

Norman Public Schools is pleased to offer the following courses for original credit through a modified online environment:

- CP English 2
- CP English 3
- Physical Science
- Oklahoma History (1 semester)
- Government with PFL (1 semester)
- Health (1 semester)
- Music Appreciation (Fine Arts Credit - 1 semester)
- Speech Communication (Fine Arts Credit - 1 semester)

Is a Summer School Online Course the right choice?

- The student is self-motivated, limits procrastination and can complete daily work outside of a traditional classroom.
- The student would like to progress into more advanced coursework during the upcoming school year.
- The student would like to have the opportunity to have another course option during the upcoming school year.
- The student would like to graduate early.
- The class schedule of traditional Summer School is not available to your student due to summer activities, attending camps, travel with family or work.
- The student would like to experience an online course to be better prepared for college.
- The student understands online courses cannot be used as a core course for NCAA requirements.

What are the basic procedures and criteria for students interested in taking a Summer School Online Course?

- The student has successfully completed the 8th grade.
- The student has successfully completed the required prerequisite coursework.
- The student has successfully completed the Summer School enrollment process by the deadline.
- The student wants to enroll in a maximum of one unit per summer or 0.5 units per semester.
- The student is enrolling in a course for original credit. Online Summer School Courses cannot be used for credit recovery.
- The student and parent must attend an orientation meeting prior to gaining access to course material.
- The student understands the course is not 100% online. Weekly exams, science labs and/or teacher conferences will be required.

PARENT/STUDENT HANDBOOK

Summer School Norman Net Norman Public Schools Summer 2019

1. **Norman Public Schools Summer Online Learning Goal** - Norman Public Schools is providing online learning opportunities to provide students more flexibility to advance in coursework during the summer.
2. **Characteristics of a Successful Online Learner**
 - a. Persistent
 - b. Effective Time-Management Skills
 - c. Effective and Appropriate Communication Skills
 - d. Basic Technology Skills
 - e. Basic Reading and Writing Skills
 - f. Motivation and Independence
3. **Reason to take an Online Summer School Course**
 - a. The student would like to progress into more advanced coursework during the upcoming school year.
 - b. The student would like to have the opportunity to have another course option during the upcoming school year.
 - c. The student would like to graduate early.
 - d. The class schedule of traditional Summer School is not available to the student due to summer activities, attending camps, travel with family or work.
 - e. The cost of an Norman Public School Online Summer School Course is very reasonable when compared to other summer time online providers.
 - f. The student would like to experience an online course to be better prepared for college.
4. **Facility Locations and Contact Information**
 - a. Testing and Lab Facilities will be at the Norman North Campus
 - b. Teacher and contact information: Debbie Richardson,
drichards2@norman.k12.ok.us
 - i. Teacher responsibilities - Manage the online lab, monitor student progress and communicate with students/parents, proctor exams/labs, grade assignments
 - c. Summer School Principal and contact information: Lorenzo Alferos,
lalferos@norman.k12.ok.us
 - i. Summer School Principal responsibilities - Oversee daily operations of Norman Net summer school
5. **Online Summer School Criteria and Procedures**
 - a. Student has successfully completed the 8th grade.
 - b. Student has successfully completed the required prerequisite coursework.
 - c. Student has successfully complete the Summer School enrollment process by the appropriate deadline. Summer School enrollment information can be found [HERE](https://www.normanpublicschools.org/domain/74) - <https://www.normanpublicschools.org/domain/74>

- d. Student may enroll in a maximum of one unit per summer or 0.5 units per semester. (June = Semester 1; July = Semester 2)
- e. Student is enrolling in a course for original credit. Online Summer School Courses cannot be used for credit recovery.
- f. Student and parent must attend an orientation meeting prior to gaining access to course material.
 - i. Orientation Meetings will be held during the last week of May.
- g. Student understands the course is not 100% online.
 - i. The student must attend face to face exams and labs as scheduled. Typically, an exam or lab will need to be completed each week.
 - ii. Students are expected to make contact with their online teacher two times per week to monitor progress. This contact can be done by phone, face to face or email.
- h. Students must complete course work by the following deadlines:

	Enrollment Deadline	Course Completion Deadline
1st Semester	June 4, 2019	July 2, 2019
2nd Semester	July 1, 2019	July 26, 2019

- i. Student's not receiving credit will be placed in the appropriate course the upcoming school year.
- j. Student grades earned through Online Summer School Courses will be placed on the student's permanent transcript.
- k. Student's will be given a 48 hour grace window to determine if the online environment is an appropriate setting. No refund will be provided, for any reason, past the first 48 hours of the Online Summer School Course.

6. Communication Expectations

- a. PARENTS - To ensure students do not fall behind in their coursework, it is highly encouraged to monitor your student's progress weekly. Parents have a username and password in Norman Net/Odysseyware in order to monitor their student's progress.
- b. STUDENTS - The student must attend face to face exams and labs as scheduled. Typically, an exam or lab will need to be completed each week. Students are expected to make contact with their online teacher two times per week to monitor progress. This contact can be done by phone, face to face or email.

7. **Academic Integrity** - Academic honesty is expected and required in Norman Net courses. Academic misconduct includes but is not limited to: cheating, plagiarism, fabrication of information or citations, facilitating acts of academic misconduct by others, unauthorized prior possession of examinations, submitting work of another person or work previously used in a course, or tampering with the academic work of other

students. Any evidence of academic misconduct may warrant a failing grade, forfeiture of all fees, an academic misconduct investigation, and other actions.

