2023-24

ESSD40 METHODS OF INSTRUCTION HANDBOOK

GUIDANCE FOR PARENTS & STUDENTS

Introduction

In the pages that follow, you will find information about:

- the methods of instruction offered at Excelsior Springs School District #40 ("ESSD40")
- the student skills necessary for success in virtual courses, and
- the impact coursework may have on academics and activities.

Missouri Statute 161.670

RSMo. 161.670 expands the online learning opportunities for students in Missouri. This handbook, considered in connection with Board of Education policies, meets the requirements of this statute. RSMo. 161.670(3)(2) notes the following:

- The school district must adopt a policy that creates a process for students to enroll in virtual courses and is substantially similar to the typical process by which a district student would enroll in courses offered by the school district.
- A student's poor performance regarding his/her prior participation in virtual courses may justify good cause to disapprove a student's request when considering his/her suitability for enrollment in MOCAP courses.

ESSD40 Board of Education Policies

Policy IGCD: VIRTUAL COURSES
Policy IGCDA-AP(1): VIRTUAL COURSES – (Enrollment Requests)
Policy IGCDA: FULL-TIME MOCAP VIRTUAL COURSES

The above identified policies have been adopted by ESSD40 and are consistent with RSMo. 161.670. The policies establish ESSD40 formal practices governing the District's MOCAP procedures and address: (1) definitions, (2) general provisions, (3) eligibility, (4) enrollment/attendance/completion, (5) students with disabilities, (6) appeal procedures, (7) monitoring and reporting, (8) transcripts and transfers, (9) notice, and (10) payment.

- Parents should familiarize themselves with all three (3) policies, in combination with the information included in this handbook, as it relates to MOCAP as a method of instruction at ESSD40.
- ESSD40 polices are located at https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=107.

Student Skills Necessary for Success in Virtual Courses (profile of a successful off-site learner)

Good Time Management

Can the student or parent create and maintain a study schedule throughout the semester with little to no face-to-face interaction with a teacher?

- Successful students demonstrate time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.

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, phone calls, and/or video conferencing?

- Successful students demonstrate verbal or written communication skills that allow the student to succeed in an environment where the instructor may not have sufficient nonverbal cues to indicate the student's level of understanding.

Independent Study Habits

Can the student study and complete assignments with minimal or no direct supervision and maintain the self-discipline necessary to stick to a schedule?

- Successful students demonstrate persistence in overcoming obstacles and a willingness to seek assistance when needed.

Self-Motivation

Does the student have a strong desire to learn skills, acquire knowledge and fulfill assignments in an off-site environment because of their educational goals?

- Successful students create and express educational goals independent of goals outlined by the school and/or their parents.

Technologically

Younger students should have basic knowledge of operating a device and certain applications. The older students get, the more technical skill and knowledge necessary to navigate the technological rigor of each course, including but not limited to: how to open, create and/or save a document, use various programs and identify file formats (e.g., doc, xls, pdf, jpg).

- Successful students have the necessary computer or technical skills to succeed in a virtual course.

Methods of Instruction

Traditional (On-Site Learning)

Traditional method of instruction in which teachers provide in person instruction and assistance to students on-site and on a set schedule.

MOCAP

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's online school (formally known as Missouri Virtual Instruction Program or MOVIP). Students can take courses from any Internet-connected computer, available 24 hours a day, seven days a week. Information regarding MOCAP courses can be found at www.mocap.mo.gov.

ESSD40's preferred 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 aligned to the state standards. A formal review process is built into all course development to ensure high quality and rigor.

Students who have displayed proficiency in the skills outlined above are most suitable for the online learning environment. Parents and students should be aware that the demands of online courses are equal to and may exceed those of traditional 'face-to-face' courses. In addition to the expectations for students in the traditional instruction environment, online instruction places more independent 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 on each course. This is similar to the amount of time a student would spend on a course at the local traditional school.

IEP/504 Students

Students with IEPs and 504s are not excluded from any method of instruction described in this handbook. ESSD40 will follow the Office of Special Education guidance for the implementation of alternative methods of instruction for students with disabilities. If online learning through MOCAP is deemed in the best educational interest of a student, it is up to the chosen provider to make appropriate accommodations.

