

**O-LAB Summer School Guidelines**

The O-LAB program is designed to allow students an opportunity to earn high school credit for original credit courses and courses they have not successfully completed in the past. The program is intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate.

**Summer School Guidelines**

1. All students must attend orientation.
2. Student must have transportation to and from both the Orientation/Start-Up Session and Final Exam.
3. Students must have an active email account to communicate with Campus Staff.

1. O-Lab Summer Programs can include online coursework taken through Edgenuity, Texas Virtual School Network (TxVSN), the University of Texas or Texas Tech University.
2. Students may earn a maximum of one high school credits through TxVSN, UT, or TTU or O-LAB during summer school for original credit (per revised EHDE-Local approved on 12.15.14).
3. Students may earn a maximum of two high school credits through O-LAB during summer school for credit recovery (per revised EHDE-Local approved on 12.15.14).
4. All students must adhere to the summer school attendance policy outlined below.
   * All students must be present (face-to-face) for orientation and final exams.
   * On most campuses, students may be asked to attend sessions if they fail to keep up while working remotely.
   * Senior Rescue students are required to attend face-to-face based on the parameters set by your campus.
5. Upon enrollment in the district’s online course program, students will have a defined start and stop date by which course completion must occur. Progress report grades will include an **ACTUAL GRADE** that takes into account whether or not the student is on pace to finish their course by the predetermined stop date.
6. Final course grades will be included in the grade-point average calculation and used to compute rank in class. **All final course grades, passing or failing, will be included on the transcript.**
7. The **O-Lab** program **may** impact NCAA/NAIA/NJCAA/UIL eligibility. Progress reports will be shared every week with students, parent(s), principal, and district administrator.
8. Final Exams must be taken on site and proctored. Adjustments will be made in proctoring as needed when teachers and students are restricted to district-wide online instruction.
9. Students are required to keep notes during their course. Notes will be counted as part of the course grade. Notes may be used on the Assignments, Quizzes, Tests and Cumulative (Final) Exams.
10. Students may access the online course program from home.
11. Students must achieve a score of 70% or above in order to proceed to the next lesson. If a student fails a quiz, that student will automatically be looped back a limited number of times to retake the lesson and quiz.
12. Students taking credit recovery courses must achieve 80% on their pre-tests to bypass a lesson.
13. Students should observe the start and end date scheduled at the start of their summer course for the O-LABprogram coursework. Completion of coursework and final exam before the scheduled end date is acceptable provided the student has successfully completed course lessons.
14. Final exams must be taken at the home campus and may be taken only **ONCE**. Students must have a photo ID to verify identity. **All coursework must be completed before taking the final exam. Final exams must be completed by 12:00 p.m in the afternoon on July 29th.**

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| **ACADEMIC HONESTY STATEMENT** (to be signed by student) |
| ***I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand that any act of academic dishonesty will result in immediate withdrawal from the* O-Lab *program.*** |
| **Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **O-Lab Program Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**I have read and understand the O-Lab program guidelines.**

**Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Student athletes – please read and sign the following statement.**  I recognize that participation in original credit/credit recovery through the **O-Lab** program can impact my NCAA/NAIA/NJCAA/UIL eligibility. It is my responsibility to verify any requirements/regulations regarding my current and future athletic participation status with regard to **O-Lab** coursework.  **Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |