The School District of University City

Virtual Course
Student and Parent Handbook
# Table of Contents

- **Introduction/Senate Bill 603** 2
- **MOCAP Law** 2
- **What is MOCAP? What is Launch?** 2
- **MOCAP Denial Process** 3
- **Why Consider Online Learning?** 4
- **Enrollment Procedures** 4
- **SPS Homeschool/Private School Procedures** 4
- **Full-Time vs. Per-Course (Hybrid) Enrollment** 5
- **Per-Course (Hybrid) Schedule Practices** 5
- **Elementary Academic Information** 5
- **Middle School Academic Information** 6
- **High School Academic Information** 6
- **Dropping a High School Course** 7
- **No Show Procedure** 7
- **Getting Started** 8
- **Navigating Canvas** 9
- **Student Behavior Incidents** 9
- **Live Lessons and Conferencing Conduct** 10
- **Progress Monitoring** 10
- **State Testing** 10
- **A+ Program** 11
- **Exceptional Learner Services** 11
- **School Athletics and Activities** 12
- **Technology** 12
- **Contact Numbers/Email** 13
- **Appendices**
  - **Board Policy** 14
Introduction

This guide has been prepared for parents, guardians, counselors and students who are interested in virtual course enrollment. The following information outlines legal requirements, programming opportunities, enrollment procedures, and logistics related to virtual programming. Questions related to virtual course enrollment can be answered by contacting Dr. JaNae’ Alfred at 314-695-2675 or jalfrd@ucityschools.org.

MOCAP Law At a Glance

In the spring of 2018, SB 603 was passed, thereby expanding the online learning opportunities for students in Missouri. Highlights of this legislation are below:

- The school district must adopt a policy that creates a process for students to enroll in virtual courses and may include consulting with a school counselor.
- The school district must pay for eligible K-12 students to take virtual courses as long as the student: one, resides in the district; two, is currently enrolled in the district and, three, was enrolled full-time in a public school the previous semester. **Exceptions for homeschool students who reside in the district are referenced below in the ‘homeschool and private school student section of this document.
- School districts are not required to pay for courses beyond full-time enrollment. Therefore, if a student is already enrolled in seven courses in a semester during the regular year (or two courses during the summer school session), the district will not be required to pay for additional courses.
- School districts are able to determine a student’s eligibility to enroll in an online course and can refuse enrollment based on ‘the best educational interest of the child’. Should the parent disagree with the district’s determination, an appeal may be made to the local school board.

What is MoCAP? What is Launch?

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state’s online school. It was previously known as Missouri Virtual Instruction Program (MOVIP). Currently, MOCAP offers courses to grades K-12. Students can take courses from any Internet-connected computer, available 24-hours a day, seven days a week. MOCAP’s mission is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time nor place dependent.

Local school districts and charter schools may use their own preferred online provider. The School District of University City’s preferred provider is Launch. Launch is operated and
overseen by Springfield Public Schools. Launch currently offers over 400 courses with per-course or full-time programming available for students in grades K-12. Courses are written and designed by Missouri teachers and aligned to the state-adopted Missouri Learning Standards (MLS). A formal review process is built into all course development to ensure high quality and rigor. Students who wish to take advantage of online learning opportunities will do so through Launch and may enroll through the virtual learning liaison. To schedule an appointment, or for more information, please contact Dr. Alfred at 314-695-2675 or jalfred@ucityschools.org.

If a School District of University City student wishes to pursue an online class offering through other MoCAP options outside of Launch, they will need to submit an application during the enrollment period of Monday, August 2 - Friday, August 20 for the 2021-2022 school year. Please contact Dr. JaNae’ Alfred, Director of Virtual Learning, to discuss options (jalfred@ucityschools.org). Students who are approved to participate in another vendor must reauthorize annually through the virtual learning department so best educational interest can be determined.

Current course offerings through Launch can be found at: https://fueledbylaunch.com/courses/

Students with IEPs must be approved for virtual learning opportunities through the IEP process prior to enrollment in Launch or another MOCAP provider.

**Denial of Student Enrollment in MOCAP coursework:**

The School District of University City will deny a student enrollment in MOCAP coursework if it is not in the best educational interest of the student. Examples of why a student may be denied include, but are not limited to:

- Student has previously been unsuccessful in online coursework.
- Individualized student needs cannot be met through online coursework.
- Student submits application outside of the established timelines.
- Provider requested is not a MOCAP approved vendor.