School Athletics and Activities

Students that desire eligibility to participate in activities or sports at an ESSD40 school must meet the requirements set forth in Section 2 of the MSHSAA Handbook, entitled *Student Essential By-Laws*. A student who is already enrolled at ESSD40 may meet the eligibility requirements outlined in By-Law 2.1.1.

Parents are strongly encouraged to review the MSHSAA handbook for further clarification regarding eligibility. For specific questions, please contact the Excelsior Springs Activity Director at 892-1410.

State Testing

All students enrolled in the district, regardless of the method of instruction they are participating in, are required to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing when appropriate. MAP and EOC tests measure a student's progress toward mastery of the Show-Me Standards, which are the educational standards in Missouri. The host school will coordinate all testing of their students.

- MAP**:** All students in grades three (3) through eight (8) 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.

Making the Decision

Deciding if on-site or off-site learning is the most effective way for a student to learn is a decision unique to each student and their family's situation. The profile of a successful off-site student can be used as a starting point for making this determination along with the topics listed below. Administrators and counselors are available for consultation at any time.

Technology

- What are the technical requirements for the off-site learning the student wants/needs to take?
- Can the parent/guardian provide internet access that the student needs?
- How technologically savvy are the parents/students?

Learning Environment

- Is there a quiet area in the home in which the student can work or does the student have easy access to a facility that provides this form of environment (such as the public library)?
- Will there be a regular, designated time of day in which the student will work?
- Is the student willing and able to ask for help when needed?
- Does the student need socialization that is traditionally provided for in on-site learning?

Extra- and Co-Curricular Activities

- Are there any extra-curricular and/or co-curricular activities the student won't be able to participate in if they are an off-site learner?
- If interested in playing college sports, consider if the MOCAP course meets NCAA Eligibility Requirements for potential Division I and II student-athletes.

Enrollment Procedures

In order to enroll in any method of instruction outlined in this handbook, students must provide proof of residency in the Excelsior Springs School District. After choosing a traditional or a virtual option, returning and new students to the district will enroll during district enrollment dates. Contact your school administrator for these dates.

Traditional On-Site Learning

Step 1: Complete eRegistration
Step 2: Attend on-site enrollment at individual building
Step 3: Attend school following the district calendar

MOCAP

Step 1: Complete MOCAP Learning Request form during normal August enrollment dates.
Step 2: Building counselors submit the MOCAP Learning Request form to the Assistant Superintendent of Academic Instruction.
Step 3: The Assistant Superintendent of Academic Instruction determines if virtual learning is in the student's best educational interest based on previous virtual learning completion. If a student has had previous success or no previous history, Step 4 occurs. If not, traditional on-site learning takes place or the appeal process may be started.
Step 4: Student conducts online learning with MOCAP vendor for the entire school year.

*NOTE: Students receiving instruction via MOCAP may not return to Traditional Learning until the beginning of the next school year.

Appeal Process

In the event the Assistant Superintendent of Academic Services does not find off-site learning in a student's best educational interest, parents may appeal the decision to the Superintendent, followed by the Excelsior Springs Board of Education and finally to the Missouri State Board of Education.

Scheduling Process

Elementary (K-5) Traditional On-Site Learning Students

Students will be assigned a classroom teacher and attend one of the elementary schools according to the district calendar.

Middle School & High School Traditional On-Site Learning Students

Students will be assigned a schedule and attend the middle or high school according to the district calendar.

Elementary & Middle School MOCAP Students

After completing the enrollment process, K-8 Students who are designated MOCAP (Online Students) will complete all of their coursework through an online program and will be required to complete their coursework off-site. MOCAP students may only return to an ESSD40 method of instruction at the beginning of the next school year.

High School (9-12) MOCAP Students

After completing the enrollment process, students who are designated MOCAP (Online Students) will complete all of their coursework through an online program. MOCAP students may only return to an ESSD method of instruction at the beginning of the next school year.

