Central R-III School District

Missouri Course Access Program (MOCAP)

Originated October 2019
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MOCAP

The Central R-III School District will participate in the Missouri Course Access and Virtual School Program (MOCAP). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. (Policy 6190)

The District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's Principal and inquire about the Missouri Course Access Program (MOCAP). **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.**

MOCAP offers virtual online courses for students statewide. Students can take an entire course 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.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses.

Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, at any time.

Student Skills Necessary for Success in Virtual Courses

★ Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
★ Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
★ Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
★ Student has the necessary computer or technical skills to succeed in a virtual course.
★ Student has access to technology resources to participate in a virtual course.
★ Consideration of the student's previous success (or struggle) in virtual coursework.

Notice

Central R-III School District will annually permit eligible students, under the age of twenty-one, who reside in the District, to enroll in MOCAP 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 Missouri 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, the course has received District approval through the procedure set out in this notice (below).

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The District will accept all grades and credits earned through District-sponsored virtual instruction and MOCAP.
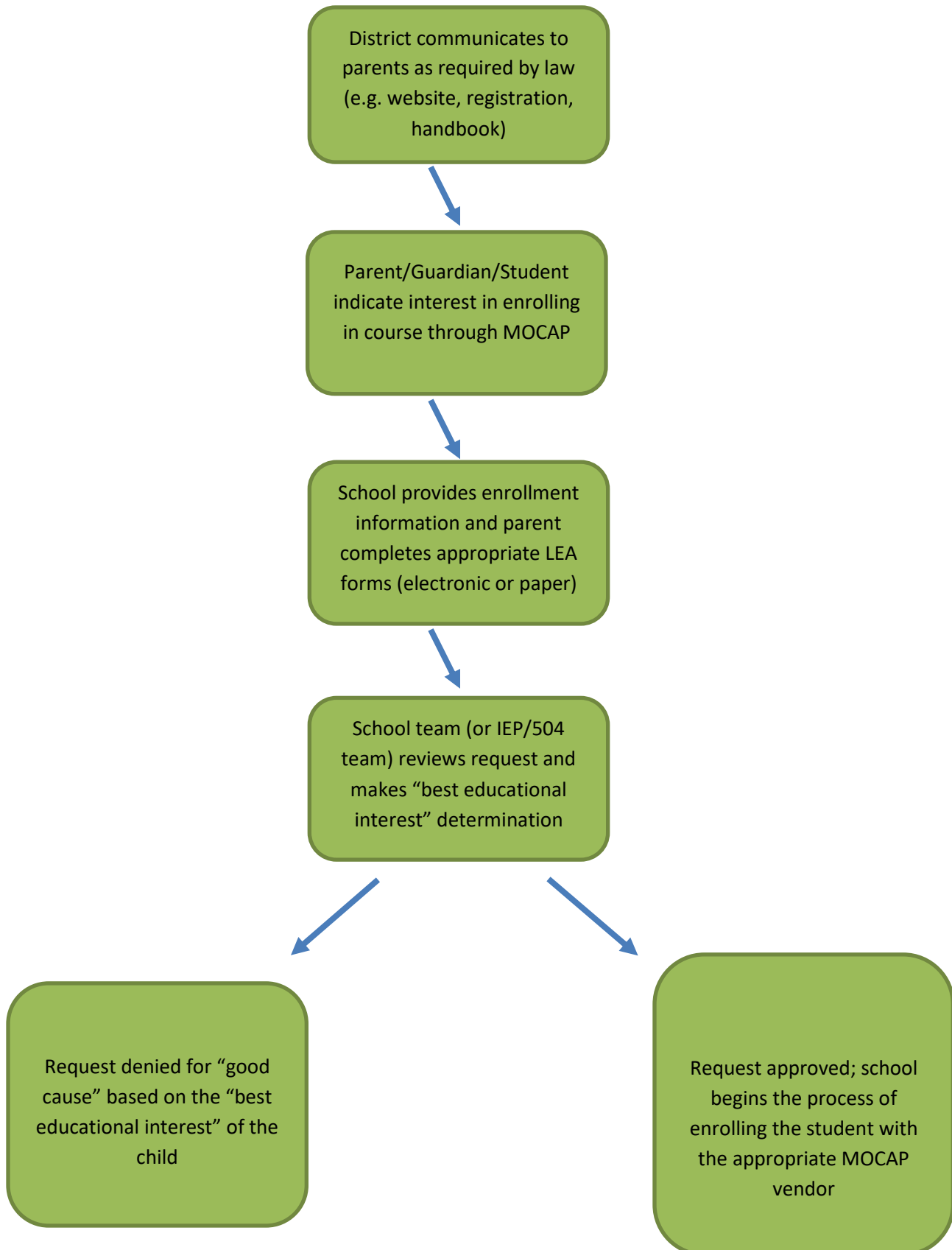
The District will pay the costs of a virtual course only if the District has first approved the student's enrollment in the course as described in this packet. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The District is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The District will provide supervision for students who take virtual courses in District facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to District policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the District's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyberbullying.

