



Oakland Bridge Program (Virtual) Handbook

Overview

The **Oakland Bridge Program (Virtual)** (OBP-V) offers flexible learning opportunities for students in grades K–12. Designed for learners seeking an alternative to traditional in-person instruction, OBP-V provides access to both core academic subjects and electives. The program is open to students who meet the enrollment criteria and is structured for full-time participation, with four days of off-site virtual learning and one required in-person learning day each week.

The OBP-V is committed to delivering a personalized and meaningful educational experience that empowers students to explore their individual strengths and interests. A wide range of courses is available and can be viewed in the [Course Catalog Here](#).

Each student's academic plan is tailored to their goals and needs. Students are enrolled in six courses per semester and are supported by highly qualified instructors and dedicated mentors (often the same individual as the instructor). Mentors help guide learning, provide technical support, and ensure consistent communication between students and educators.

This handbook outlines key policies and procedures for students and families participating in OBP-V. While it covers essential information, the administration may update or revise policies as needed. Questions should be directed to program administrators, who will ensure alignment with district policies and state and federal regulations.

I am proud of the excellence OBP-V represents and look forward to supporting you on your educational journey.

Sincerely,

Shawn Boris
Principal, Oakland Academy

Attendance

Consistent attendance is vital for academic progress and the development of life skills such as responsibility and time management. Studies confirm that strong attendance correlates with student achievement, and both employers and colleges often review attendance records.

While the school monitors attendance, the primary responsibility rests with the student and their family. Families are strongly encouraged to schedule personal appointments or vacations outside of school hours. Students and families should review OBP-V's specific attendance requirements to ensure compliance (See below requirements regarding the role of the student, learning coach, and teacher).

Weekly Check-Ins

OBP-V students are required to engage in **weekly two-way academic communication** with their instructor/mentor. These check-ins are an essential component of program attendance and accountability. Students must respond by the deadline each week, or they risk removal from the program.

Daily Assignments

OBP-V students are required to complete all classroom assignments as outlined in the student calendar for each course.

Student Absences

Students must notify their teacher and mentor of any absences due to illness, technical difficulties, or other personal matters. Failure to communicate or log in for 10 consecutive days may result in removal from the program. For more details, refer to the excused/unexcused absences policy in the **complete** Oakland Academy Student Handbook.

Role of the Student

- Devote a minimum of 30 hours per week to coursework.
- Stay on pace and complete the weekly required lessons.
- Be responsible for learning tools and ensure your computer is charged and ready each day.
- Ask for help from your Learning Coach and/or Teacher when needed.
- Put forth your best effort and maintain a growth mindset.
- Submit assessments and projects that reflect your own learning.
- Engage in two-way communication with your teacher at least once per week.

- Participate in NWEA and M-STEP testing throughout the year in person.
- Keep a clean and organized learning space.
- Treat your device and materials with respect and care.

Role of the Learning Coach (Parent/Guardian)

- Facilitate student learning at home.
- Participate in student and parent/guardian conference calls.
- Communicate with the teacher at least once per week.
- Establish a consistent learning routine and environment.
- Ensure students are on pace and complete weekly required lessons.
- Monitor student progress and mastery daily by checking the gradebook and teacher feedback regularly.
- Verify that student work reflects their best effort and learning.
- Stay informed by reading emails and newsletters.
- Notify the teacher of any family emergencies, unique needs, or attendance issues.
- Talk with your student regularly about their digital footprint, online safety, and responsible technology use.

Role of the Teacher/Mentor

- Differentiate instruction and provide remediation based on individual student needs.
- Provide one-on-one support and learning resources.
- Monitor weekly attendance, academic progress, and content mastery.
- Support Learning Coaches with instructional strategies and tools.
- Offer timely and meaningful feedback on assignments in multiple formats.
- Analyze data from state, district, and classroom assessments.
- Prepare weekly lessons and design engaging instruction.

- Deliver meaningful on-site learning experiences.
- Respond promptly to calls, emails, and texts.
- Maintain consistent two-way communication weekly.
- Guide students in goal setting and planning.
- Assist with technical troubleshooting.
- Resolve concerns quickly and professionally.

OBP-V Procedures

The Oakland Bridge Program (Virtual) delivers a comprehensive online curriculum for students. The curriculum includes core academic subjects, electives, and remedial options, all delivered through our partnership with Accelerate Learning.

Student Eligibility

OBP-V is available to:

- Full-time virtual learners (enrolled through Oakland Academy)

Enrollment

For enrollment details and documentation, please refer to the **complete** Oakland Academy Student Handbook. In addition to standard documents, OBP-V students must also complete:

- Online Learning Readiness Rubric
- OBP-V Learner Agreement
- Enrollment in six online courses per semester

Characteristics of a Successful OBP-V Student

Successful virtual learners typically demonstrate:

- Strong focus and motivation
- Active engagement in lessons and activities
- Willingness to ask questions and pursue interests
- Commitment to personal growth

- Time management and organizational skills
- Effective communication with mentors and instructors
- Self-discipline and independence
- A proactive approach to challenges

State Testing and NWEA

All OBP-V students are required to complete **in-person state assessments**, including M-STEP and NWEA testing. NWEA is administered 3X per year. M-Step testing is typical in the beginning of April.

Course Materials

Students and families are responsible for the care and timely return of any materials or equipment provided by OBP-V.

Orientation Sessions

All new students must complete an online orientation to learn how to navigate the platform, access courses, and meet program expectations. Completion is required for continued enrollment.

IEPs and 504 Plans

OBP-V fully complies with the **Individuals with Disabilities Education Act (IDEA)** and **Section 504 of the Rehabilitation Act**, ensuring that students with disabilities receive the services and accommodations they need for success.

Removal from the Program

Students may be considered for removal if they:

- Fail to complete weekly mentor check-ins
- Do not log into courses for an extended period
- Engage in repeated academic dishonesty
- Fail to meet academic progress or program expectations

In such cases, families will receive formal written notification. A written appeal may be submitted within 10 days to the Oakland Academy Principal.