If a student is denied enrollment, written notice will be sent informing the family of the denial, and reasons for the denial. The family can appeal the decision to The School District of University City Board of Education. Parents/Guardians and SDUC administration will provide written rationale for their position. The appeal is then considered by the full Board of Education during closed session. If The School District of University City Board of Education upholds the district decision for denial, the parent/guardian may appeal the decision to the Missouri Department of Elementary and Secondary Education (DESE). The School District of University City Board of Education and parent each provide DESE with a written rationale for their position. The decision by DESE is final.
Why Consider Online Learning?

Students take online courses for a variety of reasons. For some students, it expands the range of courses and opportunities, particularly if a student cannot access a face-to-face course due to scheduling conflicts. For others, it allows students to take courses not offered at the local level. Other students may use online course opportunities for credit recovery or as a viable homebound or homeschool option. And, still others may simply prefer the online learning format. From a student’s point of view, online learning may be attractive because it is:

- Personalized to individual needs and learning goals.
- Flexible so a student can try different ways to learn.
- Interactive and engaging because students will be meeting people from other school districts in a safe, monitored environment.
- Relevant to the online life many students lead.
- Paced by individual progress so students can move as fast or as slow as needed in order to attain learning goals.
- Collaborative with faculty, peers and others.
- Responsive and supportive when a student needs extra help or time to learn.
- Available to all students 24 hours a day.

Enrollment Procedures

In order to enroll in an online course under the provisions of MOCAP law, students must be a resident of The School District of University City and have been enrolled in SDUC or another public school district in Missouri for at least one semester. All applicable residency and vaccination requirements remain the same for virtual students.

Upon determining that online learning may be a viable option for a student, parents should contact the school counselor, principal, or virtual learning office to pursue possible enrollment. A meeting will be scheduled with the appropriate personnel and student eligibility will be determined.

Should a student meet the eligibility expectations, and the course requests are aligned to graduation requirements, he/she will be enrolled in the Launch courses.

All courses follow the Springfield Public Schools’ academic calendar

Students seeking to transfer from online environments back to seated environments must wait until the semester unless an education neglect hotline has occurred.
Homeschool and Private School Enrollments

If a student resides in The School District of University City, they are eligible to enroll in Launch courses as a homeschool or private school student at no cost to the family. The following criteria must be met:

- The student resides in the district (and provides proof of residency).
- The student must enroll in SDUC or through a private school provider.
- The student must enroll in Launch courses only.
- The student must meet all of the Launch expectations (regarding prerequisites, etc.)

Full Time Virtual vs. Per-Course (Hybrid) Enrollments

Students in grades K-5 must enroll in virtual classes as a full-time student, unless special circumstances are approved by the elementary learning department leadership. Students in grades 6-12 may enroll on a per-course (or hybrid) basis or full-time, depending on their individual learning needs. Full-time and per-course students still remain enrolled in their building of residence.

Per-Course (Hybrid) Schedule Practices

If a student has a per-course or ‘hybrid schedule’, meaning a schedule that includes both face-to-face and online courses, he/she may remain on campus or may arrive at school only for seated components. Location of on-site virtual support will be determined by the building administrator. For example, a student who wishes to come to face-to-face courses at SDUC during the first half of the day and then take online courses for the entire afternoon would not be required to stay on campus. Students in these situations are responsible for their own transportation; the district will not provide transportation.

Launch Live vs. Asynchronous Courses

Students at grades K-5 will participate in live lessons with an instructor daily starting at 8:30am. The full elementary student schedule can be found here.

Students at grades 6-12 can choose to participate in asynchronous courses (teacher supported without required live lessons) or Launch Live courses that consist of 3 hours of required live lessons weekly. Launch Live courses are available in all 6-8 grade core courses (Math, ELA, Social Studies, Science) and a selection of 9-12 required courses for graduation. A full list can be found here. Students who are enrolled in Launch Live courses may be moved to an asynchronous version of the course if he or she fails to regularly attend Launch Live sessions.
Elementary Academic Information

In Launch elementary courses, students receive whole group instruction from their teachers for reading, writing, math and integrated units (science, social studies, health). Students also meet with their teachers in small group settings so their learning can be tailored based on each child’s unique needs. There is a blend of virtual tools, adaptive software and hands-on manipulatives available so students may thrive in the virtual classroom environment. In addition, Launch elementary students enjoy weekly lessons with P.E., Music, and Art.

Launch’s full-time virtual K-5 offerings include:
- Live, synchronous daily lessons with teachers
- Student-to-teacher ratios that match the Missouri Department of Elementary and Secondary Education’s recommended class size (Max 25:1)
- 3 Related Arts courses (1 hour of each per week, asynchronous with subject-area adjunct instructor): Physical Education, Music, Art

Middle School Academic Information

Launch’s Traditional Virtual courses are MSHSAA approved and start and stop with the SPS academic calendar. All teachers are certified in the content area of instruction.

Launch’s virtual middle school course offerings include:
- Courses in all core content areas
- Multiple world language offerings
- Engaging exploratories
- Live teacher tutoring available 3 hours per week in all courses
- Launch Live available in core classes

High School Academic Information

Launch’s Traditional Virtual courses are MSHSAA and NCAA approved, when applicable, and start and stop with the SPS academic calendar. All teachers are certified in the content area of instruction.

Launch offers various types of online coursework. All coursework is aligned to Missouri Learning Standards. Launch curriculum is reviewed annually to update resources ensuring access to high-quality digital resources.

Traditional Virtual
- Designed for students earning first-time credit
- Students earn a letter grade and percentage on their high school transcript
- Starts and stops with the traditional calendar; has set due dates
- Course can be taken over a quarter or semester
- Requires a proctored final exam conducted via web conferencing (Zoom)
Curriculum requires individual and group work delivered via assignments, culminating events, group discussions, etc.

**Credit Recovery**
- Designed for students who have previously failed the course
- Starts at any point; no due dates
- MSHSAA approved
- Curriculum built to priority standards and assessed at 80% mastery
- Students earn a pass or no grade

**Credit Acquisition**
- Students start at 0% and work their way to 60% completion
- Students earn a pass or no grade
- By utilizing the Canvas Learning Management System Mastery Paths Platform, instruction can be personalized to meet the needs of individual students. Students can accelerate through content due to prior knowledge or can be provided additional assistance or remediation as needed.

**Dual Credit:** The dual credit program at Launch is a partnership between Launch and universities around the state to offer students an opportunity to earn college credits while also completing high school credits. Launch dual credit courses are taught by highly qualified instructors who meet the expectations set by the Higher Learning Commission and the Missouri Department of Higher Education. To explore courses offered for dual credit at Launch, visit course descriptions at fueledbylaunch.com.

**Advanced Placement:** Launch offers a variety of Advanced Placement (AP) courses. To explore all Advancement Placement course options, visit course descriptions at fueledbylaunch.com. Participation in Launch AP courses will help prepare students for AP exams in the spring. Note: AP Exams must be ordered and scheduled by the test coordinator at the student’s assigned high school. For more information on registering for these exams, please contact the test coordinator at your high school for registration deadlines. Launch or their assigned instructors do not schedule, pay for, or administer AP exams.

**Dropping a High School Course, regular school year**

**Traditional Virtual, regular school year:** Students have 20 school days from the start date to drop a semester course without grade penalty and 10 school days for a quarter course. Snow days would not factor into this count. Dropping a course after this date will result in an F on the transcript. Students who do not participate in a course, but remain enrolled after 20 or 10 days, respectively, will be dropped with no grade and attendance will not be reported.

**Dropping a High School Course, summer school**

**Traditional Virtual, summer school:** Students have 2 school days from the start date to drop a summer school course. Dropping a course after this date will result in an F on the transcript. Students who do not participate in a course, but remain enrolled after the drop date, will be dropped with no grade and attendance will not be reported.
No-Show Procedure

In an effort to maintain accurate attendance records for online courses, the following no-show procedure will be implemented for all students participating in Launch. Students are considered a “no-show” if they do not participate in their Launch course for the specified times outlined below. Student login is monitored by the Launch office weekly and provided to home building of residence, when appropriate.

- 5 Days of no participation: Warning call home to guardian
- 10 Days of no participation: Warning call home to guardian and attendance letter issued
- 15 Days of no participation: Final attendance letter issued and home visit from attendance advisor
- 20 Days of no participation: Student dropped from programming and St. Louis County Division of Family Services hotline reported for educational neglect

Students participating in Launch credit recovery, and/or Credit Acquisition must login and participate in at least one course or the no-show policy will apply with the last date of login reported as their last date of attendance.

Return to Seated Procedures for Low Performance

Students who fail to satisfactorily complete course work or show adequate academic gains may be required to return to the seated classroom environment per the best educational interest clause of the MOCAP law. K-5 students who have lower than 70% proficiency in reading and math at the quarter marks may be removed from the online program and required to return seated. Secondary students who fail three or more online classes may be required to return seated.

Getting Started

Prior to Day 1

- Launch provides students an enrollment notification form with their login information and course list to the parent email on file with the school district
- Students should practice logging into their Chromebook and Canvas to ensure passwords are working properly
- Students must make sure they have everything they need, including all technology requirements. Students who need assistance with their Chromebook or need help accessing a device must contact their building's counselor or Launch liaison.

Day 1 of a Course

Students should:

- Learn how to check their Canvas Inbox.
- Watch the introduction announcement for their course.
- Complete at least one assignment to ensure they know the process.
- Attend any required live lessons.
Day-to-day Routine
It is important for students to establish a routine. Students should:

- Start every day by checking their Canvas Inbox.
- Look at recent feedback given from their teacher.
- Check the calendar for due dates each day.
- Read new announcements posted by their teacher and watch included teacher-created videos for important information.
- Keep going—start working on the next assignment in their ‘to do’ list.

If a student is taking an online course for the first time, it is not unusual for them to have questions. They should not be discouraged—instead, they should reach out to their counselor, Launch liaison, or Launch teacher. We are all here to help! Once students learn how to navigate their courses, they will find them much more enjoyable.

Navigating Canvas

Announcements: Launch teachers will post a video announcement several times each week. Students need to be sure to watch these for important information regarding the course.

Feedback: Teachers provide feedback via rubrics and comments. Students should be reading this feedback in order to enhance their performance in the course. Also, students should feel free to respond to the feedback the teacher provides.

Instructor Contact Information: Instructor information is provided at the bottom of the course page.

To Do: This is where the student will find a list of assignments and due dates. The list is found on the course homepage and will also lead the student to videos, discussion boards and other assignment items as needed. The calendar tab also provides a list of due dates.

Grades: The grades tab allows the student to view their current progress in the Launch course and access teacher’s feedback on submitted assignments.

Syllabus: This link provides the syllabus for the course. It outlines the course’s major topics and units of study.

Google Drive: Students will use Google Drive to create many of the assignments and submit Google files to Canvas.

Zoom: All live lessons, tutoring and proctored assessments will occur through Zoom links located inside of Canvas. Zoom will use the student’s microphone and camera. Students should be prepared to be on camera, dressed appropriately, with minimal environmental distractions.
Student Behavior Incidents

Virtual students are required to follow Springfield Public School policies as outlined in the Student Handbook. In lieu of ISS or OSS students may be removed from their virtual classroom based on severity of the behavior incident.

Plagiarism/Academic Dishonesty

Using someone else’s work and claiming it as your own, even if it is unintentional, is plagiarism. It is important that students cite sources and use quotation marks appropriately to avoid plagiarism. Launch has a specific plagiarism policy and list of consequences. These same consequences can be invoked for cheating and/or forging/falsifying documents.

- 1st offense: Student will be allowed to redo assignment for full credit and a formal warning will be issued.
- 2nd offense: Student will be allowed to redo the assignment for half credit and a second formal warning will be issued.
- 3rd offense: Student will receive a zero for the assignment and be referred to the Launch principal for possible additional consequences.

Live Lessons and Conferencing Conduct

Launch Live courses include live zoom conferences with the teacher and students also have the option to meet with their teacher for live zoom tutoring in any Launch course. Launch expects students to adhere to the following zoom meeting norms and class conduct during all video communications.

