Policies and Procedures

What is eAcademy?

The Oshkosh Area School District eAcademy is an online program that offers a variety of virtual learning options and services for students, parents, and staff. The OASD eAcademy utilizes new and emerging technologies to provide a flexible pathway to achieve student success within a 21st century learning environment. Classes use high quality online, blended, and hybrid learning resources. The goal of the OASD eAcademy is to provide another option for students to receive a high quality Oshkosh education through personalized digital learning. eAcademy is partnered with the Wisconsin eSchool Network, which is a collaborative network of online programs throughout the state of Wisconsin. eAcademy is not a charter school program, or even a department of OASD, but rather is a set of options, services, and environment embedded into schools, programs, and departments.

Mission Statement/Core Beliefs:

- Online courses provide a wide variety of course options for high school credit as generated by students' needs and interests
- Online learners are empowered by student engagement, responsibility, and control over their learning.
- Online programs allow for flexibility and student agency while ensuring continuously updated curriculum is available.
- Digital learning generates college and community readiness. Students learn to advocate and communicate effectively with email, messaging, and video.
- In general, it is not recommended that students earn all of their high school credits using online learning. Both blended and full-time schedules can maximize student success.
- Online courses enable students to access courses that otherwise would not fit into daily school schedule, and personalize their academic experience.
- OASD will facilitate access to locations that are conducive to learning for students enrolled in digital instruction.
- Oshkosh eAcademy will provide learning support for students accessing classes during the school day. Support will insure participation and success.

- OASD will ensure each student has adequate internet connection and timely technical assistance if needed.
- Oshkosh eAcademy will provide resources and support as written in the student's Individual Education Plan. The student's IEP team will decide if the student meets general enrollment criteria.
- Grading and credit decisions in online courses are made in the same manner as OASD face to face courses when taught by OASD teachers.

Description of an Online Course:

All online courses provided by eAcademy are web-based.

- Online courses provide students access to curriculum 24 hours a day, 7 days a week.
- Courses may require supplemental text/software.
- Wisconsin DPI Certified teachers for each course work directly with students and families. Teachers facilitate learning and evaluate progress.
- Lessons, labs, and assessments are submitted electronically.
- An online orientation class is used to insure successful online learning.
- Online courses have participation and completion requirements to benefit students.

Enrollment Options for OASD Residents:

Any student registering for an online course must be enrolled as a student in the OASD through the Infinite Campus Student Management System. The student will be enrolled in their home school which will provide access to the online course catalog.

Students enrolled in the Oshkosh Area School District in grades 9-12 may request enrollment in eAcademy courses.

- eAcademy courses are available based on student interest and are scheduled during the traditional scheduling periods at each school.
- eAcademy elective courses taught by OASD teachers are accessible during summer school based on student interest and availability.
- It is suggested a student initially enroll in one course to determine if digital instruction meets the student's needs. After successful completion of one course, a part-time student may request enrollment in two courses simultaneously per semester.
- Special consideration is provided for students with significant situations and must have approval by an administrator.

- AP courses and other dual credit courses are available. It is recommended that students discuss college credit options with their school counselor.   Please note NCAA Clearinghouse does not recognize all online program credits.
- Full time students may enroll in both online and face to face courses.
- Middle school students may request enrollment in eschool courses with Administrator and/or counselor approval. eSchool courses taken during the middle school years will not be awarded high school credit. High school credit will be rewarded for courses completed after 8th grade.

Part-time student status:

Allows a student to have a blended schedule. Students may enroll in face to face instruction at their home school and online instruction. All building attendance policies apply for part-time students. Part-time status is recommended for the following reasons:

- A student may request an online course to replace a grade in the same course.
- The desired course is not available at their site or not available due to schedule conflict.
- The course will provide enrichment or career exploration.
- Students will be assigned to the learning lab at their home school for one hour of the school day to insure success/support.
- The course will allow for an extension of their schedule (Students are not encouraged to take online courses as overloads).

Full-Time student status:

Full time status is defined per district policy as enrollment in an equivalent of 6.0 credits for freshmen, sophomores, and juniors. Seniors on track of graduating are required to be enrolled in a minimum of 5.0 credits.

Intra-District Full Time Open Enrollment:

OASD resident students desiring full-time online status must apply by the last Friday in April to be considered for the following year. Students applying for full-time status after the last Friday in April will be considered on a case-by-case status.
- Full-time online enrollment requires a planning meeting with the student and parent facilitated by an eAcademy staff member.
- Full-time status for a high school student is defined above.

