

# REFERENCE COPY (Version 1)

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Critical

## EXPLANATION: NONTRADITIONAL INSTRUCTION OPTIONS (K-12 Districts)

MSBA is revising this policy to align with the requirements of Senate Bill 603 (2018), House Bill 1606 (2018) and MSBA's new policy on virtual courses, IGCD. In addition, MSBA is revising this policy in response to the newest version of "Graduation Requirements for Students in Missouri Public Schools" (Graduation Handbook) issued by the Department of Elementary and Secondary Education (DESE) in May 2018. A copy of that document may be obtained at:

[https://dese.mo.gov/sites/default/files/Graduation\\_Handbook.pdf](https://dese.mo.gov/sites/default/files/Graduation_Handbook.pdf).

This version of the Graduation Handbook more clearly addresses the requirements and limitations for off-campus instruction opportunities. DESE has created extensive rules for these programs and requires districts to obtain written approval for the programs if the students will be counted in attendance, funding is involved or high school credit is to be granted. MSBA has therefore decided to remove the details of most of these programs from this policy. Most of these rules are not optional. Instead, the Board will direct the administrative staff to ensure that the programs are operated in compliance with DESE directives to ensure that the district may collect state aid for the program.

Missouri law authorizing the School Flex Program does not address whether students participating in the program will receive credit. The Graduation Handbook states that awarding of credit should be addressed in Board policy. Further, the guidance states that districts should be prepared to justify any credit awarded. For this reason, MSBA has retained the School Flex Program language and included language to serve as a guide for awarding credit for that program. The district is free to establish its own guidelines or determine that no credit will be awarded for nonacademic activities. For more information on the School Flex Program, see § 160.539, RSMo., and the Graduation Handbook.

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service	X	Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services	X	Counselor	X	Special Education
	Transportation	X	Public Info/Communications	X	Technology

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## **DISTRICT-SPONSORED NONTRADITIONAL INSTRUCTION OPTIONS** *(K-12 Districts)*

The Raytown C-2 School District strives to provide a diverse range of courses to meet student needs and interests. In addition to traditional course options, the district encourages staff to seek nontraditional methods of instruction to **outside the traditional classroom setting when doing so would assist students toward graduation or provide postsecondary and vocational preparation.** Staff are particularly encouraged to seek nontraditional alternatives to provide a wider range of courses for students. ~~In addition, t~~The district may **also** utilize diverse instruction options for homebound students, students under long-term suspension or other students the district determines to be in need of alternative instructional arrangements.

Nontraditional instruction **options** may include off-campus instruction, virtual instruction or other instructional experiences outside the regular classroom setting. Before ~~arranging for course credit for offering~~ nontraditional instruction **options**, staff must verify that such ~~instruction is~~ **options are eligible for state aid, align with state and federal requirements and is** ~~are~~ consistent with the instructional goals of the district. **Staff must also ensure that adequate supervision is provided, that students are under the guidance and direction of certified teachers and that the district is insured for the program.**

Unless otherwise required by law, participation in nontraditional instruction programs is a privilege. Students who do not succeed in alternative instructional environments may be transferred to other programs, including the district's standard program. Students are subject to district discipline while participating in nontraditional courses **programs.** ~~Unless otherwise required by law or approved by the superintendent or designee, students who fail to complete a course, drop out without district permission or are expelled from a course will not be allowed to take another nontraditional course at district expense.~~

### **Virtual Instruction**

The district may offer **instruction through district-sponsored** virtual courses ~~to enrolled students through district staff or by contracting through a vendor and will approve students to take virtual courses through the Missouri Course Access Program (MOCAP) in accordance with policy IGCD and law.~~ ~~In addition, the district may pay for a student to enroll in courses provided through Mizzou K-12 Online, the Missouri Virtual Instruction Program (MoVIP) or other providers approved by the Board.~~

~~In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district and remain enrolled in the district throughout the course until credit is earned. A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student's progress toward timely~~

~~graduation. All grades and credits earned through district-sponsored virtual instruction will be accepted as if earned within the district. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.~~

### **Dual Enrollment in Postsecondary Courses**

~~In addition to offering dual credit courses, t~~The district may enter into an agreement with a Missouri public community college or any public or private four-year college or university to offer students postsecondary courses on the postsecondary school's campus **or virtually through the postsecondary school** at the district's expense. Students will receive both high school and college credit.

