

2019-2020 Student Handbook

OASD eAcademy Academic Integrity Statement

- I understand and agree that all work submitted must represent my original ideas.
- I will appropriately cite all relevant sources for things not completely original. Failure to do so can result in receiving a failing grade for the assignment(s) and possibly for the course. I may be required to complete the assignment(s) without credit in order to continue in the course.
- I understand that standard assessment tools in online courses include the following: assignments, tests and quizzes that may be auto-graded, manually graded or a combination of both and oral quizzes in person, via web conference or by phone. I may be asked to discuss the process used in research for any project or paper.

Plagiarism is defined as follows: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own.

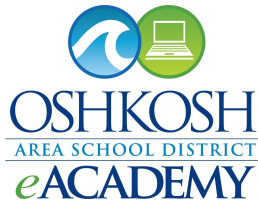
OASD eAcademy instructors utilize a myriad of technologies to check student work for authenticity. If any manner of plagiarism is confirmed, the student will be subject to consequences (which may include being removed from the course with a failing grade) as determined by the Administration and District Liaison for the student's district of residence in collaboration with the teacher and the administration of the district providing the online teacher for the course.

Final Exams and Proctoring Requirement

eAcademy students are expected to successfully complete a proctored exam or other culminating activity. All exams must be proctored by an OASD staff member on site. Not all online exams are weighted the same. Online students are expected to follow Network and OASD policies.

1. I understand that if I am not able to pass the semester/segment/final exam in a **NETWORK** class, I will be asked to retake the exam. Wisconsin eSchool will not reward credit for the course no matter what grades I earned throughout the course, unless knowledge of content can be substantiated. Network exams may be weighted more than the OASD approved 10%. ACT score waivers for final exams cannot be used in Network classes.
2. I understand upon completion of a course, I may request an open hour if I have not met the maximum number of open hours for my grade. (Juniors-1, Seniors-2) To receive an open hour, I must apply in student services and meet open hour requirements. Verification of my online grade will be needed.

Program Administrator: Julie Conrad | (920) 424-0395 | Program Coordinator: Lisa Lieder (920) 424-0467
oasdeacademy@oshkosh.k12.wi.us
Program Registrar: Vicki Ganser | (920) 424-4035 |



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Acceptable Use Policy (AUP)/Student Code of Conduct

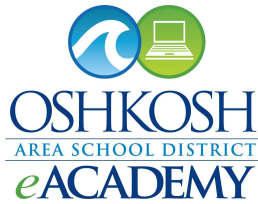
Access to the technology utilized by OASD eAcademy courses imposes certain responsibilities and obligations. Appropriate use is ethical, honest, safe, and legal.

- It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyance.
- All OASD technology policies apply in this learning environment.
- These policies are available on the eAcademy website. Please refer any questions to eAcademy staff.

Acceptable Use Policy

1. I will use the resources provided for eAcademy courses for authorized purposes only.
2. I will only use legal versions of copyrighted software in compliance with licensing agreements.
3. I will use appropriate and respectful language in all communications. Inappropriate language or messages will not be tolerated. The eAcademy staff will determine whether language and/or messages are inappropriate. The following minimum disciplinary guidelines will be used when determining consequences: first offense, a warning to the student and notice to parent; second offense, a conference with the student, parent and administrator; third offense, removal from the course with a failing grade. In the case of a grievous offense a student could be removed from the course even if it is a first offense.
4. I and/or my parents are liable for any improper use of the Internet and/or email. I understand that anything done on the computer can be retrieved and printed at any time. My email, chat, whiteboard and discussion privileges may be restricted or removed. My course email accounts are to be used for class purposes only. I am expected to protect the privacy of students and staff and not publish or distribute email addresses outside of the class members. Any improper use will result in loss of use of district equipment and services. I will follow rules, written and implied, pertaining to Internet etiquette (Netiquette) and communicate respectfully to everyone. I will not attempt to bypass security protocols.
5. Any software provided by instructors to be installed on their personal computer for a particular course, must be uninstalled as per the product licensing to make the resource available for future students. A grade may be withheld if equipment, materials or software have not been returned.

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Student Code of Conduct

The following serve as guidelines of what is expected of students in our online learning environment.

- If I identify a security problem in the school's computers, network, or Internet connection, I will notify a system administrator.
- I will use an email address that is appropriate for an educational environment as determined by OASD eAcademy administration or I may be forbidden to participate in OASD eAcademy.
- I will disclose to my teacher or other school employee any message received that is inappropriate or makes me feel uncomfortable.
- OASD eAcademy assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.

Drop Window, Trial Period, and Mentor/Coach Guidelines

1. I understand that online courses may not be a good fit for everyone. **I may drop the course on or without consequence during the OASD drop/add window. Any drop outside of the withdrawal period must have a parent/guardian signature and will result in consequences.**

A student may be administratively dropped from a course for any of the reasons listed below:

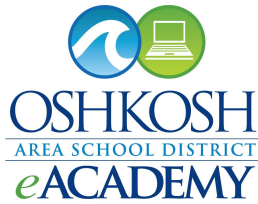
- Failure to complete the orientation within 72 hours.
- Student does not successfully submit one assignment within 7 calendar days of their first day of enrollment.
- Student is not on pace by the end of the drop/add window and is not making a sincere effort to get back on track.
- Student has violated academic/integrity policies.
- Attendance/Failure to Participate Policies are not met.

