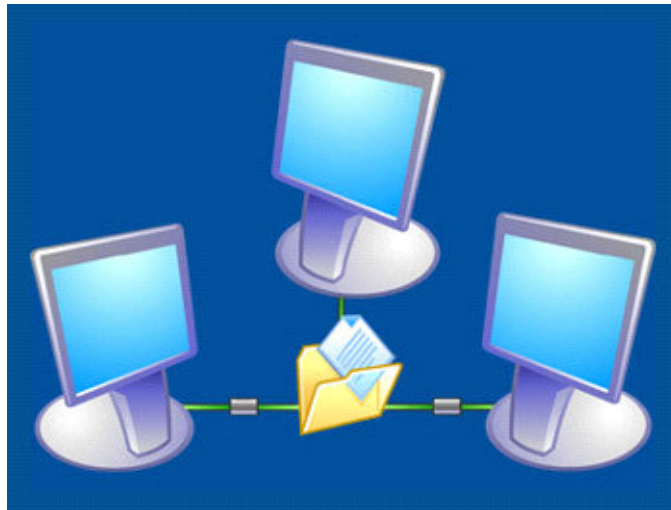


Northeast Wisconsin Online Charter School (NEWOCS)

Policies and Procedures



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Northeast Wisconsin Online Charter School (NEWOCS) Policies and Procedures

Charter School Goal

The Northeast Wisconsin Online Charter School's goal is to serve students whose needs are not being met in a traditional learning environment. The school provides a full program for students interested in alternative online learning. Courses serve the following students: 1) nontraditional, underachieving learners with an education that extends to them a common foundation for success shared with their peers and that helps to close the achievement gap, as described in "The New Wisconsin Promise"; learners who have interests in courses not available in their school setting; and notably high achieving students who seek accelerated learning opportunities. In particular, NEWOCS seeks to serve open-enrolled students and home-based students who want an alternate way of learning.

Charter School Mission

The Northeast Wisconsin Online Charter School's mission is to meet more comprehensively the needs of students in northeastern Wisconsin, while effectively meeting the goals of the "No Child Left Behind" legislation. This mission involves continuing to provide an environment that promotes each student's social, emotional, academic, and vocational growth through strong support systems connecting the online teacher/facilitator, the Local Education Guide, and the identified adult "personal coach" dedicated to encouraging the online student at home.

Enrollment

Students in grades 6-12 from consortium school districts, with the assistance of identified district personnel, will enroll in the Northeast Wisconsin Online Charter School. Students achieve access to the Northeast Wisconsin Online Charter School by enrolling through their resident school contact person.

Equal access for students will occur through a single lottery held at NEWOCS, if needed. No separate lottery will occur at each school district.

Target Population

The target population to be served by the proposed online charter school encompasses students who are seeking an alternative way to meet their required and elective programs; who have insufficient credits for graduation; who have interest in studying specialized courses which cannot be offered in their traditional schools; who are seeking accelerated study through high school courses at advanced or college levels; who are experiencing scheduling conflicts with home or employment responsibilities; who have been expelled or are at risk of severe disciplinary action; as well as those who are being home-schooled and need broader experiences to advance their comprehension in higher-level courses. Other types of students whose needs may be better served through an online charter school include medically-challenged students, special education students, English

language learners, and those whose diverse learning styles do not coincide with traditional modes of instruction.

Currently students in grades 6-12 are eligible to participate in the online program. The program may be expanded to other grades in a future year.

Focus and Direction

The general focus of the Northeast Wisconsin Online Charter School centers on the needs of CESA 7 students and providing them with online course opportunities that will assist them in obtaining a high school diploma either at NEWOCS or in their resident school district. The opportunity is present for students to take a full program on line. If a school district has a student taking all courses online, the consensus of parents and school district will determine if the student will receive a resident district diploma or a Northeast Wisconsin Online Charter School diploma. At the time of student enrollment in any Northeast Wisconsin Online Charter School course, the district will indicate the intended type of diploma. Extenuating circumstances may change the type of diploma, so changes will occur with the appropriate written agreements. Home-based students who want to access the Northeast Wisconsin Online Charter School for a total program will work with the resident district enrollment process for the online charter school and determine together the type of diploma to be granted.

Main Location of the Online Charter School

The location of the Northeast Wisconsin Online Charter School (NEWOCS) is the CESA 7 office at 595 Baeten Road, Green Bay, WI 54304.

