



## Regional Online Consortium (ROC)

# Policy and Procedures Handbook

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# Regional Online Consortium

## Introduction

Regional Online Consortium was conceived by several districts within the CESA 6 region that had a vision to share online web-based high school courses within their region. The district administrators that developed this program wanted to offer web-based courses to every student before they graduated from high school but wanted those courses to come from local school districts. They simply did not want to have their students take courses from unknown and sometimes unreliable sources.

The Policies and Procedures in this book reflect our best thinking to date as we strive to offer virtual options that address a wide range of student needs as well as support their efforts to be successful in this environment. ROC policies and procedures will always be a work in progress as we continually assess and improve our services and processes.

## Philosophy Statement

ROC has three core principles: (1) to supplement existing district programs, not compete with them, (2) to be responsive to and representative of its members and their needs, and (3) that all students should have access to the educational opportunities they need at their local school.

# Regional Online Consortium Participation

A ROC agreement will serve as the formal agreement among members to participate in the activities of Regional Online Consortium (ROC) in accordance with the policies, procedures, responsibilities, and decisions to be established by the governing body.

## Participation Agreement

A school, district, institution or agency may become a member of this Consortium by:

- Agreeing to the policies, procedures, and responsibilities that have been adopted by the Governing Board
- Paying the required course fees to the ROC fiscal agent [CESA 6]
- Abiding by the ROC Member Assurances

## Member Districts Assurance Policies

In order to effectively and efficiently deliver services, a number of assurances are needed between ROC and its member districts. Those assurances for each are outlined below:

### *Member districts will:*

- Designate school contact personnel for support of student's progress and/or issues.
- Proactively work within the district to establish the Local District Policies needed to support online learners.
- Provide verification of student activities.
- Provide mentoring and monitoring of participating students, through ROC Local Mentor, during the time that they are accessing courses to adequately insure security, participation and support.
- Provide a location that is conducive to a healthy learning process for students enrolled in ROC courses.
- Provide the student with access to a computer with sufficient resources to accomplish the tasks set forth in the course requirements; provide additional resources required for successful course completion.
- Ensure that a student has adequate network connectivity and connection to the Internet for access to courses and provide proper timely technical assistance to the student.
- Provide resources and support as is requested in the student's IEP.
- Utilize the CESA 6 Website for registration, information and required data reporting.

## **Regional Online Consortium Assurance Policies**

### ***Regional Online Consortium will:***

- Train and support School Contacts (SC) from each member district. The School Contact is the representative, identified by each district, who serves as the liaison between ROC and the district. The SC approves courses, determines budgets to pay for courses, assures that grades/credits, etc. are granted.
- Provide and promote the Professional Development Options to expand the capacity of its members to design, develop and effectively use online courses and services. In particular, offer the options to develop the online learning skills and competencies necessary for staff in member districts to become ROC Certified in these areas: Local Mentor, Online Teacher, Online Curriculum Developer, Online Mentor
- Develop and enforce ROC Policy, which in turn will strengthen the organizational capacity of all to deliver online learning options.
- Facilitate the ROC Leadership Team (communication, meeting structure, etc.) for purposes of guiding ROC and determining the next steps for the consortium.
- Maintain the ROC Website for registration, information, dissemination.
- Offer Student Courses and Supplemental Curriculum which has been evaluated for adherence to high quality and is aligned to WI standards.
- Provide data to member districts regarding participation by staff and students in courses; information/syllabus regarding courses for member districts to determine credit.
- Maintain accurate and up-to-date records which provide information regarding assets, purchases, expenditures, etc. of the consortium.
- Address a broad range of educational needs, styles and abilities, including: advanced as well as remedial work in core subjects or skills, test preparation, applied technology, and career exploration.

# Governance and Operations

## Governance

Governance structure shall consist of a Governing Board and an Operations Committee. The authority and responsibility of these respective groups is delineated below:

### **Governing Board**

Governing Board will be a 9-member board. Membership will include 3 members from Consortium districts with a minimum 200 student enrollment, 3 members from Consortium districts with a student enrollment between 1,000-1,999, and 3 members from consortium districts with a student enrollment less the 999.

- ◆ The Governing Board is responsible for overall ROC policy decisions including funding and finance issues, development and expansion, purpose and direction, member contracts and agreements, and cooperative initiatives and partnerships.
- ◆ Each member must have one representative (e.g. administrator) who will have voting rights on the Governing Board.
- ◆ The Governing Board will make decisions and set policy through consensus.
- ◆ The ROC Directors, in cooperation with CESA 6 Administrator, will carry out the facilitator role for the Governing Board agenda and meetings.

