



FHSD Virtual Learning Guidebook for Students and Parents

This guidebook provides a foundational understanding of virtual learning within FHSD. Students and parents are encouraged to reach out to their school counselors for further support and clarification. Last updated 4.30.26

This guidebook provides essential information for students and parents/guardians participating in virtual learning through Francis Howell School District (FHSD). It outlines the framework of the Missouri Course Access and Virtual School Program (MOCAP), details FHSD's policies, procedures, and recommendations for virtual learning, and introduces the approved virtual learning vendors.

For more information please contact your student's school counselor or email VirtualLearning@fhdschools.org

Related Missouri State Legislation: House Bill 1552.

Missouri Course Access and Virtual School Program (MOCAP)

The Missouri Course Access and Virtual School Program ([MOCAP](#)) offers students the opportunity to access a wide range of courses through virtual learning environments. FHSD participates in MOCAP by partnering with approved virtual learning providers to offer flexible learning options to its students.

More information can be found here: [MOCAP FAQs for Parents & Students](#)

Policies and Procedures for Virtual Learning:

Enrollment Process:

Parents/guardians or students interested in virtual learning should first speak with their school counselor. The counselor and appropriate building staff will determine if virtual learning is in the best educational interest of the student. If virtual learning is in the best educational interest of the student, then the counselor will complete the necessary procedures to submit a request for virtual learning to the Virtual Learning Program Coordinator. If the student has an IEP or 504 plan, this plan must be updated prior to enrollment in virtual learning to reflect long distance learning. Please contact your

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student's school counselor to update the 504 plan. If your student has an IEP contact the case manager to update the IEP.

Please note, a student must submit a new request for virtual learning every school year. An application approved for the first semester will automatically carry over into the second semester.

Dual Credit:

FHSD does not assist with signing up for or paying for Dual Credit courses .

Individual Career and Academic Plan (ICAP) – Planning Document

Starting in 8th grade, students work with their school counselors every year to complete an Individual Career and Academic Plan (ICAP), which outlines their personal plan of study through the end of 12th grade. During advisement meetings students will update their ICAP based on their updated understanding of their chosen career pathway.

A student's ICAP is where they outline the courses they will take each year of high school and is used for their course requests for the next school year. Students' personal ICAP can be found in their Infinite Campus Portal under Academic Planning.

Virtual learning may impact a student's non-academic programs and post-high school academic and career plans. Please discuss this with your school counselor prior to enrollment in virtual learning.

- Missouri State High School Activities Association
 - Students must be enrolled in at least six (6) credited classes to be eligible to participate in MSHSAA Activities (ex: Sports, Band, Choir, etc.)
- National Collegiate Athletic Association
 - If a student plans to compete in an NCAA sport after high school, the student must take virtual courses that are NCAA approved. Students and families are ultimately responsible for ensuring that their virtual courses are NCAA approved.
- FHSD clubs and activities may have additional requirements for participation. Please check with your school counselor to determine your eligibility.

- College admissions and programs may also have additional requirements for eligibility. Students and families are ultimately responsible for ensuring that their virtual learning meets any collegiate requirements.

Drop/Withdrawal from Courses:

Student drop windows correspond with FHSD's drop windows, not the individual vendor's drop windows. Students who drop an online course after 10 days will earn an F in the course.

Removals from Virtual Courses:

The virtual learning program coordinator will assess student grades and issue a removal decision based on the final grade received. A final removal decision can only be made once a final grade is received. Removal letters are typically issued in December and June/July.

The District may deny or terminate a student's participation in virtual instruction if it can be demonstrated that virtual instruction is not in the best interest of the student.