Attendance Procedures

Compulsory Attendance

The district provides education for all resident students between the ages of 5 and 21. State law establishes compulsory attendance for all students between the ages of 7 and 17. The district expects the student to attend regularly and for the student's parents/guardians to communicate regularly and honestly with the district regarding the student's absences.

Because the district strongly believes that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law, whether this is in an on- or off-site method.

These efforts include but are not limited to accurately recording attendance, creating procedures for regular communication with parents/guardians regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

Traditional On-Site Learning Students

Students are considered in attendance every minute they are physically at school. They will be counted absent if not physically at school.

MOCAP Students

MOCAP students receive 100% attendance provided they complete all assigned MOCAP courses. Daily attendance is not taken. Students are at risk of retention and/or not attaining credit for off-site learning if they do not log in and participate on a regular basis.

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

- A student is considered a “no-show” if he or she has not logged in to and participated in their course prior to the stated course drop date.
- Participation means that assignments have been submitted in a course.
- 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 online course for 20 consecutive calendar days.
- If the student is dropped from a course for lack of participation, they will receive an F for the course, be potentially ineligible for future online courses, and parents may be reported for educational neglect.
- For students participating in online credit recovery, they must log in and participate in at least one credit recovery course or the no-show policy will apply with the last date of login reported as their last date of attendance.

Grading Process

All grades earned through any method of instruction will be calculated into a High School student's class rank equivalent to a traditional on-site course. For example, an AP course taken through MOCAP will receive the same weight as an AP course taken on-site as long as the student takes the AP exam in May. A science course taken virtually will receive grades the same way a science course taken as a traditional on-site course.

Final Advice for Parents

Throughout the student's enrollment in any off-site learning, it is best practice to do the following:

- Set up a study space, including the technology required.
- Be prepared for any technical issues that may come up.
- Review the syllabus and/or class expectations with your student.
- Define expectations for when and where your student will learn.
- Agree on incentives and consequences.
- Reinforce that off-site learning is as important as face-to-face courses and does become a part of the educational record.
- See that your student establishes a routine for off-site learning.
- Help your student maintain a regular study schedule.
- Monitor your student's progress.

Contact Us

Elkhorn Elementary ……..……..816-630-9270
Lewis Elementary …….……..816-630-9290
Cornerstone Elementary …….……....…….. …….816-630-9260
Excelsior Springs Middle School …..…….…….……..……...816-630-9230
Excelsior Springs High School …….....816-630-9210
Asst.Superintendent for Academic Services …….Dr. Melissa Miller…..…...816-630-9200

The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to Section 161.670, RSMo.
Information about state funding for students enrolled in virtual education can be found in Section 162.1250, RSMo. Missouri students may enroll in MOCAP courses for the fall and spring semesters. MOCAP is not available in the summer.

What Is a MOCAP Course?
Section 162.1250, RSMo sets out the requirements for all virtual courses. Not all virtual courses are approved MOCAP courses. Courses listed on the MOCAP Course Catalog have been checked for compliance by the Department of Elementary and Secondary Education (DESE).
The local education agency (LEA) must vet all other virtual courses to ensure that statutory requirements have been met. In order for students to enroll in MOCAP courses, LEAs must have a secure method to send a student's MOSIS ID and date of birth to courseware providers.

MOCAP courses have been through a stringent review process, including:
- Course alignment to Missouri Learning Standards
- Web Content Accessibility Guidelines (WCAG 2.0)
- Data security review
- Missouri appropriately certificated teachers
- College Board approval of Advanced Placement (AP) courses in the catalog

MOCAP providers have agreed to:
- reporting requirements (including course completion and learning gains)
- invoicing requirements
- a price cap of 7% per semester and 14% per year, per course, based on the June State Adequacy Target

Course Catalog
MOCAP's course catalog link, mocap.mo.gov/catalog/ displays contact information for providers to be contacted directly to register for courses.

MOCAP Policies
An LEA shall inform parents of their child's right to participate in the program. Availability should be made clear in the parent handbook, and registration documents, and featured on the LEA's homepage.