Identified School for Each Student

Each online student has an identified school building named by the school district.

Local Education Guide (LEG) and Other Support

Each school district identifies the Local Education Guide, who supports the students taking courses online. A Local Education Guide serves as the support for the students. In addition, the student will have an online instructor/facilitator, who stays in contact with the students and the Local Education Guide. Students are able to communicate with the online instructor within the contents of the course or through e-mail. In addition, NEWOCS expects each student to have a “personal coach.” The coach may be a family member, neighbor, friend or other community member who encourages the student to be successful in this learning environment and to keep the student progressing at a pace that is meeting the student’s learning needs and the course requirements. The Local Education Guide will remain in contact with the student and coach. The Local Education Guide may make home visits, if necessary.

Course Payment and Billing Process

Once a participating district has enrolled a student in NEWOCS, the district is responsible for the course payment. The district will supply the purchase order at the time of enrollment, and NEWOCS will invoice the district. Fees are non-refundable, unless the decision to discontinue falls within an identified window.

Curriculum

The curriculum is composed of courses from CESA 7 teachers as well as from various other providers. CESA 7 teachers put their courses into a course management system called Educator. The middle and high school courses align with the Wisconsin Model Academic Standards. The technical college courses meet the requirements of college level learning. Any correlation of NEWOCS courses to local district courses is the responsibility of the local district. The cost of the purchased or rented courses from various providers is the responsibility of the online charter school.

CESA 7 licenses the Educator online course management system for courses developed by CESA 7 contracted teachers. Courses from other providers may use the Educator course management system or some other course management system. Students could find themselves using a variety of course management systems, but the components are generally the same.

The NEWOCS staff decides the provider of the course upon a student's enrollment through a school district. There may be a need to use a certain provider in order to reach the appropriate numbers for a course to be held, i.e., a minimum of 10 students, access at a certain time, and so forth.

Any students taking technical college or Experimental Aviation Association (EAA) courses (receiving high school and college credit) must be 16 years-of-age. Students wanting to take high school or Advanced Placement courses are informed of the difficulty of the courses and the necessity of passing an AP exam with at least a 3 on a 5-point scale in order for a college or university to consider advanced placement.

Opportunities do exist for middle school students to pursue courses listed as high school courses. Selected middle school students who have been identified for taking high school courses should realize the higher level of the course. The local school district decides who should access the middle level core courses as well as any appropriate high school courses.

Assessment

Students are required to take the Wisconsin Knowledge and Concepts Exam-Criterion Referenced Test (WKCE-CRT) and/or an alternate assessment, if needed, at the grade levels and in the subject areas established by the state of Wisconsin. Resident school districts provide the appropriate monitoring of the students for the required exams.

Completion of built-in course assessments will verify that the student is proficient in the various competencies of that course.

Support Services

Existing support services for online students, such as guidance, school nurse, ESL, special education, police liaison, School-to-Work Coordinator, Reading Specialist, etc., are available through the school district.

E-Mail Names

Student e-mail addresses for course access must include student names (It is difficult for teachers to interpret e-mail from fun names). Most Internet e-mail allows people to change e-mail addresses. Students should change their e-mail so it reads: "firstinitiallastname@internet address" (such as: dsmith@telnet.com). To do this, students simply choose a different e-mail address. If your name is taken, then please use one of these options: (d_smith or dsmith234 or dsmith123456).

Doing Online Work Doesn't Mean Being Online All the Time

Online courses do not require students to be online all of the time to do the coursework. Students can print pages, read books, copy and paste pages into Microsoft Word, complete work on paper and then submit it, and so forth.

Grades

Assignments are graded just like they are in face-to-face courses. Some assignments are graded automatically within the course and some are graded directly by the online teacher/facilitator. The student will receive comments from the teacher on completed assignments. There is a gradebook within the course for the students or parents to check on progress/grades at any time. Online teachers may report a letter and/or a percentage grade. Any conversion of a percent grade is determined at the local level.