If a student is removed from the FHSD virtual program, the school is required by House Bill 1552 to provide the parent with other virtual options available through the Missouri MOCAP system. Parents can directly enroll their student in these other programs, which would result in the student becoming a full-time student of that providing district and no longer enrolled in FHSD. These other virtual options are listed on the MOCAP site: <https://mocap.mo.gov/mocap-full-time-providers/>

Appeals may be made to VirtualLearning@fhdschools.org

State Assessments:

The Department of Elementary and Secondary Education (DESE) requires End of Course (EOC) exams for students enrolled in Algebra I, English II, Biology I, and Government and similar courses. These tests are based on course content, not grade level. Students taking these courses, even in middle school, will take the EOC exam during their enrollment. No FHSD virtual learning platform administers EOC assessments on behalf of FHSD. Students enrolling in specific courses during the second semester are required to attend school to complete MAP grade level assessments and End of Course assessments. This includes middle school ELA, Mathematics, and 8th Grade Science for MAP, and Algebra I,

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Algebra II, Biology, English II, and Government for EOC. Students enrolled in Government must attend school to complete the Missouri and US Constitution assessments. Students enrolled in high school Health must attend school for hands-on CPR training or present a certificate of proficiency.

Nonparticipation:

On the Launch virtual learning platform, if a student does not complete at least 1% of the coursework, they will be automatically removed from the course. This occurs after the first month of the semester and then by the first Friday of each subsequent month.

Recommendations for Guardians of Students Enrolled in Virtual Courses:

FHSD has developed the following recommendations based on experience to maximize a student's chances of success in virtual learning.

Time Commitment:

It is common for students and guardians to underestimate the amount of work required for virtual courses. Students often misjudge the time needed and delay assignments, leading to falling behind.

- The student should log in and work on course content at least 25 hours every week, or an average of 5 hours per day for an average of 5 days each week.
 - This is equivalent to the time spent in a classroom for in-person instruction.
- The student should do virtual work on a consistent schedule to help manage their course load and assignments. A routine similar to an in-person schedule can be beneficial.
- If a student chooses to work primarily on one class at a time, then they should do at least 30 minutes of work in each of their other classes every week.

Dedicated Workspace:

The student should have a dedicated space to do virtual work to minimize distractions and allow for focus.

Share Login Information:

The student should share their course login information with their parent or guardian. Parent(s) and guardian(s) will also receive course access as an observer/guardian account.

Parent/Guardian Involvement:

The parent or guardian should check on the student's coursework at least once every week. You know your student best. As the student adjusts to virtual learning, you might find it beneficial to adjust your involvement.

Proactive Communication:

The parent and student should proactively communicate with virtual teachers and school counselors if they need any assistance. If an issue arises with a virtual course, please reach out immediately. You may contact VirtualLearning@fhdschools.org at any time with questions or concerns.

Save Assignments:

We strongly urge every student to save copies of their completed assignments. Technical difficulties can and do occur. Saving a copy of any submitted work will ensure a student receives credit for their work.

Support Resources for Students:

FHSD recognizes the importance of student support in virtual learning and encourages the use of resources for time management, project management, and school life balance. Please reach out to your school counselor if you need guidance in developing effective time management skills. Additional articles and resources are listed here:

- *7 Time Management Tips for Online Students*. Joubert, Shayna. Northeastern University, <https://graduate.northeastern.edu/knowledge-hub/time-management-tips-online-students/>
- *Effective Virtual Learning: Tips for Student Time Management*. Whitney, Kate. University of Vermont, <https://learn.uvm.edu/news/effective-virtual-learning-tips-for-student-time-management/>.
- *6 Ways for Teens to Learn Time Management and How to Prioritize Tasks*. Cappetta, Kristina. Connections Academy, <https://www.connectionsacademy.com/support/resources/article/time-management-for-teens/>.

Virtual Learning Vendors

FHSD partners with several vendors to provide a diverse range of virtual learning options. The primary vendors are Launch and Edmentum. Other vendors are used for very specific needs.

Launch

Launch is hosted by Springfield Public Schools, and FHSD is a partner district. FHSD students can enroll in Launch without needing to transfer to the Springfield school district.

Grade Levels: Offers courses for elementary through high school.

