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## **EXPLANATION: VIRTUAL COURSES**

**Increased regulation of the Missouri Course Access and Virtual School Program (MOCAP) has complicated the topic of virtual instruction. Therefore, MSBA has decided to split this policy into two policies: IGCD, which covers virtual courses in general, and IGCDA, which covers MOCAP courses specifically. Most of the changes to this policy are to eliminate MOCAP-related language that is now in policy IGCDA.**

**MSBA has also addressed student responsibility for images, audio and video they transmit into the virtual education environment. While the district has less control over the education environment when students are learning remotely, this policy authorizes district action when a student's image, audio or video transmissions become disruptive.**

**This policy does not forbid students from displaying objects that they would be prohibited from bringing to school as long as an image or a picture of the object could be viewed at school. For example, a view of the family's gun cabinet would not be prohibited because textbooks could include pictures of guns, and the gun is not on school property. That said, if an image or communication would not be allowed in school, it is not appropriate for a virtual classroom. For example, the district could discipline a student for holding up a gun in a threatening manner or displaying images of graphic violence. Further, given specific facts, the district can prohibit the depiction of any image or object if it disrupts the education environment.**

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## VIRTUAL COURSES

### Definitions

Virtual Course – A class that is offered by or provided through the district that results in a district-issued grade and/or academic credit and that is designed to deliver all or most of the curriculum electronically. Students may be separated from their instructor or teacher of record by time, location or both.

### General

~~Because v~~Virtual instruction can be an effective education option for some students, and the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. ~~In addition, e~~Eligible students may also enroll in ~~virtual courses offered through the Missouri Course Access~~ and Virtual School Program (MOCAP) courses in accordance with policy IGCD.A. The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

~~The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.~~

~~The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite. Before a student independently enrolls in and pays for virtual courses not otherwise accessible through the district, the district recommends that the student meet with district staff to ensure that the course aligns with the student's education goals and that the district will accept the course credit.~~

### Virtual Course Behavior and Expectations

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 of conduct and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

### Enrollment in Virtual Courses

When students are participating in virtual courses, what can be seen and heard electronically from the student's location becomes part of the district's education environment. Students are responsible for ensuring that what is seen, heard or otherwise communicated is appropriate for the learning environment and is not disruptive. The district's code of conduct applies to virtual

in-class behavior. Student speech that is prohibited on campus is also prohibited in the virtual classroom. In a virtual classroom, such conduct or speech could include, but is not limited to, messaging conveyed by symbols or phrases that are visible on clothing; signage in the visible background; virtual background imagery; graphics or text visible during screen sharing; background audio; communications in classroom chats; disruptive screen names; and any other messaging a student places into the virtual environment that disrupts learning, is not appropriate for the education environment or is contrary to the district's educational mission.

Students may electronically display everyday items that they would be prohibited from possessing at school (such as pets, toys or objects forming typical room décor) as long as the display does not disrupt learning.

### Virtual Course Enrollment

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in district-offered virtual courses ~~offered by the district or through~~ and MOCAP courses. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

~~A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.~~

~~Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or~~ If the request to take a virtual course is denied, students or their parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. ~~The superintendent or designee is authorized to consult the district's attorney prior to making a decision~~ Requests to take MOCAP courses will be processed as required by law as outlined in policy IGCD.A.

## **Students with Disabilities**

~~In general, students with disabilities may enroll in district-sponsored virtual courses or MOCAP virtual courses using the same approval process applicable to other students. However, in accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved. Any appeal of that decision must be made through the special education process rather than to the superintendent or designee or the Board.~~

~~If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act (Section 504) is enrolled in a virtual course, the student's Section 504 team will determine whether any additional accommodations are necessary for the student.~~

## **Attendance and Completion**

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not ~~successful~~ **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.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where completion of the course in the allotted time would be impossible due to factors ~~not controlled by~~ **beyond** the student ~~student's control~~.

Students enrolled in a district-sponsored **course** or MOCAP course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course ~~or MOCAP course~~ shall be counted as no less than 95 percent attendance for purposes of A+ **Scholarship Program** eligibility.

## **End-of-Course (EOC) Examinations**

Students are required to take ~~the state-required~~ **mandated** EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in ~~the traditional classroom~~ **person**.

## **Notice**

~~The district will inform students and parents/guardians in handbooks, registration documents and on the homepage of the district's website of the option to enroll in virtual courses, including courses offered through MOCAP, as required by law.~~

## **MOCAP**

~~In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as:~~

- ~~1. The student meets eligibility requirements;~~
- ~~2. The student has approval for enrollment in accordance with this policy; and~~
- ~~3. Taking the course does not cause the student to exceed full-time enrollment in the district.~~

~~In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the district if:~~

- ~~1. The student resides in and is enrolled in the district on a full-time basis;~~
- ~~2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course,\* and~~
- ~~3. The enrollment is approved by the principal or designee.~~

~~\*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.~~

~~The district is not obligated to provide students computers, equipment or Internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.~~

~~District counselors or certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a MOCAP course.~~

### ***Appeal***

~~If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.~~

~~If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be~~

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~~retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.~~

~~The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.~~

## ***Payment***

~~The district will pay a MOCAP course provider a monthly pro rata amount based on a student's completion of assignments and assessments, subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with MOCAP course providers when possible.~~

## ***Monitoring and Reporting***

~~The district will monitor the progress and success of students enrolled in MOCAP courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a MOCAP course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.~~

~~All concerns regarding the quality or delivery of a MOCAP course will be reported to DESE. The district may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in MOCAP courses.~~

## ***Transfers***

~~The district will accept transfer credits students earn by successfully passing approved MOCAP courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in MOCAP courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.~~

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

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Adopted: 11/12/2018

Revised:

Cross Refs: AC, Prohibition against Illegal Discrimination, Harassment and Retaliation  
BDC, Closed Meetings, Records and Votes  
BDDH, Public Participation at Board Meetings  
JEA, Compulsory and Part-Time Attendance  
JECC, Assignment of Students to Grade Levels/Classes  
JFCF, Bullying  
JG-R1, Student Discipline  
JHD, Student Counseling Program

Legal Refs: §§ 161.670; 610.021, RSMo.  
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417  
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. §§ 794  
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213  
34 C.F.R. Part 104  
34 C.F.R. Part 300

Raytown C-2 School District, Raytown, Missouri