



PK-12 ACADEMICS

e3 Learning Handbook



ONLINE LEARNING

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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>).



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 online educational distance learning pathway for students. e3 Online Learning is set up in a way that allows students to participate in extracurricular activities, clubs or classes that are not offered in e3 but that are available at their assigned school. 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(s) to complete assignments by the deadlines.
- Login and spend approximately 2-4 hours per class each week, 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 and through TutorMe.
- 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.

Attendance

Attendance

- Consistent participation in classes is essential to student success.
- All e3 online students are required to use the Infinite Campus student portal to check in daily.
- Participation and communication are critical elements of attendance in e3 Online Learning. Students that are in communication with their teachers and effectively progressing in the curriculum will have positive attendance.

Attendance

(CONTINUED)

- 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 Administration. A probation 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 or a possible change of placement .

Learning Pace

Learning Pace

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 the e3 counselor to select your electives during the enrollment process. Changing elective courses can be accommodated but only at the beginning of the semester.

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.

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