Crook County Online Options Program
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Student Welcome Letter
Crook County Online Options Program

Welcome to the Crook County Online Option (CCOO) online education program! We look forward to working with you and helping you have a positive online education experience. Ms. Eberhard is available to you for teaching some online courses, tutoring help, enrollment, tracking your progress, facilitating your progress through the course, entering your attendance and final grades, 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 you navigate the online program and answer your questions about the course(s) you are taking. Your online teacher(s) determines your grade for your course(s) based on your performance: Crook County Online Options enters the grade you have earned onto your official transcript.

Student Contract

1. Students must be on-track for graduation to be enrolled in CCOO and they must continue to maintain "on-track status" to remain enrolled. To be on-track, a student must complete at least 6 credits per school year, 2 credits per trimester at a minimum.
2. Students may complete a maximum of six (6) courses (online and/or in-person) each trimester so long as they are able to demonstrate positive attendance and maintain passing grades in all courses. Students typically need 48 hours minimum to complete a regular 0.50 credit online course and 56 hours minimum for an Advanced Placement online course.
3. Students must have a valid and appropriate working email address to enroll and are expected to check their email daily.
4. Students need **access to a ChromeBook or computer with internet access. Home/School computer problems are not considered a valid reason to fall behind.** If you have issues with your district-provided Chromebook, bring it to the Main Office of the High School any school day from 8:00 am to 4:00 pm to get it replaced or repaired.
5. **Students will submit work weekly.** Failure to submit work for more than a 10-day period may result in being dropped with a failing grade for lack of attendance.
6. **Students must be active in their course a minimum of 5 hours (300 minutes) per week for each course they are enrolled in to make attendance**. As examples, if a student is only taking one course then that is 5 hours per week. However, if a student will be taking a total of 5 courses in the quarter, that is 25 hours per week of activity. Additionally, positive progress as shown through the completion of assessments and assignments in their online courses must also be made. Typically **students should complete 8-10% of their course per week** in order to complete the course by the end of the trimester.
7. The student must complete the daily Google Attendance Form that will be emailed to them every week. Failure to make attendance and/or positive progress will result in **truancy letter(s) being mailed and/or emailed to the parent(s) of record** and may require **compulsory attendance in Room 206.5 with Ms. Eberhard until you get back on track, an academic contract, and/or removal from the program.** Weekly attendance is based 50% on the Google Form and 50% on completed progress. See the "How to Find Overall Grade and Student Progress" attachment for detailed directions to determine the student's current grade, final grade, and progress. Ms. Eberhard will email progress updates usually every two weeks.
8. **Students WILL NOT be assigned additional classes if they are not able to maintain the requirements above. Continued and future enrollment in the program is dependent upon meeting the attendance and performance requirements.**

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9. **End date management and overall time management are the student's responsibility.** The best way to know that you are on-track in your class is to monitor your progress and final grade. See the "How to Find Overall Grade and Student Progress" handout that was emailed to you with the Welcome email Ms. Eberhard sent you. Another way is to take the number of units you need to complete (look in the Modules link) and divide that by the number of weeks in the Trimester. This equals how many, or how much, of a unit you need to complete each week. A final letter grade is issued at the end of the course by your online teacher.
10. **Students are allowed 2 quiz resets and 1 exam reset per course.** Email your online teacher and include Ms. Eberhard in your request for a quiz reset or exam reset as she must approve the quiz/test reset.
11. **Students have a 10-day drop period.** If you choose to drop a course within 10 calendar days (weekends included) of your start date, there is no grade penalty. **You** must notify Ms. Eberhard of your intent to drop in writing/email no later than the 9th day so she can have time to withdraw you from your course. Enrollment beyond the 10-day drop period will result in a final grade being entered on your permanent transcript for each online course.
12. **Students must begin a course within the first ten (10) days to stay enrolled. If the student does not submit three (3) graded assignments (DISCUSSION BOARD POSTINGS DO NOT COUNT) within the first 10 days (weekends included), they may be automatically dropped without further notice.** There may be a grade penalty, and this will affect your eligibility for future online courses through Crook County Online Option.
13. Students must take the initiative to seek assistance from the online instructor if they find that they need extra help with coursework. Ms. Eberhard is also available for tutoring and help as well.
14. If you begin or end the Crook County Online Options program near or after you have 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.
15. 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.
16. **Inappropriate communication of any kind will result in disciplinary action which may include a failing grade for the course(s) and immediate dismissal from the Crook County Online Option Program. It may also result in district disciplinary action.** *Students agree to use appropriate and respectful communication at all times.* Use complete sentences, punctuation, and polite communication in **all** emails and assignments.
17. Crook County Online Options Program students are required to follow all rules and guidelines for both Crook County Schools and our online vendor.
18. **If you do not agree with your final grade or assignment grades, please notify your online instructor and Ms. Eberhard. Make sure to include your reasons for disagreement.**
19. On the home page of every online course, within the Modules link under Course Materials, is a link to the Academic Code of Conduct. You are responsible to read through this document and are agreeing to the policies outlined in the document.
20. The Crook County School District Parent and Student handbook and all rules and responsibilities apply to you as you are a Crook County School District student.
21. Set up a space for "school" in your home. Suggestions include the kitchen table or a desk, somewhere that is quiet and where you will be held accountable to work. It has also been shown to be helpful to set up "school" hours. Just like when you attend a brick-and-mortar school, set up a time each day where you do "school" and each course you are taking online. Figure about one (1) to one-and-a-half (1 ½) hours per day per course and make sure that you do work every day, five days a week.
22. **Plagiarism and submitting work generated by Artificial Intelligence (AI) is not allowed.** The first instance in a school year will result in the student having the opportunity to redo the assignment. The second instance in a school year will result in the student earning a zero on that assignment. The third instance in a school year will result in the student earning a zero for all online courses, and further, the student will not be allowed to enroll in any future online classes for the remainder of their high school enrollment.

Welcome to the Crook County Online Options Program—we are excited to see you excel online!
Receipt of this Welcome letter via email or by hand-delivery constitutes agreement.

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