-Failing multiple classes
-Unexcused absence (missed class connects)

Attendance Policy (K-5):

Required amount of time each year for students in courses:

Kindergarten: at least 850 hours each year total in courses.
Grades 1-5: at least 935 hours each year total in courses.

1. A work sample system will be established to collect representative assignments in the core classes - with a focus on Math and ELA. When attendance or performance concerns occur, additional work samples may be required. Multiple methods of submission will be offered to Learning Coaches.
2. If the Learning Coach and/or student does not attend Class Connect sessions OR return communications from the teachers (email, phone call), and no progress is tracked in the OLS the student will be considered truant and can be dropped from the program after 15 calendar days of absence from school.
    - Weekly or bi-monthly progress monitoring Class Connect sessions with the elementary teacher are required. If a Learning Coach is unable to join a scheduled session, the teacher should be contacted via email or phone to reschedule.
    - When attendance in Class Connect sessions is not possible, the Learning Coaches must communicate the reason with the teacher and respond to email updates regarding their student's progress.

3. Students may also be expected to attend additional small group/individual sessions with their teacher to work on skills as indicated by diagnostic testing at the beginning of the year. The purpose of these sessions would be to help your student develop the necessary skills to successfully complete the curriculum assigned.

K-12 Special Education - IEP Follow-Through

Direct service goals and objectives must be adhered to in compliance with the student's Individualized Education Plan (IEP). Failure to attend scheduled Class Connect sessions with the Special Education case manager could result in truancy measures being enforced. Parents/legal guardians have the option of discontinuing Special Education services. Refusal of services must be made in writing and submitted to the student's IQ Academy Special Education case manager.

Student Continued Engagement

What to do when the Online School is down

The Online School (OLS) may be down for maintenance or unexpected outages from time to time. During these times, it is important not to panic and follow this plan!

When you are unable to log in to the OLS, your first stop should be http://help.k12.com to see if the outage is known and has been posted by K12. You can also check the K12 Facebook page (http://www.facebook.com/k12inc) and the IQMN Facebook Page (https://www.facebook.com/iQMinnesota/) for updated outage information.

Be prepared in advance by doing the following things on the first day of school:

1. Download your course textbooks
2. Save and print a copy of all your teacher's phone numbers and contact information.

Communication of the Plan

Outages will be reported by the Operations Manager to the Administration, Teachers and Counselors. The IQMN Office will contact parents and students via email or robocall, with information related to the outage and additional resources families can access until the system is restored.

How to contact teachers

Make sure to write down and save all your teachers and counselor contact information (Google Voice/Phone number) in case any questions arise during an outage, if email is also affected.

What to do when Class Connects are down, but the OLS is working

Teachers may set up alternate class sessions in zoom and alert students the class will take place in zoom.

If Class Connects go down and you miss live sessions but the OLS and your courses are still available, the teacher will make a recording of the missed live session for later viewing once Class Connect is working again. Send your teacher an email that class connect is not working for you. Then, work in your online course and submit assignments.

What should students do if the K12 Online School is interrupted and they cannot access courses?

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

· Make a habit of regularly printing or saving a copy of your weekly course plan/calendar, so you can access information about available off-line activities.

· Use course textbooks or other activities/assignments in course materials to keep up with your Course Plan as much as possible – lesson assignments can be submitted when the OLS is back up and running

· Study for upcoming quizzes or assessments, if applicable

How to determine when systems are back up and running

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

· Student/Learning Coach Email

· IQMN Facebook: https://www.facebook.com/iQMinnesota/
· K12 Customer Care: http://help.k12.com
· K12 Facebook: http://www.facebook.com/K12Inc

Crisis Plan- Messaging

Emergency Messaging

iQMN will rely on contact information on file to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening of state assessment sites because of severe weather or another emergency, or if the test site must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

Non-emergency Messaging (Phone and Text, if opted in)

iQMN will request that you provide contact information, such as your phone number and email address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's office immediately upon a change in your phone number. The school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the iQMN contacts you, please contact the school office.

What do I do if my internet goes out?

Internet is a requirement of iQMN. If your internet temporarily goes out, you will still need to school. We suggest going to a local library, a local business that provides Wifi, or another location with public internet, while you resolve your internet issues. K12 Customer Care is the first point of contact for parents and students who need computer help. Call 1-866-626-6413 to speak with K12 Technical Support.

