

Watertown Mayer Online Academy



Guide and Student Agreement
Fall 2026 & Spring 2027



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Welcome to Watertown-Mayer Online Academy

Watertown-Mayer schools strive to create connections through opportunities with all of our students each and every day. We focus on our vision statement of **creating environments where all students feel connected and experience opportunities to grow and thrive.** We know that every learner is unique and our online coursework is one more way we have adapted to meet the changing needs of our students.

Online Course Platform

Edmentum: Edmentum is a user-friendly, online platform that uses research-backed solutions to provide coursework that meets the Minnesota Board of Education High School Graduation Standards.

Opportunities to Earn Online Credit at WMHS

Full Time Online Coursework: This option provides high school students in grades 9-12 with the opportunity to complete their credits remotely through an online platform. This gives students a large amount of flexibility and requires a large amount of independence and responsibility from the student.

NOTE: Any student that is granted this option is required to maintain consistent pace and passing scores in all online courses. Online coursework does come with the assumption that students have a strong independent work ethic and are self-motivated. Students that do not keep up with the online course requirements may be required to attend online courses at the WMHS or be placed in in-person classes.

Example 1 of FULL TIME Online scheduling

Hour	Course Name	Course Format
1	Health	Online coursework with the Edmentum guided program
2	High School Algebra I	Online coursework with the Edmentum guided program
3	Creative Writing	Online coursework with the Edmentum guided program
4	Personal Finance	Online coursework with the Edmentum guided program
5	US History	Online coursework with the Edmentum guided program
6	Exploring Health Careers	Online coursework with the Edmentum guided program



Part Time Online Coursework: This option provides high school students in grades 11-12 with the opportunity to take online courses along with in-person courses. High school students may earn high school credits during in-person courses and online courses during this opportunity. We will do our best to provide students with flexible offerings that meet state standards and allow students to take advantage of in-person programming through the Watertown-Mayer high school. This option is currently available to 11th and 12th grade students with 9th and 10th graders only considered in extenuating circumstances.

NOTE: Any student that is granted this option is required to maintain consistent pace and passing scores in all online courses. Online coursework does come with the assumption that students have a strong independent work ethic and are self-motivated. Part Time options must be consecutive hours at the start or end of the day. (ex: 1st and 2nd hour)

Example 1 of PART TIME Online scheduling

Hour	Course Name	Course Format
1	Power and Conditioning	In-person course with high school staff
2	College Calculus	In-person course with high school staff
3	Creative Writing	In-person course with high school staff
4	Basic Food Prep	In-person course with high school staff
5	US History	Online coursework with the Edmentum guided program
6	Basics of Engineering	Online coursework with the Edmentum guided program

Example 2 of PART TIME Online scheduling

Hour	Course Name	Course Format
1	Basics of Engineering	Online coursework with the Edmentum guided program
2	World Studies	Online coursework with the Edmentum guided program
3	Basics of Business	Online coursework with the Edmentum guided program
4	Work Experience	In person course with high school staff and jobsite work <u>This option is only possible for 11th and 12th graders</u>
5	Work Experience	
6	Work Experience	



Eligibility & Admissions

Eligibility and Admission Requirements: Students that would like to be considered for online classes must meet the same requirements that any other student at WMHS meets. They should be logging in to their work daily and stay on a pace that maintains progress towards graduation.

Online Coursework Recommendations

The most successful WM Online Academy students meet the following criteria:

Self-Motivated and Focused Time Management: Has the ability to maintain and keep a focus on a good pace for learning while managing the time it takes to complete coursework.

Prior Experience with Online Learning: Have previously taken online courses at WMHS or other educational institutions. Incoming freshmen may be allowed to take online courses, but will be in a probationary period that allows the student and school time to see if the system is right for the student and their needs as a learner.

Maturity: Shows maturity, is responsible and self-disciplined enough to be successful in an individual setting. The student will be taking classes that require independence and the motivation to stay on track for graduation.

Scheduling and Transportation: Students must be able to manage their schedules and have the means and time to travel between their home and WMHS, if needed. Students are responsible for meeting all needs and requirements of any WM Online Academy course. Students should plan to do their online coursework outside of the school building. Most students that do not drive will be given a full schedule of online courses that do not require them to come to the building. If for any reason, students need to work on their online coursework in the school building, they must communicate with their counselors or administrator. The school staff will need to find supervision for the student requesting the placement.

Have a clear goal in mind: Has a strong motivation for their own progress and has thought through how this will help advance their academic and personal goals.

