

2019-2020 District Memorandum of Understanding

In conjunction with Idaho school districts and the Idaho Digital Learning Alliance, _____
_____ (School District) agrees to the following conditions as an Idaho
Digital Learning Alliance participant:

I. **AUTHORITY**

Idaho Code §§ 67-2332 and 67-2333 authorize Idaho agencies to enter into agreements to perform any governmental service, activity or undertaking that each agency is authorized by law to perform.

II. **OBJECTIVE AND RESPONSIBILITIES**

OBJECTIVE:

The objective of this Memorandum of Understanding (MOU) is to allow Idaho Digital Learning Alliance to provide the School District and its students with online courses whereas the School District serves as the Public School Program of Record, provides an individual to act as Site Coordinator, and meets the terms of this MOU.

RESPONSIBILITIES:

IDAHO DIGITAL LEARNING ALLIANCE WILL PROVIDE THE FOLLOWING:

1. Courses taught by highly-qualified, Idaho-certified instructors utilizing best practices in online distance education. Courses will be aligned to state content standards and meet curriculum requirements as outlined by the Idaho State Department of Education.
2. Learning management system, registration system, student information system and technical support for district personnel to access, manage, and support student learning.
3. Secure access and management of student data based on stringent data retention and privacy policies, including but not limited to FERPA, COPPA, and Idaho Student Privacy Laws.
4. An online principal to supervise each Idaho Digital Learning instructor to assure accountability and consistency.
5. A grade report to the School District, within two weeks of course completion, for each student enrolled at the completion of an Idaho Digital Learning course.

6. Report to the School District any disciplinary matters of which Idaho Digital Learning Alliance becomes aware, including violations of the acceptable use policy and plagiarism.
7. Online textbooks in the majority of content areas.

SCHOOL DISTRICT WILL PROVIDE THE FOLLOWING:

1. The School District will serve as the Public School Program of Record which includes transcribing Idaho Digital Learning Alliance credits and issuing diplomas.
2. **SITE COORDINATOR**

The School District will identify, for each student enrolled in an Idaho Digital Learning Alliance course, an employee of the School District, to counsel and enroll the student and act as the School District's Site Coordinator.

 - a. The responsibility of the Site Coordinator is to advise the student on appropriate courses for registration, ensure that the student is completing work on a timely basis, including checking grades online regularly and proctoring exams.
 - b. The Site Coordinator is responsible for facilitating communications with the student's parents/guardians, regarding course progress, and the Idaho Digital Learning Alliance online instructor. The Site Coordinator is not expected to be a subject area expert. Rather the role of the Site Coordinator is to regularly motivate and monitor student progress. It is highly recommended that a Site Coordinator also be accessible during the summer session, when local students are enrolled.
 - c. The Site Coordinator is a school contact point for the Idaho Digital Learning Alliance instructor and Idaho Digital Learning Alliance staff. Frequent email or phone communication between the Idaho Digital Learning Alliance instructor and Site Coordinator is required. The Site Coordinator is expected to make regular contact with the student and assess the student's progress.
 - d. The Site Coordinator will be provided access to the free Site Coordinator Course provided by Idaho Digital Learning Alliance. It is highly recommended that a trained site coordinator be located at each building site where there are Idaho Digital Learning Alliance enrolled students.
3. **SPECIAL EDUCATION/504/LIMITED ENGLISH PROFICIENT**

By law, any services identified on a student's IEP, Section 504 plan or ELP plan (either under the Individuals with Disabilities Education Act, 2004 or under Section 504 of the Rehabilitation Act and/or Education Learning Plan for Limited English Proficient (LEP) Students authorized under Idaho Law: IDAPA 08.02.03 – 111.04.c) must be met by the student's home campus.

Within one week of the beginning of class, the Site Coordinator/District Representative is responsible to email to SpecialEducation@idla.k12.id.us or fax to Idaho Digital Learning Alliance at 1-866-534-2220 the student's entire IEP/504/ELP. Upon receipt of the individual plan, the Idaho Digital Learning Alliance instructor will provide accommodations, according to the student's

plan, in the online classroom environment. Any additional resources of the IEP/504/LEP plan are the responsibility of the home district.