Graduation Requirements

- 42 credits are required for high school graduation at the conclusion of the 2015-2016 school year and beyond. This is the SAME overall number of credits required by most schools, except that many count each Sem. credit as .5, while our Semester credits are each 1. Students are required to enroll in 12 credits each school year to be considered full-time.

SUBJECT Area	**CREDITS Required** ***(1 semester = 1 credit)***
English	8
Mathematics	6
Science	6
Social Studies	8
Technology	1

Fine Arts	2
Careers & Life Skills	2
Health / Phy. Ed	3
Electives	6
TOTAL	42

Commencement

Commencement for graduating seniors will take place according to the school calendar as approved by the school board. Students who have not met graduation requirements and/or are not in good standing by the end of the school day the Wednesday before graduation will not participate in the graduation ceremony. Graduation requirements set forth by the District include, but are not limited to, all holds, fines, and detention, which must have been cleared by school administration in order for students to participate in the graduation ceremony. After commencement, graduating seniors will receive their diplomas. Graduates classified as honor students with a grade point average of 3.0 or better will receive the customary star recognition as follows:

1. One star for a grade point average of 3.0 or better.
2. Two stars for a grade point average of 3.5 or better.
3. Three stars for a grade point average of 3.9 or better.

MN State Tests

- The State of Minnesota requires testing of all students enrolled in public school programs. These tests take place during a specific time frame designated by the State of Minnesota.
- All students must be available to meet at a regional proctored testing location in Minnesota during the April/May testing window. In accordance with State law, it is required that State tests be administered by an iQ Academy Minnesota proctor.
- View all new tests and the state's schedule here -
- http://education.state.mn.us/mdeprod/idcplg?IdcService=GET_FILE&dDocName=059089&RevisionSelectionMethod=latestReleased&Rendition=primary
- All MCA Reading & Math tests consist of 4 parts. The state only allows 2 parts of a test to be taken per day, therefore the Reading and Math tests must be delivered on 2 days for all grade levels.
- Travel to the regional location for state testing is the responsibility of the family. The family will be notified of location and times as soon as possible.
    - Make-ups will be held on only a select number of days and not in all locations.
        - Tentative Make-Up Days - the week following original test dates
- Grades 3-8

  All 3rd-8th grade students in Minnesota will take the MCA reading and math test in the spring. Students in grades 5th and 8th will take the MCA science test in the spring

- Grade 10

  All 10th grade students in Minnesota will take the MCA reading test in the spring.

- Grade 11
    - All 11th grade students in Minnesota will take the MCA math test in the spring.
    - All students who have completed High School biology and have not yet taken the MCA science test will take the MCA science test in the spring.

Post Secondary Enrollment Option:

How to Enroll in PSEO:

Interested and eligible 11th- and 12th-grade students should contact the postsecondary institution to find out their eligibility requirements, which courses are offered and what the application process is at that institution. Access the list of Participating Postsecondary Institutions for a list of schools and their contact information. Interested and eligible public 10th-grade students should contact the postsecondary institution to find out which Career and Technical (CTE) courses are offered and what the application process is at that institution.

To assist the district in planning, students are required to inform their district of their intent to enroll in PSEO courses during the following school year by May 30. Students should seek guidance from their high school counselor to determine if PSEO is the right fit for them and their academic plan. Interested students must complete the Postsecondary Enrollment Options Program Registration Form.

- iQMN PSEO guidelines: https://docs.google.com/document/d/1krjuRSdKoB-Pdc5moF7_9GaIprFTHmGL6KkkhxYqBbk/edit
- District Policy: https://drive.google.com/drive/folders/0B91SWZMDWR5oT01XcHF0eXlkWFU
- MDE: https://education.mn.gov/MDE/fam/dual/pseo/
- PSEO forms: 2019-20 Postsecondary Enrollment Options Program Registration Form

Learning Coach (Parent) Role

Parents have 24/7 access to the following tools to monitor student participation:

Email Communication
- Teacher Announcements & Concerns
- School Updates

OHS / OMS Access
- Class Connect Schedule
- Course Grade
- Class Plan - Calendar
- Last Login

If the student does not meet the Attendance policy outlined above the student will enter the academic probation phases that could result in being dropped from iQ Academy Minnesota for Truancy.