### **Operations Committee**

- ◆ The Operations Committee will be made up of the principal from each consortium district.
- ◆ The Operations Committee is responsible for developing, coordinating, and promoting the work of ROC. This includes the selection of student courses and teachers willing to teach online.
- ◆ The Operations Committee will make recommendations on the program procedures such as class size, policy changes, curriculum development, member benefits, etc.
- ◆ The Operations Committee shall make recommendations to the Governing Board on issues requiring Governing Board action, advice or awareness.

### **Fiscal Management**

- ◆ As fiscal agent, CESA 6 will establish a budget for managing the consortium activities. The fiscal agent shall present a proposed budget to the governing board.
- ◆ The budget will delineate various line item expenses including member coordination services, support services, program expenses, and hardware/software/leasing expenses.
- ◆ All contracts for the members shall be conducted through the fiscal agent.

## District Contacts

ROC functions are carried out by ROC Director working in consultation with representatives from each of the consortium districts. District Representatives will consist of:

### ***Operations Board Manager***

The Operations Board Manager is the Primary contact to ROC. This individual oversees the communication, policies, registration, and implementation of ROC courses to students of the consortium. Responsibilities are further outlined in Attachment #1.

### ***School Contact (SC)***

The School Contact is the Primary contact for the school regarding online learning. This individual oversees the communication, policies, registration, and implementation of ROC courses to students within the school and works closely with the District Contact. Smaller districts may identify the School and District Contact as the same person.

### ***Technical Contact (TC)***

This role will ensure that all ROC students have access to and assistance in using necessary equipment and software, network support, access to the Internet as well as any necessary assistive technology. This may include: verification that the workstation meets the minimum standards for ROC courses; ensuring adequate bandwidth; acting as a resource for installation of programs, interface and technical difficulties; and being available to advise ROC as to technical issues and concerns within the district.

### ***Local Mentor (LM)***

All students taking ROC courses will need a “Local Mentor” who will be responsible for registering the student, assuring students have the necessary materials and support structures, and overseeing progress as the student completes the course. The LOCAL MENTOR is the first line of support and defense for the student and is also responsible for receiving the credit and grade upon course completion from the online teacher. Responsibilities of the LOCAL MENTOR are further outlined in Attachment #2.

# ROC Policy

The purpose of ROC Policy is to define the minimum guidelines needed in order for students to enroll and succeed with ROC online courses or supplemental curriculum. **ROC works together with member districts to support the following policies:**

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## Student Rights and Responsibilities

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### Acceptable Use Policy (AUP)

Acceptable use demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy and freedom from intimidation and unwarranted annoyance as well as demonstration of honest and ethical behavior.

Students will follow their Districts Acceptable Use Policy (AUP). Complaints or violations of this policy will be filed with the violator's school and will follow district and Board of Education Policy for that district.

### Anti-Discrimination/Harassment Policy

Regional Online Consortium District participants are guaranteed the ability to work and learn in a safe learning community that is free of discrimination or harassment. Discrimination/harassment on the basis of race, color, ancestry, religion, national origin, age, sex, sexual preference, or disability in any form will not be tolerated.

All schools offering ROC courses will have enforceable anti-discrimination policies and procedures in place for addressing compliance. Complaints should be filed with the student's home school, following procedures and policy for that school.

### Eligibility

Each district will determine who, and how students, are eligible for courses through ROC. ROC will only accept registrations when submitted by a Local Mentor and approved by the School Contact.

Districts have local policy to address student and parent requests for courses in a consistent and equitable manner. Local district policy should also determine eligibility for students who may wish to take an online course in addition to a full schedule of classes-it will be at the discretion and approval of the local district to accept the credits for such a course and pay for the course if necessary. ROC will provide information regarding course curriculum but will not be involved in making decisions regarding approval of student courses.

### Ethics

Districts may choose to require that students sign a student code of ethics agreement to deter possible cheating and to inform students and parents of the consequences. Existing local school policies on cheating or fraud will be applicable, with the addition of language that incorporates the online environment, and clearly defined sanctions for abuse of the privilege. In addition, confirmation of student plagiarism will be subject to consequences by ROC administrators, with potential removal or course failure.

See the ROC Student Handbook for references to academic integrity, copyright and netiquette policy. It is advised that online students are provided with some form of induction into ethics at the district level.