2. I understand that I am taking a place in an online course that is valuable and that I am going to do my best to complete all assessments on time and communicate with my teacher

3. I understand that I may be administratively dropped if I do not successfully submit at least one appropriately completed assignment within 7 calendar days of completing my "First Day of Class" session. If technical problems occur, I am expected to work those out during that first week by accessing

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technical support. If I have questions regarding the content, I should communicate frequently with my online teacher and online coach particularly during this first week.

4. I understand that I am required to meet/communicate with my mentor/coach in person **at least one time per week**. I will use this time to check on my progress and seek additional support to ensure my success in the program.

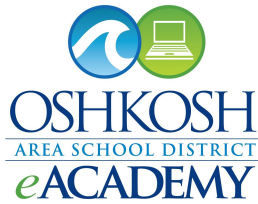
Course Progress/Attendance Expectations

1. Attendance for online courses is REQUIRED and performance/pacing based. Students must follow the **minimum online attendance requirement** each semester they are enrolled in an online course. Attendance is based on the following: log in time is tracked, as well as students are held accountable for successful assignment completion/submission, participation in required course activities, and communication with the online teacher and online coach.

The following intervention steps will be taken each time the student is not maintaining pace/attendance for each course:

- 1) Level 1: Staff communication with eAcademy student and documented parent/guardian contact
- 2) Level 2: Meeting with eAcademy student to create a plan. Plan will be shared with parent/guardian.
- 3) Level 3: Required meeting with student, parent, and eAcademy staff to determine next steps.
- 4) Level 4: Withdrawal from a course with a failing grade. Student will work with school counselor on credit recovery options including repeating the course face to face or online.

The **Minimum Attendance Requirement** requires students to successfully submit at least ONE appropriately completed assignment and/or stay on pace for each course every calendar week they are enrolled. Full-time students who fail to do so will be considered an unexcused absence for that week. Attendance clerk will note in the student information system "Minimum Online Attendance Requirement Not Met." Failure to meet the minimum attendance requirement for any three weeks in a semester for any course (or combination of courses if enrolled in more than one course) is considered **Habitual Truancy** and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15(1)(a) that require a child attends school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to legal sanctions.



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2. I understand that the minimum attendance requirement means that I must appropriately complete and successfully submit at least one assignment every week. Failure to do so will result in the consequences explained above.

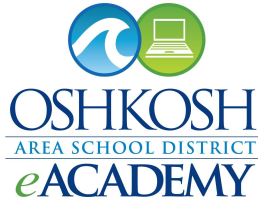
3. I understand that all assigned work needs to be completed according to the Due Dates provided on my Pace Chart. The start and end date of an online course are considered when creating an individualized pace plan for the student. The pace plan will assign due dates for assignments. These dates serve as benchmarks for determining progress/failure to participate/attendance. Part time/blended students are required to complete a course within the traditional semester. Full time students may use an accelerated format and complete a 16 week course within an 8 week period dependent on the course.

- Teachers have the professional discretion to hold students accountable for due dates. Failure to meet due dates may result in reduced points per assignment.
- Students are encouraged to work ahead of their pace chart when needed for scheduling purposes.
- Students who will not have access to their course for several days, for example, due to an upcoming vacation, are EXPECTED to work ahead to complete work prior to their absence.
- Pace plans do not take into account holidays, or district approved days off. Students are EXPECTED to meet course deadlines during these time periods.

4. I need to plan and work ahead if family or personal activities will limit course activities at any given time.

5. I understand that any assignments submitted beyond the due date may not receive full credit. Points may be deducted for late assignments. Blank submissions are not considered submitted assignments.

6. I understand that I am expected to communicate with my teacher on a regular basis and read any emails the teacher sends.



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Technical Support:

Email your teacher/coach to help troubleshoot your problem. If you are not able to reach them or resolve your problem, contact the eAcademy staff to further explore a solution.

- Call eAcademy Registrar, Vicki Ganser 920-424-7000 ext 2402
- Email Vicki Ganser - vicki.ganser@oshkosh.k12.wi.us
- Email eAcademy Coordinator, Lisa Lieder lisa.lieder@oshkosh.k12.wi.us

Signature Section:

I have read and understand the eAcademy expectations above and agree to abide by them. A student account will be created for me using the information I provided OASD at registration.

I understand that by signing below, I grant my student permission to enroll in an online class. A parent account will be created for me using the information I provided OASD at registration.

Student (Print) _____

Student OASD Email: _____

Student Signature: _____ Date: _____

Parent/Guardian (Print) _____

Parent/Guardian Signature: _____ Date: _____