Individual Learning Plans (ILP) or Individual Career and Academic Plans (ICAP) Students taking more than two MOCAP courses must have an individualized learning plan maintained in the LEA's student records. An LEA may develop its own learning plan for students or use the ICAP that is available through the Office of College and Career Readiness under School Counseling.

Student's Appeal Process
There is an appeal process if a student is denied access to a MOCAP course. Please refer to Section 161.670, RSMo to learn about the LEA's responsibility in the MOCAP appeal process. Parent/guardians must first work with the LEA before submitting the appeal to DESE. Parents/guardians may only submit the documentation provided by the local school board to the MOCAP Appeal website. The LEA will receive notification of the appeal and a copy of the submitted documentation. Only MOCAP courses offered during the regular school year are eligible for appeal. The appeal process does not apply to summer school or virtual courses that are not MOCAP approved.

MOSIS – August Core Data Cycle, Screen 3
The contact person entered on Screen 3 will receive information about MOCAP appeals and updates to the program. Please ensure this contact is accurate. It is critical that this information is always current.

Reporting for Virtual Education in MOSIS
- MOCAP requires that all teachers be appropriately certificated. Attendance hours for any educator without a valid Missouri teaching certificate will not be allowed for state aid purposes.
- Virtual courses will use Exhibit 34 – Instruction via Technology for delivery systems.

Program Code 50 in MOSIS
- LEAs will identify MOCAP courses with Program Code 50 in their MOSIS October Cycle – Course Assignment.
- For student courses identified with the Program Code of 50, the educator course and educator do not need to be reported in the Course Assignment, Educator Core, or the Educator School files because the appropriate certification has already been verified by MOCAP.

Program Code 52 – Curriculum Only in MOSIS
- LEAs will identify MOCAP curriculum only with Program Code 52- in their MOSIS October Cycle – Course Assignment.
- For MOCAP curriculum-only courses, an LEA must use an appropriately certificated teacher
- For courses that do not have a MOCAP teacher, the LEA will report educator information in the MOSIS October Cycle – Educator Core and Educator School.
- If an LEA does not have an appropriately certificated teacher, the course cannot be reported as a MOCAP course. Therefore, do not enter a program code; enter only the delivery system from Exhibit 34.

LEAs as Courseware Providers That Are NOT in the MOCAP Course Catalog
- Section 162.1049, RSMo requires nonresident district and resident district shall accept each other's credits.
- LEAs may develop and provide online courses for other LEAs if standards in Section 162.1250, RSMo have been met.

- When purchasing virtual education from a Missouri LEA, the educating LEA (receiving) must coordinate with the sending LEA (where the student is enrolled) under the Cooperative Agreement - Resident 1.
- These are not MOCAP courses, so do not enter a program code; enter only the delivery system from Exhibit 34.

Core Site License Agreements both in and outside of MOCAP Course Catalog

- LEAs may have a core site license agreement directly with a courseware provider, meaning that the LEA is responsible for ensuring statutory requirements have been met for course alignment and educator certification.
- Do not enter a program code if the LEA has a core site license agreement or a cooperative agreement with another LEA, (regardless of MOCAP status).
- A MOCAP provider may offer additional courses that are not MOCAP approved and cannot be reported with the program code for MOCAP. Do not enter a program code for these courses. Simply enter the delivery system according to Exhibit 34 of S for Electronic Media or V for Virtual in the October Course Assignment.

Reporting for Virtual Education in MOSIS - Core Data and MOSIS Manual

<table>
<tr><th>Provider of Virtual Course</th><th>Program Code for October Course Assignment</th><th>Delivery System</th><th>Teacher of Record Reported by</th><th>Assurance Curriculum is Aligned</th></tr>
<tr><td>MOCAP</td><td>50 - MOCAP</td><td>V</td><td>MOCAP</td><td rowspan="2">MOCAP</td></tr>
<tr><td>MOCAP - Curriculum Only</td><td>52 - MOCAP Curriculum Only</td><td>S or V</td><td>LEA where student is enrolled and attending using its own educator</td></tr>
<tr><td>Developed by LEA</td><td rowspan="3">No program code</td><td>S or V</td><td>LEA where student is enrolled and attending</td><td>LEA where student is enrolled and attending</td></tr>
<tr><td>Cooperative agreement with another LEA</td><td>S or V</td><td>Receiving/Educating LEA</td><td>Receiving/Educating LEA</td></tr>
<tr><td>Purchased through a core site license agreement (regardless of MOCAP status)</td><td>S or V</td><td>LEA where student is enrolled and attending reports educator information from provider or uses its own educator</td><td>LEA where student is enrolled</td></tr>
</table>