Truancy Levels/Withdrawal Procedures

Academic Truancy Policy - Monitored by Assistant Principal

Level One - Email to the learning coach due to 5 days no login and have a failing grade in the class and/or 6 total missed course connect sessions
Level Two - Email and letter from iQ Academy staff to the home - Truancy Letter (explaining that next step is to contact county) due to 10 days no login and have a failing grade in the class and/or 12 total missed course connect sessions
Level Three - Make initial contact with truancy officer of home county - send letter home explaining that county has been contacted due to 15 or more days no login and and/or 18 total missed course connect sessions

a. Phone call to discuss better options or what they need to do to avoid further truancy.

Level Four - Removal from IQ Academy

<u>Truancy Categories:</u>

1. No Login (OHS / OMS) - 15 day drop (15 school days) - Automatic drop

2. No login to classes (may have logged into the system, but not the classes)

3. Progress - Must meet two of the three along with logging into system
    a. Class Attendance - Attending all live class connects or watching the recording and doing the summary for the missed live class connects.
    b. Minutes - 150 minutes in every class each week
    c. Assignments - Assignments completed in every class weekly

If a student does not meet the expectations in (1), (2) or (3) the following will happen:

- If not met for at least 10 days - **Level One**

If a student does not meet the expectations in (2) or (3) the following will happen.

- If not met for at least 15 days - **Level Two**
- If not met for at least 20 days - **Level Three**

After contact with the county:
1. If no progress with the county AND no contact or progress made by student - **Level Four**
2. If actively working with county then continue to monitor following advice of county.

Part-time Students

- **Team** Follows Same Process – Phases 1 and 2 are followed in the same fashion as with FT Students by the teachers.
- For HS – **School Counselor** contacts the the home district school Counselor **-** If a PT student is truant at the beginning of a course or during a course for a consecutive 15 days, the student is automatically dropped and the Drop Process above is followed. However, the School Counselor will immediately send the Home School Counselor a letter with progress info. for a failing PT student and try to call the counselor as well.

Special Education Students

- **Team** Communicate w/Special Education Teacher – All Truancy Phases apply to all Special Education students,

but it is crucial that teachers review modifications to ensure these are being implemented in all courses first. If so, the designated Homeroom Teacher will contact the Special Education Teacher for intervention suggestions.

- **Special Education Teacher** Works w/classroom Teachers and Student/LC –The Special Education Teacher will support the LC and student & communicate whether or not progress is shown during individual work time.

K-5 Students

- **K-5 Teacher** tracks attendance logged in OLS by Learning Coach, as well as work completion and progress made. K-5 students and their coaches work one-on-one with the K-5 teacher to ensure attendance requirements are met, so truancy steps above may be personalized to fit the individual needs of the Learning Coach/Student/Teacher team.

Student Elected Withdraw
Students who choose to withdraw voluntarily upon reaching the age requirement must notify their school counselor, who will then provide the necessary documentation to complete.

Additional Withdrawal Guidelines:

1) If District 544 reasonably believes that a student does not meet the residency requirements of the school district in which the student is attending school, the student may be removed from the school only after the district sends the student's parents written notice of the district's belief, including the facts upon which the belief is based, and an opportunity to provide documentary evidence of residency in person to the superintendent or designee, or, at the option of the parents, by sending the documentary evidence to the superintendent, or a designee, who will then make a determination as to the residency status of the student. 2) For children under 7: A parent or guardian may withdraw the pupil from enrollment in the school for good cause by notifying the district. Good cause includes, but is not limited to, enrollment of the pupil in another school, as defined in subdivision 4, or the immaturity of the child. 3) The student's parent or guardian must: (1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and (2) sign a written election to withdraw from school.

School Work

Academic Integrity

All school work submitted must represent the individual efforts of the enrolled student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student is judged solely according to his or her own merits, iQ Academy Minnesota has established the following honor code:

An iQ Academy Minnesota student will NOT unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance or other students.

Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

- plagiarism
- forgery
- copying or stealing another person's work
- allowing another person to copy one's own work

- doing another person's class work
- allowing someone else to do one's own work
- creating more than one copy of one's work for distribution
- intentionally accessing another's material for the purpose of using it as one's own
- downloading information from other sources and presenting as one's own
- unauthorized use of hard copy or software to develop one's own work
- representing works created via artificial intelligence as one's own work

iQ Academy faculty and administrators, as well as parents will have the responsibility for monitoring the above actions.

It is the responsibility of all faculty members to monitor students' work to avoid any academic dishonesty and to administer penalties. The parents shall be contacted as soon as practical to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principal, to exercise their good judgment in the applying of the consequences.

