Nodaway-Holt School District



Online Course Student/Parent Handbook

Adopted 1-20-2021

Introduction

This guide has been prepared for parents, guardians, counselors, and others who want to help students decide whether online courses are a good option for them, and if so, how to proceed. In the pages that follow, you will find information about:

❖ the characteristics of a successful online learner,

❖ how to enroll in online courses, and

❖ the impact coursework may have on academics and activities.

Senate Bill 603 at a Glance

In the spring of 2018, Senate Bill 603 was passed, thereby expanding online learning opportunities for students in Missouri. Highlights of this legislation are as follows:

- The school district must adopt a policy that creates a process for students to enroll in virtual courses and may include consulting with a school counselor.
- The school district must pay for eligible K-12 students to take virtual courses as long as the student: one, resides in the district; two, is currently enrolled in the district; and, three, was enrolled full-time in a public school the previous semester. **Exceptions for homeschool students who reside in the district are referenced below in the Homeschool Student section of this document.
- School districts are not required to pay for courses beyond full-time enrollment; therefore, if a student is already enrolled in seven courses in a semester during the regular year (or two courses during the summer school session), the district will not be required to pay for additional courses.
- School districts are able to determine a student's eligibility to enroll in an online course and can refuse enrollment based on "the best educational interest of the child." Should the parent disagree with the district's determination, an appeal may be made to the local school board.

What is MOCAP? What is Launch?

Missouri Course Access and Virtual School Program (MoCAP) was established in 2007 as the state's online school. It was previously known as Missouri Virtual Instruction Program (MoVIP). MoCAP offers courses for Kindergarten through 12th grades. Students can take courses from any internet-connected computer, available 24 hours a day, seven days a week. MoCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses and interactive online learning that is neither time nor place dependent.

Local school districts and charter schools may use their own recommended online provider. The Nodaway-Holt R-VII School District's recommended provider is LAUNCH. LAUNCH is operated and

overseen by the Springfield, MO School District and currently offers over 120 courses. Courses are designed by Missouri teachers and are aligned to the state standards. A formal review process is built into all course development to ensure high quality and rigor. Nodaway-Holt students wishing to take advantage of online learning opportunities will do so through LAUNCH. If a student wishes to pursue an online class offering through other MoCAP options outside of LAUNCH, he/she will need to contact the counselor/administrator to begin the appeal process.

Current course offerings through LAUNCH can be found at
https://fueledbylaunch.com/academics/course-catalog/

Profile of a Successful Online Student

The most important question to answer is whether or not the student is well-suited to be in an online learning environment. Parents and students should be aware that the demands of online courses are equal to or exceed those of traditional face-to-face courses. Online instruction places much more responsibility on the student. A student should plan to spend at least one hour a day, five days a week, on each course. In other words, at least five hours per week will be spent on each course. This is similar to the amount of time a student would spend in a course at the local "brick and mortar" school. Instructors with online teaching experience agree that students who are successful at online learning have the following critical characteristics:

- **Good Time Management**
  Can the student create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?
- **Effective Communication**
  Can the student ask for help, make contact with other students and/or instructors online, and describe any problem he/she is having with the learning materials using email?
- **Independent Study Habits**
  Can the student study and complete assignments without direct supervision and maintain the self-discipline necessary to stick to a schedule?
- **Self-Motivation**
  Does the student have a strong desire to learn skills, acquire knowledge, and fulfill assignments in online courses because of his/her educational goals?
- **Academic Readiness**
  Does the student have the basic reading, writing, math, and computer literacy skills to succeed in an online course?
- **Technologically Prepared**
  Does the student know how to open, create, and/or save a document, use various technology tools, and identify file formats (e.g., doc, xls, pdf, jpg)?

Enrollment Procedures

In order to enroll in a virtual course under the provisions of Senate Bill 603, students must be a resident of Nodaway-Holt R-VII School District and enrolled in the district.

Upon determining that virtual learning may be an option for a student, parents should contact the school counselor to pursue possible enrollment. A meeting will be scheduled with the student's counselor and administrator where student eligibility will be determined. The school district may deny a student/parent request to enroll in a virtual course at district cost if one or more of the following is true:

- The student has previously gained the credits provided from the completion of the virtual course.
- The virtual course is not capable of generating academic credit.
- The virtual course is inconsistent with the remaining graduation requirements of the student.
- The student has not completed the prerequisite coursework for the requested virtual course.
- The student has failed a previous virtual course(s).
- The course enrollment request does not occur within the same timeliness established by Nodaway-Holt, Launch, and/or the school district.
- Students wishing to enroll in virtual learning will have 7 days prior to the start of the semester, in which they are wanting to enroll, and 3 days once the semester has begun to register.

Should a student meet the eligibility expectations and the course requests are aligned to graduation requirements, he/she will be enrolled in the approved virtual courses agreed upon.

**If a family works directly with an approved virtual provider and not through the Nodaway-Holt building counselor to enroll in a class, the family will be responsible for the cost of the course(s) in which they enroll their student(s). In addition, Nodaway-Holt School District may not accept the credit from these courses based on the eligibility of the expectations stated above.

School Calendar

LAUNCH students follow the Springfield Public Schools (SPS) Calendar for breaks and days off. For the 2026-2027 school year the calendar lines up very closely with the Nodaway-Holt School calendar. We share the same start date, Thanksgiving break, and Winter break. SPS does have a few additional days off for teacher professional development. Other approved virtual providers will follow the Nodaway-Holt school calendar.

Dropping a Course

Students have 3 school days from the semester start date to drop a semester course without grade penalty. However, since the window to enroll in virtual classes will have passed, the student will be required to enroll in a face-to-face course within the Nodaway-Holt School District. Snow days would not factor into this count.

If a student starts the semester in a virtual course but drops it before 10 days, he/she may request a transfer to a corresponding face-to-face course if space allows. If a student begins the virtual course, does complete some of the work, and then is dropped from the course before 20 school days have passed, his/her current grade may be transferred to a corresponding face-to-face course if space allows.

No Show Procedure

Students will be dropped from courses if they fail to login for 7 consecutive calendar days.

In an effort to maintain accurate attendance records for online courses, the following no-show procedure will be implemented for all students participating in an approved virtual course. Students are considered a “no-show” if they do not log into their virtual course for the specified times outlined in the policy. Student login is monitored by the counseling office weekly.

● A student is considered a “no-show” if he or she has not logged into and participated in the online course prior to the stated course drop date. Students will be dropped with zero days of attendance reported with the counselor or liaison being notified at least 2 school days prior.

● After the drop date, a student can be dropped and is considered a “no-show” if he or she has not logged into and participated in his or her virtual course for 7 consecutive calendar days.

Progress Monitoring

Grade checks will be conducted on the first school day of every week, starting with the third week of each quarter. Grade checks may occur more frequently if a student is failing or has “no show” status.

Once grade checks have begun, if a student is failing a virtual course for two consecutive weeks, they will be dropped from online courses and given the option to either 1) enroll in face-to-face learning at Nodaway-Holt R-VII or 2) be homeschooled. After two consecutive weeks the district feels as if it is not in the best educational interest of the student to continue to learn virtually.

Our intention is to place the focus on education, and to create opportunities for Nodaway-Holt students to be successful. We may also extend an invitation to our seminar to any students (virtual or face-to-face) to help them make-up missing assignments or provide intervention to students who are lacking in specific skills for a certain subject.

Virtual Instruction Guidelines

- Nodaway-Holt students who apply to participate in a virtual instruction delivery course(s) must have the course(s) pre-approved by the district.
- Full-time students are students who are currently enrolled full-time at Nodaway-Holt School District and have attended a Missouri public school for at least one full semester immediately prior to enrolling in a virtual class.
- Students who are not full-time due to attendance must pay their own tuition or have a documented medical or psychological condition that prohibits them from attending.
- Students who are not full-time due to not having attended a Missouri public school for at least one full semester immediately prior (but are now enrolled full-time) must pay their own tuition or appeal this provision to the superintendent of schools for review of the student’s case.

- Nodaway-Holt School District will pay the cost of virtual courses only if the district has pre-approved the student's enrollment according to district policy.
- Students are responsible for any fees incurred due to lost, stolen, damaged, or unreturned materials.
- Open enrollment for virtual courses closes on the 3rd academic day of the spring and fall semesters.
- The district is not required to provide students access or to pay for courses beyond the equivalent of full-time enrollment.
- Students taking courses virtually are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyber bullying.
- Students may spend the first 5 days of virtual instruction seated at the district for training and correct implementation of the program (special circumstances can apply, such as COVID-19). Students will then be on a monitored status for the next 10 days and must prove they are working and able to navigate the program appropriately while off campus.
- Students may be withdrawn from the virtual instruction program and moved back to campus if adequate progress is not made at any time.
- Adequate progress means that the student completes daily assignments when due and maintains a passing grade in all courses.
- Students, parents and district personnel will meet as a team at parent conferences to review student progress.
- For more information and district policy information, visit: http://www.nodholt.org

State Testing

All MOCAP students are required to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing when appropriate. MAP and EOC tests measure students' progress toward mastery of the Show-Me Standards, which are the educational standards in Missouri. All testing is conducted, in person, at the local school site in which the student resides.

- MAP: All students in grades three through eight in Missouri will take the MAP test in communication arts and math. Students in grades five and eight will also take the MAP test in science.
- EOC: End-of-Course assessments are taken when a student has received instruction on the course-level expectations for an assessment, regardless of grade level (but typically in high school). EOC tests are required in the subject areas of algebra I, biology, English II and government.

School Athletics and Activities

Students that wish to participate in any school sponsored sport or activity will follow the MSHSAA By-Law 2.3.4.

1. The student is an enrolled student of the public high school of residence, as defined in By-Law 3.10, and is taking a minimum of **two credit-bearing, seat-time classes** for a minimum of 1.0 units of credit at the high school, and

2. The high school administration confirms after a full academic review that the student is further enrolled in courses taken outside of the school which bring the student up to the academic credit requirements outlined in By-Law 2.3.2 (80%). MSHSAA allows each local school to determine its own oversight, standards, and criteria for approval of such outside courses/credits, as well as the procedures to determine success/credit confirmation for academic eligibility for the current and following semester. It is not necessary that such confirmed credits be placed on the high school transcript, but may be listed, at the school's discretion.

3. All classes/assignments must be completed by the high school's close of the semester, as per By-Law 2.3.11, in order for those classes/credits to be considered toward activity eligibility.

Students that choose to attend virtual classes 100% of the time forfeit their rights to attend prom or participate in graduation ceremonies.