## **Right to Privacy**

ROC has a firm commitment to privacy and will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons will have access to student records:

- ROC Director
- Professional Staff of the school (teacher, guidance counselor, district contact)
- Appropriate administrative support staff
- Other professionals who have a legitimate educational or legal interest in the records as designated by the ROC Director

ROC Leadership is not authorized to release student information without a request of the student's legal guardian or without the approval of the ROC Director. The names of ROC students, their images, and their course work will not be presented on a public website or in video without prior written consent.

## **Student Discipline, Rights, and Responsibilities**

Each district has its own disciplinary code and set of rights and responsibilities. As with any classroom, the Online Teacher (OT) should attempt to address discipline problems directly with the student prior to referring the student to another individual. However, if the Online Teacher is unable to resolve the problem or if the infraction is such that it requires administrative notification, the OT should contact the ROC Local Mentor (LM) for that student. The Local Mentor will have responsibility for either addressing the problem directly or bringing the problem to the attention of the local School Contact (SC).

Local discipline codes and sets of student rights and responsibilities should be used in handling situations regarding behavior and discipline. If a student is experiencing a problem with an instructor, the student should talk with his or her Local Mentor who will address the issue with the Online Teacher and School Contact.

## **Title VI/IX and Other Equity Legislation**

All schools must be in compliance with all Federal Civil Rights legislation. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance. Title IX of the Education Amendments of 1972 insures that no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any federally assisted program.

State civil rights legislation will also apply to ROC courses. Compliance with all civil rights legislation will be the responsibility of each school and complaints should be filed with the student's local district and follow the school's grievance procedure.

ADA Compliance: Issues regarding student accessibility will be addressed by the local school district. Qualified students with disabilities needing appropriate adjustments should contact the appropriate personnel within their district before enrolling in an online course to ensure needs are met in a timely manner.

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## Student Participation

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*Each district must establish a process for selecting and enrolling their students, granting approval of courses open to students, and determining the time and location during which students may complete the course.*

### Attendance and Participation

ROC students are expected to attend and participate in their online education courses as fully as they would attend and participate in a traditional classroom course. At a minimum, students are required to log-in and perform work in their online course at least five times a week, dispersed throughout the week (i.e. not five visits in one or two days) or as agreed up by the OnlineTeacher.

### Course Costs

Course costs will be \$300 per student per course. The local district will govern payment of fees for students taking ROC courses. All course fees will be paid from the district directly to CESA6.

### Dropping or Canceling a Course

In most cases, students may drop ROC courses within the first two weeks of the start of the course without penalty of payment or failure. This process should be coordinated through the Local Mentor who must contact ROC within the two-week period. If the student is not dropped within the two-week window, costs incurred for the course will be forwarded to the district.

ROC recognizes that some withdrawals are unavoidable, and may be due to communication or technical issues that need to be resolved. Before resorting to “withdrawal”, districts should check with the Local Mentor to see if the problem can be fixed.

In the rare event that ROC needs to cancel a course, we will notify schools as far in advance as possible in addition to crediting all seats or refunding all payments.

### Homework Policy

Homework is to be completed by assigned deadlines. If work is going to be late, it is the responsibility of the student to contact the Online Teacher (OT). It is the responsibility of the student to make up work missed due to absence.

In cases of extended student illness (five days or more), the student may either contact the Online Teacher directly to notify the instructor of any delay in providing assigned work or the parents may contact the Local Mentor to make arrangements for work that will need to be made up in accordance with local district policy.

### Instructional Materials and Textbooks

Texts and instructional materials for each online course vary according to course instructors. Districts teaching the online course will be responsible to provide the required course materials. ROC will work with the Local Mentor to determine methods of transporting that material. Consumable materials will be the responsibility of the student. Online Teacher’s are encouraged to use the CESA 6 Delivery System.

Students will be held accountable for loss or damage to these materials in the same manner that they are held accountable for any school materials. At the end of the course, Local Mentor’s are responsible for returning materials to the designated district staff.

## **Test Taking and Assessment**

Some online courses will require that exams and tests be given in the local school setting and proctored by the onsite Local Mentor; arrangement for proctored/unproctored situations are at the discretion and direction of the local district.

## **Enrollment and Timelines**

The School Contact, prior to student enrollment, should establish the academic calendar of the student who enrolls. The School Contact, or other person as designated by the district, must help coordinate the scheduling process to ensure proper documentation for credit acceptance and to verify that the student is within the guidelines established by the district for online learners. This will be particularly important for students continuing to take courses across established semester grading periods or summer school sessions.

