2025-2026 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. 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 number 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).

Original Credit/Credit Recovery Guidelines

1. Students must be approved by their campus counselor to earn online course credit toward graduation.

2. 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.

3. First-time online students are required to successfully complete one course before being enrolled in another online course.

4. Students may only take one online course at a time. District program administrators must approve exceptions.

5. Cell phone usage is prohibited in the O-LAB classroom. (per FNCE-Local policy approved 8.30.2011 and Student Parent Handbook pg. 130)

6. 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.

7. 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.

8. 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.

9. All 9th – 11th grade students must complete their coursework by the last day of school. Students cannot extend their coursework into the summer or the next school year.

10. Upon enrollment in the district's online course program, the O-LAB teachers will communicate to students 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.

11. Students should adhere 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.

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 to take the cumulative exam.

15. All assessments [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 a cumulative exam.

21. Any course with a start date prior to the Fall (Thanksgiving) break must be completed by the end of the semester.

22. Students enrolled in Seniors Rescue 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.

I read and understand the O-Lab program guidelines.

- **Campus:** _____
- **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: _____

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)].

EIC (LOCAL) — Academic Achievement: Class Ranking

Enrollment in courses through the TxVSN shall not be subject to limitations the District may impose for other distance learning courses [See EHDE(LEGAL)]. The District shall record Weighted 100 point scale, weighted 4.0 scale, and the unweighted 4.0 GPA on student transcripts. All courses recorded on the academic achievement record (high school transcript) shall count toward GPA and class rank using the grades received, with the exception of courses taken on a GPA-exempt basis and, beginning with the class of 2029, any credits earned through virtual learning beyond the first two. These courses shall be weighted by category when calculating GPA. Courses taken in fulfillment of an endorsement shall not be excluded from the GPA.

FBISD Academic Integrity Guidelines:
Using AI and External Sources Responsibly

Our Commitment to Your Learning:

In Fort Bend ISD we believe that academic integrity is fundamental to a meaningful and valuable learning experience. These guidelines are designed to help you understand your responsibilities when using AI tools and other external resources in your online courses. Our goal is to foster an environment where you can develop critical thinking skills, demonstrate your own understanding, and prepare for future academic and professional success.

What is Academic Integrity?

Academic integrity means that all work you submit is your own original thought and effort, and that you honestly represent your understanding of the material. It encompasses:

- **Honesty:** Presenting your own work and acknowledging the contributions of others.
- **Trust:** Building a reliable and fair learning environment for everyone.
- **Responsibility:** Taking ownership of your learning and actions.
- **Respect:** Valuing the intellectual property of others and the learning process itself.

Understanding AI and External Sources:

The digital age offers incredible access to information and powerful tools, including Artificial Intelligence (AI) like ChatGPT, Gemini, and others. While these resources can be valuable for learning and research, their misuse can compromise your academic integrity.

I. General Principles for All Work:

1. **Originality is Key:** All submitted assignments (essays, projects, quizzes, exams, etc.) must be your own original work.
2. **Understand, Don't Just Copy:** The purpose of assignments is to assess your understanding of the course material, not your ability to find or generate answers from external sources without comprehension.
3. **Cite Your Sources:** Whenever you use information, ideas, or words that are not your own original thought, you *must* cite the source properly. This applies to direct quotes, paraphrased information, and even general ideas you gained from a specific resource.
4. **Collaboration Guidelines:** If an assignment permits collaboration, ensure you understand the specific boundaries set by your teacher. Independent work should always be your own.

II. Guidelines for Using AI Tools (e.g., ChatGPT, Gemini, etc.):

AI tools can be helpful for brainstorming, understanding complex concepts, or improving writing style. However, their use is strictly regulated to ensure academic integrity.

1. **AI as a Learning Aid, Not a Substitute for Thought:**
   o *Permitted Use (with disclosure/citation if applicable):*
     ▪ Brainstorming: Generating initial ideas or outlines for an essay.
     ▪ Explaining Concepts: Asking AI to clarify difficult concepts or provide examples (you must then process and articulate this understanding in your own words).
     ▪ Grammar and Style Check: Using AI for proofreading, grammar correction, or suggestions for improving sentence structure.
   o *Prohibited Use:*
     ▪ Generating Full Answers/Essays: Submitting any content wholly or substantially generated by AI as your own. This includes essays, paragraphs, answers to open-ended questions, or code.
     ▪ Copying and Pasting Directly from AI: Using AI-generated text without significant revision, critical analysis, and integration into your own original work.
     ▪ Using AI for Quizzes/Exams: Inputting questions from a quiz or exam into an AI tool to get answers.
     ▪ Circumventing Learning Objectives: Using AI to avoid engaging with the course material and developing your own understanding.
2. **Disclosure and Citation of AI Use:**
   o *If your teacher permits the use of AI for specific tasks, you must explicitly disclose its use.* This may involve a specific citation format provided by your teacher (e.g., "AI tool used for brainstorming initial essay ideas") or a general statement.
   o *Treat AI-generated content (even if revised) as a source.* If you significantly derive ideas or phrasing from an AI tool, consider how you would cite a human collaborator or source, and discuss this with your teacher if unsure.
3. **Your Voice Remains Paramount:** Even if you use AI for support, your final submission must reflect your own voice, critical thinking, and a clear demonstration of your learning.

III. Guidelines for Using Other External Sources (Internet, Books, Articles, etc.):

1. **Credible Sources:** Prioritize reliable and reputable sources for your research. Be wary of unverified websites or sources without clear authorship.
2. **Proper Citation is Mandatory:**
   o *Direct Quotes:* Enclose direct quotes in quotation marks and provide an in-text citation (e.g., author, page number, or URL).
   o *Paraphrasing:* When you rephrase someone else's ideas in your own words, you must still cite the original source. While you are using your own words, the *idea* originated elsewhere.
   o *Summarizing:* When summarizing a longer text or argument, you must also cite the source.

3. **Avoid Plagiarism:**
    - *"Copy-Paste" Plagiarism:* Copying text directly from a source without quotation marks and citation.
    - *Paraphrasing Plagiarism:* Changing a few words in a sentence or rearranging sentence order while still relying too heavily on the original phrasing and failing to cite.
    - *Idea Plagiarism:* Using an idea or argument from a source without acknowledging where you got it, even if you express it in your own words.

IV. Consequences of Academic Dishonesty:

Violations of these academic integrity guidelines will result in serious consequences, which may include but are not limited to:

- Request to resubmit the assignment
- A zero for the assignment.
- Parent/guardian notification.
- Referral to the school administration for cheating as indicated in the FBISD Code of Student Conduct
- Removal from O-LAB programs
- Impact on your academic record and future recommendations.

V. Seeking Help and Clarification:

If you are ever unsure about whether something constitutes academic dishonesty, or how to properly cite a source or use an AI tool, **ALWAYS ask your teacher for clarification before submitting your work.** We are here to support your learning and help you navigate these guidelines.

By enrolling in this online course, you agree to abide by these Academic Integrity Guidelines.

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: _____