Participation Requirements

Online students are expected to maintain full-time student status, earning a total of 18 online credits per year. Part-time online students must combine online and high school courses to meet the WMHS requirement of 18 high school credits per year. Students will work closely with their counselor to plan their schedule. Online Academy students will periodically check in with a WM staff member at a time and date agreed upon by both parties. This time will be used to review student progress and help with any issues the student may have.



Online Academy Funding

Tuition: Students DO NOT pay tuition for their online classes in the WM Online Academy.

Textbooks, Materials, Fees and Equipment: For the most part, online course curriculum is computer based and would not require a standard fee or other materials.

Equipment: All students must have access to a computer and internet access to participate in online school. Students may access district technology / devices by working with the district by requesting the appropriate equipment from the district technology department.

Not Returning Textbooks or Materials: All students that leave WM Online Academy must return any issued equipment if not assigned other classes in the WM school system. Students leaving the district must return all school owned technology equipment.

Transportation: WM does not provide transportation for Online Academy students outside of the normal start and end of the day transportation provided to other students. Students that have a full day of online courses should plan to be at home for the duration of their day. There is no mid-day transportation provided to students.

Meeting WMHS Graduation Requirements

Online Academy students must meet the same high school requirements as WMHS in-person students. Below are the graduation requirements for each of the current graduating classes at WMHS. Students are responsible for understanding their graduation requirements. Under each class's requirements is a link to create your own credit check copy, use it to track which credits you've completed, and which credits you still need to earn through online or in-person courses. Transcripts can be accessed through Infinite Campus documents to help complete this process.

****It is required to bring your completed credit check to your initial Online Academy meeting.***

Class of 2027	English	Social Studies	Math	Science	Art	Health	Phy Ed	Personal Finance	CTE	Required Electives	Total Required Credits
	9	7	7	7	2	1	2	1	1	26	63/68

[Class of 2027 Credit Check](#) (click this link to make your own copy)



Class of 2028	English	Social Studies	Math	Science	Art	Health	Phy Ed	Personal Finance	CTE	Required Electives	Total Required Credits
	9	7	8	7	2	2	2	1	1	26	65/70

[Class of 2028 Planner/Credit Check](#) (click this link to make your own copy)

Class of 2029+	English	Social Studies	Math	Science	Art	Health	Phy Ed	Personal Finance	CTE	Required Electives	Total Required Credits
	9	7	8	7	2	2	2	1	1	28	67/72

[Class of 2029 and beyond Planner/Credit Check](#) (click this link to make your own copy)

Credits and Grades

Students must work with their WM Online Academy support staff to ensure online courses meet graduation requirements. Online students have the same requirements as their WMHS in-person peers. When selecting courses, students must be careful to fulfill the subject areas and standards required for high school graduation.

Letter and GPA Values: WM uses the same unweighted GPA scale for both online and in-person courses.

F (0.00)	B+ (3.33)	C+ (2.33)	D+ (1.33)
A (4.00)	B (3.00)	C (2.00)	D (1.00)
A- (3.67)	B- (2.67)	C- (1.67)	D- (0.67)

Failing Online Courses: Will result in the need for credit recovery and potential other consequences such as delayed graduation. Failure to successfully complete online courses will result in a transition back to in-person instruction. This ensures that the student is in the appropriate learning environment to be academically successful.



Dropping/Changing an Online Course

Online students will not be able to drop or switch classes once they are assigned in Edmentum. Dropping an online course is equivalent to dropping an in-person course, resulting in forfeited credit that may affect progress toward graduation. Students must maintain adequate progress to remain in the program. Once a course is assigned, placement is final for online students, and schedule changes will not be possible due to enrollment and seat availability.

Academic Recognitions and Activity Participation

Academic Honors and Class Rank: Students participating in online coursework will be included for most academic honors, provided they meet all other eligibility requirements. Valedictorian status will be awarded to students who have completed the majority of their required graduation coursework through the school's in-person academic program. Determination of eligibility will be based on an administrative review of the student's academic record.

Graduation: Students participating in Online Academy are eligible to participate in the WMHS graduation ceremony and earn a WMHS diploma if all graduation requirements have been met prior to the graduation ceremony. Students that fail online courses may need credit recovery or experience a delayed graduation as a result of credit deficiencies and would be unable to participate in the graduation ceremony. Upon failing an online course they will also be required to return the in-person instruction.

Participation in WMHS Activities: Students participating in Online Academy remain eligible for activities provided by WMHS. Students should consider the time required for studying as well as time commitment to their activities. High school practice, rehearsal, and competitions will not conflict with online coursework class times. It is the responsibility of the student to make arrangements with all instructors and coaches/advisors as needed.

