**Norman Net
Norman Public Schools

HANDBOOK

2010 – 2011**

**Mission Statement**
Norman Net will use the Internet or other emerging technologies to deliver a personalized educational program to learners who express the desire and demonstrate the need for non-traditional, flexible delivery of curriculum.

**Belief Statement**
Norman Net has adopted the following belief statement:
• All students can learn.
• Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
• Students learn in different ways and should have a variety of instructional approaches available to support their learning.
• Course instructors, administrators, parents, and the community share the responsibility for advancing the school’s mission.
• Exceptional students require special services and resources.
• Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
• Ongoing professional development of staff is vital.

**Facility Locations**NHS Lab: Monday through Thursday 4:15PM - 6:15PM Room 200
911 West Main
Norman, OK 73069

NNHS Lab: Monday through Thursday 4:15PM - 6:15PM Room N114
1801 Stubbeman Avenue
Norman, OK 73069

Dimensions North Lab: Monday through Thursday 4:15 - 6:15PM
1101 E. Main
Norman, OK 73071

**Regulations**

**I. REGISTRATION GUIDELINES**
Administrators at the student's home school determine eligibility for Norman Net registration and participation. Criteria for enrollment include, but are not limited to, current academic standing, behavior records, attendance records, and grades. Out of district students are not eligible for participation in Norman Net.  Students may be referred for Norman Net as drop-out prevention, credit recovery, or advancement. Drop-out prevention students must be enrolled in six courses in Norman Net.  Drop-out prevention students who wish to participate in extra curricular activities at the school in which they are currently enrolled must contact their NPS administrator.  Credit recovery and advancement students may only be enrolled in one course at a time in Norman Net, and must maintain a full time status in a NPS school while participating in Norman Net. Norman Net recognizes that students may be placed in Norman Net in lieu of a suspension.  Special circumstances regarding students entering Norman Net in lieu of out of school suspension, or serving out of school suspension must have prior approval form the Director of Secondary Education.  Students serving a suspension placed in Norman Net, and students placed in Norman Net in lieu of a suspension will follow the same policies and procedures as drop-out prevention.  However, Lab availability for a student currently serving suspension is determined by administration at the NPS school where the student is enrolled.  If a student has been placed in Norman Net in lieu of a suspension, and is removed from Norman Net, the suspension will begin immediately.  If a student currently serving a suspension is removed from Norman Net, he/she must fulfill the suspension requirements before returning to the NPS school.

Students may register between the first day of school and February 28.  Any registration requests after February 28 will be considered for Summer School.

**II. COMPLETION GUIDELINES**
Students have 120 calendar days to complete a 1/2 credit course, and 240 calendar days to complete a 1 credit course.  Coursework begins within 14 days after the counselor informs the student that registration processing is completed and that full payment of fees has been recorded.  Students wishing to have a course transcribed by the end of the school year must complete all coursework by May 1.  Students who have not completed the coursework by May 1 not wishing to have a course transcribed must either enroll and pay for Summer School or wait until the next school year begins to continue.  One 45-day extension can be granted for credit recovery and advancement if an application for the extension and a non refundable extension fee are submitted to the appropriate NPS counselor. Course extension requests and extension fees must be submitted prior to the course expiration date.  A parent/legal guardian must request the extension for a student under the age of 18. The 45-day extension starts on the scheduled end date of the course. Course extension requests and extension fees must be received or postmarked prior to the course expiration date.  A grade of "NC" (no credit) will be assigned for all courses that are not completed before expiration of the registration if the student has not previously withdrawn.

While students have a maximum number of days to complete the course, they may work more quickly. But in all cases, students must take the current unit test in a Norman Net lab and await instructor feedback before advancing to the next unit. It is essential that students interact with instructors at least once during each week to insure that they acquire the knowledge or skills required for the course. More frequent interaction with instructors is encouraged and can be used to improve comprehension of course material. Interaction may be through email, course management system (OdysseyWare), or face to face in a Norman Net lab.

