



2024-2025 Student Program Guidelines

The O-LAB program is designed to allow students the 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, accelerated, and time-efficient manner 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 an unlimited amount of credits through TxVSN or Edgenuity. Students may earn a maximum of 2.0 credits through UT, or TTU for original credit (per revised EHDE-Local approved on 04.12.2021).
2. Only approved students may earn online course credit toward graduation.
3. All students must complete the first semester of their freshman year before being enrolled in the O-LAB program for course credit. Exceptions may include district-approved pilot programs.
4. First-time online students are required to successfully complete one course before being enrolled in another online course.
5. Students may only take one online course at a time. Program administrators must approve exceptions.
6. Cell phone usage is prohibited in the O-LAB classroom. (per FNCE-Local policy approved 8.30.2011 and Student Parent Handbook pg. 130)
7. Students enrolled in online coursework are classified as on-campus or remote users.
 - On-campus User – O-Lab is a class included in 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 an O-LAB class period are expected to attend before/after school at least once a week to complete assessments.
8. Remote students who do not demonstrate compliance with O-Lab expectations within the first three 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.
9. Students may not begin credit recovery in the same semester for a course they are currently scheduled. 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 face-to-face. They must complete an entire semester in the classroom before enrolling in an online course to recover credit.
10. All 9th – 11th grade students must complete their coursework by the last day of school. Students cannot extend their coursework into the summer or next school year.
11. Upon enrollment in the district's online course program, students will have a defined start and target date by which course completion must occur. Progress report grades will include an **ACTUAL GRADE** that considers whether or not the student is on pace to finish their course by the predetermined stop date.
12. 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.
13. The O-LAB program may impact NCAA/NAIA/NJCAA/UIL eligibility. Progress reports will be shared every three weeks with students, parent(s), counselor, principal, and district administrator.
14. All students have one attempt on the cumulative exam.
15. All assessments, [quizzes, tests, and cumulative (final)] exams must be taken on-site and proctored by a teacher, administrator, or another professional staff member.



16. Semester exam exemptions do not apply to online coursework.
17. All students enrolled in an online course for credit must have completed all coursework prior to completing the cumulative exam.
18. Students are required to keep notes during their course. Notes will be counted as 10% of the course grade. Notes may be used on assignments, quizzes, tests, and cumulative (final) exams.
19. Students who fail a course (earn a grade less than 70) in the O-LAB program may not be enrolled in the program for the next school term. They must be removed from the program for at least one semester. Each time a course grade is earned, it will be included on the student's transcript.
20. Students may access the online courses program from home unless they are taking a test or cumulative exam.
21. Students should observe the start and target date scheduled at the time of enrollment in the O-LAB program. Early completion of the course and the cumulative exam before the scheduled end date is acceptable, provided the student has completed all coursework.
22. Any course with a start date prior to the Fall (Thanksgiving) break must be completed by the end of the semester.
23. 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.
 - report daily before/after school to complete their course in the O-LAB classroom.

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.

Campus: _____

Student ID: _____

Student Signature: _____

Date: _____

I read and understand the O-Lab program guidelines.

- **Student name:** _____
- **Student Signature:** _____
- **Parent Signature:** _____
- **Date:** _____

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. I assume the responsibility of verifying any requirements/regulations regarding my current and future athletic participation status concerning **O-LAB** coursework.

Student Signature: _____

Date: _____



Appendix – District and Board Policy

Student Parent Handbook pg. 130

Students are prohibited from accessing materials and sites which are not in line with the permitted use as defined by the teacher or administrator and Digital Citizenship guidelines. This includes, but is not limited to, Social Networking Sites or accessing Social Media tools via personal cellular data

FNCE(LOCAL) - STUDENT CONDUCT: PERSONAL TELECOMMUNICATIONS / ELECTRONIC DEVICES

Approved 08.30.2021

A student shall obtain prior approval, as directed in the student handbook, before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. [See CQ]

EHDE(LOCAL) - ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

Approved on 04.12.2021

Application for Out-of-District

Prior to enrollment in an out-of-District distance learning course, an application must be submitted on behalf of the student to the principal or designee for approval to enroll in the course. All supplies, materials, textbooks, fees, and transportation for out-of-District distance learning courses shall be the responsibility of the student and his or her parent. In case of hardship, the student may be awarded tuition assistance or a scholarship to assist with the cost.

If approval is not granted prior to enrollment, the student shall not be awarded credit.

Limitations

A student may earn a maximum of two high school state-required original credits through out-of-District virtual learning. This limitation does not apply to in-District virtual learning experiences offered on campus or through the TxVSN. Seniors may earn additional credits for credit recovery if approved by the principal or designee

Enrollment in courses through the TxVSN shall not be subject to limitations the District may impose for other distance learning courses [See EHDE(LEGAL)].