Unique Features: Launch is the only vendor with English Language Development and support. They also provide a [Launch Accommodations & Modifications Guide](#) for students with an IEP or 504. Your student's special education case manager should review the student's IEP and counselor should review 504 plan to select the appropriate accommodations and/or modifications.

Technology Support: For technology issues or support, contact support@fueledbylaunch.com or call 417.523.0417. Launch staff aims to respond to student and family concerns within 30 minutes.

Login Information: When logging into a Chromebook for Launch, use your assigned Launch ID number followed by @sps.org for the account, and the specific Launch password. This is NOT your FHSD ID number. Launch will assign you a specific ID number. The default password format is: All Lowercase (Initial First Name)(Initial Last Name)(Full Date of Birth MMDDYYYY)(!)

Supplies:

- Students taking a physical education class with a physical activity component through Launch may receive a Garmin device, which must be returned at the end of the course or a \$120.00 fee will be charged.
- Students taking a visual arts course will receive an art kit.

Tutorials and Guides: Launch provides various helpful tutorials for getting started, navigating the homepage, the parent portal, and a student handbook, all accessible via the links provided:

- Getting started tutorial:
<https://drive.google.com/file/d/1c3xTA8sjvMY4WF2O7wzP2CPlf0JQw5tU/view>
- Home Page Navigation tutorial:
https://drive.google.com/file/d/1tbRiZ2N3DXI5ACrW4_TANdx31V99qgdF/view

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- Parent Portal login guide: <https://drive.google.com/file/d/1Qymep-22SXbPkQSNulls3dtYZi7EhMmS/view>
- Parent Portal tutorial: <https://drive.google.com/file/d/109fjc7Cvdcb5WMqcg-3uCFx1UFkHJH/view>
- Student Handbook: <https://drive.google.com/file/d/14MRd4DdyZw8FyAunzr6W4aD8dWXqI5hy/view>
- Launch platform: <https://fueledbylaunch.com/>

Edmentum

Edmentum is a 3rd party vendor that offers different course options and variety compared to Launch. FHSD subscribes to the EdOptions platform hosted by Edmentum.

Support: Has limited support options for IEP and 504 students.

Grade Levels: Offers courses for elementary through high school.

Grade Information: The “Current Grade” reflects the grade of all submitted assignments, while the “Course Grade” is the overall grade including 0s for any unsubmitted work. Note that some assignments may still be pending grading.

Tutorials: Student and parent/guardian video tutorials are available via links provided:

- Student video tutorials: https://www.youtube.com/playlist?list=PLaKK_ZeH621GV6X7ciRSKE8TglqDGUomj
- Parent/Guardian video tutorials: https://www.youtube.com/playlist?list=PLaKK_ZeH621Hz-C7ad4xk7QLcVERjhXmf

Edgenuity

Edgenuity is a 3rd party vendor that offers courses for elementary students.

Grade Levels: Only available for K-5 students.

Materials: Utilizes workbooks.

Virtual Learning Enrollment Process

1. Student and Parent/Guardian want to learn more about virtual learning
2. Student/Parent/Guardian access FHSD Virtual Learning Guidebook and speak with student’s school counselor.

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3. Student, Parent/Guardian, school counselor, and appropriate school staff determine if virtual learning is in the educational best interest of the student.
 - a. If virtual learning is not in the best interest of the student, the school's counselor and appropriate staff coordinate an in-person schedule with the student and parent/guardian.
 - b. If virtual learning is determined to be appropriate for a student, the counselor submits MOCAP request form.
4. MOCAP request form reviewed by the Virtual Learning Coordinator.
 - a. If approved, the student is enrolled in virtual learning.
 - i. Platforms send login information at least 5 days prior to the course start date.
 - ii. If a student enrolls after the start of the semester, typically students receive course access within 48 hours after enrollment.
5. Virtual grades that are accessible are reviewed every 4 weeks during the semester.
6. The virtual learning coordinator will review final grades and determine if removals from virtual learning are necessary.
 - a. Appeals may be submitted to VirtualLearning@fhdschools.org