eAcademy Handbook for Online Students Olathe Public Schools eAcademy

2023-2024

General Information

Students within the Olathe Public Schools' attendance boundaries in grades 9-12 may have the opportunity to enroll in an online course(s) through the Olathe Public Schools eAcademy program. Most students will enroll in an online course in addition to their full daily schedule and complete the course from home. Some students may get to include an online course as one of their seven hours to complete their work in a computer lab during the school day; these students are called *eAcademy Lab* (eLab) students. The courses, texts, and other materials in all online courses mirror the curriculum of Olathe's regular classroom courses.

All eAcademy courses are approved by District subject-area Coordinators who assure curriculum is matched to District and state curriculum standards. Courses are taught by experienced Olathe teachers licensed in the content area by the Kansas State Department of Education. eAcademy courses use Moodle as the learning management system for course delivery. Edgenuity software is used for Health only and is a non-instructed automated course delivery system. Courses can be accessed 24 hours a day, seven days a week, using any computer with Internet access. Mobile devices such as phones and iPads are not suitable for completing course work.

The eAcademy program provides initial-credit courses to Olathe students. eAcademy does not enroll students for credit recovery. To enroll in online courses, students must be enrolled in an Olathe Public Schools high school and will earn their high school diploma through that school. eAcademy is not a diploma-granting school.

Polices

All eAcademy students are subject to the Olathe School District Code of Student Conduct and other policies that apply. The eAcademy Code of Student Conduct outlines additional requirements and expectations that students must agree to. Each course will have its own set of expectations, outlined in the course syllabus. Students will learn about these policies in the required online startup and Orientation. Parents also have access to the startup and Orientation.

Enrollment and Counseling

Counseling, special education services, and other services are provided to students through their high school of attendance.

Orientation

Online students are required to complete eAcademy Orientation to virtual learning to remain enrolled in the program. The time required is approximately 1 ½ hours. Students are emailed instructions and a link to access the web-based Orientation and will demonstrate completion by taking the Student Orientation Quiz in Moodle. Failure to complete the quizzes may result in removal from the eAcademy program.

Students taking Health will watch a short orientation video in Edgenuity upon first login.

Program Calendars

eAcademy follows the published calendar of the Olathe Public Schools for all items except the semester start date, which is usually delayed a few days. Additional deadlines are set for completing the Orientation and for dropping online courses, each semester. These dates are published on the eAcademy website.

Within each Moodle course, instructors will publish a set of deadlines that must be followed to stay current with course progress. Grade penalties may be assessed for late work. Edgenuity (health) uses a pacing guide with only the course end date as a firm deadline.

Probationary Status

On the date posted in the program calendar, eAcademy will conduct a review of each student's progress in semester-long courses. Students who are failing or significantly behind in progress may be counseled out of the eAcademy program and into options that better serve their needs. This procedure does not apply to quarter-long courses (such as health) and eAcademy Lab courses which are subject to the school change/drop date. There is no probationary review in summer.

Course Drops

Students who wish to voluntarily drop a course must do so by the date posted in the eAcademy calendar. After that date, a grade will be recorded regardless of the grade or course completion. Students who drop a course are generally denied later enrollment in the same course or other courses. Summer students may drop a course any time during the summer session. However, there is no refund after the first day of the summer session.

Students enrolled in an eLab class for one hour of their school day may only drop a course up until the school's drop deadline. This may only be a few days. This rule supersedes the information above.

Course Failures

Failing grades are recorded on student transcripts and students do not receive credit toward graduation for failed courses. Students will need to work with their counselors to determine the best way to recover failed credit. After failing an eAcademy course, students generally are not allowed to enroll in online courses again. An exception may be made allowing a student to repeat a failed course online in our fee-based summer program.

Grading

eAcademy follows the Olathe Public Schools secondary grading guidelines. All courses are graded using the standard scale 100-90% = A; 89-80% = B; 79-70% = C; 69-60% = D; an F will be recorded for students who achieve below 60% or fail to complete their online course.

Online Attendance

eAcademy courses are *asynchronous* meaning that there are no live broadcasts or chats that must be attended at a given time. Students may log in any time day or night to access course work. Although assignments and reading may be completed offline it is expected that students will log in to Moodle daily to check for announcements and new information in the course.

Courses will have a required, scheduled startup meeting (via Zoom). After that, teachers will offer optional Zoom meetings for course discussions, assessment reviews, and help.

Communication

Student school Google email accounts are used to communicate in the eAcademy program and students are expected to check their student email account *daily*. Instructors are unlikely to extend deadlines and make other allowances when students fail to check course announcements and email for current information. Students must also provide a personal email address – *not* a parent email – at enrollment to receive email communication in the case that the student system becomes unavailable.

Hardware and Software

Students should plan to use their school-issued computer for eAcademy work and must have Internet access at home. Students may also use a personal computer. iPads, phones, and other mobile devices are not adequate for online course work. The eAcademy website has specific details.

Students are required to use Microsoft Office software and must send the file in the correct Microsoft format. The Computer Applications course requires Word, Excel, and PowerPoint applications. Office is provided free on school devices.

Office 365 can be installed by students on up to five personal devices, free, with no initial purchase or annual contract fees. Information is provided on the district website, on the eAcademy website, and in the Orientation course.

Moodle is accessible using the most recent updated versions of Firefox, Chrome, and Safari browsers. Internet Explorer and Edge are not reliable and generally should not be used. If students are having difficulty accessing any Moodle features, we suggest trying an alternate browser.

Texts, CDs, and Other Course Materials

The instructional materials used in our online program vary from course to course. Some courses may not have a text while others will have a print text, an online text, or a PDF text file. Video and software downloads may also accompany any course. Students will be instructed within their course as to how they are to obtain required materials. Print texts that are checked out must be returned to avoid being billed replacement cost.

Students taking History of Film will need to provide their own access to the movies online or check out DVDs from the local library, per the instructions found in the course.

PE students will use a Polar heart monitor, loaned by eAcademy. The monitor must be returned in the storage container, with accessories, in undamaged working condition to avoid replacement cost.

Special Services

Students with special services plans such as an IEP or 504 will be provided services through their high school of enrollment. Students with special services plans are required to disclose this information when completing the online enrollment form.

State Assessments

If a state assessment is part of a particular grade level course offered by eAcademy, students are required to complete that assessment. This is done at the high school of the student's enrollment.

eAcademy Testing

eAcademy courses contain secure online chapter or unit quizzes and tests throughout the course, which are taken by the student as they complete groups of assignments. Most assessments have time limits. These can be taken online at home or school. eAcademy requires that a final assessment be given in each course.

Support and Contacts

Questions regarding course content are to be directed to the course instructor. Instructor contact information can be found in each course and in the course syllabus.

The eAcademy website has a great deal of information including technical help on the Technical Support page. Before starting coursework, it is recommended that students update their computers. See the eAcademy website for information.

For general information, enrollment questions, and program assistance you may contact Randy Warner, eLearning Coordinator, or the eAcademy Administrative Assistant in the eAcademy office. Contact information is on the eAcademy website.

Proceeding

At the beginning of a term, students will complete online Orientation which covers all eAcademy procedures and requirements, and provides the information to complete the required quiz at the end of the Orientation. The quiz does not count for points or grades but is _required_ to demonstrate that the Orientation has been completed; students _will be dropped_ from the eAcademy program for failure to complete the Orientation. Students who have taken other eAcademy courses recently may simply skim through the Orientation materials and retake the quiz, but the quiz must be repeated.

Good luck in your course and have a great semester!