- Be on time.
- Use only your real name.
- Mute your microphone upon entering and keep it muted unless you intend to speak to the group.
- Dress appropriately.
- Keep distractions and noise from your environment to a minimum.
- Have paper and pencil ready to take notes.
- Familiarize yourself with the “Raise Hand” and “Poll” features, so that you can ask questions and participate in polls when needed.
- Be respectful when communicating with your teacher or other students. Keep in mind that it is easy to misrepresent or misinterpret tone in an online setting.
- Keep comments in chat relevant to the lesson. Chat is public and recorded.
- Do not eat during the meeting on camera.
- Be present and participate.
Progress Monitoring

Parents are given parent observer accounts to monitor progress of their students. This information is located on the enrollment paperwork guardians receive via email from Launch. Observer accounts will allow guardians to view student assignments, submissions, teacher feedback and grades. Parents will also have access to student information, including schedule, teacher contact, requests for mental health supports, etc. via the parent portal on the fueledbylaunch.com website.

State and District Mandated Standardized Testing

All MOCAP and/or Launch students are required to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing when appropriate. MAP and EOC tests measure a students’ progress toward mastery of the Show-Me Standards, which are the educational standards in Missouri. All state-mandated testing is conducted on campus at the local school site in which the student resides.

- **MAP**: All students in grades three through eight in Missouri will take the MAP test in communication arts and math. Students in grades five and eight will also take the MAP test in science.
- **EOC**: End-of-Course assessments are taken when a student has received instruction on the course-level expectations for an assessment, regardless of grade level (but typically in high school). EOC tests are required in the subject areas of Algebra I, Biology, English II and Government.
- **iReady**: Students in grades K-8 are required to take the iReady assessment in reading and math.

If a student needs special accommodations for testing, these can be arranged by calling the virtual learning center at 417-523-0417 or by contacting their home school.

A+ Program

Students who are enrolled in the A+ program and take virtual courses will have their attendance recorded as 100% for all virtual enrollments, thereby allowing them to meet the A+ program attendance requirements. Launch A+ tutoring course incorporates virtual tutoring as a part of it’s curriculum. Regardless of whether a student is enrolled in virtual or face-to-face coursework, all A+ program expectations apply. These include:

- Being a U.S. citizen or permanent resident;
- Entering into a written agreement with SPS expressing the desire to be a part of the A+ program;
- Graduate with a 2.5 (or above) unweighted grade point average;
- Attend an A+ designated school for 3 years prior to graduation (being enrolled in SPS and taking Launch virtual classes would apply in this situation);
- Have a 95% attendance record for grades 9-12;
- Perform at least 50 hours of unpaid tutoring or mentoring (must be approved by A+ coordinator prior to engaging in the activity);
- Maintain good citizenship; and
- Achieve a score of proficient or advanced on the Algebra I End-of-Course (EOC) exam or higher level DESE approved End-of-Course (EOC) exam in mathematics.

Launch Exceptional Learner Services

Special Education
Students seeking virtual courses who have an IEP must first gain approval from the IEP team prior to enrollment to determine eligibility. All case management and testing remains the responsibility of the home building of residence. Launch instructors are trained in accommodating students’ needs for those participating in regular education courses. Launch does provide specially designed instruction in reading, math as well as a limited number of co-taught courses at the 9-12 level.

English Language Learners
Launch students who have been identified as needing English Language Learner support will receive these services through their home building of residence. The virtual learning department will collaborate with the ELL department to determine mode and extent of services.

Gifted Education
Students seeking gifted services through Launch will need to be tested through the SPS Phelps Center for Gifted Education. Launch utilized the state IQ minimum of 125 to qualify for gifted programming. Gifted courses are available to full-time students in grades 1-8. Gifted courses do require 3 hours of synchronous instruction and collaboration with fellow gifted students weekly. Students will explore thinking skills, affective education as well as engaging units and themes.

School Athletics and Activities
Students that desire eligibility to participate in activities or sports at a SDUC school must meet the requirements set forth in Section 2 of the MSHSAA Handbook, entitled Student Essential By-Laws. A student who is already enrolled in The School District of University City and enrolls in online classes through the Launch program may meet eligibility requirements outlined in By-Law 2.3.2 through meeting all of the following:

1. The student is an enrolled student of the public middle/high school of residence, as defined in By-Law 3.10, and must meet credit requirements of the student's building of residence.
2. All classes/assignments must be completed by the high school/middle school’s close of the semester, as per By-Law 2.3.11, in order for those classes/credits to be considered toward activity eligibility.
3. Students must attend one unit of credit per semester (this means 2 seated classes for middle school) of participation seated at the building of residence for SPS participation eligibility. Full-time virtual students are not eligible for MSHSAA activities.

