

Braymer C-4 School District

Online Course Student/Parent Handbook



Braymer Virtual Course Guidelines

In 2020, the Braymer C-4 School District entered into an agreement with the Springfield (MO) Public School District (SPSD) to select its LAUNCH program as our preferred course provider. Currently, there are over 300 public Missouri school districts partnering with the SPSP's LAUNCH program. The SPSP guarantees that all of its course offerings are developed by Missouri educators and align with the Missouri Learning Standards. In fact, they even hire teachers from partner districts across the state to ensure that students have access to local educators.

Online classes will be considered like any other class offered by the school district. When courses are purchased from an outside vendor, per Section 162.1250, RSMo., Braymer C-4 School District must ensure that they are aligned with the show-me curriculum standards and comply with state requirements for teacher certification, among other things.

The Braymer C-4 School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's school counselor and inquire about the Missouri Course Access and Virtual Schools Program (MOCAP). 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.

In concert with MOCAP's mission to offer Missouri students equal access to a wide range of high-quality courses and interactive online learning, the Braymer C-4 School District desires to offer virtual, online learning for courses not offered locally in the traditional setting and for students for whom virtual education is appropriate. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities. For more information, visit the [MOCAP website](#).

Best Educational Interest

If a student in the Braymer C-4 School District meets eligibility requirements, the district is required to approve a student's request to enroll in MOCAP courses, unless doing so is not in that student's "best educational interest."

Specifically, the District will ensure a student meets the eligibility requirements in that (1) the student is enrolled full time in the district and (2) has, for at least one semester prior to requesting to enroll, attended public school or was prevented from attending by reason of a medical or psychological condition or disability. Once a student meets eligibility requirements, the District needs to then consider whether the course or program is in the student's "best educational interest."

To determine "best educational interest," the District will follow the District's MOCAP policy in responding to a virtual course enrollment request. This "best educational interest" determination is based on whether the course or program is in the student's best interest from an educational standpoint only, and is made in light of the student's individual circumstances and the specifics of the course or program in which the student is requesting to enroll.

Multiple MOCAP Providers

There are multiple MOCAP providers approved by DESE, however, only the Springfield Public School District's LAUNCH program has an agreement in place with the Braymer C-4 School District. There are a few **for-profit** MOCAP providers which are based in other states, such as Arizona and Virginia. While they are approved MOCAP providers, the Braymer C-4 School District has not yet been able to determine that their virtual online courses are taught by Missouri Certified Teachers.

While courses taken by Braymer C-4 School District students are developed and operated by MOCAP providers, the MAP and End-of-Course results are still attributed to the Braymer C-4 School District. As a result, the District strongly encourages parents and students considering virtual online courses to review the offerings of the LAUNCH program first, which the District has been able to ensure prepares students for success on Missouri MAP and end-of-course assessments.

Full-Time Equivalent Student

Per Section 161.670, RSMo., a "**full-time equivalent student**" is a student who successfully completed the instructional equivalent of six credits per regular term. In no case shall more than the full-time equivalency of a regular term of attendance for a single student be used to claim state aid. Therefore, the Braymer C-4 School District will not approve enrollment to be paid by the District in more than six virtual online courses per term.

Nothing in this section shall prohibit students from enrolling in additional courses for which the student's parent(s) or legal guardian(s) pay the tuition or course fees.

Enrollment Procedures

If the District approves a student's enrollment in a MOCAP course, the enrollment process may include consultation with the school's counselor and may include parental notification or authorization.

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

Currently, at Braymer High School, the enrollment window shall close upon the fourth day of the 1st semester of the school calendar. The enrollment window for the 2nd semester will close on the last day of the 1st semester. Requests made after the enrollment window shall be denied for that semester.

The open enrollment window for 1st semester shall open at the start of student registration in August and the open enrollment period for 2nd semester will open on the first school day in December.

Students may enroll in MOCAP courses for summer school, but the District, per statute, will not pay for the course as MOCAP doesn't currently apply to summer school.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district.

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) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent or designee's decision will be final.

Other Items to Consider with Virtual Course Enrollment

1. The District will pay for virtual courses taken on-site, during the normal school day, but not beyond the equivalent of full-time enrollment.
2. The District will provide supervision for students who take virtual courses in district facilities.
3. For students taking virtual courses on-site in district facilities, the District will provide computer equipment, internet access, and an appropriate setting designed for student success.
4. For students taking virtual courses off-campus, the District will NOT provide computer equipment or internet access for the student, unless doing so is required to comply with federal law for an eligible student with a disability.
5. Students taking virtual courses are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses.
6. **Per Board Policy 6190, the District may refuse student enrollment in a virtual course when the course enrollment is not in the student's "best educational interest."** Examples of good cause for enrollment denial include but are not limited to:
 - Virtual enrollment may be refused for a course the District offers in a traditional setting that is taught by a properly certified teacher if it's determined to be in the student's "best educational interest" to take the course in a traditional on-site setting.
 - Other factors that may constitute good cause for enrollment denial on an individual basis include the student's ability to work independently, operate technology, the student's attendance, and prior virtual course success.

