**New London Digital Academy**

Welcome! New London Digital Academy is now in its third year of operations. No longer a “pilot” program, this established student centered educational alternative uses Odysseyware as its online curriculum. Enrollment is limited and must be principal and/or guidance approved. All courses are done independently and completed online.  Coursework is available 24 hours a day, 7 days a week.

Our preference is for the student to complete work in the NL Digital Academy lab, which is in the building located at 3 Wildcat Drive (across from the New London Board of Education building). The lab is open from 7:45 AM to 2:45 PM on Tuesdays, Wednesdays, and Thursdays, when school is in session. Tutoring for our students is available on Mondays and Fridays by appointment. Each student will have access to a computer and a teacher will also be available for assistance, if needed.

Every student will be required to complete a series of lessons for every course taken. The number of lessons varies for every subject. You will be made aware of lesson requirement once enrolled. The deadlines for each nine-week grading period will be posted each year within the lab.

Students will need to check their e-mail daily through their Odysseyware account. They are expected to respond in a timely manner, using e-mail etiquette without text abbreviations.

Students are expected to logon to the computer daily.  New London Digital Academy recommends that each student set aside 4 hours every day to complete coursework. If New London Local Schools are closed due to inclement weather, the Digital Academy will remain open and students should continue to work through their course material.

It is your responsibility to remain active and up-to-date with your schoolwork. The New London Digital Academy staff will continually monitor your progress to make certain this is happening. If students are not completing coursework, a courtesy phone call will be made to the parent/guardian and student. After two weeks of inactivity or lack of progress, the truancy officer will be notified and a home visit may be made to speak with the parent and student about potential consequences. At three weeks, if the student is still inactive and/or not progressing, truancy charges will be filed.

If students have fallen behind, which will be defined as 15 or more lessons behind, they may be required to come to the lab until their coursework is caught up. If the student fails to report to the lab, their account may be inactivated, resulting in being withdrawn from the program.

If a student returns to the regular classroom at New London High School or New London Middle School, the transition must take place at the start of a new term. The principal must approve this transition.

New London Digital Academy students are required to attend school for any state testing. You will be notified of these dates in advance.

Bus transportation is available to students who are living within the New London School district. The cafeteria is also available for both breakfast and lunch, which will be served within the Digital Academy building. Students are not permitted to leave for lunch. In addition, students are not permitted to leave the Digital Academy building without proper authorization from a parent or guardian.

Do not be afraid to ask questions! If a student has a question pertaining to coursework, please e-mail myself or call the office. An immediate response may not occur because we are working with other children during the school day. Conferences with the New London Digital Academy staff can be scheduled through the Superintendent’s office, Guidance Office, or the Principal’s office.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NLDA Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_