Use of Artificial Intelligence

At iQ Academy Minnesota, you may use AI tools for idea generation and brainstorming to support your understanding of content topics. However, AI-generated content should never replace your own research, analysis, or personal insights. If you use AI to assist with developing ideas or concepts, you must cite its use following APA guidelines. Your citation should include the AI tool used (e.g., ChatGPT, GPT-4, Gemini etc.), the date of interaction, and a brief explanation of how it contributed to your work. AI must be used ethically and should not serve as the primary source for factual information or data in your assignments.

	Level of Use	Full Description	Disclosure Requirements
0	NO AI Use	The student completes the assignment entirely on their own without using any AI tools or assistance. All work is the student's original effort.	No disclosure is needed, as no AI tools are used. The student is reminded of the Academic Integrity expectations in our handbook.
1	Minimal AI Use	AI tools are used solely for technical functions, such as grammar or spelling checks. AI does not contribute to the content, ideas, or structure.	AI disclosure statement must be included how AI was used. **AI Chat Links:** Submit links or transcripts of the AI chat(s) used.
2	Partial AI Use	The student uses AI tools to enhance their work without replacing original thought or effort. AI provides ideas, outlines, or feedback, but the student writes the content.	AI disclosure statement must be included how AI was used. **AI Chat Links:** Submit links or transcripts of the AI chat(s) used.
3	Significant AI Use	AI tools generate portions of the assignment, which the student edits, revises, and adapts to reflect their understanding and voice. The final work must clearly incorporate the student's effort and thought process.	AI disclosure statement must be included how AI was used. **AI Chat Links:** Submit links or transcripts of the AI chat(s) used.
4	Full AI Use with Human Oversight	AI tools are heavily used to create the majority of the assignment, but the student must act as an editor and	**AI Chat Links:** Submit links or transcripts of the AI chat(s) used.

		reviewer. The student must ensure the final work meets the assignment's objectives, demonstrates their understanding, and includes proper attribution.	**MLA Citation:** Provide an MLA-style citation for the AI tool used.

AI Disclosure Examples:

- "I used AI tools for grammar and spelling corrections only."
- "I used AI tools to assist with brainstorming, outlining, or improving my draft but wrote all content myself."
- "I used AI to generate portions of this assignment and revised the content to align with my ideas and style."

Example Citation:

ChatGPT. (2024, November 14). *Personal communication on the impact of globalization on intercultural communication*. OpenAI. https://www.openai.com/chatgpt I used ChatGPT to generate ideas about the impact of globalization on Intercultural Communication and to explore common perspectives and trends.

Online Code of Conduct

Introduction

Access to iQ Academy data and information, and access to IT accounts, systems, and applications, is based on your need for access and your consent to use that access appropriately. These services are integral to the operation of the school, and security and privacy laws and other school policies protect much of the information. Therefore, before you can be granted access, you must read and agree to follow these acceptable usage standards, and must accept responsibility to preserve the security and confidentiality of information that you access, in any form, including oral, print, or electronic formats. Read the information below carefully. It sets out user responsibilities.

Passwords

Students and parents will all be issued usernames and passwords to be used in accessing their courses and their school-provided email accounts. Students and parents are required to keep their login information private. Passwords should never be shared with other iQ Academy students or with any individuals outside of iQ Academy. This information is used to identify a student or parent online and to help in the tracking of student progress. Students or parents who suspect that their login information has been accidentally compromised should contact the school office immediately to request a change of password.

E-Mail Accounts

iQ Academy email accounts are to be used for school-related communication only. Students and parents are also required to use their iQ Academy email account for all school-related e-mail communication. Students and parents are required to check their school-assigned email account on a daily basis for important communications from the school or from their teachers. Teachers will be identifying student emails by their assigned email accounts, and so students should never use another student's webmail account for any purpose. Students or parents should report any problems with their school-assigned email account to the school office or the technology support desk by phone for prompt assistance.

Internet Safety

iQ Academy provides a secure, password-protected online learning environment for students. All course materials are located within this system. At times, teachers will provide students links to appropriate internet sites for students to do additional research or exploration. At no time will an iQ Academy teacher or staff member direct students to an internet site with sexually explicit or other inappropriate internet content. Students should only access internet sites that are approved by iQ Academy.