4. STUDENT WORK AND ETHICAL CONDUCT

Acceptable use and behavior in a distance-learning environment is determined by the School District's policies and is covered by the District's Acceptable Use Policy (AUP) signed by the student and the student's parent. The student must also agree to abide by Idaho Digital Learning's AUP specifically governing behavior in an online environment. In a case of violation of the acceptable use policy, plagiarism, or other disciplinary issues, Idaho Digital Learning Alliance will notify the School District. The School District is responsible for the appropriate disciplinary action. Idaho Digital Learning Alliance must be notified by the School District of any disciplinary action resulting from a student's participation in an Idaho Digital Learning Alliance course. Idaho Digital Learning Alliance reserves the right to deny disruptive students from future Idaho Digital Learning courses and/ or to remove them from an existing course. Appeals to the denial or removal from a course may be made in writing to the Idaho Digital Learning Alliance Board of Directors discussing the circumstances for removal. The Idaho Digital Learning Alliance Board of Directors will review the appeal and hold a telephone conference to allow the student an opportunity to speak to the issue. The Idaho Digital Learning Alliance Board of Directors will issue a final decision within ten (10) days of the telephone conference.

5. TEXTBOOKS, LIBRARY ACCESS, AND COURSE CONTENT RIGHTS

Idaho Digital Learning Alliance provides online textbooks in the majority of content areas and provides to Libraries Linking Idaho (LILI-D). In cases where an online textbook is

unavailable, Idaho Digital Learning Alliance in collaboration with the School District will ensure that all required textbooks are available to the student prior to the start of the class. For example, advanced placement, dual credit, and English courses may require additional textbooks or required readings not available online.

6. SCHOOL DISTRICT FEES

The School District agrees to the 2019-2020 Idaho Digital Learning Alliance Fee Policy as posted on Idaho Digital Learning Alliance's website. School District Fees are set by the Idaho Digital Learning Alliance Board of Directors and may be revised at any time at the discretion of the Board of Directors. Idaho Digital Learning will communicate to the District any changes to the Fee Policy. It is the responsibility of the School District to abide by the Fee Policy as posted on Idaho Digital Learning Alliance's website. The 2019-2020 Fee Policy as posted on Idaho Digital Learning's website is the definitive source for Idaho Digital Learning Alliance's district fees. Per Idaho Code, Idaho Digital Learning Alliance course fees are paid by the district unless otherwise directed by the School District Policy.

Invoicing: School districts will make payment in full upon receipt of Idaho Digital Learning Alliance invoice. Failure to pay within 30 days of invoice date may result in discontinued

enrollments in Idaho Digital Learning Alliance. Interest may also be assessed to unpaid invoices exceeding 30 days of invoice date.

Financial assistance: Idaho Digital Learning Alliance will ensure that all students have an equitable opportunity to participate in online course delivered by Idaho Digital Learning Alliance. In any case where a student is required by local district policy to pay a fee associated with an Idaho Digital Learning Alliance class, and where the cost is not refunded by the State's Advanced Opportunities Program, Idaho Digital Learning Alliance can grant waivers to alleviate any financial burden to the student. This financial assistance is initiated through the District Site Coordinator.

7. TECHNOLOGY & TIME

The School District agrees to place students in Idaho Digital Learning Alliance courses who have access to a computer and Internet connection either through district/school access or via a home Internet connection. The School District is also aware that students need sufficient time to complete assignments. For example, a 16-week course requires approximately 5 to 7 hours of student work per week. Flex courses are open entry and mastery based and a student may progress through each course at an accelerated pace, but must finish by the deadline set forth by Idaho Digital Learning Alliance.

8. DATA

The School District grants IDLA a limited, right to store, host, and maintain District data including Student Data solely for the purposes of providing educational services to the district's Users

III. OWNERSHIP OF MATERIALS

Any educational materials provided or developed in relation to this MOU shall remain the property of the Idaho Digital Learning Alliance and may not be duplicated or used for purposes not approved by the Idaho Digital Learning Alliance Board.