~~Postsecondary courses in which students are dually enrolled may be counted as part of the district's curricular offerings only if the district pays the essential costs of tuition, fees and books and provides transportation at no cost to students.~~

### **Academic/Curriculum-Based Service Learning**

~~The district may offer academic/curriculum-based service learning that allows students to engage in community service with the opportunity to enrich the learning experience, teach civic responsibility and strengthen communities. The program must have a related instructional component at the high school and be supervised by an appropriately certificated staff member. Students will receive credit as part of a core curriculum class or as an elective class. Students will not be paid for service-learning projects.~~

### **Off-Campus Learning Opportunities**

**The district may award credit for additional off-campus learning experiences that have been approved by the district and meet the requirements of the Department of Elementary and Secondary Education (DESE). Such programs may include off-campus academic programs, career exploration programs, cooperative career education programs, work experiences for students with disabilities, the School Flex Program, and instruction in a sheltered workshop setting. The district will obtain written approval from DESE, when required, prior to implementing an off-campus program.**

**The district may offer credit for these off-campus opportunities in accordance with DESE requirements. The amount and type of credit awarded will depend on the hours spent in the activity and the extent to which those activities are consistent with the student's individual career and academic plan (ICAP).**

## *School Flex Program*

The district may participate in a program that allows a student to be employed or attend an off-campus college or a technical/career program while still being considered a full-time student of the school district. The program is only open to juniors and seniors who have approval from the principal and their parents/guardians. To participate in the program, the student must:

1. Have a written career/academic plan **an ICAP** that meets the Department of Elementary and Secondary Education's **DESE's** criteria for a personal plan of study.
2. Attend the district a minimum of two instructional hours per school day.
3. Pursue a timely graduation **through an enrollment in district-required classes in order to meet graduation requirements.**
4. Provide evidence of college or technical/career education enrollment and attendance or proof of employment and labor that is aligned with the student's **"career academic plan" ICAP** developed in conjunction with the district.
5. Refrain from being expelled or suspended while participating in the program.
6. Pursue regular requirements for a diploma.
7. ~~—~~ Maintain a 95 percent attendance rate.

A student participating in the **sSchool fFlex pProgram** will be considered a full-time student of the district and **may will** receive academic credit for his or her off-campus education or employment.

## **~~Other Off-Campus Programs~~**

~~The district may offer the following off-campus learning experiences subject to state approval:~~

1. ~~Academic Programs—The district may offer academic courses that include an off-campus, applied knowledge component. Students will receive elective credit for the course, and no more than two units of credit may be awarded in any school year. Students may receive payment for their off-campus experience and must be supervised by an appropriately certificated staff member.~~
2. ~~Career Exploration Programs—The district may offer programs to assist students in career exploration by exposing them to a variety of occupations practiced at the job site. The program will have a related instructional component at the high school and will be~~

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~~supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded each school year. Students may be paid for the work performed in association with the program.~~

- ~~3. Cooperative Career Education Programs – The district may design programs to provide structured, off-campus work experiences in a controlled environment along with related vocational and academic instruction. The program will have a related instructional component at the high school and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded during any school year. The student must be considered an employee for the work performed and may receive payment for services provided.~~
- ~~4. Work Experience for Students with Disabilities – The district may organize or participate in work experience programs for students who have individualized education programs (IEPs) that indicate the need for work experience. These work experiences may occur through a Cooperative Work Experience Program ("COOP") or a Sheltered Workshop Program. Students must be enrolled in and receiving related instruction before receiving credit for the off-campus experience. Students participating in a COOP must be paid for their off-campus work and will receive no more than two elective credits per year or twice the number of credits granted for related instruction, whichever is less.~~

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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.***

Adopted: 01/12/2009

Revised: 06/14/2010; 09/09/2013; 10/09/2017;

Cross Refs: JEA, Compulsory and Part-Time Attendance  
JHD, School Counseling

Legal Refs: §§ 160.539, 161.670, 162.1250, 167.223, RSMo.  
5 C.S.R. 20-100.230

Raytown C-2 School District, Raytown, Missouri