Academic Eligibility Policy for Online Students: Academic eligibility will be determined at the end of each trimester like all other WMHS students. If deemed ineligible, students will follow the same guidelines as other WMHS students. These guidelines apply to both full-time and part-time online students. Students must be carrying a full-time course load between online and In-person WMHS courses to be eligible for WMHS activities.

School Day Logistics

Attendance: Full-time online students are not required to be in the physical building during their online class periods. Students will check in with their assigned staff member at the start of each week to review academic progress and work completion. In general, students are required to work on each online course for four hours per week (an average of 45 minutes per course, per day) until the coursework is complete.

Expectations: Online students are expected to adhere to all WMHS rules and expectations while in the building. Online students causing a disruption to other students, teachers, or classes, or who are not otherwise following WMHS rules may be asked to leave the building during their online hours.



Technology: WM Online Academy students remain eligible for WM-District provided Chromebooks and other equipment assuming they abide by the [Acceptable Use and Safety Policy](#) set by the district. Online students are responsible for providing their own reliable internet access while outside of the building.

Online Students Are Responsible For

- ☐ Meeting with their Online Academy support staff before registering for classes each semester. Students must apply and be accepted.
- ☐ Registering for the correct courses and staying on track for graduation.
- ☐ Consulting with and informing their Online Academy support staff about any class changes they may need.
- ☐ Staying informed about important class deadlines and school events by WMHS email.
- ☐ Getting help when needed and talking to their Online Academy support staff or designated staff members about academic issues with online classes.
- ☐ Reliable internet service while away from the building
- ☐ Understanding their responsibilities and expectations as an online student.

WMHS Staff Are Responsible For

- ☐ Providing support to online students on scheduling required courses and meeting graduation requirements.
- ☐ Placing online courses and grades on WMHS transcripts.
- ☐ Tracking credit standing toward graduation and providing this information to students upon request.
- ☐ Providing career, academic, and personal counseling to the student as needed and requested.
- ☐ Monitoring online coursework progress.

Pros and Cons of Online School:

Pros:

- ☐ **Flexible Scheduling**
- ☐ **Class Options** - Class options you may not have in person school.
- ☐ **Rigorous Coursework** - Exposure to rigorous courses.
- ☐ **Cost Covered** - The cost of tuition is covered.

Cons:

- ☐ **Academic Risks** - Not attending or failing an online course may result in any or all of the following: academic warning, activity suspension, GPA drop, dismissal from online school, credit deficiencies that delay high school graduation, and post-high school implications.
- ☐ **Limited Oversight** - WMHS staff and parents do NOT have a full control over how students use and manage their time. Students are responsible for monitoring their own academic time and understand that staff may intervene and require them to be in school if online is not the best option for them.

Cons Continued:

- ☐ **Course Difficulty** - Required courses can be challenging, especially in math and science as students have less support than an in-person setting.
- ☐ **High School Experience** - Students may miss out on events, activities, and social opportunities during the school day.
- ☐ **Enrollment Limits** - Careful planning and early communication with your WMHS counselor and administrator is required for successful planning. **Not every application will be accepted and enrollment will be limited.**
- ☐ **Time Management Demands** - Balancing online coursework requires strong organization and self discipline.
- ☐ **Transportation and Logistics** - Traveling to and from WMHS or managing online courses independently can be difficult.
- ☐ **Communication Responsibility** - Students are expected to manage emails and communicate with instructors independently.



Getting Started - Online Academy Timeline

[\(Click here to make your own editable copy\)](#)

Initial Online Academy Participation Steps

- ☐ **Do your own research into Watertown Mayer Online Academy**
 - ☐ Check into eligibility/admission requirements with your Online Academy support staff
 - ☐ There is limited number of students that can be accepted
- ☐ **Inform your WMHS School Counselor of your interest in Online School for the following Trimester**
*Deadline to notify WMHS Staff for Full-time, Full year Online Enrollment: **Friday, April 17th***
Any mid-year trimester changes to online school must be made 2 weeks prior to the start of that trimester
- ☐ **Your WMHS Counselor will share this Online Academy Guide with you**
 - ☐ Review this WM Online Academy Guide and sign the [Student Agreement](#) with a parent
 - ☐ Complete this Online Academy Application form

Application Steps *(Actual steps and deadlines may vary)*

- ☐ **Apply to the WM Online Academy by completing the student agreement and application**
 - ☐ Applications are not considered until the [Student Agreement](#) and [Online Academy Application](#) have been completed
- ☐ **Complete your credit check ([Class of 2027](#), [Class of 2028](#), [Class of 2029 and beyond](#))**
 - ☐ Use your WMHS Transcript (found in Documents in Infinite Campus) to complete your credit check
- ☐ **Set up an Online Academy Meeting with an Online Academy support staff member**
 - ☐ Bring your signed Student Agreement **AND** completed credit check
 - ☐ If these documents are not present at the scheduled meeting, it will be rescheduled
 - ☐ Come prepared to make a decision on Full-Time or Part-Time Online and discuss classes you will be taking
 - ☐ Be ready to discuss your maturity, motivation, and skills that will allow you to be successful in online coursework