Parents are strongly encouraged to review the MSHSAA handbook and reach out to the athletic director at the building of residence for further clarification regarding eligibility.

Technology Support

Any full-time student will be issued a chromebook through the district. The chromebook will meet the technology requirements for any online course taken through Launch. The district will provide internet access; through a hot spot or other program, for those who do not have internet at home.

Launch online courses are hosted on Canvas, a learning management system (LMS). You may have used a LMS for school before; it’s like an online classroom where the teacher can post assignments and grades, and where students can submit their work. You will receive instructions that will help you log in to Canvas, and you will have resources available to help you use the program.

A few Launch courses may require additional resources—for example, your Physical Education course requires a fitness tracker that Launch provides, and some courses require the use of eBooks or other online resources. Launch will send physical items to your school building for pick up and all teachers can assist with app-related questions. Additionally, you have access to a resource course on Canvas with answers to many frequently asked questions. This resource course can be found on your Canvas dashboard.

The Launch technical support team is available seven days a week. To get help with a Canvas-related issue or for general information regarding Launch, students can:

1. Send an email to support@fueledbylaunch.com. Launch support staff answers emails between 7:00 a.m.-6:00 p.m. weekdays and between 9:00 a.m.–5:00 p.m. weekends. Students can typically expect a response within half an hour.
2. Chat with tech support using the Tech Support button at the bottom of every Canvas page.
3. Call the Launch office at (417) 523-0417.
4. For face-to-face support, the Launch office is located at 601 N. National, Suite 102 (in Springfield, Missouri) and is open Monday through Friday from 7:00 a.m. to 6:00 p.m. and Saturday and Sunday from 9 a.m. to 5:30 p.m.
Contacts
For general inquiries please contact the Launch Virtual Learning Center: (417) 523-0417

Please contact our support desk for technical issues or questions: support@fueledbylaunch.com

Please contact our enrollment team for virtual enrollment inquiries or questions about our courses: enroll@fueledbylaunch.com

Last update 10/28/21

Board Policy

MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM (MOCAP) COURSES

Definitions

Missouri Course Access and Virtual School Program (MOCAP) Course - A virtual course that is offered by a course provider listed by the Department of Elementary and Secondary Education (DESE) as part of the virtual course program under § 161.670, RSMo. Students must be enrolled in the district and meet eligibility requirements to take a MOCAP course. The district pays for MOCAP courses and is required to accept MOCAP course credit.

General

Students in grades K-12 may enroll in and attend a MOCAP course in accordance with policy IGCD and this policy. In accordance with state law, the district will pay the cost of student enrollment in MOCAP courses when:

1. The student meets eligibility requirements;

2. The student has approval for enrollment in accordance with this policy; and

3. Taking the course does not cause the student to exceed full-time enrollment in the district.

The district encourages parents/guardians and students to consult with district staff to ensure that the student is aware of all available academic options and that courses align with the student's academic goals. District counselors or certificated staff will develop individual career and academic plans (ICAPs) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary.

The district is not obligated to provide students with computers, equipment or Internet access to take MOCAP courses unless otherwise required by law.
Eligibility

A student is eligible to enroll in a MOCAP course through the district if the:

1. Student resides and is enrolled in the district on a full-time basis;

2. Student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;* and

3. Enrollment is approved by the principal or designee.
*Students will be excused from this attendance requirement if they have a documented medical or psychological diagnosis or condition that prevented them from attending a school in the community during the previous semester. Attendance in a school-sponsored early childhood education program qualifies as attendance for MOCAP kindergarten enrollment.

**Enrollment**

The enrollment process for MOCAP courses will be substantially similar to the process for enrollment in district-provided virtual courses as detailed in policy IGCD and accompanying procedures and guidelines. Students seeking to enroll in MOCAP courses must comply with the same registration deadlines applicable to other district courses to ensure that they receive the full benefit of the course and do not fall behind.

A student or parent/guardian must receive district approval before the student may enroll in one or more MOCAP courses or full-time schooling through MOCAP paid for by the district. Approval will be granted and the student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff (such as the school counselor or district special education director), determines that it is not in the best educational interest of the student to enroll in the course.