Parents need to be vigilant in monitoring their child's internet use. Laptop computers that are loaned to students have internet filtering software loaded on them that will block inappropriate internet content. iQ Academy recommends that parents providing a home computer for their student to use purchase internet filtering software for their home computer to provide internet protection for times when parents may not be working directly with their student. Some practices that can help keep students safe when working online include: keeping student work areas in a public area of the home where their internet use can be more easily monitored, talking with your child about the importance of keeping their personal information private, to only visit internet sites approved by iQ Academy, make use of internet filtering and other programs that track student access to the internet so that parents can periodically review their child's web surfing habits. Students or parents who have concerns about internet sites that are required for school should feel free to contact the school office or the student technical support team to report the issue for prompt response.

Submission or Posting of Inappropriate Content

Students are not allowed to submit, post, write about, or otherwise promote any inappropriate content in any of their courses, in any page/site related to the school. This includes drug-related content, sexually explicit content, or anything that violates laws or the generally accepted standards of school appropriateness in the OLS/LMS, eCollege, Home Page, Facebook page or any other school-related site.

Virtual Classroom Conduct

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language.
- Students must abide by rules established by the course instructor.
- Students must comply with usage instructions communicated orally or in writing by the instructor.

Students who violate the virtual classroom rules of conduct will be warned by the instructor to correct their behavior. If the student does not comply with the instructor's instructions, he/she will be removed from the virtual classroom for the rest of the session.

Use of Language and Images

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, discussion board, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd or otherwise inappropriate websites.

Personal Respect

Administrators, instructors and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

Defiance

Students should follow the requests of school staff; failure to do so is defiance toward school personnel or rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking of school rules. Acts of defiance may result in disciplinary action.

Harassment, Intimidation and Bullying

No one should be subjected to harassment at school for any reason. Therefore, it is school policy that all students will deal with all persons in ways which convey respect and dignity. Harassment in the form of name-calling, taunting,

gestures, intimidation, conduct, jokes, pictures, slurs or ridicules are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action. The School has a zero tolerance policy towards intimidation, harassment, bullying and/or fighting. Intimidation, harassment, bullying, fighting and racial and/or sexual harassment are violent acts against others. These behaviors cannot be tolerated, and the natural consequence is to be barred from interactions with others. The School will promptly and thoroughly investigate reports of harassment and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, the School will act appropriately within the discipline codes of the school and will take reasonable action to end bullying.

Bullying (including Cyberbullying).
Intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- There is an actual or perceived imbalance of power and the behavior is repeated or forms a pattern; OR
- Materially or substantially interferes with the student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Usage Responsibilities
The following points detail your responsibilities as you access, use, or handle information or information technology (IT) at iQ Academy.

Secure Usage

- Be mindful that different computer systems and applications provide different levels of protection for information, and seek advice on supplemental security measures, if necessary. For example, a mobile laptop provides inherently less protection than a desktop computer in a locked room.
- Respect the school's information and system security procedures (i.e., never attempt to circumvent or "go around" security processes).
- Make appropriate use of the tools provided (e.g., virus detection, training, etc.) to uphold the security of the school's IT systems and applications, and the confidentiality of information stored on them.
- Take steps to understand "phishing attacks," computer viruses, and other destructive software, and take steps to protect your accounts from such threats (e.g., never reply to emails asking for account passwords or passphrases, never open unsolicited email attachments, never click unknown links, use virus scanning software, etc.).
- Secure unattended computers (e.g., log off, lock, or otherwise make inaccessible), even if you will only be away from the computer for a moment.

Legal Usage

- Use information and IT for legal purposes only.
- Respect and comply with all copyrights and license agreements.
- Never use your access to information or IT to harass, libel, or defame others.
- Never damage equipment, software, or data belonging to others.
- Never make unauthorized use of computer accounts, access codes, or devices.
- Never monitor or disrupt the communications of others, except in the legitimate scope of your assigned school duties.
- Report unauthorized access to, inadequate protection of, and inappropriate use, disclosure, and/or disposal of

information, immediately to your school office.

Ethical Usage

- Access institutional information only in the conduct of school business and in ways consistent with furthering the school's mission of education and public service.
- Use information and IT in ways that foster the high ethical standards of the school.
- Never use information or IT to engage in academic, personal, or research misconduct.
- Never access or use institutional information (including public directory information) for your own personal gain or profit, or the personal gain or profit of others, without appropriate authorization.
- Respect the confidentiality and privacy of individuals whose records you may access.

