



Crook County Online Options Program
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Parent Welcome and Consent Letter
Crook County Online Options Program

Welcome to the Crook County Online Options (CCOO) online education program! We look forward to working with you and helping you have a positive online education experience. Ms. Eberhard is one of your local teachers and the program coordinator. She is available to your student for teaching some online courses, tutoring help, enrollment, tracking their progress, facilitating their progress through the course, entering their attendance, and helping to answer general questions. Additionally, if Ms. Eberhard is not your online teacher, you have your online course(s) teacher(s) who can help your student navigate the online program and answer their questions about the course(s) they are taking. Your student's online teacher(s) determine their grade for their course(s) based on their performance; Crook County Online Options enters the grade they have earned onto their official transcript.

The Crook County Online Options Program is an online option for grades 9 through 12. We offer coursework to Crook County School District students. Below are important facts and guidelines your student must follow in order to be successful. Parental/Guardian support is necessary to ensure a positive outcome and it is imperative that parents be educated, informed, and involved with their student and their online coursework. We utilize the contact information you provided when you registered in the school district. **Please provide Ms. Eberhard with any changes to your contact information including telephone numbers and especially the email addresses for parents/guardians so that we can remain in touch.**

It is important for parents to know that the online program and its requirements have been carefully designed for student success, integrity, and fairness to all participating students. As an involved, informed parent of an online student, you will see first-hand that students are well-informed of the expectations and requirements. Students may complete as many courses as they are able, but need to complete at least 6.0 credits per year but we recommend 7.0-7.5 credits to stay on track for graduation.

Important Information for Parents, please also look over the Welcome Letter your Student received:

1. Students must show adequate progress to continue in the program. Students typically need 48 hours minimum to complete a regular 0.50 credit course, 20 hours minimum for a Credit Recovery course, and 56 hours minimum for an Advanced Placement course.
2. The average GPA of an online student is 2.75 or above, but all academic levels can be successful with hard work and support.
3. Crook County Online Options historically has seen a 90% pass rate, but many students struggle with the following aspects of online learning and will need your support as well as Ms. Eberhard's support to be successful:
 - a. Time management, personal discipline, and problem solving. There are strict deadlines that must be met by the student. *(These deadlines are not negotiable by parents or students.)*
 - b. Reluctance to contact staff in a timely manner to report needs or issues.
 - c. Frustration with technical problems and reaction to setbacks.
4. History has shown that Freshmen have a higher failure rate in online courses **regardless of academic ability.**
5. Parents have an account on Fuel Education so that they receive a weekly progress report every Monday morning via email. Keep the email from the week before so you can track changes in student progress in each course. Check your "junk mail" if you don't receive it. Alert Ms. Eberhard as soon as possible if the email you

provided when you registered has been changed or if you want a different person and email to be used than the email that received this letter and the login information.

6. Parents of students choosing to enroll must acknowledge that:
 - a. This is a chosen risk.
 - b. They understand that the consequences of a failing grade are *final*.
 - c. Using technology successfully is part of the experience and ultimately the final grade.
 - d. A failing grade may or may not relate to mastery of the academic content.
 - e. A maximum of two weeks is the furthest courses can be extended if a student does not complete their course(s) by the end of the Trimester and a final grade will be earned at this point.

The items listed in the “Student Welcome Letter” are not suggestions; they are the requirements for staying enrolled. If your student does not meet these requirements, he or she can expect to be dropped from the program, potentially with a failing grade(s). As the parent, you should read the CCOO Student Welcome Letter, the online Fuel Education Code of Conduct, and the Crook County School District Parent and Student Handbook (available at the district website www.crookcountyschools.org and at any of the Crook County School Buildings) in their entirety so that you know what is expected and can assist your student in being successful.

Academic Grades

1. Students must be “on-track” for graduation to enroll in CCOO. “On-track” for graduation equals a minimum of 6.0 credits earned each school year and/or 2.0 per Trimester.
2. Letter grades (A-F) are earned, not Pass/No Pass (the only exception is Work Experience, that is a Pass/No Pass grade). Grades *cannot* be replaced, or changed, once they are placed in your student’s official transcript. ***Grades go directly to the transcript and will not be present on resident school grade reports. ParentVue is not tied to Fuel Education—the weekly emails you receive and accessing your Fuel Education account are how you can track your student’s progress in their course(s).*** See the third and fourth page of the Helpful Hints Handout for instructions on how to access your account or contact Ms. Eberhard for help.
3. Once a student completes the enrollment process, is enrolled in a course(s), and passes the 10-day drop period the student will earn a letter grade for each course and this grade will be entered on the student’s official transcript.
4. If your student begins or ends the Crook County Online Options program near or after he/she has earned mid-trimester grades from CCHS or another institution that grade and the grade earned at CCOO will be averaged together to create the final 0.5 credit grade.
5. Failing grades impact GPA, college applications, and so forth. *Taking an online course is a risk that can have serious long-term consequences.*
6. High School Diploma—if your student is a High School Senior or a Junior who is planning on graduating at the end of the school year/trimester they will receive a Crook County School District Diploma as a CCOO student if the majority of their last trimester’s coursework was completed at CCOO. The Crook County High School and the Crook County School District diplomas are equivalent but they are separate programs. If you have questions about this policy please email or call Mrs. Briana Van Roekel at CCHS or Ms. Eberhard at CCOO. When your student needs a transcript for work, college, technical school, the military, or other reasons, all students contact Crook County High School for their official transcript.

