

Monroe City R-1 School District FAQs for Missouri Course Access and Virtual School Program (MOCAP)

In accordance with SB 603, students who have been enrolled full time in a public or charter school for at least one semester immediately prior may enroll part-time or full time in the Missouri Course Access and Virtual School Program (MOCAP). Enrollment must be approved by Monroe City R-1 School District.

Any student that has been enrolled as a full-time student within the Monroe City R-1 School District for at least one semester is eligible to request MOCAP courses. The student may also be eligible if documented medical or psychological conditions have prevented public school attendance in the previous semester.

Monroe City R-1 School District is responsible for determining the eligibility of each individual student. The District may determine it is not in the best educational interest of a student to take the MOCAP course. The Monroe City R-1 Board of Education believes that when the preponderance of factors is equal, in-person and on-site instruction provides an advantage that is in the best interest of students. Some examples of why virtual instruction option might not serve the best educational interest of the student may include:

- Requested course is already offered at Monroe City R-1 School District
- Student has not been a full time student in Monroe City R-1 School District
- Student has been enrolled in a public or charter school for less than one full semester
- Student has not taken and/or passed prerequisite courses
- The requested MOCAP course does not count towards Monroe City High School graduation requirements
- The course requested would cause the student to exceed the normal course load for the given semester
- The student is requesting a course to accelerate their graduation date
- The student has not demonstrated success in previous online courses
- The content of the course requires in person or on site instruction
- The student has a history of poor attendance
- The student has not demonstrated adequate ability to work independently

If a course request is denied the student and parent/guardian will receive in writing the

reasons for the denial. The student or parent/guardian can then appeal to the Board of Education who will release their decision in writing within 30 calendar days. It is the

responsibility of virtual instruction vendors to provide accommodations for students with 504 plans or IEPs. Should a student's 504 plan or IEP call for special equipment or internet access, then the District will provide this support as outlined.

In order for students to maintain MSHSAA eligibility, all academic, social, and citizenship eligibility standards must continue to be met.

The cost of approved virtual courses will be paid by Monroe City R-1 School District. In addition, the District will monitor student progress and if adequate progress is not made, the District retains the option to cancel the course and return the student to on site courses.

Time, space, and computer/resource access required to complete MOCAP coursework is the responsibility of the student. Instructional support for all MOCAP courses is the responsibility of the selected course vendor.

Request to Enroll in Virtual Course(s) Through MOCAP

Student or Parent/Guardian: Please complete this side and then submit it to your counselor with class enrollment materials.

Date

Submitted: _____

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Semester for

Enrollment: _____

Name of

Student: _____

Student

Number: _____

Name of Online Course # Credits Name of Online Course Provider*

1

2

3

4

5

6

7

8

*Parent/guardian/student: Monroe City R-1 could use Odysseyware for these services

Parent/student **please initial ALL of the following to indicate that you have read and understand them:**

_____ I understand that Monroe City R-1 Schools is not required to provide access to computers, the Internet or other necessary technology resources to students choosing to take a MOCAP course;

_____ I understand that Monroe City R-1 is not required to provide a supervised location for students taking a MOCAP course to work on their course during the school day;

_____ I understand that in order to be successful in an online course, a student must have good computer skills, time-management skills, persistence, and good written communication skills;

_____ I understand that all Monroe City R-1 Online courses--including MOCAP courses--follow the same school calendar as in-seat courses. Students enrolled in MOCAP courses are expected to complete all course requirements by the end of the semester as stated on the Monroe City R-1 school calendar;

_____ I understand that students who enroll in MOCAP courses are expected to

actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in a course, the district may remove the student from the MOCAP course and refuse to enroll the student in a MOCAP course in the future; _____ I understand that if I take a MOCAP course, the virtual provider, not the Monroe City R-I, will monitor and provide accommodations specified in my student's IEP or 504 plan and/or ELL support;

_____ I understand that I am responsible for understanding how my educational choices, including my decision to take a MOCAP course, may impact my MSHSAA eligibility.

Counselors please complete the following:

Counselor

Name: _____

_____ Student has attended a public school or charter school for at least one full semester immediately prior to the request. School

Name: _____

_____ Student resides in the district and is enrolled as a full-time student in the district;

_____ Course prerequisite courses have been completed;

Revised:

12/18

_____ Course request meets Monroe City R-1 graduation requirements or promote life readiness;

_____ Student is not carrying maximum academic load for the semester requested (i.e. this course would not be beyond the normal full load);

_____ **(If applicable)** Student has demonstrated success in previous online courses.

OPTIONAL Additional Information:

1. If the course is offered onsite by the district, are there extenuating circumstances that make it difficult or impossible for the student to take the onsite course offered by the district?

2. If the course is offered onsite by the district and the student is able to take that course,

what are the reasons the student wants to take the course through MOCAP?

3. If the course is offered online by the district and the student is able to take that course,

what are the reasons the student wants to take the course through MOCAP?

INSTRUCTIONAL SERVICES Form 6190.1

Curriculum
Services
Virtual
Education

APPEAL FROM DISTRICT DENIAL OF ENROLLMENT IN ITS COURSE ACCESS
AND VIRTUAL SCHOOL PROGRAM

A. Good reasons for District belief that enrollment is not in the student's best educational interest.

B. Reasons for Parents/Guardian Appeal

C. Reasons of Both Parties (A) and (B) will be entered into minutes of Board appeal hearing.

D. Date of Board Hearing

E. Decision of Board within thirty (30) days of hearing

F. Appeal to Department of Elementary and Secondary Education. The District will provide the following:

a. Documents submitted for Board hearing

b. Minutes of Board hearing

c. Form 6190

Final decision by DESE within seven (7) calendar days

INSTRUCTIONAL SERVICES

Regulation 6190

Curriculum Services

Virtual Education

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program (“Program”) courses as part of the student’s annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student’s non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

A. Enrollment

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The enrollment period will be ten (10) school days prior to each semester. Students who fail to timely enroll will be permitted to apply the next semester. New students enrolling during the school year will have five (5) school days from school enrollment to apply for a Program Course under this Regulation. The process may include consultation with a school counselor. However, consultation does not include the counselor’s approval or disapproval of enrollment in the Program. However, the District has ten (10) business days from the date the application was submitted to the District to approve or deny the application.

When a District school denies a student’s enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a “good cause” reason for the denial. Such good cause determination will be based upon a reasonable determination that the enrollment is not in the student’s best educational interest. Where enrollment is denied, the following process will be utilized:

1. The District will notify the student and the student’s family in writing of the right to appeal denial of Program enrollment to the Board of Education; and

2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student's best educational interest; and
4. The written submissions by the family and the District will be incorporated into Board minutes; and
5. The Board's written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and
6. The family may appeal the Board's determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

B. Payment for Program Courses

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student's behalf.

In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

C. Program Course Evaluation

The District will consider recommendations made by DESE relative to a student's continued Program enrollment. Based in part on DESE's recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student's educational needs.

Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.

The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law.

The District will include students' enrollment in the Program in determining the District's average daily attendance (ADA). For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

D. Notice

The District will inform District parents of their child's right to participate in the Program. Opportunity to participate in the Program will be provided in parent handbooks, registration documents and on the homepage of the District's website.

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