**III. FEES**
Students entering Norman Net full time for drop-out prevention, including students serving a suspension, or placed in Norman Net in lieu of a suspension, are not required to pay fees. Students entering Norman Net for credit recovery and who received a letter grade of "F" on their transcript for the course they are retaking are not required to pay fees.  All other students must pay $150 per half credit of work. Full credit (1 credit) courses are $300. The 45 day course non refundable extension fee is $50.  All payments must be submitted to the Financial Secretary where the student currently is enrolled.  Scholarship applications must be submitted for approval to the administration where the student is currently enrolled.

**IV. 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 within 1 business day (excluding holidays) of discovering the evidence of possible misconduct. The Norman Net Administrator will notify the administration of the student's current school within 1 business day (excluding holidays) of receiving notification from the staff member. Administration at the student's current school 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.

**V. STUDENT CONDUCT**
Profane, vulgar, or threatening language or actions directed at a course instructor, other staff members, or another student will not be tolerated. Access to and use of technology for communication and completion of courses through Norman Net impose responsibilities and obligations on the student enrolled in the course. Appropriate use is ethical and honest, and demonstrates respect for physical and intellectual property, including system security protocols. Students, course instructors, and other personnel at Norman Net have a right to privacy and are protected by this policy from intimidation, harassment, and unreasonable annoyance from any other user in connection with Norman Net. When enrolling in Norman Net, students accept the terms of this policy. Any violation of this policy may result in a student's dismissal from Norman Net.  All NPS policies and regulations apply.

**VI. ATTENDANCE**
Norman Net uses electronic content delivery systems, so most work may be completed away from school. Attendance is based on the number of hours a student works per week. Students enrolled in Norman Net for credit recovery or advancement (only one course may be taken at a time in Norman Net) must log a minimum of 5 hours per week or complete 15 assignments to be considered present 90% of the semester. Students enrolled in Norman Net for drop-out prevention (must be enrolled in six courses to be considered a full time student in Norman Net) must log a minimum of 15 hours per week or complete 45 assignments to be considered present 90% of the semester. Failure to log the required hours may result in removal from Norman Net and require the student to return to the current NPS school.

**Excused and Unexcused Absences:**
Excused absences will be granted in compliance with 70 O.S. §10-105 and Norman Public Schools' policies. An unexcused absence is defined as any absence in which a student is absent from class without approval of the school attendance officer.  An unexcused absence for students participating in Norman Net is defined as any time logged working on Norman Net less than the required weekly amount without prior approval of the Norman Net attendance officer.  The Board designates all building principals and their designees as attendance officers for the Norman Public Schools. Norman Net will maintain attendance records and provide attendance information to the District Court and other appropriate authorities upon request.  If the student is unable to meet the required hours per week the student's parent or guardian must communicate the reason to the Norman Net course instructor in writing.

**VII. ELIGIBILITY**
Eligibility for interscholastic activities will be granted in compliance with OSSAA rules governing interscholastic activities in senior high schools, and all NPS policies regarding eligibility apply.  A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible.  Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.  Grades for courses in Norman Net will be reviewed on December 1 and May 1 to determine eligibility for the first six weeks of the next 18-week grading period the student attends.

If a student does not pass each course he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.

Eligibility for students participating in Norman Net will be checked each week.  A student participating in Norman Net must be passing in all subjects he/she is enrolled in.  If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period.  If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period.  The ineligibility periods will begin on Monday and end on Sunday.

**VIII. LESSONS/TESTS**
Lessons may be completed away from school or in the Norman Net lab. Lessons may be re-assigned by a Norman Net course instructor.  After a semester exam has been completed, no previous work may be re-assigned.

All tests must be taken in a proctored location, without exception. All students must take tests in a Norman Net lab setting. If a student cannot attend a Norman Net lab to complete tests, a written request must be submitted for approval to the Norman Net Administrator prior to participation in Norman Net and only in approved circumstances may the student take tests from a non-school location. In these circumstances, the tests must be proctored by a Norman Net employee.

