

NORTHERN ARIZONA DISTANCE LEARNING PROGRAM ACADEMIC CONTRACT

www.mdip.org/flagstaff

I understand and agree that...

- I will maintain a steady progress through my coursework. _____
- My parent(s)/guardian(s) and I are responsible for monitoring attendance through the timesheet calendar located at www.mdip.org/flagstaff under our logins. A minimum of 5 hours per week per course is required for a timely course completion. If a student fails to record attendance for three weeks or does not complete 20% of the course work within the first 30 days of enrollment, the student will be dropped from the program. If a student is withdrawn from my course or does not complete the course within the allotted time, tuition fees may apply to any reenrollment (@150.00 – 175.00 per course). **If I do not complete 20% of my coursework within the first 30 days of enrollment I will be automatically withdrawn from the course. In order to be reenrolled I may be required to pay a reinstatement fee of twenty-five dollars.** _____
- I understand that I have up to 18 weeks to complete each course. I understand that I may work faster if I wish, but if my teacher feels I am submitting poor work I may be asked to redo an assignment before moving forward. I understand that if I am nearing the end of my course and need additional time I must contact Renee Rosales to request an extension. An extension will only be granted if I have been submitting work regularly. _____
- I am responsible for taking any Arizona state mandated tests required for my grade level. By law, I will be dropped from all courses or be required to pay tuition, with no exceptions, if I do not attend state testing. NADL staff will contact you via mail and phone at least two weeks prior to testing to insure your attendance. Test dates will also be posted on the NADL/FUSD website.

- I will use appropriate communication when contacting teachers or office staff. I will not forward any mail other than NADL related work to teachers and office staff. _____
- Any student found plagiarizing work for a course will be subject to failing grades for the plagiarized assignments, and may be dropped from the course and/or program. Plagiarism is defined as the unauthorized use or close imitation of the language, thoughts, or writings of another author (or student). Plagiarism includes, but is not limited to, cutting and pasting from any source, borrowing information without citing the original source, copying another student's assignments, or using another student's answers as your own. Due to the individualized nature of our program, students are expected to work independently on all assigned quizzes, tests, worksheets, study guides, projects, essays, etc... _____

NADL Test Procedures

I have read and understand that...

- Students must request and be granted permission online from their instructor to take final exams. Once a student requests an exam, an approval or permission denied message will be sent to the message box and emailed to the student and parent. Students who have not been granted permission electronically **must also text Renee Rosales to secure their testing time.** _____

- Final exams are administered by approved proctor, Renee Rosales, on Tuesdays and/or Wednesdays weekly. **The NADL Lab is not open for testing on School Holidays.** To maintain their integrity, online tests are timed and randomized. _____
- **Online tests may only be opened one time by the student. If technical issues occur, students should contact technical support services before opening the test again.** If a test does not send to the instructor, students should use the test finder at <http://www.mdlp.org/testfinder/> to locate their results. Navigation to other web pages during a test is not allowed and may result in a grade of zero for the test. _____
- **Be sure to exit the mdlp.org/flagstaff website on all devices other than the device utilized for testing.** _____
- **Do not navigate away from the testing window or leave other browsers open on your device while testing.** _____
- Multiple choice, matching, and true/false questions are evaluated by the computer. **Students are able to view the question, the answer they chose, and the correct answer.** Short answer and essay questions are evaluated by the instructor. _____
- At the end of the test, students have the opportunity to enter comments to the instructor. If a student believes a question was answered incorrectly, they should indicate the question and correct answer in this comment field. _____
- **To receive credit for a NADL course, students must pass the final exam with a 60% or better, regardless of their current cumulative course grade. Students who fail the final exam (less than 60%) will receive a failing grade.** _____

Appropriate Computer and Internet Use

I have read and understand that... NADL students must not:

- plagiarize material on the Internet or other source.
- use the Internet or other source while taking an exam or at other times when instructed not to do so.
- access, transmit or post material that is threatening, abusive, obscene, sexually explicit, or vulgar.
- disrupt or harm the district's computers, network, or Internet services.
- misuse the password or access the account of another student or teacher.

Computer difficulties are very frustrating and tend to slow us down or even stop us from working. If you do have a problem, please notify us right away. A time allowance can be given until the problem is resolved. You can call our technical support for minor issues however if it is beyond their help, it is not NADL or Flagstaff Public School's responsibility to fix your computer. **Please contact our Technical Support Team at (480)472-0899 M-F between 8am and 4pm as soon as any difficulties arise.** _____

I understand that I must have the following technology in order to successfully participate in online coursework: 1. Access to a reliable internet connection and computer. 2. A reliable internet connection such as DSL or cable modem. 3. Headphones/speakers and a microphone if the course requires it. 4. A computer with a browser that will play several common multimedia (video and audio) formats. _____

The Mesa Distance Learning Program of Mesa Unified School District retains control, custody, and supervision of the program. The district and its teachers may monitor computer and Internet use by students when using the NADL program. _____

I have read, understand, and agree to maintain the minimum requirements for enrollment in the distance learning program. If I do not comply with the minimum requirements, I agree to either pay for each distance learning course in progress or otherwise completed during the current academic school year, or forfeit all credit/s acquired during the academic school year. _____

NADL Graduation and School of Residence Protocol:

I have read and understand that:

NADL students who successfully complete high school graduation requirements by May 15th (with their assigned cohort) will be eligible to walk with their graduating class at their brick and mortar school of residence. Those who complete graduation requirements after May 15th and before July 1st are eligible to receive diplomas from their brick and mortar school of residence. July 1st marks the first day of the online school year thus those completing graduation requirements beyond July 1st would become 5th year seniors. Fifth year seniors will likely be referred to Summit High School for graduation. _____

All NADL students are responsible to maintain communications with their brick and mortar school of residence in relationship to graduation, school events (athletics, dances, etc.), special programs and scholarships. _____

I am enrolling as a Part-time Student (three classes or less)

I am enrolling as a Full-time Student (four classes or more)

Student Signature _____

Student Name (Printed) _____ Cell: _____

Parent Signature _____

Parent Name (Printed) _____ Cell: _____

Northern Arizona Distance Learning Identification Information

User ID _____ **Student Password** (Student's first name1) _____

Parent Password (Student's first name7) _____

Renee Rosales, NADL Director **Cell: (928) 220-0461 text please** Email: rrosales@fusd1.org

OFFICE HOURS: TUESDAY AND WEDNESDAY 8:30AM-4:30PM July 1st-June 30th

WEBSITE: www.mdlp.org/flagstaff **TECHNICAL SUPPORT: (480) 472.0899**