



Missouri Options Handbook

Table of Contents

Missouri Option Program.....	4
Student Eligibility:	4
Enrollment Process:	5
Program Requirements:	5
Phase I- Coursework.....	5
Phase II- HiSET & Post-secondary Planning.....	5
Phase III- Graduation Requirements	6
St. Joseph School District Missouri Option Program Application	7
Saint Joseph School District Missouri Option Program Agreement.....	8



ST. JOSEPH SCHOOL DISTRICT

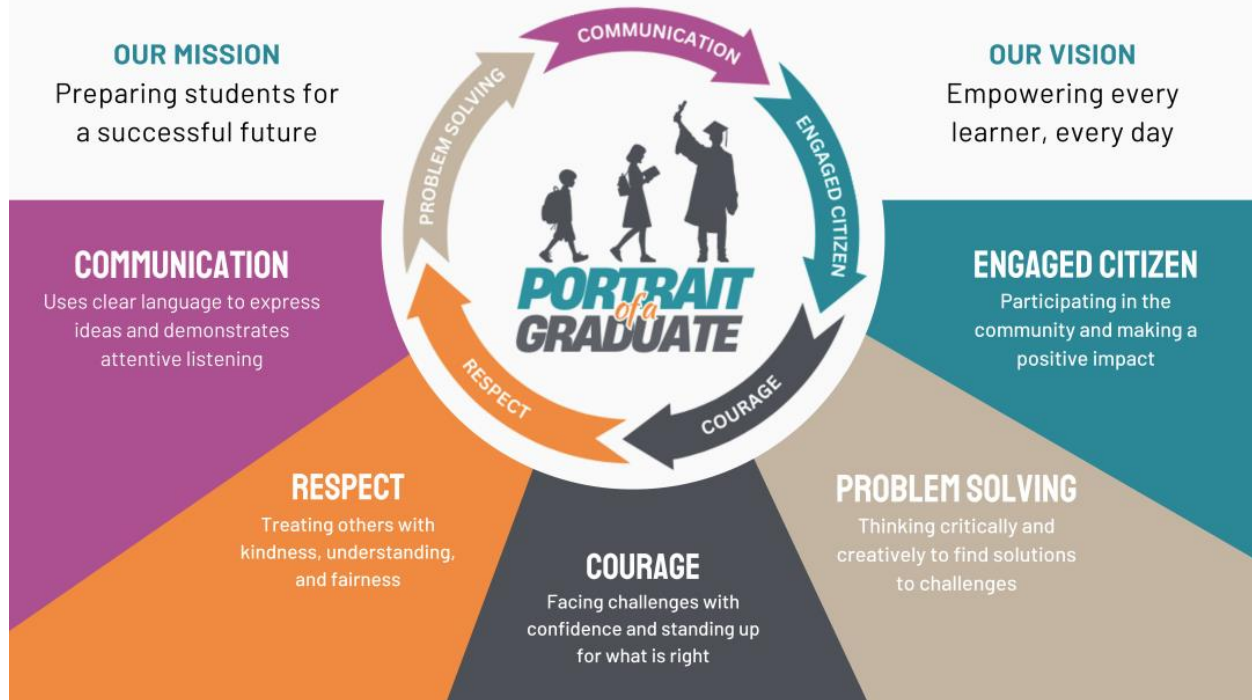
BUILDING FUTURE-READY GRADUATES

OUR MISSION

Preparing students for
a successful future

OUR VISION

Empowering every
learner, every day



SJSD MISSION

Preparing students for a successful future

SJSD VISION

Empowering every learner, every day

SJSD CORE VALUES

Communication, Respect, Courage, Problem Solving, and Engaged Citizen

Missouri Option Program

The Missouri Option Program permits full-time, public school enrolled students who are at least 17 years of age and at risk of dropping out or not graduating with their cohort group, the opportunity to earn a standard high school diploma. Graduation through the Missouri Option Program is not dependent on Carnegie credit attainment. The Missouri Option Program is competency-based and approved by the State Board of Education. The program utilizes a high school equivalency exam as content mastery for graduation purposes. The exam sanctioned by the state for the Missouri Option program is the HiSET® test. Missouri Option students successfully passing the exam and completing all other program requirements are eligible to receive a high school diploma.

The Missouri Option Program is designed for students who have the capabilities to complete graduation requirements, but for a variety of reasons lack the credits necessary to graduate with their class and are at risk of leaving school without a high school diploma. Students must participate in a minimum of 15 hours of academic instruction per week. Students must also be enrolled in other school-supervised instructional activities (career education courses, elective classes, work experience, etc.) that lead to the student's classification by the LEA as a full-time student. The LEA should provide a level and quality of education that ensures the integrity of the Missouri Option Program and locally issued high school diploma.

