

Virtual Courses Guidelines

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, 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 Board Policy I-160-P. The virtual course has to be approved by the district to ensure consistency with the student's academic credits, growth and personal/post-secondary goals. The district is not required to provide students access or pay for courses beyond the equivalent of full-time enrollment. 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 following guidelines will apply for enrolling students into a virtual course through MOCAP:

- Open enrollment periods and registration deadlines will be provided to students 2-4 weeks prior to the close of those deadlines.
- Students enrolled in a district-sponsored virtual course through MOCAP are expected to actively participate in the course with the goal of completion.
- The district may remove a student from a course due to inactivity or non-completion of the course, and may refuse to enroll the student in future virtual courses.
- Students enrolled in a district-sponsored course through MOCAP will be considered in attendance for state aid purposes in accordance with law. A completed virtual course shall be counted as no less than 95% attendance for purposes of A+ eligibility.
- Students are required to take state-required MAP/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.
- Enrollment in a district-sponsored course through MOCAP will be determined by the following eligibility requirements:
 - The student resides in the district.
 - The student was in attendance in the district the semester immediately prior to enrolling in a MOCAP course.
 - A student will be excused from this requirement based on administrative discretion due to, but not limited to, the following: If he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.
 - The enrollment is approved by the principal or designee.
 - Enrollment in a district-sponsored MOCAP course does not cause the students to exceed full-time enrollment in the district.
- The district will schedule the MOCAP courses at the beginning or end of the school day. The district will also take into consideration the individual needs of

the students when determining the schedule of MOCAP courses and will be based on administrative discretion.

- Transportation will only be provided by the district before and after the normal school day during regular bus route hours (before 7:55 a.m. and after 3:15 p.m.)
- Students who are enrolled in district-sponsored MOCAP courses are not required to be on campus during the hours of their scheduled virtual courses. They are required to be in attendance for the traditional scheduled classes and the district will follow the current attendance and tardy policies for these traditional classes.
 - Students who are enrolled in district-sponsored MOCAP courses and who are not in attendance at school for a full class schedule will be responsible for their transportation to and from school.
- The district will not pay for any virtual courses that a student or parent/guardian requests to take that are offered at the school during the traditional school day.
- The district does not provide internet access for courses taken off campus.
- The district will provide connectivity and technical support while the student is on campus.
- District counselors will develop an individual career and academic plan (ICAP) for students enrolled in three or more virtual courses.
- All other questions can be addressed by the Board policies located on the district website: sweetsprings.k12.mo.us.

Courses Currently Being Offered Through MOCAP

- Courses that will be offered by the district are dependent upon the individual academic needs of the student.

MSHSAA Eligibility

- Please visit the MSHSAA website for an accurate description of the enrollment requirements for extracurricular activities. See by-law 2.3.4-enrollment options for academic eligibility.
- <http://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>.

Summer School

- Summer school MOCAP courses will only be offered on a remediation basis (credit recovery).
- All of the above policies apply to summer school remediation courses with the exception of on campus attendance.
 - Students taking summer school remediation courses through MOCAP are required to be in attendance on campus during summer school hours of operation.