

City of St. Charles School District

Virtual Learning Opportunities

MOCAP Vendor

MOCAP The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning. Virtual learning is a privilege afforded to any SCSD student choosing to take a virtual course as part of their course load during or outside the school day. Virtual learning requests must be within the enrollment period. The enrollment period is defined as any time prior to the start of the semester or during the 10 day schedule change period immediately following the start of the semester. No changes will be made to a student's schedule beyond these limitations. SCSD will determine eligibility for virtual learning.

To enroll in virtual learning course(s), SCSD students/guardian(s):

- will meet with their counselor to determine if virtual learning is in their best academic interest. Counselor will consult with MOCAP/Launch Coordinator and Associate Superintendent of Curriculum for approval.
- will meet with their counselor along with a guardian to cover the policies, procedures and personal responsibilities of virtual learning students.
- will provide proof of residency at the start of each semester while enrolled in virtual learning.
- will allow district counselor access to MOCAP vendor's learning management system in order to monitor student progress, for the entire duration of the MOCAP approved course(s).
- will sign this Student Agreement along with their parent/guardian.
- will sign Virtual Learning Course Request with their parent/guardian. Please be aware that MOCAP rules apply to MOCAP approved courses, not to vendors as a whole. Only courses that are MOCAP approved have the ability to be accepted by the City of St. Charles School District.
- will manage your online course through an approved MOCAP vendor. Pay close attention to course details and online teacher communications, especially due dates.
- will actively participate in the MOCAP approved course.
- will meet with counselor (in person, Zoom, Google meet, etc.) to monitor and discuss progress on a monthly basis. If concerns arise, check-ins may need to be more requested more frequently.

Virtual Learning Withdraw Procedures

- Once a student is enrolled in a virtual learning program, they should plan to complete the semester in virtual learning.
- If a student requests to withdraw from a virtual learning course(s), this must be done during the 10 day enrollment period.
- Students withdrawing from a course after the drop date will receive a “WF” (withdraw fail) on their transcript and this will impact their GPA. Students will then be required to enroll in a course at their assigned school.
- If a student has taken a “WF” for a MOCAP course and is needing to enroll at their assigned SCSD school and there is not enough seat time left in the semester to earn credit, per DESE’s guidelines, the student will forfeit the opportunity to earn credit in the SCSD course.
- SCSD upholds the right to deny a virtual learning request if it is believed to not be in the best educational interest of a student or if a student is unsuccessful participating in a virtual learning course(s).
- If a student is approved to take a virtual course and does not actively participate in a course or is not progressing 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.

Understanding of Online Learning

- **Time Management-** The student will need to be able to manage time. Think through a study schedule. What time of day will you work on your online course? Where will you work on your course? It is important to consistently login and complete work.
- **Self-Motivation-** Without the presence of a face-to-face teacher, you will need to have a strong will to login, complete assignments, and communicate with your teachers.
- **Self-Advocacy-** All courses have an assigned instructor. You are able to reach out by messaging your teacher or support team. If you are unsure how to complete an assignment, you must advocate for help.
- **Communication Skills-** In an online setting, communication is key. You will need to have appropriate communication with both your teachers and your classmates.
- **Technology Skills-** In order to be successful in an online setting, you need basic technology skills and a willingness to learn new ones.
- **Study Habits-** It will be important for you to form your own study habits and routines to stay up with your coursework.