Students may take no more than one test per day, per course. If a student does not pass the test on the first attempt, the student must contact the Norman Net course instructor for tutoring or re-assignments of lessons before attempting an alternate test. If a student wishes to take the unit test after taking both the unit test and the alternate test, the entire unit will be reassigned to the student.  The student must repeat the entire unit before attempting the unit test again.  If the student takes both the test and the alternate test, the higher of the two grades will be recorded as the final grade.

Unit tests may not be skipped.  Each unit test must be taken before advancing to the next unit.

**IX. EXTRA LAB REQUIREMENTS**
Some courses (e.g., Science, English IV) will require coursework to be completed within the lab setting, or work to be completed independently and submitted during lab time. It is the student's responsibility to communicate with his/her Norman Net course instructor for information regarding this extra coursework. All assignments, projects, tests, or other work will count toward the grade in the course.

**X. COURSE WITHDRAWALS**
All withdrawals from Norman Net courses must be in writing, delivered to the appropriate NPS counselor. A refund of fees minus a $25 processing and handling fee will be made for withdrawals completed within 30 days of the start date of a Norman Net course. No refunds will be given after 30 days of the start date. Allow six to eight weeks for refunds to be processed. 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.

**XI. DISABILITY ACCOMMODATION AND DOCUMENTATION**
Norman Net is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Norman Net ensures that no "qualified person with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by Norman Net. If a student requires accommodation on the basis of a disability, he/she must contact his/her school building administration to discuss documentation submission and processing requirements and reasonable academic accommodation.  All current Norman Public Schools Policies apply.

The IEP team must review the IEP for any student with a disability who is approved for Norman Net, prior to the student's participation in any Norman Net courses.

**XII. EQUAL ACCESS**
Norman Net, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

**XIII. ACADEMIC APPEALS**
Section 4003 of the Norman Public Schools Board Policies establishes procedures for Academic Appeals.

An Academic Appeals Committee shall be established to hear student appeals when:

(a) a failing grade received at the end of a credit-earning period results in a student not

passing a course and,
(b) the student and his/her parent/guardian have reason to believe that a teacher has made an arbitrary, capricious, prejudicial, or erroneous evaluation of the student’s  performance.

I. Filing the Appeal

The appeal must be submitted in writing to the Norman Net Administrator no later than the end of the next nine (9) weeks of a regular school year.

II. Appeals Committee

An Academic Appeals Committee shall consist of one (1) Norman Net Course Instructor, one (1) Norman Net Administrator, and one (1) citizen from the community appointed by the Superintendent.

III. Procedures

The Superintendent/designee shall be responsible for developing and monitoring the regulations needed to implement this policy.

The following rules shall be observed in the appeal process and an Academic Appeals Committee will hear a case only after a student and parent/guardian have completed

each step:

I. Informal Steps

The appeal must be submitted in writing to the Norman Net Administrator of the school anytime up through the immediate succeeding nine weeks grading period of the regular

school year.  The student and his/her parent/guardian must make an attempt to resolve the difference with the individual Norman Net Course Instructor. If within ten (10) working days after meeting with the Norman Net Course Instructor the matter has not been resolved, the student and the parent/guardian then must arrange a conference at which the Course Instructor and the Norman Net Administrator are present.  The Norman Net Administrator shall attempt to achieve a satisfactory settlement of the problem within ten (10) working days.

