



POLICIES AND PROCEDURES

Curriculum Provider

Mesa Distance Learning Program (MDLP), a program of Mesa Public Schools, is the curriculum provider for Arizona iAcademy's (AiA) high school classes. Odysseyware is the curriculum provider for AiA's middle school classes.

AiA Eligibility

AiA courses are open to students grades 7-12 and adults looking to earn a high school diploma. AiA courses are free to students who are residents of Arizona and are aged 21 or younger. Students who are out of state residents or are 22 years of age or older can take AiA courses on a tuition basis.

To be eligible for the AiA program, 7th, 8th, and 9th grade students must have earned a grade of C or better in all enrolled classes the prior school semester. 10th, 11th, and 12th grade students must have a grade point average of at least 2.5 and be one credit or less behind in their progress toward graduation. There are no eligibility requirements for students aged 22 or older.

Students enrolled in AiA are students of Chino Valley High School or Heritage Middle School and Chino Valley Unified School District and are subject to the CVHS/HMS and CVUSD policies and procedures.

Enrollment

The following are the enrollment procedures for AiA grades 9-12.

For students enrolling in an open lab and taking the AiA course(s) on the CVHS campus.

- 1) The student contacts a CVHS counselor.
- 2) The counselor determines if the student is eligible for AiA.
- 3) The counselor completes a MDLP dual enrollment form.
- 4) The student is scheduled into an open lab section.
- 5) The open lab teacher registers the student for the MDLP course.

For students taking the AiA course(s) grades 9-12 at home.

- 1) The student contacts the AiA academic placement officer.
- 2) The academic placement officer determines if the student is eligible for AiA.
- 3) The academic placement officer completes a MDLP dual enrollment form.
- 4) The academic placement officer registers the student for the MDLP course.

Students taking AiA courses grades 7-8 must contact the HMS administration.

Enrollment and Completion Deadlines

AiA classes are open entry/open exit. This means that AiA courses are not tied to the traditional semester calendar and students can enroll at any time, with some exceptions (see below).

However, once enrolled, students are expected to progress at a pace where they will finish a course within 20 weeks. As such, AiA staff will monitor a student's progress and if after 2½ weeks a student has not completed at least 15% of the coursework, they will be withdrawn from the course. Students that do not complete a course within 20 weeks will only be allowed to enroll in additional AiA classes on a probationary basis (see the Tuition and Deposits section).

Graduating seniors who are taking an AiA course required for graduation must follow the MDLP enrollment dates. For the 2009-2010 school year, seniors must enroll in a course on or before March 23, 2010 and must complete the course, including the final exam, by May 14, 2010.

Course Load

Full time high school students should be enrolled in a minimum of 4 classes. Full time middle school students should be enrolled in a minimum of 6 classes.

CVHS students enrolled full time in on campus courses and utilizing AiA courses to graduate early are eligible to enroll in one AiA course at a time. As soon as the student completes the course, they can immediately enroll in another course.

Attendance

Full time high school students must work a minimum of 20 hours, 5 hours per course, on their coursework. Full time middle school students must work a minimum of 30 hours, 5 hours per course, on their coursework. Students enrolled less than full time will have a prorated minimum hourly requirement.

Attendance will be collected weekly. Students will be marked absent 1 period for every hour worked on their coursework below the minimum. High school students are subject to the CVHS attendance policy which means that when a student reaches 11 absences,

they will lose credit for that class. Students are responsible for logging their offline hours onto the MDL calendar.

State Testing

Students aged 21 or younger must take and pass the Arizona Instrument to Measure Success (AIMS) tests in reading, mathematics, and writing in order to receive a diploma. Students have up to 5 opportunities to pass the tests. The AIMS tests are offered twice a year on the CVHS campus. Sophomores are also expected to take the science AIMS test during the spring test administration but a passing score is not required to graduate.

Middle school students are expected to take the regularly scheduled AIMS tests at the HMS campus.

Students aged 22 or older do not need to take or pass the AIMS tests in order to receive a diploma.

Tuition and Deposits

Students aged 21 or younger and who are residents of Arizona can take AiA coursework at no charge during the regular school semesters. Out of state students or students aged 22 or older can take AiA coursework on a tuition basis. Students wishing to utilize AiA for summer school are also subject to tuition.

<u>Tuition Schedule</u>	<u>Tuition</u>	<u>Book Deposit</u>
Aged 21 or younger/AZ Residents		
Regular Session	None	No
Summer Session	\$200/course	No
Aged 22+/AZ Residents	\$200/course	Yes
Aged 21 or younger/NonAZ Residents	\$200/course	Yes

Tuition Probation

Students enrolled on a tuition free basis are expected to complete all courses in a timely manner (within 20 weeks). If a student does not complete a course in 20 weeks or withdraws from the course after 3 weeks, they will be placed on probation. Students who do not return AiA books or CD's within 2 weeks after completing a course will also be placed on probation.

Students on probation must pay a \$200 refundable deposit prior to enrolling in any additional courses. Once the student successfully completes the course and returns any AiA books or CDs, the \$200 deposit will be refunded to the student. If the student does not complete the course successfully, the \$200 deposit will not be refunded. If the student does not return AiA materials after successfully completing the course, the cost of

the materials will be subtracted from the deposit and the remainder of the deposit will be refunded to the student.

If a student successfully completes and returns the materials for four classes after being placed on probation, the student can petition to be removed from probation. A letter requesting removal from probation must be sent to the AiA academic placement officer.