Facilitative Usage

- Never cause community or shared resources to be inaccessible or unusable.
- Use shared information technology resources efficiently.
- Regularly delete unneeded files and information from your accounts.
- Never send mass email (i.e. unsolicited bulk email or spam) without appropriate approval.
- Never send or respond to chain email

Disciplinary Action

Failure to comply with these standards will be dealt with seriously, and may result in disciplinary actions, including but not limited to withdrawal from iQ Academy.

Assent

To be entrusted with access to iQ Academy data and information, and access to IT accounts, systems, and applications, new or continuing students and affiliates must accept these responsibilities and standards of acceptable use. By accepting these terms, you agree to follow these rules in all of your interactions

Grade Scale

Grades K-12

LETTER GRADE	%	GPA POINTS		LETTER GRADE	%	GPA POINTS
A	100% - 94%	4		**C-**	72% - 70%	1.7
A-	93% - 90%	3.7		**D+**	69% - 67%	1.3
B+	89% - 87%	3.3		**D**	66% - 63%	1
B	86% - 83%	3		**D-**	62% - 60%	0.7
B-	82% - 80%	2.7		**F**	59% - 0%	0
C+	79% - 77%	2.3		**P**	Pass	0
C	76% - 73%	2		**WD**	Withdraw	0

Hardware Requirements

- **High-Speed Internet** - Students must have high-speed internet installed in their home before enrollment application is considered complete and maintain the internet while enrolled at IQ Academy. If you do not have internet at your home for an extended period of time, or a reliable back-up internet source, you can be considered truant. Using the internet at a public library or other similar public place may work for a day or two, but should not be used beyond that. If your internet is temporarily down for a repair or similar situation, please contact IQ Academy so that we are aware.
- **Desktop/Laptop Computer** - Students will need to have access to a computer for a minimum of 30 hours/week (5 hours/course). *(Computer must be able to access the internet)*
    - Full-Time enrolling families qualifying for Free & Reduced Lunch as shown by completion of the Family Income Form through lunchapplication.com may request the use of an iQ Academy laptop and will also submit a Technical Use Agreement with the Enrollment Application. Families not qualifying who have the need of a computer can submit a request through the Program Manager.
    - Laptop shipment can take up to 10 days to arrive in homes and will not start shipping until 3 weeks prior to the start of school.
- **Microphone Headset** - Students are required to purchase a set of headphones with a microphone. Some computers come equipped with built in mic and speakers. Headphones really cut-out background noise and allow better communication. (iQ staff and teachers reserve the right to require spoken communication. Examples may be in work together sessions and if students do not participate verbally, they can be docked points for that session.)
- **Camera** - Students are required to purchase a computer camera to have video sharing capabilities with iQ staff. Some computers come equipped with built in camera. (iQ staff and teachers reserve the right to require video for class connect sessions, office hours, conferences with students, and other opportunities to engage students.)

School Supplies

The only REQUIRED materials are listed about in the hardware section, but many students have found the following school supplies helpful.

- **Pen & Paper** - All quizzes and exams are open notes except for finals.
- **Calculator** - There are free calculators online but many students find a hand-held calculator very convenient *(Only hand-held calculators can be used for state math tests.)*
- **Removable USB Storage Device** - It is really important to back-up your offline school work. Use a removable USB storage device to back-up your work or access it from multiple computers.
- **Working computer** and back-up as addressed in the Technology Agreement.

Home Environment

Creating a home learning environment is important for success in the online learning environment. Here are some tips in creating a “learning-friendly” space for your student:

- Quiet, with few disturbances
- Equipped with a table/desk and chair (brains are not alert when laying in bed)
- Supervised by an adult

Assignment Due Dates

Grades 6-12
Assignments due dates are established by the teacher. Each class is divided up into units. Assignments should be completed on or before the due dates within each unit. These dates are established by the teacher so that students stay on pace. Oftentimes it is necessary to complete the assignments in a certain order as they build on each other.

Grace Period
Teachers will accept all assignments, quizzes and tests up until the end of the unit. Once the unit is complete, the teachers reserve the right to prevent access to those assignments. This means all assignments and tests that are not completed will receive a zero. **Do not wait until the end of the unit to try to complete all of the assignments, quizzes and tests.** Most units are about 3 weeks long and students have access to the unit during that time and there is flexibility throughout the unit. Having internet problems or similar situations the night before the unit ends, does not mean you will get extended time. Teachers will individually determine if or when they will accept assignments past the unit due date, however, they are not required to accept anything after that date. The teacher's decision is final.

