

**Guidelines**

**2017-2018**

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.

**Original Credit/Credit Recovery Guidelines**

1. O-Lab can include online coursework taken through Edgenuity, Texas Virtual School Network (TxVSN), the University of Texas or Texas Tech University. Students may earn a maximum of two high school credits through TxVSN, UT, or TTU for original credit (per revised EHDE-Local approved on 12.15.14). Exceptions to maximums in this section may only be applied at the principal’s discretion.
2. Students can earn up to two credits (2.0) in one subject area with the exception of electives courses (non-core).
3. It is required that first-time online course takers successfully complete one course before being enrolled in another online course.
4. Students may only take **one online course** at a time. Campus administrator must approve exceptions.
5. **Students who do not demonstrate compliance with O-Lab expectations within the first 3 weeks of enrollment will be dropped from the program. This includes, but is not limited to, maintaining pacing, meeting progress points, earning passing grades without multiple re-teaching/reassessments, attending class and/or defined O-Lab sessions outside of the school day, and meeting all behavior expectations.**
6. All students enrolled in an online course for credit must complete the coursework.
7. Students may not begin **credit recovery** in the same semester in a course in which they are currently enrolled. For example, a student may not use this program to gain credit for the first semester of Algebra I if they are currently enrolled in the first semester of Algebra I as a traditional class. They must complete an entire semester in the classroom before enrolling in an online course to recover credit.
8. Seniors utilizing **O-Lab for original credit or credit recovery** in the spring semester must complete the course early enough to meet graduation checkpoints to graduate with their class.  **All spring semester coursework must be completed by the last day of school. Students cannot extend their coursework into the summer or next school year.**
9. Only **approved** students may earn online course credit toward graduation. No student may use the **O-Lab** program for course credit until they have **completed the first semester of their freshman year.** Exceptions may include district-approved pilot programs.
10. Upon enrollment in the district’s online course program, students will have a defined start and stop date by which course completion must occur. Students will receive numeric grades. These grades will be included in their grade-point average calculation and used to compute rank in class. **All final course grades, passing or failing, will be included on the transcript.**
11. The **O-Lab** program **may** impact NCAA/NAIA/NJCAA/UIL eligibility. Progress reports will be shared every three weeks with students, parent(s), principal, and district administrator.
12. Students enrolled in online coursework are classified as on-campus, remote users, or combination users.

On-campus User – O-Lab is a class included on the student’s regular schedule, and the student may utilize before/after school lab time.

Remote User – The student works on their online coursework away from school after demonstrating proficiency with the program. **Note: Students who are not enrolled in O-Lab class may be expected to attend before/after-school lab time at least once a week for the first few weeks of enrollment to demonstrate proficiencies with online learning expectations or be disabled from the assigned class.**

Combination User – The student regularly utilizes before/after school lab time, and works on online coursework outside of school after demonstrating proficiency expectations.

1. If the student is using the **O-Lab** program as a **REMOTE** user, **the student must achieve a minimum of a 65% on the Final Exam in order to receive credit for the course**.
2. If the student is a **combination on-campus/remote user** or completes all parts of the **O-Lab** program course in a school setting, the student will NOT be required to achieve a minimum of 65% on the Final Exam. Students should follow campus attendance and sign-in procedures to document participation in the school setting.
3. **Final Exams must be taken on site and proctored by a teacher, administrator, or other professional staff member.** Semester exam exemptions do not apply for online coursework.
4. 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.
5. Students who fail a course in the **O-Lab** program may retake the course again in the next school term. Each time a course grade is earned, it will be included on the student’s transcript.
6. Students may access the online courses program from home.
7. 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.
8. Students should observe the start and end date scheduled at the time of application for the **O-Lab** program coursework. Completion of coursework and final exam before the scheduled end date is acceptable provided the student has successfully completed course lessons.

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |