

**Kirksville R-III School
District**



**Online Course
Student/Parent Handbook**

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Introduction

This guide has been prepared for parents, guardians, counselors and others who want to help students first 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, SB 603 was passed, thereby expanding the online learning opportunities for students in Missouri. Highlights of this legislation are below.

- 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 is referenced below in the 'homeschool student's 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 determine, an appeal may be made to the local school board.

What is MoCAP? What is Edgenuity?

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). Currently, MOCAP offers courses to grades K-12. 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 preferred online provider. The Kirksville R-III School District's preferred provider is Edgenuity. Edgenuity is operated and overseen by the Kirksville R-III School District and can offer over 540 courses. Courses are aligned to the state standards. Students wishing to take advantage of online learning opportunities will do so by

contacting the individual school counselor's office to begin the process. All information/procedures that follow in this document are in reference to Edgenuity.

If a student wishes to pursue an online class offering through other MoCAP options outside of Edgenuity, he/she will need to contact the counselor/admin to begin the appeal process. More specifics on that process are at the end of this document.

Current course offerings through Edgenuity can be found at:

<https://fueledbyEdgenuity.com/courses/> Other courses are also available but may require course fees to be paid by the parents.

Why Consider Online Learning?

Students take online courses for a variety of reasons. For some students, it expands the range of courses and opportunities, particularly if a student cannot access a face-to-face course due to scheduling conflicts. For others, it allows students to take courses not offered at the local level. Other students may use online course opportunities for credit recovery or as a viable homebound option. And, still others may simply prefer the online learning format.

From a student's point of view, online learning may be attractive because it is:

- ❖ Personalized to individual needs and learning goals.
- ❖ Flexible so a student can try different ways to learn.
- ❖ Relevant to the online life many students lead.
- ❖ Paced by individual progress so students can move at a pace that matches their learning needs.
- ❖ Collaborative with faculty, peers and others.
- ❖ Responsive and supportive when a student needs extra help or time to learn.
- ❖ Available to all students 24 hours a day.

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 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 the 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 their 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)?

Does the student have reliable internet service at home or access to it on a consistent basis?

The Stanford Research Institute examined the accessibility of online learning for students, especially those who were at risk of failure. Their report cautions that students who have failed face-to-face classes may have challenges that will affect their success in an online course as well. Many students do not realize that they will have to be even more accountable for their time, performance and productivity in an online class.

Making the Decision

In this process, a crucial role of the parent is to help the student decide if online learning is the most effective way for him/her to learn. Using the profile in the previous section is a starting point for making this determination. Once a parent decides if a student is likely to be successful, there are other questions to consider.

Technology

- What are the technical requirements for the courses the student wants/needs to take?
- Can the parent/guardian provide the 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 on the online course 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 on the course(s)?
- Is the student willing and able to ask for help when needed?

Considering the Course

- Does the course meet academic/graduation requirements?
- Has the course been approved for credit by the school?
- Are there prerequisites for the online courses? Has the student met these requirements?
- Does the course meet NCAA Eligibility Requirements for potential Division I and II student athletes?
- How rigid are the course assignment/test dates?
- What is the time commitment (daily and length of term)?
- How do students/parents receive grade updates and the final grades?
- When can a student drop the course if he/she finds it too difficult?

Enrollment Procedures

In order to enroll in an online course under the provisions of Senate Bill 603, students must be a resident of the Kirksville R-III School District and be willing to enroll in the district.

Upon determining that online learning may be a viable 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 and student eligibility will be determined. The school district may deny a student/parent request to enroll in an online 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 online course.
- The online course is not capable of generating academic credit.
- The online course is inconsistent with the remaining graduation requirements of the student.
- The student has not completed the prerequisite coursework for the requested online course.
- The student has failed a previous online course(s).
- The course enrollment request does not occur within the same timeliness established by Edgenuity and/or the school district.

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

****If a family works directly with Edgenuity (or any other online course provider) and not through our district counselors to enroll in a Edgenuity class the family will be responsible for the cost of the course(s) in which they enroll their student(s). In addition, Kirksville R-III School District may not accept the credit from these courses.**

Homeschool Students

If a student who resides in the Kirksville R-III School District was homeschooled the prior semester and wishes to take online courses at the district's expense, there are allowances for this. The following criteria must be met:

- The student resides in the district (and provides proof of residency)
- The student must enroll in Kirksville R-III School District
- The student must enroll in Edgenuity courses only
- The student must meet all of the Edgenuity expectations (regarding prerequisites, etc.)
- The student may only enroll in a total of six courses a semester during the school year or two courses during the summer semester (but may enroll in less than six)

Scheduling Procedures

If a student has a 'mixed schedule', meaning a schedule that includes both face-to-face and online courses, he/she may be required to stay on campus while working on the online course, depending upon when the online course work is occurring. This will be at the determination of the building administrator. For example, a student who wishes to come to face-to-face courses at KVHS during the first half of the day and then take online courses for the entire afternoon would not be required to stay on campus. Likewise for a student who used the first half of their day for online coursework but then came in the afternoon for face-to-face courses. Students in these situations are responsible for their own transportation; the district will not provide transportation.

However, if a student wanted to enroll in face-to-face courses for the first three periods of the day, then do an online course in the middle of the day (fourth period) and again take face-to-face courses towards the end of the day (fifth, sixth and seventh), he/she would be expected to stay on campus at an assigned location for those middle of the day online courses. If a student is taking two or fewer online courses in the middle of the day, the student will be expected to stay on campus.

Academic Information

Edgenuity offers various types of online coursework. All coursework is aligned to the Missouri State Standards. Content is reviewed annually to ensure updated resources as well as access to high-quality digital resources.

❖ **Traditional Online**

- Designed for students earning first-time credit
- Students earn a letter grade and percentage
- Starts and stops with the traditional calendar; has set due dates
- NCAA and MSHSAA approved
- Course can be taken over a quarter or semester
- Requires a proctored final exam conducted each spring on Kirksville R-III school campuses.

❖ **Credit Recovery**

- Designed for students who have previously failed the course
- Course start and completion dates are established by agreement with the school administration.
- MSHSAA approved
- Curriculum built to priority standards and assessed at 80% mastery
- Students earn a pass or fail grade
- Students start at 0% and work their way to 100% completion

Online instruction can be personalized to meet the needs of individual students. Students can accelerate through content due to prior knowledge or can be provided additional assistance or remediation as needed.

Dropping a course, regular school year

Traditional Virtual, regular school year: Students have 20 school days from the start date to drop a semester course without grade penalty and 10 school days for a quarter course. Snow days would not factor into this count.**

Credit Recovery, regular school year: Students have 20 school days from enrollment to drop the course without penalty. 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 starts the semester in a virtual course, does none of the coursework by day 10 and then drops the course after 10 days, he/she will not be enrolled in a corresponding face-to-face course. However, if a student begins the virtual course, does complete some of the work and then decides to drop 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.

**If a student wishes to drop a face-to-face course, he/she must do so within 10 school days and must enroll in an equivalent online course. The online course will be offered in the same

time period as the face-to-face course (i.e., if the student is dropping a 2nd hour course then the student will be expected to work on his/her online course during 2nd hour and, if he/she has a 1st hour, will be expected to stay on campus for this work). A student's schedule will not be rearranged to 'fit' the online course into a more convenient time slot.

**If the student fails to demonstrate adequate ongoing completion of the course(s) the school may initiate termination of the online option for the student as part of their educational best interest determination.

Dropping a course, summer school

Traditional Virtual, summer school: Students have 2 school days from the start date to drop a summer school course.

Credit Recovery, summer school: Students have 2 school days from the start date to drop a summer school course.

No-Show Procedure

Students will be dropped from courses if they fail to log in for 20 consecutive days. It is understood that course login alone does not constitute adequate ongoing course completion.

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

- A student is considered a "no-show" if he or she has not logged into and participated in their course prior to the stated course drop date. Students will be dropped with zero days of attendance reported with 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 Edgenuity course for 20 consecutive calendar days. The last date of attendance will be reported as his or her last date of login and participation. Counselors or district liaisons will receive notice of potential drop at calendar day 15 of no consecutive login and participation. If the student's last date of attendance is after the stated course drop date, the student will receive an F for the course in addition to being dropped.
- For students participating in Edgenuity credit recovery, they must login 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.

Progress Monitoring

Parents are given parent observer accounts to monitor the progress of their students.

Designated employees can monitor student progress using Edgenuity's internal reporting system.

State Testing

All MOCAP and/or Edgenuity students are required to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing when appropriate. MAP and EOC tests measure a students' progress toward mastery of the Missouri Learning Standards, which are the educational standards in Missouri. All testing is conducted 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.
- *Any student that scores below proficient may be removed from the virtual education courses that are paid for by the district.*

Graduation Requirements

To earn a Kirksville R-III School District diploma, students need to successfully complete the 24credit requirements as defined in the Enrollment Guide. Students and parents need to work closely with the school counselor to make sure they are on track to graduate.

Early graduation

Students meeting all graduation requirements are eligible to graduate early. Early graduation should be a part of the cooperative plan arrived at by students, their parent/guardian and the school. All early graduations must be approved by the Board of Education.

Class Rank

All online course grades through Edgenuity will be calculated into a student's class rank equivalent to a course taken face-to-face at KHS. **For example, an AP course taken through Edgenuity will receive the same weight as an AP course taken face-to-face as long as the student takes the AP exam in May.**

Senior Information

The senior year is a busy time for students and families and there are a host of deadlines involved in end of the year activities and graduation. It is the responsibility of the student and his/her parent/guardian to keep up-to-date on senior deadlines and expectations.

A+ Program

Students who are enrolled in the A+ program and take online courses will have their attendance recorded as 95%, thereby allowing them to meet the A+ program attendance requirements. Students enrolled in face-to-face coursework will have the attendance recorded based on actual seat time. Regardless of whether a student is enrolled in online or face-to face coursework, all A+ program expectations apply. These included:

- Being a U.S. citizen or permanent resident;
- Entering into a written agreement with KHS expressing the desire to be a part of the A+ program;
- Graduate with a 2.5 (or above) unweighted grade point average;
- Attend an A+ designated school for 3 years prior to graduation (being enrolled in KHS and taking Edgenuity online classes would apply in this situation);
- Have a 95% attendance record for grades 9-12;
- Perform at least 50 hours of unpaid tutoring or mentoring (must be approved by A+ coordinator prior to engaging in the activity);
- Maintain good citizenship; and
- Achieve a score of proficient or advanced on the Algebra I end of course (EOC) exam or higher level DESE approved end of course (EOC) exam in mathematics.

IEP/504 Students

Students with IEP or 504 plans will require specific meetings with the appropriate school teams to determine eligibility and identify what specific Edgenuity courses are appropriate according to the student's IEP goals and objectives.

School Athletics and Activities

Students that desire eligibility to participate in activities or sports at a Kirksville R-III 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 in the Kirksville R-III School District and enrolls in online classes through the Kirksville R-III School District Edgenuity program may meet eligibility requirements outlined in By-Law 2.3.2 through meeting ALL of the following:

1. The student is an enrolled student of the public middle/high school of residence, as defined in By-Law 3.10, and is taking a minimum of six credit-bearing, seat-time or Edgenuity classes for a minimum of 3.0 units of credit at the school.
2. All classes/assignments must be completed by the high school/middle 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.
3. To be eligible in the following semester, students must earn a minimum of 3 full credits the semester prior.

Home school students may participate in athletics/activities if they enroll in a minimum of two credit bearing seat time classes. All classes must be completed by the end of the semester.

Parents are strongly encouraged to review the [MSHSAA handbook](#) for further clarification regarding eligibility. For specific questions, please contact the Kirksville R-III Activity Director at 892-1410.

Summer School

Students may also take up to two online courses during the summer term. Expectations and requirements remain the same as the regular school year for summer courses. Enrollment in courses must be done through the student's counselor. It should be noted that students may only enroll in a maximum of three courses during the summer term at the district's expense.

****If a family works directly with Edgenuity and not through our district counselors to enroll in a Edgenuity class the family will be responsible for the cost of the course(s) in which they enroll their student(s). In addition, Kirksville R-III School District may not accept the credit from these courses.**

Technology

Students must provide their own computer and access to the internet to be able to participate in the Edgenuity courses.

Final Advice for Parents

Throughout the student's enrollment in the online course, it is best practice to do the following:

- Set up a study space, including technology required.
- Be prepared for any technical issues that may come up.
- Review the syllabus with your student.
- Define expectations for when and where your student will work on the course.
- Agree on incentives and consequences.

- Reinforce that online courses are as important as face-to-face courses and do become a part of the educational record.
- See that your student establishes a routine for working on his/her online course.
- Help your student maintain a regular study schedule.
- Monitor your student's progress.

Contacts

The first point of contact for these opportunities will be your student's school counselor.

Kirksville High School

Katie Mendez	kmendez@kirksville.k12.mo.us	660-665-4631
Kourtney Buckallew	kbuckallew@kirksville.k12.mo.us	660-665-4631

William Matthew Middle School

Jois McConnell	jomccconnell@kirksville.k12.mo.us	660-665-3793
Michele Yoder	myoder@kirksville.k12.mo.us	660-665-3793

Ray Miller Elementary

Peggy Mohan	pmohan@kirksville.k12.mo.us	660-665-2834
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Kirksville Primary

Maria Mercer	mmercerc@kirksville.k12.mo.us	660-665-5691
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Additional questions beyond what the school counselor may be able to answer should be directed to the Director of Secondary Education:

High School Course Offerings

English Language Arts

Course	Type of Course	Credit	Type of Credit
Contemporary Lit	Regular, Honors	1.0	Elective
Creative Wtg. 1	Regular	.5	Elective
Creative Wtg. 2	Regular	.5	Elective
English 1	Regular, Honors, Credit Recovery	1.0	ELA Required
English II	Regular, Honors, Credit Recovery	1.0	ELA Required
English III	Regular, Honors, Credit Recovery	1.0	ELA Required
English IV	Regular, Credit Recovery	1.0	ELA Required
Film as Literature I*	Regular	.5	Elective
Film as Literature II*	Regular	.5	Elective
Grammar & Comp I (Summer 2019)	Regular	.5	Elective
Grammar & Comp II (Summer 2019)	Regular	.5	Elective
Introductory Speech	Regular	1.0	Elective
Reading	Regular	1.0	Elective

Mathematics

Course	Type of Course	Credit	Type of Credit
Algebra I	Regular, Credit Recovery	1.0	Math Required
Algebra II	Regular, Honors, Credit Recovery	1.0	Math Required

Foundations of Algebra*	Regular, Credit Recovery	1.0	Elective
Geometry	Regular, Honors	1.0	Math Required
Intro to Computer Science	Regular	.5	Elective
Pre Calc/Trig	Regular	1.0	Math Required/Elective
Professional Math*	Regular, Credit Recovery	1.0	Math Elective

Science

Course	Type of Course	Credit	Type of Credit
Astronomy	Regular	1.0	Science Required/Elective
Chemistry	Regular, Honors, Credit Recovery	1.0	Science Required/Elective
Earth Science	Regular, Honors, Credit Recovery	1.0	Science Required/Elective
General Biology	Regular, Honors, Credit Recovery	1.0	Science Required/Elective
Introductory Biology*	Regular, Credit Recovery	1.0	Elective
Introductory Chemistry*	Regular, Credit Recovery	1.0	Elective
Physical Science (Fall 2019)	Regular	1.0	Science Required/Elective

Social Studies

Course	Type of Course	Credit	Type of Credit
American Civil War	Regular	.5	Elective
Economics (Summer 2019)	Regular	.5	Elective
Liberty & Law (Gov't.)	Regular, Honors, Credit Recovery	.5	SS Required (.5 of RP Gov't)

			requirement)
Psychology	Regular, Credit Recovery	.5	Elective
Psychology of the Holocaust	Regular	1.0	Elective
Sociology (Fall 2019)	Regular	.5	Elective
U.S. History	Regular, Honors, Credit Recovery	1.0	SS Required
World Geography	Regular, Credit Recovery	.5	Elective
World History	Regular, Honors, Credit Recovery	1.0	SS Required

Fine Arts

Course	Type of Course	Credit	Type of Credit
Fine Arts Apprec. I*	Regular	.5	Fine Arts
Fine Arts Apprec. II*	Regular	.5	Fine Arts
Music Theory	Regular	1.0	Fine Arts

Health/PE

Course	Type of Course	Credit	Type of Credit
Health	Regular, Credit Recovery	.5	Health Required
PE I	Regular	.5	PE Required
Physical Fitness	Regular	.5	PE Required

Practical Arts

Course	Type of Course	Credit	Type of Credit
Computer App	Regular	.5	Practical Art
Digital Communications	Regular, Credit Recovery	.5	Practical Art
Early Childhood	Regular	.5	Practical Art

(Summer 2019)			
Financial Accounting	Regular	1.0	Practical Art
Personal Finance	Regular, Credit Recovery, Dual Credit	.5	Required Personal Finance
Web Design	Regular	.5	Practical Art

World Languages

Course	Type of Course	Credit	Type of Credit
French I	Regular	1.0	Elective
French II	Regular	1.0	Elective
Japanese I	Regular	1.0	Elective
Japanese II	Regular	1.0	Elective
Spanish I	Regular	1.0	Elective
Spanish II	Regular	1.0	Elective

Other Electives

Course	Type of Course	Credit	Type of Credit
ACT Prep	Regular	.5	Elective
Driver's Ed	Regular	.5	Elective
Employment Internship	Regular	.5	Elective
FACS Internship	Regular	.5	Elective
Hunter/Boater Safety (Summer only)	Regular	.5	Elective

Advanced Placement

Course	Type of Course	Credit	Type of Credit
AP Calculus AB	AP	1.0	Math Elective
AP Computer	AP	1.0	Practical Arts

Science			
AP English Lit & Comp	AP, Dual Credit	1.0	ELA Required
AP Statistics	AP	1.0	Math Elective
AP Physics	AP, Dual Credit	1.0	Science Elective
AP U.S. History	AP, Dual Credit	1.0	SS Required
AP U.S. Gov't.	AP, Dual Credit	1.0	SS Required

*Course is not NCAA eligible.

**For Middle School Course Catalog, please

Kirksville R-III School District Online Learning Agreement

Please complete the information below as a part of the enrollment process.

School: _____

Student MOSIS Number: _____

Student Name (First, Middle, Last): _____

Gender: _____ Birthdate (mm/dd/yyyy): _____

Race: _____ Grade Level: _____

Student Email: _____

Does student have an IEP (circle one)? Yes No

Does student have a 504 (circle one)? Yes No

Parent/Guardian Name (First, Last): _____

Parent/Guardian Phone Number (444-444-4444): (_____) _____ - _____

Parent/Guardian Email: _____

Parent/Guardian Address: _____

Online Handbook Agreement

The Online Course Parent/Student Handbook is a vital part of our program. Though the handbook does not contain every specific rule or regulation concerning the program, it does have all major policies and general information to help students and their parents better understand this unique program. Please read the handbook carefully.

We have received and reviewed the Online Course Parent/Student Handbook and understand that it is our responsibility to follow all of the expectations set forth within the handbook.

Please list the online courses in which the student wishes to enroll:

1) _____

2) _____

3) _____

*4) _____

*5) _____

*6) _____

*7) _____

Student Signature

Date

Student Name (Printed)

Parent Signature

Date

Parent Name (Printed)

**** If a student wishes to enroll in more than 3 Edgenuity courses in a semester and the student has not already demonstrated previous success with Edgenuity courses (passing 4 or more courses in a previous semester), then a meeting with the principal and the student's counselor may be required before the enrollment can be approved.***

APPROVAL SIGNATURE:

Principal Signature

Date

Kirksville R-III Online Course Enrollment Process