- Full-time online students are eligible to participate in co-curricular activities in their home high school. Online students are required to follow the same eligibility guidelines as traditional face to face students. Students interested in co-curricular activities must contact their home school's activities director. Students in good academic standing will have the opportunity to participate in events offered through their home school, for example, Prom and other dances.
- Students will be required to obtain a district ID.
- As noted in the core beliefs, OASD believes experience in a traditional classroom is an important part of a high school education. Full-time students will be encouraged to consider traditional options when applicable.
- Full-time students are required to make adequate progress. Students not making adequate progress toward graduation or meeting participation expectations (as defined by school personnel) may be reassigned to their home school.
- When possible, potential full time students are expected to complete an online course with a grade of C or better prior to full time enrollment. If this requirement is not met prior to the intra-district open enrollment deadline, students are expected to successfully complete a course in the spring or summer prior to their start date.

Returning Students Without Diplomas:

Oshkosh Area School District residents who have not graduated and have not reached the age of 20 (Age of 21 for EEN) may be eligible to enroll in online courses to complete their Diploma requirements through Oshkosh eAcademy. This enrollment option must be approved by administration and eAcademy staff. The student must meet minimum attendance requirements.

Home School Students:

Home School students may enroll in up to two district courses per semester while maintaining home school status. These courses could be taken face to face or online.

Private School Students:

Students enrolled in private schools may enroll in up to two courses within the OASD per semester, or one course during summer school. These courses could be face to face or online.

Enrollment Options for Non-Residents:

Full-time Open Enrollment:
Information regarding forms and policies for Full-time Open Enrollment are available on the Wisconsin Department of Public Instruction website. Applications must be approved prior to the start of the following school year.   Students interested in participating in co-curricular activities must follow guidelines stated by the Wisconsin Athletic Association.

[Department of Public Instruction Information Regarding Full Time Open Enrollment](#)

Private Payment Students:
With approval of the course credit from their resident high school, non-resident students can enroll in online courses. Enrollment requires private payment. Private payment requests are subject to course availability.

Summer Session:
The Oshkosh Area School District provides online courses for students during the summer school session. Courses are intended to be for enrichment purposes. A student can enroll in one online class during the six-week summer school session. All final exams are proctored. Additional requirements may be required depending on the course requested.

Enrollment Process:

Full time student applicants must submit a current transcript with their completed online application. Interest Forms for OASD eAcademy can be found on the district website.

Part-time students looking for a blended schedule (face to face and online courses) must request courses through their school counselor. Online course requests follow the same procedures and deadlines used for face to face courses at the student's home school.

Process for OASD and Non-OASD residents requesting online classes:

STEP 1: Full time students: After the full time application is received, the student and parent/guardian will be asked to attend an informational meeting to discuss the appropriateness of the placement.   **Part time students/blended students:** Student will request courses during the scheduling window at their home school.

STEP 2: If not previously completed, parent/student will complete any necessary enrollment paperwork for the district. This information will be used to create a parent/guardian account, and a student account in the eAcademy system.

STEP 3: Student/and or parent will receive notification of requested course(s) and asked to submit student contract. Upon receipt of the student contract, school counselor or eAcademy staff will notify the student of course approval.

STEP 4: Upon course approval, the student will be enrolled in an online orientation. Successful completion of the orientation is required prior to the start of coursework. Students will have 72 hours to complete the orientation. Failure to do so will halt the online enrollment process. Returning students may be asked to complete an abbreviated version of the online orientation.

STEP 5: Student will be enrolled in their requested course(s) upon completion of their orientation.

Ready, Set, Go:

Student/Parent Contract
The signed contract by student/parent will demonstrate understanding of eAcademy policies related to, but not limited to:
- Attendance, Progress, Failure to Participate Expectations
- Drop Policy, Grace Period
- Online Citizenship Policy
- Academic Honor/Integrity Policy
- Final Exam and Grading Policies

Drop Policy

Online courses are not a good fit for everyone. Students enrolled in online classes are able to drop/add available courses during the drop add window determined at each school. Drops completed during the window will not result in grade consequences. Any drop completed 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 below reasons:
- 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.

Pace Plan/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 a 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.

Attendance

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.   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 unexcused absent 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 courses) is considered **Habitual Truancy** and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15(1)(a) that require a child attend 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.

Email Accounts

OASD students are required to use their district provided email account for all online communication. OASD students are expected to check their OASD email on a daily basis for communication from their online teacher, coach, or other eAcademy staff.

Parents/Guardians are asked to use active email addresses that are accessed often. Unless notified differently, OASD will use the parent/guardian email provided in Infinite Campus at the time of enrollment unless instructed differently.

Email etiquette is essential in online classes. Students are expected to communicate with teachers, online coaches, other students, and eAcademy staff using appropriate language. Students are expected to use proper punctuation and grammar when communicating via email.