If a Norman Net staff member suspects academic misconduct, he or she will inform the Norman Net Administrator/Summer School Principal within 1 business day (excluding holidays) of discovering the evidence of possible misconduct. The Norman Net Administrator/Summer School Principal will investigate and determine the resolution, including but not limited to removal from Norman Net. The decision of the school's administration will be final.

- 8. Lessons/Tests and Retaking Tests** - Lessons will be completed away from school. Lessons may be reassigned by a Norman Net course instructor. After a semester exam has been completed, no previous work may be reassigned.

All tests must be proctored by a Norman Public Schools staff member. Norman Net labs will be available during designated morning and afternoon hours. If a student cannot attend a Norman Net lab to complete tests during the assigned window of time, a written request must be submitted for approval to the Norman Net Administrator/Summer School Principal prior to participation in Norman Net and only in approved circumstances may the student take tests in a non-school location. In these circumstances, the tests must be proctored by a Norman Public School employee.

If a student scores below a 70% on the unit exam or semester exam, they may retest. If the student retests, the higher test grade will be recorded as the final grade.

- 9. Extra Science Lab Requirements** - Due to course requirements, original credit Science courses will require additional lab work to be completed.

- 10. Course Withdrawals** - All withdrawals from Norman Net courses must be in writing and delivered to the Lorenzo Alferos. Withdrawals submitted after all course examinations have been taken by the student will not be processed. A parent/legal guardian must request the withdrawal for a student under the age of 18.

11. Grading Policy

- a. Lessons 20%
- b. Quizzes 10%
- c. Projects 10%
- d. Tests 60%

12. Test-Taking Policy

- a. The following are NOT permitted during exams:
 - i. Use of notes or books
 - ii. Use of another web browser during the test
 - iii. Talking
 - iv. Use of headphones or earbuds
 - v. Use of cellphones or smartwatch

- 13. Use of Internet Search Engines** - Students working in the lab should not have other

web browsers or search engines open while working in the lab without the approval of the lab facilitator or teacher. It is considered cheating if a student is using a search engine or if they have a search engine window open but minimized.

- 14. Cheating** - Cheating on a test can result in the student receiving a zero and being given a maximum score of 50% on a retest.
- 15. Student ID's** - Students can be asked to show a picture ID in order to have tests unlocked.
- 16. Student Behavior** - Students are expected to work on their online coursework for the entirety of the time they are in the lab. Visiting with other students, "surfing" the web, using YouTube, and playing computer games are prohibited while in the lab.
- 17. Honors/Pre-AP Courses**- Norman Net courses are not Honors/Pre-AP courses.
- 18. Retaking Courses** - Summer School Norman Net courses cannot be taken to replace an already passed or failed course on a transcript.
- 19. Student Feedback in Odysseyware** - It is important for students to have feedback on lessons, quizzes, and tests they have completed. Students need to go to the "courses" link and drill down to get to the answer keys to see the correct answers on what they missed. The answers will not be visible until a student has scored a 70% or ran out of attempts.
- 20. Revisions** - This policy will be revised when necessary to remain in compliance with applicable local, state, and federal laws. This policy may be changed at any time to reflect changes in or to comply with other Norman Net and Norman Public Schools policies. To the extent that this document may conflict with current Norman Public School Board policies, the current NPS Board policies supersede policies and procedures in this document.
- 21. Special Services** - Students with an IEP/504 will need to contact the Summer School Principal to discuss appropriate accommodations for the online environment

2019 Summer School Norman Net Parent/Student Agreement

I, _____ have received the Summer School Norman Net Student Handbook and understand and agree to the following:

1. I understand that online courses do not meet core course requirements for NCAA eligibility.
2. I must complete the entire enrollment process, as well as attend the orientation meeting prior to having access to course materials.
3. I may enroll in a maximum of one credit per summer or 0.5 credits per semester.
4. I must log in at least 10 hours per week as reported by the online provider.
5. I understand the course is not 100% online. All exams and science labs must be completed with the Norman Net Summer School teacher at an NPS Facility during the allotted time frames unless previous arrangements have been made.
6. All exams must be proctored by the assigned Norman Public Schools staff member.
7. Online courses are not "Pre-Ap" or "Honors" courses.
8. A retest is allowed if I score below a 70% on a test.
9. Grades are calculated on the following scale: Tests-60%, Quizzes-10%, Lessons-20%, Projects-10%
10. I understand online summer school courses can only be taken for original credit.
11. I have successfully completed the 8th grade and all prerequisite coursework required for the course I am taking this summer.
12. I understand the Government course also includes the Mind Your Own Budget Curriculum and must be completed as part of the course requirement for the Personal Financial Literacy content.
13. I understand I must complete coursework by the following deadlines:

	Enrollment Deadline	Course Completion Deadline
1st Semester	June 4, 2019	July 2, 2019
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14. Student's not receiving credit will be placed in the appropriate course the upcoming school year.
15. I understand the grades earned through Online Summer School Courses will be placed on the student's permanent transcript.
16. I understand Online Summer School fees are non-refundable for any reason.

Student Signature

Date

Parent Signature

Date

Summer 2019 Online Norman Net NCAA Eligibility

I, _____, understand that online coursework with Norman Public Schools does not meet NCAA eligibility requirements. Students need to complete 16 credits in NCAA approved courses to be certified by the NCAA Clearinghouse. None of these 16 credits can be earned online. Other details and requirements can be found on page 4 of the NPS Course Catalog.

Student Signature

Date

Parent Signature

Date