



---

# PK-12 ACADEMICS

# e3 Learning Handbook

---





## ONLINE LEARNING

empower • engage • elevate

### Introduction

This information provides guidelines for parents and students enrolled in OKCPS e3 Learning. OKCPS e3 Learning is a program within Oklahoma City Public Schools and is subject to the policies and regulations of Oklahoma City Public Schools and the Oklahoma State Department of Education. OKCPS e3 Learning follows the Oklahoma City Public Schools' academic calendar and testing schedule.

The policies and regulations of Oklahoma City Public Schools' Board of Education, or any changes to the Board of Education policies and regulations after the publishing of this handbook, supersedes all information provided in this section. For more detailed information, patrons are encouraged to refer to the Oklahoma City Public Schools' Board of Education Policies and Administrative Regulations online here (<https://z2policy.ctspublish.com/ossba/browse/okcset/welcome/root>).



## Vision

**OKCPS is committed to providing an optimal learning experience for all learners, including our students enrolled in e3 Online Learning.**

e3 Online Learning is the OKCPS 100% online educational distance learning pathway for students. e3 Online Learning is a school within a school and students remain enrolled in their home schools. e3 Online Learning provides students and families with a 24/7 online learning environment that can meet an individual student's unique needs utilizing internet-based, individualized self-paced instruction. e3 Online Learning courses are monitored and supported by OKCPS teachers, counselors, school psychologists, special education teachers, and administrators.

OKCPS developed the e3 program based upon the core belief that the teacher-student relationship is key. Teachers will have weekly interactions with their students virtually, either individually or in small groups. Middle school and high school students have an option to choose to take electives online or attend elective classes at their home schools, such as performing arts, CTE, Fine Arts or sports courses. E3 Online Learning curriculum will be provided through the Content Management Systems (CMS): Pre-K – District-created curriculum, K-5th Grade – Florida Virtual, and 6th-12th Grade – Edgenuity.

# Admission

## REQUIREMENTS

### Admission Requirements

To participate in OKCPS e3 Learning, students must:

- Reside in Oklahoma City Public Schools' attendance boundaries.  
Or receive an approved transfer into Oklahoma City Public Schools.
- Complete online registration in Infinite Campus.
- Work independently and be responsible to complete assignments.
- Take care of OKCPS equipment, i.e. computer.
- Participate in required district and state assessments throughout the year.





# Outline

## FOR SUCCESS

## PARENT / GUARDIAN

### Parent/Guardian Outline for Success

- Log into Canvas to access the CMS program with your child so that you can learn the system together.
- Help your child organize and prepare for e3 Learning. Make sure that you have reliable high speed internet. Help your child create a calendar to plan for upcoming assignments and due dates.
- Log into the CMS and/or communicate with teacher/s on a daily/weekly basis to read email, monitor progress and check grades.
- Provide transportation to all required district and state testing.
- Provide transportation if participating on Campus activities or electives.
- Monitor and maintain academic integrity.



# Outline

## FOR SUCCESS

## STUDENT

### Student Outline for Success

To participate in OKCPS e3 Learning, students must:

- Before the first day, make sure you are set up and can access all courses and can send/receive emails.
- Develop a plan with your child using the goals set by OKCPS Teacher to complete assignments by the deadlines.
- Login and spend approximately 2-4 hours per class, reading and completing assignments. \*Each student is different, so you may spend less or more time depending on your pace and lesson mastery.
- Communicate 2-3 times per week with your OKCPS teacher(s). Ask questions often.
- Tutorial help is available by contacting your child's OKCPS teacher. Check your progress online and meet course deadlines.
- Abide by the rules and procedures of the OKCPS Code of Conduct for e3 Learning/distant Learning.
- Practice academic integrity and honesty.





# Technology Tools

## FOR SUCCESS

### Technology Tools for Success

- All OKCPS e3 Learning students will be provided a district-issued device according to their grade levels (iPads for Pre-K-2nd Grades, Chromebooks for 3rd-12th Grades).
- Reliable, high speed internet is required. (Hotspots are available upon request)
- Please refer to OKCPS Responsible Use Policy and care for district-issued technology.



# Internet Use

## AND BEHAVIOR

### Internet Use and Behavior

The District provides access to its computer network and the Internet for educational purposes only. Students should consult their teacher or librarian if they question the appropriateness of an Internet activity, site, or resource.

The District recognizes that online-based instruction can expand course offerings not currently available in the District, for recovery of credit, or fulfill graduation requirements in certain cases. Credit will be granted only for courses that have been approved by the District, and for students who have met the requirements outlined in regulation.

Prerequisites for online courses are the same as for regular courses. The Principal or designee shall determine the appropriateness of course/s for each student.

# Netiquette

### Rules of Network Etiquette

All students must abide by rules of network etiquette, which include the following:

- Be polite.
- Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language that is offensive to other users. Distributing jokes, stories, or other material based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is prohibited.
- Respect People's Privacy: Ask permission. Only forward information sent to you after you check with the original sender first to make sure they want their information shared. This also applies to photos, or videos that include other people to public space or sending them out to your own contacts.
- Forwarding emails or materials without permission of the sender is prohibited.
- Be considerate when sending attachments. Be sure that a file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
- For more information, refer to OKCPS Digital Citizenship section.