IV. SUFFICIENT FUNDING

The Parties understand and agree that because the Idaho Digital Learning Alliance is a governmental entity and the School District are appropriated funds from the State of Idaho, this MOU shall in no way bind or obligate the Parties beyond the term of any particular appropriation of funds by the Idaho State Legislature. Both Parties reserve the right to terminate the MOU, in whole or in part, if the Idaho State Legislature does not appropriate sufficient funds as deemed necessary by either Party. Any termination notice shall follow Section IX.

V. NO AUTHORITY TO BIND OTHER PARTY

One party under this MOU shall have no authority to enter into contracts or agreements on behalf of the other party. All contracts or agreements shall be entered on behalf of the

executing party or executed jointly by both parties. The procedures set forth in this MOU are intended for the sole use and benefit of Idaho Digital Learning Alliance and School District. No third party or other State entity may rely on these procedures. Any failure of the Idaho Digital Learning Alliance or the School District to follow any or all of these procedures, or any future amendment or modification of these procedures, shall not establish any liability of Idaho Digital Learning Alliance or School District to any third party or other entity of the State of Idaho.

VI. LIMITATIONS

This MOU does not create or give the Idaho Digital Learning Alliance or the School District any powers that they would otherwise not have. Rather, this MOU is only to provide for the exercise of existing powers so as to achieve a more efficient operation of government. For this reason, this MOU sets forth the understanding of the parties in achieving a common purpose, and is not intended to provide a basis for legal action upon breach of any of its provisions.

VII. TERM OF AGREEMENT

The term of this MOU shall be in force for all courses offered during academic year 2019-2020. This includes courses that begin in June 2019.

VIII. INFORMAL DISPUTE RESOLUTION

Except for the right of either party to apply to a court of competent jurisdiction for a temporary restraining order or preliminary injunction to preserve the status quo or to prevent irreparable harm, the parties agree to attempt, in good faith, to resolve through informal dispute resolution methods any dispute arising under this MOU.

IX. EFFECTIVE DATE, TERMINATION AND EXPIRATION

This Memorandum of Understanding is effective upon signature of the parties. Either party may terminate this MOU at any time, with or without cause, upon thirty (30) calendar days' written notice to the other party specifying the date of termination. Upon termination, the parties shall: (i) promptly discontinue all work, unless the termination notice directs otherwise; (ii) promptly return to the other party any property provided by the other party pursuant to this MOU; and, (iii) make available to the other party all data, reports, estimates, summaries and such other information and materials as may have been accumulated in performing this MOU, whether completed or in process. Notwithstanding termination, the parties shall remain obligated as otherwise set forth in this MOU to the extent of costs or obligations to third parties incurred pursuant to the Agreement prior to the termination.

X. DISCRIMINATION

The Parties hereby agree that no person shall, on the basis of race, color, creed, national origin or gender, be excluded from or denied participation in or otherwise subjected to discrimination in relation to any activity associated with this MOU.

XI. ASSIGNMENT

The Parties respective obligations and duties as set forth herein are to be performed by the

Parties and may not be assigned or subcontracted by either party without the written consent of the other party.

XII. AMENDMENTS

This MOU may be extended or modified upon written agreement of the Parties. However, no amendment or modification of this MOU shall be effective unless in writing.

XIII. AUTHORIZATION

The signatories must be the executive officer of the School District and agree to strive to reach, to the best of his/her ability, the terms and provisions as stated in this MOU. By signing this MOU, the executive officer indicates the desire to participate in the Idaho Digital Learning Alliance. I further acknowledge that the Idaho Digital Learning Alliance may distribute information pertaining to my School District's participation to outside sources for the benefit of Idaho Digital Learning Alliance.

Authorized signature from Idaho Digital Learning Alliance:



Jacob Smith, Director of Operations

Superintendent's Name: _____

Superintendent's Signature: _____

School District Name & Number: _____ Date: _____

After hours emergency school contact (in the event that an online student confides information that is directly related to student safety, Idaho Digital Learning Alliance will need to contact an authorized school official):

Name: _____ Phone: _____

2019-2020 Idaho Digital Learning Alliance Fee Policy

Fees for Idaho Digital Learning Alliance: The fee schedule for 2018-2019 is determined upon a per-enrollment basis. An "enrollment" is defined as one (1) student enrolled into one (1) Idaho Digital Learning Alliance course. Idaho Digital Learning Alliance enrollment fees outlined in this Fee Policy apply to all courses offered through Idaho Digital Learning Alliance unless noted otherwise below.

