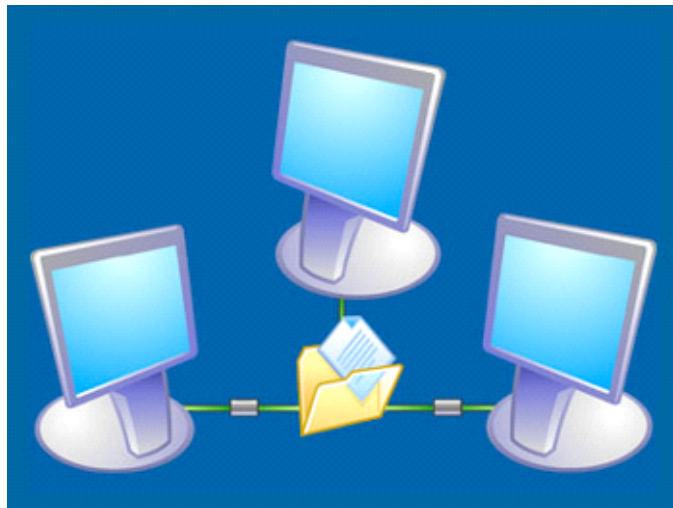


# Northeast Wisconsin Online Network (NEWON)

## *Policies and Procedures*



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## Table of Contents

Goal .....	1
Mission .....	1
Enrollment .....	1
Target Population .....	1
Focus and Direction.....	2
Main Location of the Online Charter School .....	2
Identified School for Each Student .....	2
Local Education Guide (LEG) and Other Support .....	2
Course Payment and Billing Process.....	3
Curriculum.....	3
Assessment .....	3
Support Services.....	4
E-mail Names .....	4
Doing Online Work Doesn't Mean Being Online All the Time .....	4
Grades .....	4
Assessment/Evaluation Strategies .....	4
Discipline Procedures.....	5
Academic Honor Policy .....	5
Academic Integrity (Plagiarism) .....	5
Student Use of Electronic Mail .....	6
Wisconsin Statutes Chapter 943.70.....	7

## **Northeast Wisconsin Online Network Policies and Procedures**

### **Goal**

The Northeast Wisconsin Online Network's goal is to serve students whose needs are not being met in a traditional learning environment. The network will provide courses for 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"; 2) learners who have interests in courses not available in their school setting; and 3) notably high achieving students who seek accelerated learning opportunities.

### **Mission**

The Northeast Wisconsin Online Network'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 (LEG), and the identified adult "personal coach" dedicated to encouraging the online student at home.

### **Enrollment**

Students in grades 6-12 from participating school districts, under the direction and assistance of identified district personnel, will enroll in the Northeast Wisconsin Online Network based upon NEWON's policy and their district's enrollment policy. The school district will have a process for determining the suitability and availability of online learning for their students. The only way that students access the Northeast Wisconsin Online Network is by enrolling through their resident school district personnel.

### **Target Population**

The potential learning community to be served by the online network encompasses students with insufficient credits for graduation; those interested in studying specialized courses which are not offered in their traditional schools; those seeking accelerated study through high school courses at advanced levels; those experiencing scheduling conflicts with home or employment responsibilities; those 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 can be better served through an the online network include those facing medical challenges, 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 will continue as long as districts maintain membership and it remains financially feasible.

## **Focus and Direction**

The general focus of the Northeast Wisconsin Online Network centers on the needs of CESA 7 districts' students and providing them with online course opportunities that will assist them in obtaining a high school diploma in their resident school district. Courses will likely be supplemental in nature for many of the students. The opportunity is present for students to take a full high school program online. Home-based students who want to access the Northeast Wisconsin Online Network for a total program will work with the resident district enrollment process to determine eligibility. It is possible to have a student take a full-time program online, if permitted by individual district policies and sufficient numbers for the courses.

## **Main location of the Online Network**

The location of the Northeast Wisconsin Online Network (NEWON) is the CESA 7 office at UWGB IS 1040, 2420 Nicolet Dr., Green Bay WI 54311.

## **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 talking 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, NEWON expects that each student to have a "personal coach." The coach may be a family member, neighbor, friend or other community member who would encourage the student to be successful in this learning environment and 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 NEWON, the district is responsible for the course payment. The district will supply the purchase order at the time of enrollment, and NEWON will invoice the district. The student has 14 days from the start date to evaluate the course and drop without financial penalty to the district. Fees are non-refundable to the district once the drop deadline has passed.

## **Curriculum**

The curriculum is composed of courses from various providers including courses created by CESA 7 teachers who put courses into a course management system called Moodle. The middle and high school courses align with the Wisconsin Model Academic Standards. The technical college courses meet the requirements of college level learning. School districts may offer all courses available through NEWON, or provide a selected list of courses for their students. Any correlation of NEWON 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 network.

CESA 7 hosts a Moodle server for the online course management system for courses developed by CESA 7 contracted teachers. Courses from other providers will use the course management system deemed necessary. Students could find themselves using a variety of course management systems, but the components are generally the same.

The NEWON 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 (receiving high school and college credit) must be 16 years of age. Students wanting to take high school or Advanced Placement courses should be informed of the difficulty of the course 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 ed., police liaison, School-to-Work Coordinator, Reading Specialist, etc., are available through the school district.

## **E-Mail addresses**

Student e-mail addresses for course access should include student names (It is difficult for teachers to interpret e-mail fun names). Most Internet service providers allow customers to change e-mail addresses or add new ones. Students should change their e-mail so it reads: “firstinitiallastname@internet address” (such as: [dsmith@telnet.com](mailto:dsmith@telnet.com)).

## **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, 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 the online teacher grades some. The student will receive comments from the teacher on completed assignments. There is a gradebook within the course for the student or parent to check on their progress/grades at any time. Online teachers may report a letter and/or a percentage grade. Any conversion of a grade is determined at the district 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 properly cite any information from online or other sources.

### **Academic Integrity (Plagiarism)**

NEWON 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, NEWON will follow the policy on plagiarism as outlined by the course provider and as described in each district's policy.

### **Student Use of email**

The use of email 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.

NEWON requires students to use 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 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.