Upon submittal of student registration, ROC may approve course enrollment right away; refer the request to the local district for academic or financial advising; or deny the request.

ROC imposes no limit on the number of ROC courses a student may be enrolled in simultaneously or in total. This matter is determined by local board and district policy.

Dual credit may be an option for some students. Students interested in pursuing dual credit are advised to consult with their local high school and the ROC Director.

## **Time and Location**

Local district policy will govern decisions regarding the location(s) and hours in which a student may complete course work.

It should be the expectation of the local district that the student will conduct him/herself in compliance with all student rules and regulations, even if the student is taking the online class in another setting. This may be consistent with other student behavior guidelines, rules or policies that govern the behavior of students in education-related settings (such as athletic events, field trips, etc.). If inappropriate behavior is reported while a student is participating in an online course, the local district must take appropriate disciplinary action as is deemed necessary to correct and discontinue such behavior.

Students working outside of the local school setting must be made aware of the need to access equipment that meets the minimum requirements as specified in the online course description.

## **Transportation**

Local district policy will govern decisions regarding transportation needs and issues regarding students participating in blended delivery courses. Districts are responsible for transportation costs and logistics.



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## **Student Credit and Grades**

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### **Credits**

Online, credit bearing courses should be treated like any other course offered at the home district and the School Contact should coordinate that process. ROC courses should receive the same credit and be listed on the student transcript similar to core academic courses (and/or electives) for participating school districts. Participating schools will translate ROC courses into the appropriate home school and/or district credit.

Guidelines for the acceptance of transfer credits should be the same as in any other course/transcript transfer situation. The local district will have the responsibility and authority to make a designation on a student's transcript in accordance with local policies regarding other transfer credits.

### **Credit and Grade Recording**

The Local Mentor for each student will be responsible for recording the grade and credit for the course. The Local Mentor will work with the Online Teacher to determine and translate class work into grades, based on the local district grading system, to be entered into the student transcript. Honors points, weighting and other special considerations will be made at the discretion of the local school, and should be agreed upon prior to the enrollment of students. The Online Teacher is the teacher of record.

Some schools might assign a letter grade of A- to a 93% while some schools might assign an A. This is a school-based decision. If a student and his or her counselor or Local Mentor agrees that a course can be taken Pass/Fail, the school will translate the grade percentage into a Pass/Fail mark.

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## **Professional Development**

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ROC will provide and promote the Professional Development Options to expand the capacity of its members to design, develop and effectively use online courses and services.

In particular, ROC will offer the options to develop the online learning skills and competencies necessary for staff in member districts to become ROC Teachers.

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## Student Support Services

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Student Support is a vital component of student success in online courses. ROC requires a number of strategies designed to help ensure that students can resolve issues related to course content, navigation problems, and hardware or software troubleshooting. Lessons learned over the years demonstrate that we must support students toward greater success as they “learn to learn online.”