Deadlines

1. Each student has his/her own end date based upon their enrollment, but it is typically the same as the Trimester end dates at CCHS. **DISTRICT schedules MAY not apply and** therefore there may not be “breaks” for online courses. ***Students are expected to work over vacations and when they travel*** (whether for pleasure, school, athletics, or otherwise) if they conflict with school days and/or the student is behind on progress.
2. Course extensions of a maximum of two weeks may be granted for students in need and ONLY with approval from the CCHS administration. The student’s parent must email a request, that includes the

reason the extension is needed, to Ms. Eberhard **at least one week prior to the course(s) end date.** **Extensions up to two weeks may be requested, but will only be granted for viable reasons.** If your student has a **documentable medical/family emergency/issue**, please notify Ms. Eberhard immediately and accommodations will be made wherever possible.

3. Home computer problems, busy schedules, and/or extra-curricular or family obligations are not a valid reason to fall behind or to not perform on a consistent basis. Extensions are to be used for legitimate issues only. If your student is having issues with his/her district-provided Chromebook bring it to the High School Main Office immediately for repair or replacement.
4. If a student does not finish a course by the end date deadline, a final grade will be earned and entered in the student's transcript. This grade will be based on the student's performance in the entire course which includes the work not yet completed, no partial credit or partial grades shall be earned or entered.
5. **Students WILL NOT be assigned additional classes if they are not able to maintain the attendance and performance requirements detailed in the Student Welcome Letter. Continued and future enrollment in the program is dependent upon meeting the attendance requirement. The district truancy policies and procedures are followed in the CCOO program.**

Successful use of technology is a requirement of taking an online course. A reliable district-provided Chromebook or home computer and internet access is truly necessary for student success. Although students may use school computers and access their course from any computer with internet access (i.e. public library), having access at home increases student success. If you do not have Internet access at home, check with the CCHS Main Office to see if you can check out an Internet Hot Spot for your student. These Hot Spots only work with school-district Chromebooks.

1. Students are expected to check email daily while enrolled. If they miss important information, such as deadlines, from failure to check email, *the student is responsible and must accept the consequences.*
2. Students will receive a weekly email from Ms. Eberhard every school Monday with a Google Form to complete by entering the number of minutes spent in each online course. This student-reported record is compared to the activity records kept by PEAK. The PEAK records are the official records and if there is a conflict between student-reported and PEAK-reported minutes PEAK records are used. If a student consistently misreports their online activity discipline consequences may be earned.
3. Students are expected to communicate *directly* with online staff. Parents should encourage students to advocate for themselves!
4. Students are expected to spend 5-8 hours *per week, every week*, in each of their online courses in order to finish with a passing grade. Students who choose not to do this *risk earning a failing grade and/or not being eligible for future online courses through the Crook County Online Option Program. **Consistent progress is equal to attendance (typically 7-8% progress each week per class is expected).***
5. Students are expected to complete every assignment in the course, in order. It is not acceptable to pick and choose which work gets done.

We recognize the need for parental support for all students during this integral part of their academic career. Learning online is a different way to learn and we are here to support your student through communication, setting expectations, holding the student accountable, and providing assistance as needed in-person at CCHS in Ms. Eberhard's room or via requested Zoom/phone meetings. We encourage parents to be involved and to contact the online teacher(s) and/or Ms. Eberhard with any concerns or questions or to schedule an appointment or conference whenever needed.

On the opening page of every Fuel Education/STRIDE Learning course is a link to the Fuel Education Student Code of Conduct. Students are responsible to read that document and are accountable for the content. The Crook County School District Parent and Student handbook and all rules and responsibilities apply to your student, as they are a Crook County School District student. Course content is available (1) on the Content Tab of every Fuel Education/STRIDE Learning course and is determined by STRIDE Learning; (2) by clicking the orange "High School Digital Course Catalog" link on the Stride Course Catalog that was emailed to you when you and your student were given your login information. The course catalog is also available on the school district website (go to

www.crookcountyschools.org, click “Schools”, select the online school, then scroll down to the link to the “Online Course Catalog”); and (3) by contacting Mrs. Carrie Lowenbach, the Director of Teaching and Learning at carrie.lowenbach@crookcountyschools.org.

Success at Home

Students that set up a space and a schedule for “school” at home are the most successful. Suggestions for a space include the kitchen table or a desk, somewhere that is quiet and where your student will be held accountable to work. Not their bed or somewhere you, the parent, cannot check on them. It has also been shown to be helpful to set up “school” hours. Just like when your student attends a brick-and-mortar school set up a time each day where your student does “school” and each course they are taking online. Figure about one (1) to one-and-a-half (1 ½) hours per day per course and make sure that your student does work every day, five days a week. Schedule breaks and lunch just like they do at in-person schools. This schedule may need to change every week due to student’s work or other issue, but setting a schedule is what is most important, not that it is exactly the same each day or each week.

Receipt of this Welcome letter via email or by hand-delivery constitutes agreement.

Please contact Ms. Eberhard if you have any concerns or questions.

Welcome to the Crook County Online Options Program—we are excited to see your student excel online!