Local Education Agencies may have additional requirements when issuing a regular high school diploma that is consistent with what is required of all students. Missouri Option students must take the required EOC tests – Algebra I (or Algebra II if Algebra was taken prior to high school), English II, Biology and American Government. State law also requires that all graduate candidates take a course in government and the functions of government and pass the required tests related to the U.S. and Missouri Constitutions. Participants must also complete a half unit course in Personal Finance and Health.

Student Eligibility:

1. Student participation is voluntary.
2. Student must be 17 years of age or older.
3. Student must be at least one year's credit behind their cohort group, defined as when a student started Kindergarten, not high school.
4. Student must be a senior who will not be able to complete the 24 hour requirement to graduate.
5. Selection for the Missouri option Program is not ethnic, racial or gender biased.
6. Students with disabilities are eligible for the program. Students with disabilities must show evidence of a current Individualized Education Plan (IEP) or Section 504 Plan which indicates that participation in the Missouri Option Program is appropriate for the student. The IEP or Section 504 Plan must document any special education services and related aids and services necessary for successful completion of the program, including the testing component.

7. Priority will be given to students based on screening results.

Enrollment Process:

1. Student completes application form (page 4).
2. Students will complete the TABE locator test as part of the screening process.
3. Parent/Guardian and student complete consent form (page 5-7).

Program Requirements:

Students must complete a minimum of 15 hours of academic instruction per week.

Students must abide by all school rules, regulations and policies.

Students must pass American Government, including the US and Missouri Constitution tests. Students must also pass Personal Finance and Health.

Students must complete the required EOC exams for English II, Algebra I, Biology and American Government.

Students must have a job, volunteer work or elective courses to obtain a minimum of 15 hours per week. Hours must be submitted on a monthly basis October-April.

Students must pass the HiSET test in Reading, Writing, Science, Social Studies and Math.

Pay all outstanding fees.

Students must complete required workforce development activities, life skills and employability skills required as offered in the program.

Phase I- Coursework

Student will complete work to earn the following courses:

- At least ½ credit in American Government.
- Passing score on Missouri Constitution test.
- Passing score on the US Constitution test.
- ½ credit in a Personal Finance course.
- ½ credit in a Health course.

Phase II- HiSET & Post-secondary Planning

Student will participate in preparatory work for the HiSET exams in the subjects of:

- Math- 55 multiple choice, 90 minutes

- Science- 60 multiple choice, 80 minutes
- Social Studies- 60 multiple choice, 70 minutes
- Reading- 50 multiple choice, 65 minutes
- Writing- 60 multiple choice, essay, 120 minutes

Student will participate in career and postsecondary education exploration, including but not limited to activities in Missouri Connections.

Phase III- Graduation Requirements

- When a student is finished, their attendance is not required.
- Students must complete any remaining graduation requirements such as EOC testing, community service hours and settle outstanding fees.
- The student will receive a regular high school diploma in May with the rest of their cohort. Student transcripts will include a Comprehensive Score Report.
- Students are eligible to participate in a high school graduation ceremony with their peers.

St. Joseph School District Missouri Option Program Application

Please print clearly.

Student Name: _____ DOB: _____

School ID: _____ Email: _____

Student Phone Number: _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

Parent/Guardian Phone Number: _____

Preferred method of contact: call text email (please circle)

Transportation plan: _____

Tell us more about the student including any medical conditions, mental health, goals etc.

Preferred session: Morning Afternoon (please circle)

Student's plan for meeting the 15 hour work requirement:

Why do you feel you are a good candidate for the Missouri Option program?

What difficulties have you had in the past that have prevented you from succeeding?

Saint Joseph School District Missouri Option Program Agreement

The Missouri Option Program instructor and/or principal will review all items in this agreement with the potential student and the parent or adult guardian. The student and parent/guardian(s) are required to initial after each numbered guideline and sign at the conclusion to indicate and assure an understanding and compliance of the rules governing the program.

_____ 1. Students must be at least 17 years old, in or beyond their senior year in high school, and be able to complete the program and graduate before their 21st birthday.

_____ 2. Students will be given an assessment as soon as possible to ensure they have a reading and math level of at least 9th grade at entrance, progressing to 11th grade level at time of testing (the HiSET® Test content area reading level is set at 11th grade level).