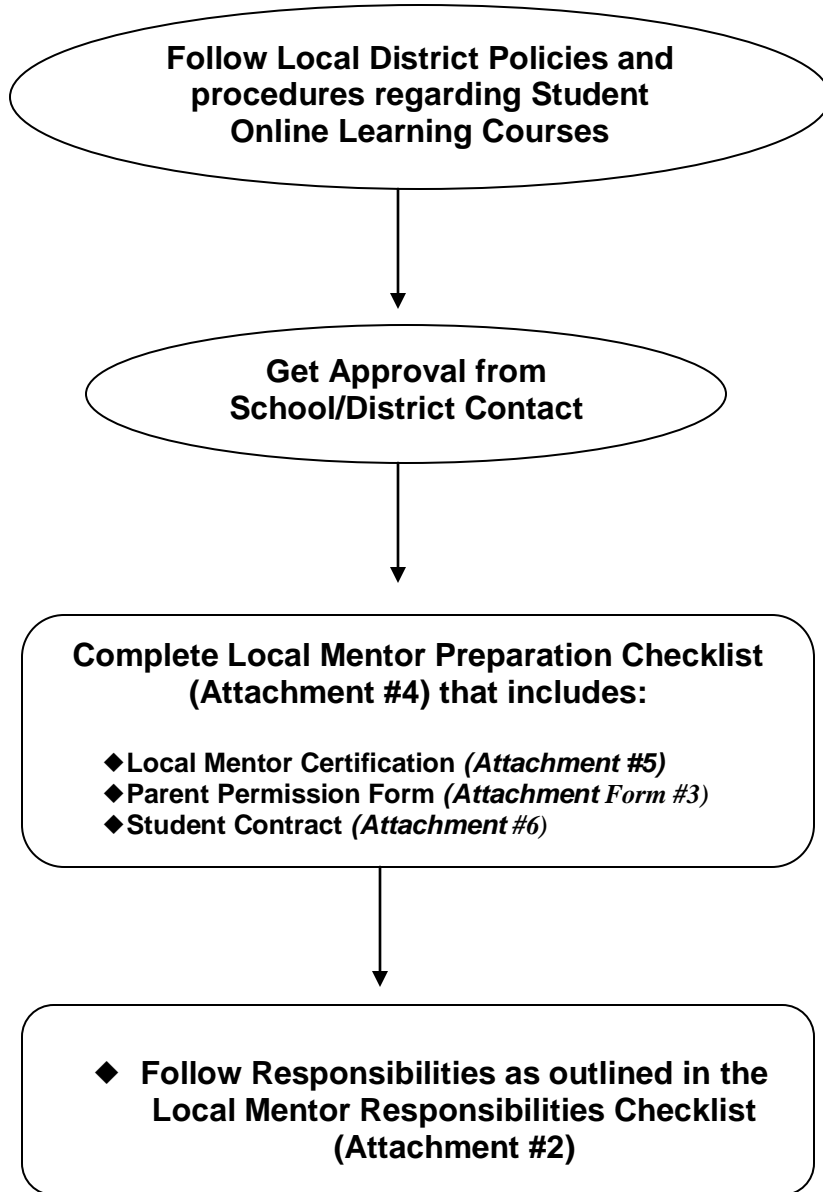
ROC policy requires and provides supports for the following:

- **Certified Local Mentor:**  
*All students taking ROC courses will need a “Local Mentor” who will be responsible for registering the student, assuring students have the necessary materials and support structures, and overseeing progress as the student completes the course. The LOCAL MENTOR is the first line of support and defense for the student.*
- **Parental Permission**  
*Parental support is a critical element for student success. Parents will be required to sign a permission form for each course taken by students. See Attachment #3.*
- **Local Mentor Preparation Checklist:**  
*The School Contact is asked to verify that staff & student requirements have been met, the technology is available and consent forms have been signed. See Attachment #4.*
- **Student Contract**  
*The student is asked to sign a contract for each course, agreeing to guidelines and course expectations. See Attachment #6.*
- **Local District Policies**  
*Enforcement by member districts of the policies outlined in this booklet will be critical to student success. Policies in the areas of Student Rights & Responsibilities, Student Participation, Student Credit and Grades, Technical Infrastructure, Curriculum Selection, Professional Development and Online Teachers are all designed to be components of a Success Package wrapped around online students.*
- **Online Mentors or Tutors:**  
*ROC will train mentors for online staff and student learners and will be evaluating online tutoring services that may provide additional student support structures.*

# ROC Procedures

## Requesting ROC Courses or Supplemental Curriculum

This diagram outlines the process member district will follow to register a student at the ROC Website and request a ROC course or supplemental curriculum for that student.





# Regional Online Consortium (ROC)

## Attachments

- |               |  |
|---------------|--|
| Attachment #1 | School Contact Responsibilities            |
| Attachment #2 | Local Mentor Responsibilities              |
| Attachment #3 | Application for Local Mentor Certification |
| Attachment #4 | Local Mentor Preparation Checklist         |
| Attachment #5 | Parental Permission for Online Courses     |
| Attachment #6 | Student Contract for Online Courses        |



# Regional Online Consortium (ROC)

## Attachment #1: School Contact Responsibilities

### *Student Approval and Oversight*

- ✓ Approve all student enrollments for ROC courses (*as defined by ROC and the local district enrollment procedures/policy*)
  - Verify student has completed pre-requisites for class
  - Verify that this class for the student meets student graduation requirements and, if applicable, IEP requirements
  - Complete ROC registration process on CESA 6 website
  - Identify budget sources as needed for course and facilitate payment.
- ✓ Coordinate solutions with ROC Staff for students who are not approved for enrollment.
- ✓ Act as first line of support to Local Mentors; Monitor progress of online learning students in local district.
- ✓ Intervene, as necessary, regarding problems concerning online students and mentors or online teacher.