Assessment/Evaluation Strategies

Types of Online Assessment – A variety of methods may be used to assess learners in the following areas:

Critical thinking (i.e., essays, reports, reflective journals)

Problem solving (i.e., multimedia or text-based scenarios, simulations in using CD-ROM, videoconferencing)

Demonstration techniques (i.e., videoconferencing, verification by workplace mentor, site monitor)

Self-management (i.e., journal, autobiography, portfolio, learning contract)

Information access/management (i.e., database development, bibliography, problem solving)

Demonstrating knowledge (i.e., written exam with local proctors, quick feedback through multiple choice, true/false matching, short answer tests)

Designing, creating (i.e., portfolios, projects using video or the Web)

Communicating (i.e., debate, role play, PowerPoint presentation, report journal, essay)

Teamwork and collaboration (i.e., e-mail, listserv, or conferencing discussions/debates)

Discipline Procedures

1. All local School Board Policies apply including, but are not limited to: Internet, computer, and e-mail policies.
2. Any on-campus online school activities are governed by policies and rules in the local school.

Academic Honor Policy

1. Exercise responsible, ethical behavior. Remember that Internet information ranges from being useful and scholarly to being incorrect and offensive.
2. Work submitted must represent a student's original ideas or cite all relevant sources if it is not completely original. If authenticity is in question a student may be required to take a proctored test, defend a project or paper or respond to oral questions on the phone or in person.
3. No one other than the enrolled student can complete any portion of an assignment, activity or exam.
4. No one other than the enrolled student can make revisions to an assignment, activity or exam.
5. A student is not to submit work completed by anyone else.
6. Students are to cite properly any information from online or other sources.

Academic Integrity (Plagiarism)

NEWOCS regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of that person's effort and ability. If such is not the case, then the

student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, students and families are all important contributors to the upholding of academic integrity in the school learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Examples include the following....

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information, which a student found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into one's own words) another person's unique ideas, spoken or written, without citing the source

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, NEWOCS will follow the policy on plagiarism as outlined by the course provider and as described in each district's policy.

Student Use of Electronic Mail

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

The use of electronic mail shall be in support of education and research consistent with the educational objectives of the local district. Student e-mail is intended for a limited, short-term duration as part of a special class or project. Requests to set-up student e-mail accounts should come from the appropriate school personnel and be forwarded to the necessary personnel involved in the school.

The NEWOCS requires students to use electronic mail (e-mail) in a responsible manner in accordance with established district policy, rules and exhibits applicable to computer use and internet/online use to include prohibitions against:

- Using e-mail to engage in illegal activity
- Using e-mail to access obscene or pornographic materials
- Using e-mail to transmit obscene or pornographic materials
- Using e-mail to send hate mail or to harass other users
- Using e-mail for commercial or for profit purposes including product advertisement
- Using e-mail to violate copyright or other intellectual property rights
- Disrupting e-mail services or its supporting hardware and software, interrupting information, vandalizing data, introducing or using computer viruses, and attempting to gain access to restricted information or networks.

All local district electronic email accounts are owned by the district, and therefore, not private. The local district retains the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system.

All illegal and improper use of the electronic mail system, including but not limited to pornography, obscenity, harassment, threats, solicitation, gambling, and violating copyright or intellectual property rights are prohibited.

Policy or rule violations will result in appropriate disciplinary action per provider and local district policy.

Wisconsin Statutes Chapter 943.70

(2) OFFENSES AGAINST COMPUTER DATA AND PROGRAMS.

- (a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in par. (b):
 1. Modifies data, computer programs or supporting documentation.
 2. Destroys data, computer programs or supporting documentation.
 3. Accesses data, computer programs or supporting documentation.
 4. Takes possession of data, computer programs or supporting documentation.
 5. Copies data, computer programs or supporting documentation.
 6. Discloses restricted access codes or other restricted information to unauthorized persons.
- (b) Whoever violates this subsection is guilty of:
 1. A Class A misdemeanor unless subd. 2, 3, or 4 apply.
 2. A Class E felony if the offense is committed to defraud or to obtain property.
 3. A Class D felony if the damage is greater than \$2,500 or if it causes an interruption or impairment of governmental operations or public communication, of transportation or of a supply of water, gas or other public service.
 4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

(3) OFFENSES AGAINST COMPUTERS, COMPUTER EQUIPMENT OR SUPPLIES.

- (a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in par. (b):
 - 1. Modifies computer equipment or supplies that are used or intended to be used in a computer, computer system, or computer network.
 - 2. Destroys, uses, takes or damages a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system, or computer network.
- (b) Whoever violates this subsection is guilty of:
 - 1. A Class A misdemeanor unless subd. 2, 3, or 4 apply.
 - 2. A Class E felony if the offense is committed to defraud or to obtain property.
 - 3. A Class D felony if the damage to the computer, computer system, computer network, equipment or supplies is greater than \$2,500.
 - 4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.