Due Date Extensions - Excused Absences

Because of the flexibility of completing work within a unit provides plenty of opportunities to complete work even if a student is absent or sick for a short period of time, there are some limited situations where a due date may be extended. Because unit due dates are different for each class, this may or may not apply to all classes. The policy is that students will receive a two school day extension for every school day that is excused if that student is absent for an extended period of time. (See below) The decision for the extension will be made by IQ Academy administration and documentation may be necessary.

Parents can request a "due date extension" for a student by working directly with each individual teacher.

- Students will be given "due-date" extensions only for the following reasons:
    - **Medical Condition** - Student is unable to complete work for more than 3 days in a week due to medical complications. (Allowed 1 per year unless Physician's Note is submitted)
    - **Hardware Failure** - Student is unable to complete school work for more than 3 days in a week due to failed internet connection or broken computer. (Allowed 1 per year)
    - **Family Vacation** - Student is unable to complete school work for more than 3 days because of a family vacation.

Unlocking Exams

- Tests and quizzes for iQ Academy courses might only allow one attempt. Students should not ever open an exam until they are ready to take it. Once an exam is opened it will lock and cannot be accessed again.
- Once in a while a student exams get locked by accident due to sporadic internet connection. Here are some tips for preventing an exam from locking:
    - Connect to the internet with a ethernet cord instead of wireless
    - Do not use the browser "back" button during an exam
    - Keep the window refreshed by clicking the save button after each question
    - For long tests - write answers in a notebook just in case
- Contact your teacher for the class if you have a question about unlocking exams.

Clubs

It is iQMN's goal to foster a sense of community for our families during the school year. In an effort to help families build more meaningful relationships, iQMN offers in-person and online clubs based on students' and families' interests. Clubs meet online and/or at specific locations throughout the state. iQMN's staff facilitates clubs and K12 sponsors national club opportunities in which students may participate. Further information about school clubs can be obtained by contacting the staff sponsor(s) as well as checking the school announcements.

Join Us for K12 National Clubs

We hope you had a great summer break full of rest and adventure! Now that the new school year is almost here, we've been busy lining up our list of K12 National Clubs and can't wait for you to sign up for the ones that interest you.

IMPORTANT things to keep in mind as you choose your club(s):

- Clubs meet from late September through early May.
- Club meetings are one hour long, and meeting times vary depending on the club and your time zone.
- Please select **no more than four clubs**.
- Allow two to three weeks for your sign-up details to be processed.
- Once your club registration has been processed, you'll receive an email from your club teacher, and club meetings will appear on your Class Connect schedule.
- Email reminders will be sent one week prior to club meetings.
- Email clubs@k12.com with questions regarding K12 National Clubs.

To join a club or attend a meeting:

https://www.k12.com/k12-student-clubs.html

Tips from iQ Students

Tips about staying on pace

- *Stay organized. Print off the calendars for every class and have your parents go over it with you at the end of every week to make sure you are on track. Once you fall behind it is hard to catch back up. TRUST ME!*
- *Stay on pace. Life is so much easier if you just stay on pace. However, if you fall behind, don't get frustrated and quit. Stay hard at work and get as much done as you can each day.*
- *Be honest with yourself. If you are easily distracted or easily bored by a particular subject, get another person involved to keep you motivated.*
- *Don't let your parents or siblings dictate your schoolwork just because you're at home. Stick to your boundaries of needing peace and quiet, no spur of the moment shopping trips or other distractions.*
- *If you go on vacation, get at least half of your work done beforehand. Preferably, finish it before you go.*
- *It can get overwhelming right at the start with the amount of work that has to be completed, so try not to look at everything you have to get done. Focus on one subject for a certain period of time.*

Tips about getting help

- *It's helpful if you have someone who is in iQ or was in iQ to help you with any needs or questions you have. It's helpful if you have another iQ student who lives near you to come to your house and show you things.*
- *If you have any sort of technical difficulty, be sure to contact the Help Desk right away*
- *If you have any questions at all about the site or about the course, ask your teachers. They all reply to emails quickly and are very friendly and happy to help*
- *If you don't know what to do, what you are doing, or you are so confused you don't even know what class you are doing, email your teacher.*
- *Write your teachers with any questions. Be specific when you write to them. If you're not sure what to write, let the assignment go for a few hours – or even a day or two – then return to it with fresh eyes. Chances are you will get what you didn't get before, or at the very least, will be more aware of what exactly you were having difficulties with.*
- *Find out when your teachers have their Elluminate sessions and attend as many as possible.*
- *I plan my school class schedule around my Elluminate times.*
- *Attend Elluminate sessions. They help A LOT. By attending Elluminates, you are able to talk with teachers and students, understand the lesson from the week more fully, get quick answers to any questions, and they're fun!*

