Orrick R-XI School District Virtual Courses

Introduction
Eligible students may enroll in the Department of Elementary and Secondary Education (DESE) approved courses at the district expense unless the district determines that it is not in the best educational interest of the student to take the course.

Enrollment
A student or the student's parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a Missouri Course Access Program (MOCAP) virtual course through the district.

The principal or designee will educate the student and the student's parents/guardians about how virtual instruction is provided and the key differences between virtual and in-person instruction. The principal or designee will discuss the virtual course options available to the student, determine which course or courses interest the student and how the course or courses will assist the student in meeting his or her academic and personal goals. The principal or designee will also inform the student and the student's parents/guardians of whether the course is available in a traditional setting, whether the student must complete any prerequisites prior to taking a particular course and whether the prerequisite courses are offered by the district virtually or traditionally.

The principal or designee, in consultation with the student's parents/guardians and other relevant staff, such as the school counselor or the district's special education director, will determine whether there is a good cause to refuse the student enrollment in the course. Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE). For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designees' decision will be final. In accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved by the district.

If district staff determine that it is not in the best educational interest of a student to take a virtual course, that decision will be documented in writing and provided to the student and the parents/guardians.

Virtual Course Guidelines
- The District will pay for virtual courses taken on-site, during the normal school day, but not beyond the equivalent of full-time enrollment.
- The District will provide supervision for students who take virtual courses in district facilities.
- Students taking virtual courses are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses.
- Open enrollment shall be conducted no earlier than one full month prior to the semester in which the student shall take the virtual course. Example: Open enrollment for semester beginning on January 4th shall begin no earlier than December 4 th.

- Registration deadline shall be no later than the third day of a semester. Example: If a semester starts on a Thursday, the final day of registration shall be at the end of the school day on the following Monday.
- Per policy IGCD, The District may refuse student enrollment in a virtual course for good cause. Considerations that could be good cause to deny enrollment are:
- The District offers the same course in a traditional setting that is taught by a properly certified teacher, the student's ability to work independently, operate technology, the student's attendance, and prior virtual course success.
- Enrollment in a virtual course requires consultation with the school's counselor and parental authorization.
- Only the attendance credit earned in virtual courses paid for by the District or another public school district will count toward early graduation.
- For further information, please refer to policy IGCD, Virtual Courses.

Best Educational Interest Considerations
District staff should minimally consider the following when deciding whether a virtual course is in the best educational interest of a student but may consider other factors not listed.

District Course Availability
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 virtual course?

Virtual Course Characteristics
1. Does the course meet or exceed district curriculum standards and graduation requirements?
2. Does the course align with the student's career goals and the student's individual career and academic plan (ICAP)?
3. If the course is for remediation, will it personalize instruction to the student's specific needs?
4. Is the district aware of any complaints or concerns regarding the quality of the course, and have those complaints or concerns been resolved?
5. Has the district had difficulty working with the course instructor or provider to ensure a student with disabilities receives the required accommodations or modifications?

Student Skills Necessary for Success in Virtual Courses
1. Has the student demonstrated time-management skills that indicate that the student is capable of submitting assignments and completing course requirements without reminders?
2. Has the student demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed?
3. Has the student demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not have sufficient nonverbal cues to indicate the student's level of understanding?
4. Does the student have the necessary computer or technical skills to succeed in a virtual course?

Other Relevant Factors
1. Does the student have adequate access to computers, internet and other necessary technology resources to participate in a virtual course and complete assignments?
2. If the student has previously attempted a virtual course and struggled with or failed the class, have the issues that caused the student to struggle or fail been identified and addressed?

Appeals
Students or parents/guardians who disagree with the above determinations about a Missouri Course Access Program (MOCAP) course can appeal the decision to the Board of Education. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee. Please provide a written description of the basis for your appeal, attach it with any pertinent documentation or information, and submit it to the appropriate person.

If the student has an individualized education program (IEP), the IEP team may independently determine that a course is inappropriate for the student. In that case, students or parents/guardians must follow the appeal procedure for IEP team decisions.

Student Expectations
Students who enroll in district-sponsored virtual courses or MOCAP courses through the district 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 the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where completion of the course in the allotted time would be impossible due to factors not controlled by the student.

End of Course Examinations
Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

Monitoring and Reporting
The district will monitor the progress and success of students enrolled in MOCAP or district-sponsored courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a MOCAP or district-sponsored course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.

Transfers
The district will accept transfer credits students earn by successfully passing approved MOCAP or district-sponsored courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in MOCAP or district-sponsored courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.

Courses are also available through MOCAP at https://mocap.mo.gov/catalog/

Orrick School Forms:

Self Assessment Form - pdf format

Virtual Course Application Form - pdf format

Student Agreement Form - pdf format

Orrick R-XI Schools
Virtual Course Self-Assessment Form
Are You Ready For Online Learning?

Student Name:_____

Number where you fall on a scale of 1 to 10.

I agree = 10
Sometimes = 5
Never = 1

_____I am open minded about sharing life, work, and educational experiences as part of the Learning process.

_____I'm able to communicate through writing.

_____I'm self-motivated and self-disciplined.

_____I'm willing to speak up if problems arise.

_____I'm willing and able to commit to 4 to 15 hours per course a week.

_____I'm able to meet the minimum prerequisites for the course.

_____I accept critical thinking and decision making as part of the learning process.

_____I have practically unlimited access to a computer and the internet away from school.

_____I'm able to think ideas through before responding.

_____I manage my time wisely and meet deadlines.

Total Score:_____

If you score 75-100, you are probably ready for an online program or course.
If you score 40-74, you may need to work a bit harder to be successful online.
If you score 39 or below, online may not be for you at this point.

Orrick R-XI Schools
Virtual Course Application Form

Student's Name_____   Date of Application:_____

_____   **Semester** or **Year**
Name of Online Course   (Circle one)

Purpose for taking the online/virtual course:

_____

_____

_____

_____

_____   _____   _____   _____
Parent Signature   Date   Student Signature   Date

To be completed by school:

Date received by Counseling Office _____

_____Student has been approved to enroll in the virtual course.

_____We have determined that, in accordance with Board policy and procedure, it is not in the best educational interest of the student above to enroll in the course.

Reason for Denying Enrollment:_____

_____

_____

_____

_____   _____
Principal's Signature   Date

(Appeals process can be found in Board Policy. File: IGCD)

Orrick R-XI Schools

Virtual Course Student Agreement

I understand and accept responsibility for the following in order to be successful in my online course.

1. To have unlimited internet access available outside of school.
2. To commit to 4 to 15 hours per week for this course.
3. To speak up and ask questions if a problem arises.
4. To manage my time wisely and meet deadlines without reminders.
5. To set aside and use time for academic study each school night.
6. To log-in and make continual daily progress.

I also understand that if I do not continue to make daily progress or complete the course in the time allotted, I will be removed from the course and/or receive an "F" in the course.

_____   _____   _____   _____
Student Signature   Date   Parent Signature   Date