Attendance and Course Completion

- Attendance hours for any educator without a valid teaching certificate will not be allowed for state aid payment purposes.
- In no case shall more than the full-time equivalency of a regular term of attendance for a single student be used to claim state aid.

Attendance and Course Completion - DESE Attendance Memo

Type of Course	Student Placement	LEA Hours of Reimbursement for Finance
Virtual - including ● MOCAP ● LEA-developed course ● Commercial course approved by LEA	Entirely in-seat	● Actual attendance
Virtual - including ● MOCAP ● LEA-developed course ● Commercial course approved by LEA	Blended: in-seat AND somewhere other than the LEA	● 94% of attendance hours possible for similar non-virtual course if student completes the course ● 47% of attendance hours possible for similar non-virtual course if student completes half of the course ● 0% of attendance hours possible for similar non-virtual course if student does not complete half of the course
Virtual - including ● MOCAP ● LEA-developed course ● Commercial course approved by LEA	Somewhere other than the LEA	
MOCAP A+ Candidate only high school	Somewhere other than the LEA	● 95% of attendance hours possible for similar non-virtual course if student completes the course ● 47% of attendance hours possible for similar non-virtual course if student completes half of the course ● 0% of attendance hours possible for similar non-virtual course if student does not complete half of the course
MOCAP A+ Candidate only high school	Entirely in-seat	● Actual attendance

For more information about MOCAP, please contact DESE.MOCAP@dese.mo.gov or 573-522-3651 or visit the MOCAP website.

Excelsior Springs School District
MOCAP Learning Form

Student Legal Name: _____ **Grade**: _____ **DOB:**_____

Building: ❒ Elkhorn Elementary
❒ Lewis Elementary
❒ Cornerstone Elementary
❒ Excelsior Springs Middle School
❒ Excelsior Springs High School

Approved MOCAP Vendor Request: _____
Anticipated Start Date: ❒Fall 20___

* A list of MOCAP approved vendors can be found at: https://mocap.mo.gov/

Student has an IEP or 504: ❒Yes ❒No

I understand that my enrollment and participation in MOCAP learning is voluntary and will be reviewed only at the conclusion of each year. I understand that in order to remain eligible to participate in MOCAP courses, I must demonstrate success by receiving a passing grade for all of the classes in which I am enrolled. I have been given a copy of the DESE Guidance document.

Student Signature: _____ **Date**: _____

Parent/Guardian Signature: _____ **Date**: _____

For office use only:

DATE FORM RECEIVED _____

IF APPROVED FOR OFF-SITE LEARNING:
☐ Virtual or online learning was deemed in the student's best educational interest.
☐ Request was received within the open enrollment period.
☐ Student has proof of residency within the Excelsior Springs School District and has attached documentation to this form.
☐ Student is enrolled in the Excelsior Springs School District on a full-time basis.
☐ If using a 3rd--party vendor, the provider has been approved by MOCAP.
☐ Course(s) requested do not cause the student to exceed full-time enrollment in the district.

***Student must meet ALL requirements to be considered for approval of an off-site course.**

❒ **Meets all requirements above - Earliest Possible Return Date: Fall 20___**
❒ **Approved for MOCAP**
❒ **Denied (Reasoning Below)**

_____

_____

_____

_____ _____

Assistant Superintendent – Academic Services **Date**

Date student and/or parent/guardian notified of off-site learning request determination. _____

*BLDG OFFICE: *Please keep a copy for your records and submit this completed form to Central Office, Academic Services*