The Missouri Course Access and Virtual School Program (MOCAP) has developed a course catalog of virtual online courses for students statewide. For more information, visit the MOCAP website.

MOCAP Information and Enrollment Flowchart

District communicates to parents as required by law (e.g. website, registration, handbook)

↓

Parent/Guardian/Student indicate interest in enrolling in course through MOCAP

↓

School provides enrollment information and parent completes appropriate LEA forms (electronic or paper)

↓

School team (or IEP/504 team) reviews request and makes "best educational interest" determination

↙ ↘

Request denied for "good cause" based on the "best educational interest" of the child

Request approved; school begins the process of enrolling the student with the appropriate MOCAP vendor

Student Request to Enroll in Online Learning Courses

MOCAP is a program developed by the state of Missouri to offer students equal (online) access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. The intent of MOCAP is to give students access to courses that are not offered by the District or cannot be taken due to scheduling conflicts.

Request deadlines:

- Fall Enrollment Request Deadline: Ten (10) school days prior to the beginning of the Fall semester.
- Spring Enrollment Request Deadline: Ten (10) school days prior to the beginning of the Spring semester.
- Transfer/new student: Five (5) school days from time of student enrollment.

Please print legibly and give this form to your Principal prior to the above request deadline.

Student Name: _____

Student Signature: _____ Date: ___/___/____

Parent Name: _____

Parent Signature: _____ Date: ___/___/____

Indicate the reason for requesting online learning.
- ❏ The course is not offered by the Central R-III School District
- ❏ Scheduling conflict
- ❏ Other: _____

    _____

Course being requested. (Please include semester if applicable, i.e. English 4 - 2nd Semester):
_____

Intended location for course completion:
- ❏ Outside of my school
- ❏ During the day in my school*
        (*Classes must be taken during the day at school to be eligible to participate in extracurricular activities.)

Course is being taken for:
- ❏ Credit Advancement
- ❏ Credit Recovery

MOCAP Approval/Denial

MOCAP is a program developed by the state of Missouri to offer students equal (online) access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. The intent of MOCAP is to give students access to courses that are not offered by the district or cannot be taken due to scheduling conflicts.

_____ [student's name] has been

approved to enroll in MOCAPs course _____ [course name}

Course work must begin by ___/___/____ and be completed by ___/___/____

Course work will be completed
- ❏ Outside of my building
- ❏ During the school day at my building

Course is being taken for:
- ❏ Credit Advancement
- ❏ Credit Recovery

Administrator Name: _____

Administrator Signature: _____ Date: ___/___/____

MOCAP Statement of Understanding of Expectations

The District will pay the costs of a virtual course only if the District has first approved the student's enrollment in the course as described in this policy.

The student must reside in the Central R-III School District attendance area to take MOCAP courses during the entire time the student is participating in the MOCAP program.

The District will provide supervision for students who take virtual courses in District facilities, but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to District policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the District's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyberbullying.