### *Student Resource Needs*

- ✓ Act as advocate for and assignment of needed resources for course participation (budget, hardware, books, etc.)
  - Verify that network, hardware and required software are available to the student at times and locations as per agreement with local teacher.
  - Provide an e-mail option for students. If applicable, ensure student has necessary assistive technology. Coordinate the district resources needed for ROC Courses

### *Policy Development and Oversight*

- ✓ Be familiar with, part of the development of and compliant with:
  - *ROC Policy and Procedures*
  - *Local Online Learning Policy for your school district*

### *Communication*

- ✓ Stay abreast of ROC options and opportunities for staff and students; act as the liaison with local district management regarding all ROC policies and activities.
- ✓ Market ROC programs within your district; actively participate in ROC activities designed for ROC District Contacts

### *Staff and Professional Development*

- ✓ Assist in recruitment of and dissemination of information regarding ROC staff opportunities, i.e. professional development options, curriculum evaluation teams, online teacher training, mentor leader recruitment, etc.



# Regional Online Consortium (ROC)

## Attachment #2: Local Mentor Responsibilities

<p><b>Pre-Course</b></p>	<p><b><i>Student Readiness</i></b></p> <ul style="list-style-type: none"> <li>✓ Determine that the student has met the curricular pre-requisites necessary for the course that is being requested.</li> <li>✓ Ensure that student completes on-line training.</li> </ul> <p><b><i>Approval/Materials Process</i></b></p> <ul style="list-style-type: none"> <li>✓ Obtain district approval for the course from the ROC district contact.</li> <li>✓ Collect and file necessary student forms: Parent Permission, Student Contract</li> <li>✓ Arrange for the necessary student materials (if needed). Materials could include: textbook, workbooks, calculators.</li> </ul> <p><b><i>Site and Technical Readiness</i></b></p> <ul style="list-style-type: none"> <li>✓ Verify that Hardware and Network Requirements are met</li> <li>✓ Determine Location and access schedule for student to work</li> <li>✓ If applicable, assure that student has necessary assistive technology (Screen reader, etc.)</li> <li>✓ Verify that student has obtained an e-mail address and is able to access email and websites necessary for completion of coursework.</li> </ul>
<p><b>Enrollment</b></p>	<p><b><i>Registration Process</i></b></p> <ul style="list-style-type: none"> <li>✓ Register student at CESA 6 Website (Necessary only if this is the first ROC course taken by this student.)</li> <li>✓ Enroll Student for desired course at the website. <u>Be specific regarding the specific date the student will start the course.</u> <ul style="list-style-type: none"> <li>○ Local Mentor will receive email indicating preliminary approval status with specific course information.</li> </ul> </li> <li>✓ Upon final ROC course approval, teacher will receive a username and password to access the course. Test the student login to verify the course is loading.</li> </ul>

<b>Course Delivery</b>	<p><b><i>Course Delivery</i></b></p> <ul style="list-style-type: none"> <li>✓ Establish communication with the online teacher (keep their name and email address handy!) <ul style="list-style-type: none"> <li>○ Specifically mention individual student needs (s)he needs to be aware of in working with the student.</li> <li>○ Get a calendar of student assignments, quizzes, tests, and projects.</li> <li>○ Notify that you wish to be informed about student problems or concerns.</li> </ul> </li> <li>✓ Check in a minimum of weekly with the student to assure progress is being made. <u>Be especially vigilant of the two week drop deadline. Contact ROC director immediately if the student needs to be dropped from the course.</u></li> <li>✓ Act as a coach, mentor, and cheerleader as the student progresses. Develop an action plan for students in need of intervention.</li> <li>✓ Maintain records of student progress and problems.</li> <li>✓ Be vigilant regarding student ethical issues.</li> <li>✓ If district policy allows, an extension to the course may be requested of ROC by emailing the ROC Student Facilitator.</li> </ul>
<b>Course Completion</b>	<p><b><i>Course Completion</i></b></p> <ul style="list-style-type: none"> <li>✓ Secure student grade and credit from on-line teacher.</li> <li>✓ Post the grade/credit within your district.</li> <li>✓ Return student materials.</li> <li>✓ Complete course and ROC Student Evaluation Forms</li> </ul>



# Regional Online Consortium (ROC)

## Attachment #3: Application for Local Mentor Certification Regional Online Education (ROC) Application for "Local Mentor" Certification (Actual application will be made online at the CESA 6 Website)

Thank you for your interest in becoming a ROC Certified Local Mentor. All students taking courses through Regional Online Education are required to have a "Local Mentor." As the Local Mentor, you will serve as the mentor/guide responsible for overseeing students who are taking online courses as well as the mentor responsible for granting both the grade and credit upon course completion.