Tips for having fun

- *Get involved in school activities to meet other iQ students.*
- *Enjoy this very cool chance to be in this kind of high school.*
- *Email other people in the school and make friends.*
- *Use the Facebook page to connect!*

General tips for success

- *Always review your tests, exams, and quizzes before completing them.*
- *Set up a personal learning environment for the student's own space.*
- *The biggest thing is to not stress over the little things. Just take it slow and don't try and rush into things like I did.*
- *Do not reserve your most difficult subject(s) for the end of the week. For your hardest subjects you will often have to email your teacher for help…but sometimes your teacher will not be able to get back to you on Friday and then you will not finish your week's work. This will cause you to fall slowly behind as the weeks go on.*
- *This is serious stuff. Finishing your high school career has implications for you years down the road. Years from now what are you going to value more: a high school degree or the memories of partying and ignoring your work.*
- *Get a support system. Find someone you can vent to when the pressure is on, such as at the end of the semester.*

Tips about Newrow/ Engageli class connects

- *The Class Connect Sessions are a great way to feel part of the class.*
- *Find out when your teachers have their Class Connect sessions and attend as many as possible.*
- *I plan my school class schedule around my Class Connect times.*
- *Attend Class Connect sessions. They help A LOT. By attending Class Connect, you are able to talk with teachers and students, understand the lesson from the week more fully, get quick answers to any questions, and they're fun!*
- *It is also good to align the day that you work on a particular subject with the day the Class Connect is on for that class. That way the helpful points discussed in Class Connect will be fresh in your mind for your studying.*
- *One thing that will greatly help new students will be to go to Class Connect Sessions. You meet kids your own age and the teachers do a great job of explaining the materials, which will help greatly when it comes time for tests and such.*

Tips from iQMN Parents

Tips for keeping your student on pace

- *Above all, don't let them get behind. It is hard digging yourself out of the pit.*
- *Make sure you check up on your student often enough. If parents keep on top of it more, the more the student will do.*
- *Don't think that you are off the hook on checking up on homework. Actually you need to be more involved.*
- *To get organized and stay on top of their classes, select a different colored pocket folder for each class. Include weekly quizzes and Pace Charts in each folder. Only when the student has completed and submitted the work should it be "checked" off as completed on the pace chart.*
- *Work out a schedule that is productive. We count the projects that our daughter is to accomplish in a given week and divide that by five days. Sometime when she has extra time she will work a little ahead, but she must at least complete the number we have scheduled.*

Tips about study techniques

- *Students should attend all Elluminate sessions whether they need them or not. Urge your student to get on the microphone during the session. Have them read the course material prior to the session.*
- *When reading the textbooks and during Elluminate sessions, take notes. It will be easier to prepare for the quizzes.*
- *Since every student works differently, I have found that one of my daughters designates one day per class and does the work for the whole week. She selects the class according to the day she has an Elluminate session. That morning, prior to the Elluminate session, she reads the text. This prepares her for the Elluminate session and completes the work for the week.*
- *Encourage your students to do the best they can. If the students can redo quizzes, they should redo and redo until they are 100% correct. If the teachers send back work saying to resubmit, the student should resubmit.*

Tips for creating a home learning environment

- *Make sure the student has a room to her or himself with no distractions and a place to store supplies, even if it's just a cardboard box. My daughter works at the table in the dinette. If the bedroom is chosen, I recommend keeping the door open.*
- *The chair my son was using at his desk was a hard folding chair, and it was making his back sore. We bought him a new chair for his desk and he loves it and he sits in it and it is helping him become a better student.*

General tips for success

- *RULE: Monday – Friday school comes first.*
- *My son studies better with music on. I have always been against this but he has proven to me that it works for him so I let him do it.*
- *Parents should make sure they are always available when the student needs help. No matter what you're doing, when you're asked for help with schoolwork, drop what you're doing and give total attention to the problem.*

ISD 544 SCHOOL DISTRICT POLICIES
All district policies can be accessed through the district website: http://www.fergusotters.org.