II.  Formal Steps

After the completion of Steps 1 and 2 above, the student and parent/guardian may petition an Academic Appeals Committee for a hearing.  If an Academic Appeals Committee believes, for whatever reason, that the appeal can be resolved satisfactorily at a prior level it may refuse to hear a case. If an Academic Appeals Committee chooses to hear a case, it shall do so in a private session open only to parties to the dispute and their representatives. Having heard all of the evidence, an Academic Appeals Committee will then issue a ruling within ten (10) working days.  The ruling will identify the reasons for the decision.  In the event one member of the Academic Appeals Committee dissents from the ruling, he/she may issue a minority report. Should an Academic Appeals Committee find in favor of the student, the Norman Net Course Instructor will then have the right to appeal directly to the Board of Education. Should an Academic Appeals Committee find in favor of the Norman Net Course Instructor, the student will then have the right to appeal directly to the Board of Education. The decision of the Board of Education shall be final.  The parent may prepare a written statement to be placed in and become a part of the permanent record

of the student stating the reason(s) for disagreeing with the decision of the Board.  (70-24-114.1)

**XIV. NORMAN NET/NPS EMPLOYEE ROLES IN NORMAN NET**
**Assistant Superintendent for Educational Services, Director of Secondary Education:** Oversee all aspects of Norman Net; Approve or deny all recommended waivers and extensions from NPS school administration.
 **Norman Net Administrator:**Oversee all operations of Norman Net under supervision of Assistant Superintendent and Director of Secondary Education; Directly supervise all Norman Net employees; Refer all issues to appropriate site administration; Recommend removal of students from Norman Net to NPS School Administration when warranted.

**Norman Net Counselor:** Advises students for placement; Counsels students and assists with locating resources; Works with Norman Net Course Instructors to provide services to students in danger of dropping out; Process all applications; Check applications for errors and missing information; Return application to NPS counselor if application is deficient; Create student accounts in Norman Net; Assign students to courses in Norman Net; Assign students to course instructors in Norman Net; Monitor attendance records; Submit weekly attendance usage reports to NPS school administrators and counselors; Monitor grades weekly; Submit weekly grade reports to NPS school administrators and counselors; Travel to lab sites during lab hours as needed; Recommend removal of students from Norman Net for deficiencies in attendance to Norman Net Administrator when appropriate; Refer all issues to Norman Net Administrator; Receive completed grades from Norman Net Course Instructor; Submit completed grades to NPS School Registrar; Inactivate course upon completion; Inactivate student after grade is transcripted and notified of transcripted grade by NPS counselor; perform any other duty assigned.

**Norman Net Course Instructor:** Proctor all tests; Tutor students during lab time; Track Norman Net course progress of students; Communicate weekly with NPS counselors to track progress of student; Refer all issues to Norman Net Administrator, including but not limited to student conduct, attendance, grade issues; Gather required documentation for course completion (including but not limited to final grade sheet, signature from highly qualified personnel); Submit completed coursework and final grade to Norman Net Counselor.

**NPS School Administration:** Determine eligibility for Norman Net; Determine waiver and extension eligibility; Recommend all eligible waivers and extensions to Assistant Superintendent for Educational Services or Director of Secondary Education; Approve or deny application submitted by NPS school counselor; investigate all student issues, conduct hearings in appropriate circumstances and make decisions including but not limited to removal of students from Norman Net. All School Administration decisions are final.

**NPS School Counselor:** Review policies, procedures, with student; Provide policy signature sheet to parent and student and attach completed signature sheet to application; Note payment completion on application after payment receipt is confirmed by NPS financial secretary; Submit enrollment application to NPS administrator for approval; Submit enrollment application to Norman Net Counselor if approved by NPS administrator; Submit scholarship application to School Administration; Communicate weekly with Norman Net course instructor to track progress of student; Communicate with student and parent weekly regarding any issues if applicable; Submit course completion form and grade to School Registrar for transcripting of grades; Notify Norman Net course instructor after grade is transcripted; refer all issues to Norman Net Administrator.

**NPS School Financial Secretary:** Receive all fee payments, process all payments and refunds with Norman Net administrator approval; Inform NPS school counselor of payment completion by student for application.

**NPS School Registrar:** Transcribe final grades, notify NPS School counselor when transcription is completed.

**XV. 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.

Revision 15: 10/15/2010