



Important Information – Full Time Students

This document details specific information and requirements important for all iOKCPS families. This information will be discussed in your iOKCPS enrollment interview. A signed copy is a required part of the enrollment process.

Challenging Curriculum

FUEL courses are often very challenging for students. Although our teachers are exceptional, students attending school online do not have access to the one-on-one support that students in the traditional schools receive. In addition, most of the online teachers require online portfolios and other projects to determine mastery of the objectives. Students with reading levels that are below-grade level are likely to struggle.

Individualized Education Programs

Due to the nature of online or virtual education, not all IEP modifications can be provided by FUEL teachers. Teachers may not be able to reduce the amount of work or the number of answer choices in some cases. They can, however, allow for extra time to complete assignments. iOKCPS will work with both the family and OKCPS Special Services to determine what additional supports may be required to meet requirements identified in the student's IEP.

10 Day Grace Period

Students have 10 days from the time their courses are assigned to withdraw from the program without academic penalty. After the grace period, incomplete work may be marked as zeros and the student's grades will be transferred to their receiving school.

Flexible Time

The time a student spends working on coursework is flexible, but it is NOT LESS time than the traditional school.

Attendance Requirements

Students are required to log a minimum of 32 hours per week (Sun – Sat). Students can expect to spend at least 6 to 7 hours per day working on coursework. Late enrollees may be required to work on a modified schedule. Per OKCPS Attendance Policy, students will be dropped immediately following 10 consecutive absences. They will be referred to their regular school site for enrollment.



Learning Coach Responsibilities

The Learning Coach is responsible for holding the student accountable for daily attendance and course participation. The Learning Coach should work to ensure the student is progressing in all coursework and maintaining passing grades. If the student is struggling with the coursework, it is the Learning Coach's responsibility to make sure the online teacher is contacted.

It is also the Learning Coach's responsibility to check email daily for communications from the iOKCPS and FUEL staff.

Log-in Information

A username and password for both the Learning Coach and Student will be sent to the email address provided on the iOKCPS application. If there is ever a change in the email address, please contact the iOKCPS office immediately.

Orientation

Once the Student and Learning Coach each receive their usernames, they should log into the <https://peak.getfueled.com> system and complete the orientation listed on the screen. This orientation will provide instruction on basic navigation and course expectations.

Communication

FUEL teachers stay in close communication with all iOKCPS students through email and phone calls. These teachers spend a large amount of time working with each student to ensure they are successful. The iOKCPS staff may also call or request face to face meetings to discuss issues related to the student's academic program. Parents and students are expected to return phone calls and emails to FUEL teachers and iOKCPS staff. The FUEL system also features an online live session allowing students to video conference or chat with a teacher. The use of this feature is highly recommended when a student experiences trouble with a concept or skill in their courses.

Communication with FUEL teachers is key! If a student is struggling with a programming issue or a content issue, the first thing they should do is contact their teacher.

Textbooks and Materials

Students may receive a shipment of supplemental materials following their placement in courses. These materials may include workbooks, textbooks, and supplemental reading books. Please note that most secondary textbooks are



online. In some cases, a hard copy version of a book may be required for course participation. Some materials are accessible from a public library. FUEL teachers are currently working to convert all text into digital versions, however, parents may be asked to purchase a hard copy of a book not provided by FUEL or iOKCPS.

Technology

iOKCPS does not provide a laptop or desktop or other technologies for students. This is the financial responsibility of the parent. To enroll, the parent must also show proof of Internet services which are also required for success in the program. In the event that a family has more than one student in the iOKCPS program, it is highly recommended that an appropriate device be available for **each** student.

Technical Support

In some cases, students may experience technical problems when interacting with content in the FUEL system. The iOKCPS staff will be available to help identify a solution for the problem. Students may be asked to contact the FUEL Technical Support Team (1-844-638-3533) for technical issues.

Required District and State Tests

Students must take all District- and State-required assessments. These include the EasyCBM (K-3 grades), OCCT, and EOI tests. Students may also be eligible to participate in college entrance exams offered by the OKCPS district.

Grading

All grades will be posted to all students' report cards or transcripts. If a student fails the course(s) he/she will receive an "F" on their report cards or transcripts. Oklahoma State Law 70 O.S. § 16-121. Elementary students will be graded using Standards Based Grading. This means that these students will be allowed to repeat course assessments until a specific level of mastery is achieved. The final grade in these courses will be based on total concepts mastered in the course and follow regular OKCPS district grading policy.



TECHNICAL REQUIREMENTS

(Note: Not meeting the requirements listed below may result in the inability to successfully complete coursework.)

Windows Operating System:

- Windows® XP
- Windows Vista
- Windows 7

Internet Browser

- Microsoft Internet Explorer® version 7 or higher
- Mozilla Firefox version 3 or higher

Hardware:

- Processor: 800 MHz (Recommended: 1.5 GHz)
- Memory: 256 MB RAM (Recommended: 512 MB)
- CD-ROM: 8X or better
- Monitor: 15-inch color display (Recommended: 17-inch color display)
- Audio: 16-bit sound card with speakers and/or headphones
- Printer: Black inkjet printer
- Video: XGA (1024 x 768 resolution)
- Internet: High-speed Internet connection (e.g. cable, DSL, FiOS) strongly recommended. Users with 56 kbps modems may be unable to participate in some activities.

Other Recommended Software:

- Windows Media Player version 11 or higher
- Adobe Flash Player version 10.1 or higher
- Adobe Acrobat Reader version 9 or higher
- Microsoft Office XP, 2003, or 2007 or productivity software compatible with Microsoft® Word, Excel®, and PowerPoint®

Mac⁺ Operating System:

- Mac OS X 10.5 or later



Internet Browser

- Apple Safari 4 or higher
- Mozilla Firefox version 3 or higher

Hardware:

- Processor: 1.5 GHz
- Memory: 512 MB
- CD-ROM: 8X or better
- Monitor: 15-inch color display (Recommended: 17-inch color display)
- Audio: 16-bit sound card with speakers and/or headphones
- Printer: Black inkjet printer
- Video: XGA (1024 x 768 resolution)
- Internet: High-speed Internet connection (e.g. cable, DSL, FiOS) strongly recommended. Users with 56 kbps modems may be unable to participate in some activities.

Other Recommended Software:

- Flip4Mac version 2.2 or higher
- Adobe Flash Player version 10 or higher
- Adobe Acrobat Reader version 9 or higher
- Microsoft Office 2008 or productivity software compatible with Microsoft® Word, Excel®, and PowerPoint®

†Some course content may not work correctly on a Mac. Please refer to individual course summary pages for more information.

*I have reviewed the **Important Information form for iOKCPS 2016-2017**. Furthermore, I understand the information and agree to abide by the requirements listed in this document. I realize this information is not all-inclusive and that I may be asked to adhere to additional policies set forth by the Oklahoma City Public School district.*

Student Signature _____ Date _____

Parent Signature _____ Date _____