



# **Potosi R-3 School District**

**Missouri Course Access Program  
(MOCAP) /  
District–Sponsored  
Virtual Instruction**

## **MOCAP / District-Sponsored Virtual Instruction**

The Potosi R-3 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 levels and content areas from kindergarten through grade 12. The District may elect to offer specific courses as part of the program (Policy IGCD A).

The Potosi R-3 School District will provide access to virtual (online) coursework for students. Students and families who are interested in virtual coursework should contact the student's Principal and inquire about the Missouri Course Access Program (MOCAP) or virtual schooling. Additional questions may be directed to the building principal.

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**

1. Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
2. Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
3. 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.
4. Student has the necessary computer or technical skills to succeed in a virtual course.
5. Student has access to technology resources to participate in a virtual course.
6. Consideration of the student's previous success (or struggle) in virtual coursework.

## Notice

Potosi R-3 School District will annually permit eligible students, under the age of twenty-one, who reside and enrolled in the District on a full-time basis, to enroll in MOCAP / virtual instruction 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 course and student has received District approval.

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP) or virtual instruction. The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

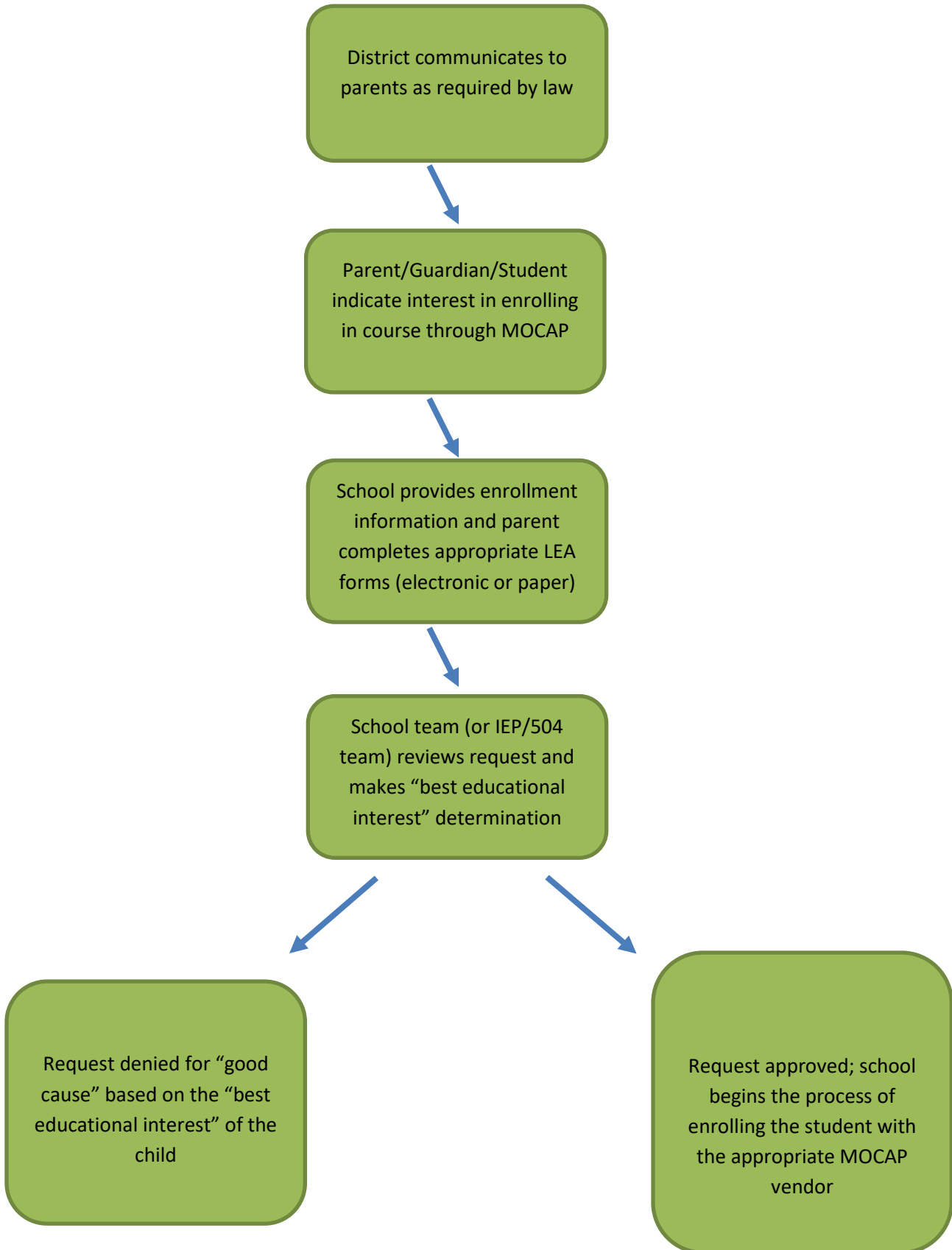
The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal 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 may also limit the number of paid courses, and students must attend a minimum of seven semesters. 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





## Student Request to Enroll in Online Learning Courses

Virtual instruction offered from the district and MOCAP is designed 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 is to give students access to courses that are not offered by the district or cannot be taken due to scheduling conflicts.

Request deadlines for virtual instruction:

- Fall Enrollment Request Deadline: Five school days after the first day of school
- Spring Enrollment Request Deadline: Five school days after the second semester
- Transfer Students: Five school days after 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 in Potosi R-3 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

Course is being taken for:

- Credit Advancement
- Credit Recovery



## **MOCAPs / Virtual Instruction 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.

The student must reside and enrolled in the Potosi R-3 School District attendance area to take MOCAP's courses or district virtual courses during the entire time the student is participating in the 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 must take the MAP / EOC exams associated with MOCAPs courses within the assessment window set by Potosi R-3 School 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 or district virtual instruction 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.



## MOCAP / Virtual Instruction Approval

Date Request Received: \_\_\_\_\_

Date Notice Provided: \_\_\_\_\_ (must be within 10 business days unless student has an IEP or 504 plan)

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**

Date Request Received: \_\_\_\_\_

Date Notice Provided: \_\_\_\_\_ (must be within 10 business days unless student has an IEP or 504 plan)

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, your student's course work, 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 on 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. If an appeal is filed, 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. The Department's decision is final.

Sincerely,

Superintendent





## MOCAP / Virtual Instruction Lack of Progress Notification

This is to inform you, \_\_\_\_\_ is not making adequate progress to complete (course) \_\_\_\_\_

(Name) \_\_\_\_\_ needs to make arrangements to complete coursework at their building until the student's coursework is back on track for completion.

If (name) \_\_\_\_\_ does not contact his/her online course instructor within five days from the receipt of this notice, the student will be dropped from the course. **Principal will be notified via counselor**

If the student begins to make adequate progress for completion, the student may request permission to complete coursework off campus.

## MOCAP / Virtual Instruction 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 / virtual instruction 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.**