To become certified as a ROC Local Mentor, applicants must be able to acknowledge their skills in the areas listed below. [Courses to prepare you for this role are available through Regional Online Education.]

### The Online World

- ✓ I have completed at least one Online Course [any topic.]
  - If this course was not taken through Regional Online Education, please provide the course title, date completed, and the organization through which the course was taken. \_\_\_\_\_
- ✓ I have completed the ROC Mentor and ROC Student Orientation course.

### Technology Skills

- ✓ I have the knowledge of and comfort with this set of beginning technology skills
  - Word processing, e-mail, Internet browser, file management
- ✓ I understand the network access policies/procedures for my local school district.

### Regional Online Consortium Policy and Procedure

- ✓ I am familiar with and can navigate the CESA 6 Website, knowing that I will need to register students and record grades and credits.
- ✓ I understand and accept the "Local Mentor Responsibilities".
- ✓ I have read and can comply with the procedures and responsibilities outlined in the *Regional Online Consortium Local Mentor Handbook*.

### Local District Online Policy and Procedure

- ✓ I know who the *ROC School Contact* and *ROC Technical Contact* are for my school district.
- ✓ I am familiar with the local Online Learning Policy/Procedures for my district.

Name \_\_\_\_\_  
 District \_\_\_\_\_  
 School \_\_\_\_\_  
 Email Address \_\_\_\_\_

**This application is to be completed online at the CESA 6 Website.  
 Applicants will be notified by ROC through email upon receipt and certification.**

If you have any questions, please contact us at [pwalsler@cesa6.k12.wi.us](mailto:pwalsler@cesa6.k12.wi.us) .



# Regional Online Consortium (ROC)

## Attachment #4: Local Mentor Preparation Checklist

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Course: \_\_\_\_\_ Date: \_\_\_\_\_

### Student and Mentor Online Learning Certification/Course Approval

- |     |    |   |
|-----|----|---|
| Yes | No | I have been certified as a ROC Local Mentor OR have arranged with ROC for a temporary alternative option. |
| Yes | No | Student has received a ROC On-line Training. (If no, please visit CESA 6 Website to complete this step.)  |
| Yes | No | I understand my responsibilities as the Local Mentor for this online student.                             |
| Yes | No | I have obtained approval for this course from my ROC School Contact.                                      |

### Technology Requirements

- |     |    |   |
|-----|----|---|
| Yes | No | Student has access to a networked computer with software applications that meets the course technology requirements.                      |
| Yes | No | Location and time for student to work at school has been determined, as well as off campus times and locations if appropriate.            |
| Yes | NA | If applicable, district has provided appropriate assistive technology, such as screen readers and input devices, as required by students. |

### Graduation and Course Requirements

- |     |    |   |
|-----|----|---|
| Yes | No | The online course enrollment meets the specific graduation requirements for the student.                          |
| Yes | No | The content-area prerequisites are met for this course.   |
| Yes | No | I have arranged with my ROC School Contact to receive any necessary course materials (textbooks, workbooks, etc.) |

### Consent and Approval Forms

*(Course Approval will not be granted until the following items are received by ROC.)*

- |     |    |   |
|-----|----|---|
| Yes | No | The following forms have been collected and filed by the local teacher:<br>✓ Parent Consent Form<br>✓ Student Contract<br>✓ This Form, the Local Mentor Preparation Checklist |
| Yes | No | I believe that his student is a good candidate for this online course.  |
| Yes | No | I understand the timelines and importance of the drop window for this course.   |

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date



# Regional Online Consortium (ROC)

## Attachment #5: Parental Permission for Participation in Online Learning

My child \_\_\_\_\_ has my permission to take the following Regional Online Consortium course. I understand that this is an alternative instructional delivery method that involves self-motivation and personal responsibility on my child's part. I agree to fulfill and to take responsibility for my child when the course requires either online or offsite learning experiences which are held outside of the regular school day (as specified in the course description). I further acknowledge that both my child and I understand and will fulfill the obligations of the local school district's Internet/Technology Acceptable Use Policies.