Idaho Digital Learning Alliance Per-Enrollment Cost: The cost for one (1) enrollment is \$75 for Idaho students.

Advanced Placement/Dual Credit Courses: Courses designated as "Advanced Placement or Dual Credit" will not incur a per-enrollment cost, unless courses are delivered in a custom session (see Custom Session Courses below).

In collaboration with Idaho Digital Learning Alliance, School Districts shall assist students with the obtainment of college credit, examinations, and materials such as textbooks (see Textbooks below).

Custom Session Courses: Any courses requested and implemented through Idaho Digital Learning Alliance's Custom Course program will incur costs based on the Custom Session Policy (see Idaho Digital Learning website for MOU Addendum and [request form](#)). This includes district requests for Hybrid Custom Sessions. Requirements for custom sessions include a minimum enrollment threshold and cost.

Custom Session Courses: Any courses requested and implemented through Idaho Digital Learning Alliance's Custom Course program will incur costs based on the following:

Total Number of Students in the Section	Regular Cohort Courses	DC and AP Courses	Hybrid (with video conferencing)	Middle School Pathways, Keyboarding, STEM Careers, 8th gr. Career Exploration, and CS Discoveries (full course/half course)	Elementary Pathways
Flat Fee Up to 12 enrollments with no extra cost	\$900	\$900	\$1500 minimum of 20 students	\$360 / \$180	\$360
13-25	\$75 each	\$0	\$75 each	\$30 / \$15 each	\$30
26+	\$60 each	\$0	\$60	\$30 / \$15 each	\$30

Idaho Digital Learning Alliance reserves the right to modify the fee policy. Districts will be notified of any changes.

Middle School Keyboarding and Middle School Pathways to Success, 8th Grade Career Explorations, Computer Science Discoveries, and STEM Careers: Idaho Digital Learning Alliance

offers these courses at \$30 per enrollment. Any middle school courses in which half the content is delivered (4 units) the Idaho Digital Learning Alliance fee is further reduced to \$15 per enrollment

Textbooks: Idaho Digital Learning Alliance provides online textbooks in the majority of content areas and provides access to Libraries Linking Idaho (LiLI-D). In cases where an online textbook is unavailable, Idaho Digital Learning Alliance and the School District will assist the student in the obtainment of the required text(s). For example, advanced placement and dual credit courses may require additional textbooks or required readings not available online. Please refer to the Idaho Digital Learning Alliance Course Catalog posted at www.IdahoDigitalLearning.org for a list of required textbooks.

Idaho Digital Learning Alliance Refund Policy

Idaho Digital Learning Alliance requires that all drops are requested or confirmed by the Site Coordinator during the school year. Drop requests initiated by a parent or guardian will be accepted for summer courses only. For a course fee to be eligible for refund and for a student to be exempt from a grade report, a drop must be initiated during the following times:

- **All cohort sessions:**
 - **Orientation:** If the student does not complete orientation, they will not be enrolled in classes and a full refund of fees will be granted.
 - **12 week or Custom Sessions:** The Idaho Digital Learning Alliance office must be notified by Friday of the 2nd week of class to receive a full refund and remove the student from the course.
 - **16 week session:** The Idaho Digital Learning Alliance office must be notified by Friday of the 3rd week of class to receive a full refund and remove the student from the course.

- **Flex sessions:**
 - The drop deadline for all flex classes is 14 days after the student begins the course.
 - If a student is inactive in class for a period of 14 consecutive days, the instructor may initiate a drop process. The Site Coordinator can confirm the drop or request additional time for the student to become active in the course.

- **Course Withdrawals:**
 - A course fee will not be assessed, nor will a final grade be reported to the local school if a student is withdrawn from a course prior to the drop/fee deadline.
 - Students that are withdrawn from a course after the drop deadline, will have a "W" reported to the local school, and full course fees will be assessed.

- **Exceptions to the drop-deadline may be requested by the district for extenuating circumstances.**