_____ 3. In order to participate in the graduation ceremony, students must have fulfilled 100 percent of the following requirements prior to graduation day. Should a student fail to complete other program requirements their status will revert to that of a high school dropout.

- Complete required classroom hours (See item 4)
- Complete required work hours (if participating in work-study - see item 6)
- Pass the HiSET® test (See item 8)
- Take all required EOCs
- Pass the United States and Missouri Constitution tests (See item 9)
- Pass an American Government class
- Pass a Health class
- Pass a Personal Finance class
- Complete 30 minutes of CPR instruction and training in the proper performance of the Heimlich maneuver
- Complete classroom coursework
- Complete 10 hours of community service (local education agency requirement)
- Pay all fines, book fees, lab fees, etc., due to the school district

_____ 4. Students must attend class a minimum of 15 academic hours per week, except for school holidays and closings. Academic work will be completed on a computer in small groups,

independently, or one-on-one with the Missouri Option instructor. According to school district policy, a student may be dropped from the program if he or she misses a total of 10 school days. Students must be current on school hours in order to take the HiSET® test. A minimum of 90 percent of the required school hours should be completed in order to graduate.

_____ 5. Students must also be engaged in some other school-sponsored activity at least 15 hours per week. That can include elective classes, career and technical classes, a work study program, community volunteer work, etc.

_____ 6. Those choosing to participate in a work component must have an approved job or volunteer placement working a minimum of 15 hours per week average prior to enrollment in the Missouri Option Program. Students must maintain employment at a job or volunteer placement for a minimum of 15 hours per week over the course of the semester or until they have passed the HiSET® test and met all of the requirements for graduating through the Missouri Option program.

_____ 7. Appropriate and ongoing documentation, such as paycheck stubs and/or volunteer verification forms, must be submitted to the Missouri Option instructor at a minimum of once per month. A student may be dropped from the program if he or she does not provide work or volunteer documentation within the stated time frame.

_____ 8. The HiSET® test will be taken at one of the Missouri state-sponsored testing centers (SJSD - Noyes Administration Building). Students must meet the minimum score determined by ETS/HiSET® for each subtest and composite score in order to pass this exam.

_____ 9. Students will complete a course of U.S. Government. The test covering the United States Constitution and the Missouri Constitution must be passed with a minimum score of 76 percent in order to graduate. The Missouri Option Instructor or Social Studies Teacher will administer the Constitution test. If your transcript shows that you have already passed the U.S. Constitution, this requirement is considered fulfilled.

_____ 10. Students will complete all coursework in class to prepare for the HiSET® test as well as assigned research projects.

_____ 11. The test may be taken six times in one calendar year (Jan.-Dec.). Students failing an initial subtest can retake it up to five more times in a calendar year (January 1-December 31) for a \$7 testing center fee for the first three test. Additional cost will be included on the fourth attempt.

_____ 12. Students should successfully pass several practice exams with an “overachieving” score before taking the actual HiSET® test. The Missouri Option instructor will administer the practice tests.

_____ 13. On the day of the test, each student must bring a valid Missouri driver’s license or Missouri photo ID to the testing center for admittance.

_____ 14. Receipt of test scores online may take a week or more. Classroom hours in accordance with item 4 must be completed before test scores will be revealed to the student. Until

verification of your scores is received, you must continue to attend class and continue to work the minimum of 15 hours per week. You may use this time to complete any of the required academic work towards graduation.

_____ 15. After passing the test and meeting the other program requirements, you will be allowed to graduate with or after your cohort class (your kindergarten class). This program is not intended to be an early graduation program.

_____ 16. The same rules and procedures apply to Missouri Option students as apply to any student attending the high school. A copy of the Student/Parent Handbook will be provided (available on SJSD website).

_____ 17. Noncompliance with program guidelines regarding school attendance, work or behavior may result in dismissal from the program. The educational status of any student who is unable to meet program completion requirements by the end of their senior year or due to dismissal will be classified as a high school dropout. Students may transfer to an HSE program.

_____ 18. Students who complete all Missouri Option graduation requirements receive a diploma from their home building and have the option to walk in their graduation ceremony in May. All fees must be paid to receive a diploma from a home building.

All items of the Missouri Option Program Agreement have been explained satisfactorily, and by signing, we consent to abide by the agreement.

Missouri Option Student _____ Date _____

Parent/Guardian _____ Date _____

High School Principal _____ Date _____

Welcome to the Missouri Option Program! We look forward to working with you and helping you meet your goals.