

## **JEFFERSON R-VII SCHOOL DISTRICT MISSOURI COURSE ACCESS PROGRAM (MOCAP) GUIDELINES**

### **OVERVIEW**

The Jefferson R-VII School District has been 1:1 since 2013 and has been on the forefront of online opportunities offered to our students and families for remediation or advancement of the individual student. Jefferson R-VII is committed to working with our families to provide the best opportunities for our students with face-to-face instruction and online courses.

Currently, there are no courses approved under the MOCAP library. The R-VII staff will work with families to review online options. Courses are expected to be approved under the MOCAP library by the fall of 2019.

### **NOTE ABOUT JEFFERSON HIGH SCHOOL PRIOR ONLINE OFFERINGS**

Since 2014, students and families have had multiple opportunities to request virtual courses within and outside the curriculum currently offered at JHS. We have educated our families with informational meetings and handbooks before students engage in online opportunities. This is evident in our agreement with Jefferson College and the handbook developed for our families regarding online college courses. Our intent with MOCAP is to continue this process and include discussions about opportunities for our students at our fall and spring student led conferences (SLC's) which incorporate career planning and scheduling planning.

### **ELIGIBLE STUDENTS (IGCD)**

Jefferson High School, in accordance with Missouri Law, will accept applications from eligible district families to enroll in online courses approved by MOCAP. Here are the guidelines for eligible students:

In accordance with law, a student is eligible to take a MOCAP course through the district if:

1. The student physically resides in and is enrolled in the district;
2. The student has attended a public school or charter school at least one semester, with immediately prior to enrolling in MOCAP. A student will be excused from this requirement if the student has documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester; and
3. The enrollment is approved by the principal or designee

Students who are transferring from a non-public school, in order meet the requirements of a semester, must be enrolled for 90% of the semester, continuously, prior to the semester MOCAP courses are requested.

## ENROLLMENT PROCEDURES (IGCD)

The following dates are appropriate for consideration for MOCAP courses. All requests need to be in writing by completing the form in this manual:

- For the Spring of 2019 (1st Semester of implementation): Wednesday, January 2nd, 2019
- For the Fall Semester, 2019: August 5th
- For the Spring Semester, 2020: November 15th

All requests are welcome prior to the due date and are encouraged during our scheduling process beginning in January and at our Student Led Conferences, when schedules are reviewed and career planning discussions between student, family and staff occur.

## APPROVAL PROCESS (IGCD-AP1)

Jefferson High School will use the following guidelines from the Missouri School Boards Association (MSBA) in determining approval/denial of MOCAP courses:

MSBA has researched the efficacy of virtual learning when drafting this procedure. Based on this research, MSBA had determined the following, which the district will consider when it makes decisions authorizing virtual courses:

1. It may be in the best interest of the student to select in-person learning over virtual learning because research suggests students learn better in a face-to-face environment. In *Promises and Pitfalls of Online Education*, researchers found that taking the same course online reduced students' grades from a B- to a C. (Evidence Speaks Reports, Vol 2, #15, June 9, 2017): Link:

[https://www.brookings.edu/wp-content/uploads/2017/06/ccf\\_20170609\\_loeb\\_evidence\\_speaks1.pdf](https://www.brookings.edu/wp-content/uploads/2017/06/ccf_20170609_loeb_evidence_speaks1.pdf)

Additionally, when an online course preceded an in-person course in the same subject-matter area, or was a prerequisite for an in-person course, the student's GPA dropped by .42 and .32 respectively, in those in-person courses. Id.

2. Data suggests that students with low GPAs placed into virtual learning situations fall further behind their peers. Research does, however, suggest that virtual courses that personalize themselves to the student's needs may be beneficial to students who need remediation, particularly in mathematics. *Education Technology: An Evidenced-Based Review*, NBER Working Paper 23744, Aug. 2017:
3. Advanced students taking virtual courses to learn about advanced subjects creates more educational success than them not taking the advanced subject. *Access to Algebra I: The Effects of Online Mathematics for Grade 8 Students*, (NCEE, 2012-4021), <https://files.eric.ed.gov/fulltext/ED527394.pdf>. Students who are proficient in their studies who wish to take pedagogically rigorous classes not offered by the school should be allowed to take them virtually.

### **END OF COURSE EXAMS (IGCD)**

Districts are required to administer end-of-course examinations to students, even if the student is taking the relevant course through MOCAP.

### **IEP/SPECIAL SERVICES (IGCD)**

Students who qualify for an IEP will apply for courses in this manual. However, the IEP team will meet to determine approval of the MOCAP course.

### **APPROVED COURSES DURING SCHOOL HOURS (IGCD)**

Students will be offered the opportunity to complete the course during a designated hour during the normal, seven hour schedule, which is the equivalent of 3.5 credits per semester. School districts are not obligated to pay for courses outside of the normal, seven hour schedule, which is the equivalent of 3.5 credits per semester.

### **ATTENDANCE AND COMPLETION (IGCD)**

Students who enroll in MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course and expected to complete the course within the time allotted for the course. The district may remove the student from the course and deny future MOCAP courses if the student does not actively participate or is not successful in the course.

### **APPEALS PROCESS (IGCD)**

The Jefferson R-VII Board of Education will hear appeals from families and students at the Board Meeting following the due date outlined above. Students and families will be notified in writing if the course application is denied. Students and families will complete a form and submit to the Superintendent of Schools to appeal the decision. Students and their legal guardian are eligible to appeal the decision with the Jefferson R-VII Board of Education.

### **COLLEGE COURSES/DUAL-CREDIT**

Online college credit courses do not fall under MOCAP.

### **REFERENCES**

MOCAP Link: <https://mocap.mo.gov/>

Missouri School Boards Association: Policy Reference, IGCD, IGCD-AP1

**MISSOURI COURSE OFFERING PROGRAM (MOCAP)  
REQUEST TO ENROLL IN VIRTUAL COURSES**

*The student or parent/guardian should complete this form and submit it with class enrollment materials to the Jefferson High School Principal.*

Name of Student: \_\_\_\_\_

Requested Date of Enrollment: \_\_\_\_\_

The following dates are appropriate for consideration for MOCAP courses. All requests need to be in writing by completing this form:

- For the Spring of 2019 (1st Semester of implementation): January 2, 2019
- For the Fall Semester, 2019: August 5th
- For the Spring Semester, 2020: November 12th

All requests are welcome prior to the due date and are encouraged during our scheduling process beginning in January and at our fall and spring Student Led Conferences, when schedules are reviewed and career planning discussions between student, family and staff occur.

Materials Included:

- Yes
- No

*If Yes, Please List Materials included:*

Name of Online Course	Online Course Provider

**Disclosure:** As the student and parent/guardian, I understand MOCAP classes are independent of the course selection offered by the Jefferson R-VII School District and all questions or concerns regarding grades, assistance with the course and EOC performance need to be directed to the course provider.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_