Miscellaneous

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.

Board Policy 6190

The District will participate in the Missouri Course Access and Virtual School Program ("Program"). 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. Any online courses or virtual programs offered by the District prior to August 18, 2018, will be automatically approved for program participation, where the District course meets program requirements.

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 process may include consultation with a school counselor. However, consultation does not include the counselor's approval or disapproval of enrollment in the Program.

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 faith 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 the 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 its 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.

BRAYMER SCHOOL DISTRICT VIRTUAL COURSE ENROLLMENT FORM

(Request Form to Enroll in Virtual Courses)

The student or parent/guardian should complete this form and submit it to the school principal with class enrollment materials. Please use more than one form if necessary.

Name of Student: _____ **Grade Level:** _____

Mailing Address: _____

Requested Date of Enrollment:

_____ Fall (Enrollment Period August 1 through the 3rd Day of School in August)

_____ Spring (Enrollment Period December 1st through December 19th)

*Please Note School Offices are closed during Winter Break

Course/Courses Requested

LAUNCH Course Catalog: <https://fueledbylaunch.com/courses/>

Name of Requested Launch Course	Number of Credits if Applicable

If course request is not through the LAUNCH program (Braymer C-4 School District's preferred provider), please indicate the provider's name and reason for provider selection.

Non-LAUNCH provider: _____

Reason for provider selection:

Please indicate the reason for requesting online learning:

_____ The course is not offered in my child's school

_____ There is a scheduling conflict

_____ Other: (Please describe)

Requested location for completion of the course:

_____ Outside of my school

_____ At my school

Mark the purpose of taking the on-line course if not normal credit acquisition:

_____ Credit Recovery

_____ Credit Advancement

Parent and student, please initial ALL of the following to indicate that you have read and understand the statements.

_____ We understand that Braymer C-4 School District is not required to provide access to computers, the Internet, or other necessary technology resources to students choosing to take a MOCAP course.

_____ We understand that Braymer C-4 School District is not required to provide a supervised location for students taking a MOCAP course to work on their course during the school day.

_____ We 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.

_____ We understand that all MOCAP courses follow the same school calendar as traditional courses and that students enrolled in MOCAP courses are expected to complete all course requirements by the end of the semester.

_____ We understand that all 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 the course, the district may remove the student from the course and refuse to enroll the student in a MOCAP course in the future.

_____ We understand that If taking a MOCAP course, the virtual provider, not the Braymer C-4 School District, will monitor and provide accommodations specified in a student's IEP or 504 and or ELL support.

_____ We understand that the student/parent is responsible for understanding how educational choices, including the decision to take a MOCAP course, may impact MSHSAA eligibility.

_____ We understand that students enrolled in MOCAP courses will be required to take all State assessments required by the Missouri Department of Elementary and Secondary Education.

_____ We understand that all students enrolled in online courses are subject to district policies, procedures, and rules applicable to students enrolled in traditional class offerings including, but not limited to, the district's discipline codes and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyberbullying.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

-----Office Use Only-----

Review Official: Please mark/check all true statements listed below.

_____ Student has attended a public or charter school for at least one full semester immediately prior to the request. If checked, please provide the name of the school attended:

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

_____ Course prerequisites/grade levels have been completed.

_____ Course requests meet graduation requirements.

_____ Course requests will not exceed full-time enrollment in the district.

_____ Course selection aligns with the student's ICAP if applicable.

_____ Student receives special education services.

Best Educational Interest of the Student Criteria	YES	NO
Student has maintained a satisfactory academic record prior to seeking virtual instruction.		
Student has maintained a satisfactory attendance record prior to seeking virtual instruction.		
Student has maintained a satisfactory academic record in previous virtual instruction (if applicable).		
Teacher recommendations/evaluations support students' ability to successfully navigate and complete virtual coursework.		

*For "no" answers, provide documentation to support the determination on best educational interest of the student.

Review Official's Signature _____ **Date:** _____

School Principal Determination:

_____ The request is in the best educational interest of the student and is approved.

_____ The request is not in the best educational interest of the student and is *denied*.

_____ If applicable, the date of notification of denial and appeal process.