# Curriculum AND INSTRUCTION

## Curriculum and Instruction

OKCPS e3 Learning uses the Content Management Systems (District-created curriculum (Pre-K), FLVS (K-5) and Edgenuity (6-12), program for online curriculum and instruction. Students will work with an OKCPS certified teacher to complete coursework. The administrator from the student's site, as well as the District's Online Coordinator, will monitor the curriculum and instruction throughout the year. As with traditional-placement students, the school counselor will be available to discuss needed credits to ensure high school graduation requirements are met.

# Schedule Changes PLACEMENT CHANGE

## Schedule Changes/Placement Change

All students must abide by rules of network etiquette, which include the following: Students from Pre-K through 8th grade are required to make 9-week commitment when deciding to take classes in the e3 Online Learning placement. High school students are required to make a semester commitments if they choose the e3 Online Learning placement. The only time students at any level can opt into e3 Online Learning, is at the beginning of a semester.

# Credit Recovery

## Credit Recovery

Credit Recovery will utilize Edgenuity for all curriculum. Only high school student's that students who have attempted a course and received a failing grade or grade no credit may be enrolled in e3 Learning for Credit Recovery. Counselors will complete an "OKCPS e3 Learning Credit Recovery" form.

# Original Credit

## Original Credit

Original credit courses in OKCPS e3 Learning are those students are taking for the first time. Students can utilize OKCPS e3 Learning part time while attending other courses in person on campus or within OKCPS e3 Learning full time. Some examples could be students who are behind on credits, unique course needs, health concerns that limit in-person class time, alternative placement, and many other situations.

# Attendance

## Attendance

- Consistent participation in classes is essential to student success.
- E3 Learning attendance is measured in three ways: through logins/participation, communication with the teacher, or completion of lessons, projects, and assessments.
- Students should login to each of their courses for productive participation at least 5 times per week, preferably daily.
- To have satisfactory attendance, work should be submitted weekly unless other arrangements have been made with the teacher(s) in advance.
- Teacher(s) will contact students/parents by email and phone if they are not logging in frequently or making adequate progress in their courses. If, after the teacher contacts the student/parent, attendance and engagement do not improve, parents will be contacted by the teacher, site administrator and/or the OKCPS Online Education Coordinator. A plan will be developed with the student and parent/guardian to help the student get back on track.
- If the plan is unsuccessful, the student and parent will be asked to come in for a conference to discuss future success.

# Self-Paced Learning

## Self-Paced Learning

Students have access to OKCPS e3 Learning 24/7, which allows the student to work ahead and/or complete lessons from any location. Therefore, if a student's course completion rate is not on pace, and/or the student does not communicate with the teacher/s, the student may be considered truant. If the student is enrolled in both online and traditional classes, the OKCPS attendance policy must be followed for the traditional courses taken on campus.



# Counseling Services

## Counseling Services

OKCPS Counselors are available to address student concerns, answer questions regarding grades, monitor progress, and check transcripts. Please contact the counseling center at your school site.

# School Library Services

## School Library Services

Students will be able to access their home school site libraries during school hours. Students should check in at the main office and go directly to the library. Students should check out in the main office upon leaving the building.

# Extracurricular CLUBS, ACTIVITIES, AND ATHLETICS

## Extracurricular Clubs, Activities, and Athletics

OKCPS e3 Learning is a program within Oklahoma City Public Schools, which provides opportunities for students to participate in extracurricular clubs, activities, electives and athletics offered at our school sites when possible.

Please see your campus counselor to select your electives during the enrollment process. Changing elective courses will remain consistent with each school site's current Policy and procedures.

Students requiring eligibility for contests and athletic events must follow OSSAA guidelines which state that students must be enrolled in a class in a traditional setting to be allowed to participate. Example: A student who wants to play football must be enrolled in football class at their respective school.

# e3 Learning Students

## ON CAMPUS

### **e3 Learning Students on Campus**

Students who are participating in extracurricular activities or attending elective classes at school sites are expected to follow school rules and expectations. When students arrive on campus during the school day for classes or activities, they are to immediately check in with the attendance office and then to the appropriate location. Students who are participating in an activity outside of the school day should immediately report to the designated location on campus.

## NCAA

### **NCAA**

All secondary e3 teachers and curriculum are NCAA approved. Upon enrollment, the student and/or parent must notify the OKCPS e3 Learning coordinator if the student desires to be NCAA eligible. There are specific requirements in terms of courses that need to be completed, testing requirements, and communication requirements that the student must adhere to in order to be eligible. Students who start a course in the traditional setting and transfer to e3 Learning may find the particular course is not be approved by NCAA because of the change, even if the course is approved for traditional or e3 Learning settings.

# Participation in District

## AND STATE-MANDATED TESTING

### **Participation in District - and State-Mandated Testing**

Students attending OKCPS e3 Learning will be required to participate in district and state mandated testing in accordance with Oklahoma City Public Schools policies and Oklahoma State Department of Education guidelines. Any student enrolled in OKCPS is required to participate in OKCPS academic content assessments, District benchmark assessments, iStation, WIDA, other district testing and OSTP State Testing.



# IEP, 504 and EL

## Students served on an IEP, 504 and EL

Prior to being officially enrolled into the OKCPS e3 Learning program, the campus educational team can meet to review the student's IEP/504 placement and discuss the appropriateness of the e3 Learning platform for the student. An IEP/504 change of placement team meeting will occur according to state and district guidelines. OKCPS English Language Development (ELD) teachers will coordinate with e3 online learning teachers to provide appropriate and adequate services to these students.

empower • engage • elevate





Oklahoma City  
PUBLIC SCHOOLS