Once you are Accepted to the WM Online Academy

- ☐ **Meet with Online Academy support staff and select classes**
 - ☐ Full-Time Online Academy enrollment requires 18 High School Credits per YEAR
 - ☐ Take appropriate grade level requirements; plan around remaining credits/requirements with consultation from Online Academy support staff
- ☐ **Review and Finalize Schedule**

Online Academy Continuation Requirements

Continuing WM Online Academy Students: (Prior to Each Trimester)

- ☐ **Schedule an IN PERSON meeting with an Online Academy support staff member**
 - ☐ Come prepared to this meeting with your upcoming schedule/wishlist for the next Trimester
 - ☐ There will be a review of previous performance during online learning
 - ☐ Prior to each academic year of Online School participation, a new [Student Agreement](#) must be signed.

Note: Online Academy support staff will not complete this process without a meeting with the student and a new signed student agreement
- ☐ **Meet with Online Academy support staff and register for classes**
 - ☐ Full Time Online Academy requires 18 High School Credits per YEAR
 - ☐ Take appropriate grade level requirements; plan around remaining credits/requirements with consultation from Online Academy support staff
- ☐ **Review and Finalize Schedule**

Student Application Questions

Answers to the following questions should be submitted through the [Online Academy Application](#):

- ☐ Provide a brief description of why you are applying to be part of the Watertown-Mayer Online Academy.
- ☐ The online coursework platform requires strong time management and self-motivation. Describe examples of how you have shown these traits in the past.
- ☐ Online coursework will require students to be more independent than traditional coursework. What support(s) do you have at home that will allow you to deal with problems or questions while working away from the classroom setting?

Resource Links

- ☐ [WM Online Academy Course Catalog](#)
- ☐ [WM Online Academy Timeline](#)
- ☐ Credit Check- ([Class of 2027](#), [Class of 2028](#), [Class of 2029 and beyond](#))
- ☐ [WM Online Academy Student Agreement](#)
- ☐ Counselors and Administrator of the WMHS Online School program:
 - ☐ Mr. Spitzer - *Online Academy Student Liaison - Students A-K*
 - logan.spitzer@wm.k12.mn.us
 - [Spitzer Appointment Scheduler](#)
 - ☐ Mrs. Paumen - *Online Academy Student Liaison - Students L-Z*
 - anna.paumen@wm.k12.mn.us
 - [Paumen Appointment Scheduler](#)
 - ☐ Mr. Behrens - Online Academy Coordinator
 - chris.behrens@wm.k12.mn.us



26-27 WM Online Academy Student Agreement

Name: _____

Graduation Year: _____

Personal Email: _____

Cell Phone: _____

[Only used if we cannot contact you via other methods]

Online Academy Enrollment Intentions:

When do you plan to **start** WM Online Academy: 1st TRI 2nd TRI 3rd TRI

Full-time online student _____ OR Part-time online student _____

By signing below you agree that:

- ☐ Students and Parents have read the Online Academy materials provided by WMHS and are aware of all expectations, responsibilities, deadlines, and requirements needed for participation in the Online Academy program offered by WMHS.
- ☐ Students will keep strong communication with their Online Academy support staff about all course registrations, needed changes, and academic issues, attendance, or grades while in the program.
- ☐ Students who participate in Online Academy are treated as motivated students that will independently navigate the process, meet course expectations, and seek out help and advice as needed.
- ☐ It is the students responsibility to ensure that they have the technology capabilities such as reliable home internet service (not provided by the school) and/or computer use (may be provided by the district upon request).
- ☐ Meeting the Online Academy admission requirements does not guarantee that students are ready for the expectations and demands of online coursework and will always be reviewed by WMHS staff to ensure success of the student.
- ☐ It is the students responsibility to ensure that they manage their time and coursework in or to make adequate progress towards graduation.
- ☐ You understand that failure to complete online coursework as scheduled, or failing to meet other requirements may result in the need for credit recovery, delayed graduation, or other consequences such as removal from the Online Academy.

Student Name (Print)	Signature	Date
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Parent Name (Print)	Signature	Date
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Complete the Online Academy Application and return this page and your completed credit check to your WMHS counselor or administrator by the deadline of Friday, April 17th, 2026. To be eligible for WM Online Academy mid-way through the school year you must submit this application at least 2 weeks prior to the start of the trimester you would like to take online classes.