As the parent/legal guardian of this student, I understand and give permission for the School District and Regional Online Consortium to save and share information about my child. This information will be shared with the school or company who is providing the course for registration, course progress, course completion, and grading purposes and may include demographic information such as age, race, and home contact information; upon completion of the course, the school district will receive copies of the information for my child's student record and transcripts.

### Course Information:

*Local Mentor:*

*Attach a printout of the course description from the Course Catalog at the CESA 6 Website. (A sample is on the next page of this form.)*

### Other Important Information regarding this course:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- Parent       Legal Guardian       I am a student of legal age (18 years or older)

Return signed form to your child's teacher.

**Local Mentor:** place the copy in your child's district/school folder.

**Note:** This document is valid only for the course listing provided. Each course is delivered as an independent instructional experience and requires independent parental approval.



# Regional Online Consortium (ROC)

## Parental Permission, Page 2

### SAMPLE ATTACHMENT: Pre-Calculus - Semester 1

**Description:** Students, as mathematic analysts, will investigate how advanced mathematics concepts can solve problems encountered in operating national parks. The purpose of this course is to study functions and develop skills necessary for the study of calculus. The pre-calculus course includes analytical geometry and trigonometry.

This is the first semester of a full year, 1 credit course, but can be taken as a single, half-credit (.5) course.

**Curricular Area:** Mathematics

**Syllabus:**  
Module 1/Algebra Review  
Module 2/Functions, Graphs, and Trigonometry  
Module 3/Equations and inequalities  
Module 4/Graphing functions  
Module 5/Polynomial functions  
Module 6/Logarithmic functions

Grades will be based upon the quality of the student submissions, participation in discussions, and the ability to maintain consistent communication with the instructor. The grading scale that is used for this course is as follows:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 or below

All forms of academic dishonesty are prohibited. This includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents or software, and misconduct during a testing situation. Any student cheating on an exam will receive a zero on the exam and may be withdrawn from the class at the instructor's discretion.

**Objectives:** The course content will cover the following concepts:  
- polynomial, rational, exponential, inverse, logarithmic, and circular functions  
- sequences and series  
- concept of limits; vectors; conic sections  
- polar coordinate systems; symbolic logic  
- mathematical induction  
- matrix algebra

**Prerequisites:** Algebra I, Algebra II, Geometry

**Credits/Hours:** 0.5

**Target Audience:** High School Students

**Required Course Materials:** None

**Standards Addressed:**

<b>Sections:</b>	<b>Start Date</b>	<b>End Date</b>
	9/6/2007	1/14/2008



# Regional Online Consortium (ROC)

## Attachment #6: Student Contract for Online Courses

Course Name: \_\_\_\_\_ Course # \_\_\_\_\_ Section# \_\_\_\_\_

Local Mentor: \_\_\_\_\_

Students are expected to attend and participate in their online courses as fully as they would attend in a traditional classroom course. Students must agree to the following guidelines to be eligible for participation in an online course.

- Yes No I will make a commitment to complete this course by \_\_\_\_\_ (date).
- Yes No I will make a commitment to log in and work in my online class at least 5 times throughout the week or as often as I need to remain on schedule.
- Yes No I am responsible for making up all work that I have missed if I am absent from school.
- Yes No I will follow my district's Acceptable Use Policy that sets guidelines for Internet and e-mail use.
- Yes No I will NOT change my password because the only way that I will receive credit for the course is by having my teacher check my progress.
- Yes No I will NOT use any other student's login or password.
- Yes No I will NOT use e-mail for personal use if the school prohibits it.
- Yes No I will use common sense when sending e-mails to the online instructor.
- Yes No I will try to be as clear as possible and use courteous language when I communicate with my teachers and online classmates.
- Yes No I will review e-mail before I send it.
- Yes No I will always include my first and last name so the instructor knows who I am.
- Yes No I will abide by the rules of both my online teacher and local mentor and the person who is in charge of the room I work in (library, study hall, computer lab, etc.).
- Yes No I will notify the online and local mentor with any problems that I have with the class or computer.
- Yes No I will make sure to keep in contact with the online and local mentors at least once a week and to ask questions as they come up.

The student and mentor will review and discuss this document, as well as the Course Description, Materials, etc. (found at the CESA 6 Website.). Upon completion of the discussion, if both understand and agree to the conditions of the course, they will each sign the bottom in an agreement of mutual understanding.

I understand the needs and expectations of the course and agree to fulfill my responsibilities and will work to successfully complete this online course.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_