Students taking courses off-campus must have access to computer hardware and internet access.

Students are required to take state assessments on campus. It is the student's responsibility to schedule the assessment session with their counselor in adequate time to complete all assessments prior to the required course completion date.

Students must take the EOC/MAP exams associated with MOCAP courses within the window set by the District.

The District will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP, i.e., if a student fails to complete a course past the drop course window, students will earn an "F" on the student transcript resulting in an impact to the student's GPA.

Students may be dropped from a MOCAP course for lack of adequate progress. Should the lack of progress occur after the drop course window, students will earn an "F" for the course which is reflected on the student's transcript and impact to the student's GPA.

Please sign this form indicating you have read and understand the above information and the **MOCAP Statement of Understanding of Expectations**

Student Name: _____

Student Signature: _____ Date: ___/___/____

Parent Name: _____

Parent Signature: _____ Date: ___/___/____

MOCAP Approval

To: _____ [name of parent/guardian/student]:

_____ [student's name] requested to enroll in one or

more virtual courses. We have made the following determinations:

Approved for Enrollment

The student has been approved to enroll in the following virtual courses:

Name of Virtual Course

Name of Principal or Designee

Signature of Principal or Designee	Date

DENIAL OF ENROLLMENT IN DISTRICT'S COURSE ACCESS

AND VIRTUAL PROGRAM

Dear _____:

    The District has considered your student, _____, request to enroll in a course within the Missouri Course Access and Virtual Program. In making this decision, the District has considered, among other reasons, enrollment period, your student's coursework, attendance, discipline record, and the benefits offered by the course.

    The District has determined that enrollment in this course is not in the best educational interest of your son/daughter. The District's decision was based upon the following factors:

_____

_____

    You have a right to appeal the Board's decision at a closed meeting of the Board of Education. You are encouraged to submit the basis for your appeal along with any documents which you believe support your appeal. You will be given the right to present your position to the Board at the hearing.

    The Board will provide you with their written decision within thirty (30) days of the appeal hearing. If you are not satisfied with the Board's decision, you may appeal to the Commissioner of Education, 205 Jefferson Street, Jefferson City, Mo. 65101. The Department will render a decision within seven (7) days of receipt of the appeal. The Department's decision is final.

 Sincerely,

Ashley McMillian

Ashley McMillian, Ed.D.
Superintendent
Central R-III School District

MOCAP Lack of Progress Notification

Date: ___/___/___

Dear Parent and Student.

As stated in the **MOCAP Statement of Understanding of Expectations,** students may be dropped from a MOCAP course for lack of adequate progress. Should the lack of progress occur after the drop course window, students will earn an "F" for the course which is reflected on the student's transcript and impact to the student's GPA.

_____ [student's name], enrolled in

MOCAP course _____ [course name} is not making adequate progress for course completion. The following action will need to occur:

- ❏ The student will be required to work on the course at Central School District until the course is completed.
  - -The students should contact their building counselor at Central R-III School District within two days of receipt of the notice to create a schedule to enable the student to work at their building to complete the course. Failure to make contact will result in the student being dropped from the course.

- ❏ The student will be dropped from the course if the student fails to make adequate progress during two quarters. Effective Date ___/___/____

Administrator Name: _____

Administrator Signature: _____ Date: ___/___/____

Student Name: _____

Student Signature: _____ Date: ___/___/____

Parent Name: _____

Parent Signature: _____ Date: ___/___/____

MOCAP Lack of Progress Notification Drop Notice

Student Name: _____ taking _____

course has/ has not participated in above processes or is not making adequate progress for course completion.

_____will be dropped from MOCAPs course_____ effective
___/___/___

Administrator Signature: _____ Date: ___/___/___

Student Signature: _____ Date: ___/___/____

Parent Signature: _____ Date: ___/___/___

Signatures indicate understanding that the above named student is being dropped from the course due to lack of adequate progress. This will result in an "F" for the course and will be noted on the student transcript.