

# Statement of Awareness for Full Time Online Students Northern Arizona Distance Learning- Flagstaff Unified School District

The undersigned understands and agrees that:

- They will maintain steady progress through coursework. This is defined as at least 5 hours per week per class.
- 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- If a student is withdrawn from a course or does not complete the course within the allotted time, or does not record attendance for three or more weeks, then tuition fees may apply to any reenrollment (@150.00 – 200.00 per course).
- If a student does not complete 20% of the coursework within the first 30 days of enrollment, then they will be automatically withdrawn from the course. In order to be re-enrolled, they may be required to pay a fee of \$25 per class per re-enrollment.
- Each course is 18 weeks in length. Students may work faster. If the course teacher feels that a student is submitting work of poor quality, then the student may be required to redo work and resubmit.
- Course extensions will only be granted at the discretion of the Director. Attendance and work completion are factors in considering course extensions.
- Students are responsible for taking any Arizona state mandated tests or other district required tests **in person**. By law, they will be dropped from all courses or are required to pay tuition, with no exceptions if they do not complete testing.
- NADL courses do not follow FUSD high school classes and are not transferable while in progress.
- Students have: 1. Access to a 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.
- NADL and FUSD do not provide technical support for MDLP or personal electronic devices. Please contact MDLP Technical Support Team at (480)472-0899 M-F between 8am and 4pm with questions.

Student Initial \_\_\_\_\_

Parent/guardian Initial \_\_\_\_\_

The undersigned understands and agrees that:

- They will use appropriate communication when contacting teachers or office staff. They 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.
- Students will not:
  - 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.
- 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 should confirm test proctoring with NADL staff at least one day prior to the test date.
- Final exams are administered by an approved proctor. 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. Navigation to other web pages during a test is not allowed and may result in a grade of zero for the test.
- 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.
- 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.

**Student Initial \_\_\_\_\_**

**Parent/guardian Initial \_\_\_\_\_**

The undersigned understands and agrees that:

- They have read, understand, and agree to maintain the minimum requirements for enrollment in the distance learning program. If a student does not comply with the minimum requirements, they 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 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 relation to graduation, school events (athletics, dances, etc.), special programs and scholarships.

Please initial your enrollment option below:

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

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

Please sign below:

Student

Signature \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_

Parent

Signature \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_

Michael Vogler, NADL Director 928-773-8170 Email: mvogler@fUSD1.org

WEBSITE: [www.mdlp.org/flagstaff](http://www.mdlp.org/flagstaff)

TECHNICAL SUPPORT: (480) 472.0899