Communication Guidelines

1. Parents/Guardians, and Coaches have access to the student gradebook at any time of day. Parents/guardians are able to see due dates and assignment submission. In addition to due dates and progress, coaches have access to the student log in activity.
2. Parents/Guardians may email the online teacher, coach, or other eAcademy staff at any time with questions or concerns about their student's progress. Follow up phone conferences or face to face conference may be utilized to ensure student success.
3. A progress report will be sent by the teacher to the student and parent by email once a month.
4. Each student will be assigned a OASD appointed Coach to assist the student with managing and structuring their time in order to meet course expectations. If issues arise the coach will serve as liaison between the student and the teacher. Weekly coaches will monitor student progress and communicate with the student, teacher, parent/guardian, or other eAcademy staff as needed.
5. Additional concerns may be shared with school counselors, and administrators as needed.

Summary of Expectations Per Role

Student Responsibilities	Parent/Guardian/Coach Responsibilities	Teacher Responsibilities
Log into course and make continuous progress	Ensure access to technology	Grade work within 48 hours
Ask clarifying questions if needed	Monitor Gradebook/Pace	Return phone calls/emails as needed
Stay on Pace	Provide support/structure as needed	Provide monthly progress reports to parent/guardian
Check email daily and communicate with teacher/coach	Attend student/parent meetings as needed	Communicate additional information as needed to appropriate school staff
Complete online orientation	Serve as liaison	Provide student feedback/assistance as needed

Grades

Coursework is graded in a variety of ways. Similar to a traditional course, teachers may grade course work using written feedback/rubrics. Depending on the course, assignments may be auto graded and provide immediate feedback.

- The teacher syllabus or course expectations will explain the grading procedures used for that course.
- Teachers have the professional discretion to allow students to resubmit an assignment if appropriate.
- Late work policies may vary by teacher.
- Assignments are grades just like they are in a face-to-face course. Some assignments are graded automatically within the course while others are graded by the teacher.
- The student may receive comments from their teacher on completed assignments. A gradebook exists within each course for the student or parent to check on student progress/grades at any time. Grades earned in online courses will appear on student transcripts and will be calculated in GPA.
- Courses dropped within the district drop/add window will not impact a student's grade.
- Courses dropped after that date will result in a grade of F or W/F.
- OASD has discretion to determine the official letter grade based on OASD protocol.
- All final exams must be taken in a proctored setting with an OASD eAcademy staff member.
- Final exams in OASD taught online courses will not be weighted more than 10% of the overall grade per OASD policy.

Assessments

All eAcademy students (full-time or part-time) are required to participate in state assessments. The assessment schedule is below indicating grade level, the assessment and the expected testing window. Testing will take place in Oshkosh at the student's home school or other district designated location. Students will be informed annually of testing windows.

Academic Integrity

Students are expected to submit original work. Plagiarized work or incorrectly cited work may result in a failing grade for the assignment or the course. Oral quizzes in person or by phone are a common form of assessment in online courses. It is the student's responsibility to schedule the necessary oral assessments with their instructor.

Course Numbers and Schedules

Online course numbers in the OASD are identified using the letter E prior to the course number. Online courses are listed as an 8th hour in a student's schedule. If desired, a student may retake an online course to improve a previous grade. District policies for documenting the grade will be followed.

Credits and Transcripts

Student grades will be entered into Infinite Campus (student information system) at the district determined grading windows. Courses will be transcripted by OASD determined course title and number. **NOTE**: Students who are planning on attending a college or university on athletic scholarship will need to check with the NCAA Eligibility Center for the acceptance of eAcademy courses. Not all eAcademy courses are NCAA approved. Please see your school counselor for additional details.

Graduation Requirements

Graduation requirements are listed in the High School Planning and Course Guide.

2019-2020 High School Planning and Course Guide

Diploma for Part Time and Full Time Students

Upon completion of high school graduation requirements, OASD eAcademy students will receive a diploma from the home school in which they were enrolled.

Fees and Supplies

Any supplies or other materials not directly provided or needed for the course are the responsibility of the student. For example, materials labeled OPTIONAL will not be purchased by the district.

Transportation and Financial Need

Full-time online students will not be provided transportation. Students are encouraged to use the Oshkosh Transit System if transportation for additional support is needed.

We encourage families in financial need to complete the district application for free/reduced lunch price meals. eAcademy students and families may be eligible for free/reduced student registration and athletic fees.

Computers and Internet Access

(as determined by IT)

Co-Curriculars

Part-time and Full-time are eligible to participate in co-curricular activities if WIAA and district guidelines are met. Students are encouraged to contact their home school's Activities Director.

Athletic Code: Students participating in athletics are required to:

- Conduct themselves in a manner which reflects positively on themselves, their families, the team, and the Oshkosh Area Community.
- Comply with all school rules as established by the administration of the home high school, and all team and athletic rules established by their coaches and the Athletic Director.
- Comply with all rules as established by the WIAA.
- Refrain from any unacceptable conduct contrary to the ideals, principles and standards of the school, and the WIAA including, but not limited to, conduct inappropriate on websites such as blogs, MySpace, Facebook, etc and criminal behavior.