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 for your student. 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 student's online teacher, you have your student's 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.**

The primary mode of communication from CCOO to parents and students will be via email. Please check your email regularly, at least twice a week, to stay informed.

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 up to six (6) courses per trimester (online and/or in-person), but need to complete at least 6.0 credits per year to stay on track for graduation. To stay in alignment with the High School we recommend 7.0-7.5 credits each school year.

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

1. Students must be on-track for graduation to be enrolled at 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 must show adequate progress to continue in the program. Students typically need 48 hours minimum to complete a regular 0.50 credit course and 56 hours minimum for an Advanced Placement course.
3. The average GPA of an online student is 2.75 or above, but all academic levels can be successful with hard work and support.
4. 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.

5. History has shown that Freshmen have a higher failure rate in online courses **regardless of academic ability.**
6. Parents have a Learning Coach account with the online company. As the Learning Coach, you can access your student's grades (current and final transcript grades) and their progress in the course. See the attachment titled "How to Find Overall Grade and Student Progress" that was attached to the Welcome email Ms. Eberhard sent when your student was registered. If you need it again just send her an email or call her and request another copy.
7. 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 one week 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.\
8. Online students have attendance taken separately from the High School or their home school. Attendance is based: (1) 50% on the student filling out the Google Attendance Form that is emailed to their school district email accounts on Mondays and (2) 50% on making steady progress in their online class(es)—typically around 8% each week. See the "How to Find Overall Grade and Student Progress" attachment for detailed directions to determine the student's current grade, final transcript grade, and progress. Ms. Eberhard will also email progress updates usually every two weeks.

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, they 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 Academic Code of Conduct (this is in the Modules link under Course Materials in every online class), 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 and stay enrolled in CCOO. "On-track" for graduation equals a minimum of 6.0 credits earned each school year and/or 2.0 credits 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 the online classes—the progress emails you receive from me every few weeks and accessing your Learning Coach account are how you can track your student's grades and progress in their course(s).** See the "How to Find Overall Grade and Student Progress" handout for detailed instructions on how to find this information.
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 they 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.
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. **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.
7. 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. Ann Kasberger 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 need to contact Crook County High School counseling office for their official transcript.

Deadlines

1. End dates for online courses are typically the same as the Trimester end dates at CCHS. However, **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 one week may be granted for students in need and ONLY when students have shown consistent progress AND 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 one week 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 their 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 on Mondays with a Google Form to complete by entering the number of minutes spent each day on their online course. This student-reported record is compared to the activity records kept by Learning Solutions. The Learning Solutions records are the official records and if there is a conflict between student-reported and Learning Solutions-reported minutes the learning Solutions records are used. If a student consistently misreports their online activity,

discipline consequences may be earned. Weekly attendance is 50% time spent and 50% progress completed.

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 7-10% 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.

All work is found in the Modules link in each course. In Course Materials within the Modules link is a link to the Academic Code of Conduct. Students are responsible to read this 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) in the Modules link of every online course and is determined by the online course provider; (2) by clicking the "High School Digital Course Catalog" link in the 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. Briana VanRoekel, the Director of Teaching and Learning at briana.vanroekel@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 issues, but setting a schedule is what is most important, not that it is exactly the same each day or each week.

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

Receipt of this Welcome letter via email or by hand-delivery constitutes agreement.
Please contact Ms. Eberhard if you have any concerns or questions.