The principal or designee will approve or deny the initial request within ten business days from the date the principal or designee receives the request unless the student has an individualized education program (IEP) or an accommodation plan under Section 504 of the Rehabilitation Act of 1973 (Section 504 plan). If the district fails to make a decision and communicate it to the student or parents/guardians within ten business days when required by law to do so, the enrollment will be deemed approved. For the purposes of this policy, a "business day" is a nonholiday weekday in which the district's administrative offices operate under normal business hours.

If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, they will notify the student and the parents/guardians in writing, provide an explanation for the decision and inform them that they may appeal the decision to the board.

**Students with Disabilities**

If a student has an IEP or Section 504 plan, the student's IEP team or Section 504 team will make the initial decision on whether the student is approved to enroll in one or more MOCAP courses or full-time schooling through MOCAP. This decision will be made expeditiously but is not subject to the ten-business-day timeline for MOCAP courses. Any appeal of a decision made by an IEP team or Section 504 team must go through the process provided under federal law.

If enrollment is appropriate, the IEP team or 504 team will determine the services, aids, supports and accommodations required. The district will provide the MOCAP course provider with a description of the accommodations and modifications contained in the IEP or Section 504 plan.
The MOCAP course provider's teacher will participate in the IEP team or Section 504 team as necessary.

The district will work with the MOCAP course provider to develop and implement a monitoring protocol or process to ensure that the provider is implementing the accommodations and modifications as written. If a provider fails to implement the IEP or Section 504 plan, or if the IEP or Section 504 team determines that the MOCAP course is not appropriate for the student's needs, the district may reconsider approval for the student to take the course with the provider, subject to procedural safeguards. The district will provide to the state the reasons for discontinuing the course when it is related to failure on the part of the provider to make the required accommodations and modifications.

**Appeal**

If the student or parent/guardian appeals to the board, the principal or designee will provide the board with written reasons for denying the student's enrollment, and the student or parent/guardian will provide the written reasons that the student should be allowed to take the course. Both documents will be retained by the board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a board meeting.

The appeal to the board shall be held in closed session. The board will consider the information presented and issue a written decision within 30 calendar days of the meeting.

The student or parents/guardians may appeal the board's decision to DESE. If an appeal is filed with DESE, the district will provide all records, including the good cause justification for the enrollment decision and the evidence used to make the board's decision, within 72 hours of the filing of the appeal as required by law.

**Monitoring and Reporting**

The district will monitor the progress and success of students enrolled in MOCAP courses. The district may remove a student from a course or alter the course offering if the course does not meet the education needs of the student, including situations where the student does not actively participate in the course or complete course assignments.

The district will report all concerns regarding the quality or delivery of a MOCAP course to DESE. The district may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in MOCAP courses.
**Transcripts and Transfers**

District transcripts will identify which credits were earned through MOCAP courses. The district will recognize course credit earned through MOCAP and accept transfer credits from any MOCAP course. Students who transfer to the district while enrolled in MOCAP courses will be allowed to continue enrollment in those courses.

**Notice**

The district will inform students and parents/guardians of their child's right to participate in MOCAP and will inform parents/guardians of the availability of the MOCAP program. The district will include the availability of the program in parent/guardian handbooks and registration documents and feature the program on the homepage of the district's website, as required by law.

**Payment**

The district will pay a MOCAP course provider a monthly pro rata amount based on a student's completion of assignments and assessments and subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with MOCAP course providers when possible.

*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted:

Cross Refs:  AC, Prohibition against Illegal Discrimination, Harassment and Retaliation
             BOC, Closed Meetings, Records and Votes
             BDDH, Public Participation at Board Meetings JEA,
             Compulsory and Part-Time Attendance
             JECC, Assignment of Students to Grade Levels/Classes JFCF,
             Bullying
             JG-RI, Student Discipline
             JHD, Student Counseling Program

Legal Refs:   §§ 161.670; 610.021, RSMo.
             5 CSR 20-100.230
             Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
             Americans with Disabilities Act, 42 U.S.C. §§ 12101 -12213
             34 C.F.R. Part 104
             34 C.F.R. Part 300

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Page 6

Version: IGCDA-C.JA (6/21)