



Methods of Instruction for 2022-23

1

TRADITIONAL ON-SITE LEARNING

This method of instruction is what is typically seen in schools. Students and teachers are physically in a building together for learning on a set schedule.

2

OFF-SITE LEARNING

Option A

ESSD Virtual Academy: This method of instruction takes place with students learning from home with ESSD teachers. Consistent & reliable access to an internet connection is required. Students receive grades as they would at school. This method is typically used in short-term situations where a student is unable to attend school in person.

Option B

MOCAP: This method of instruction takes place with students learning from home through a third-party vendor platform with third-party teachers. Consistent & reliable access to an internet connection is required and students receive grades through the third-party vendor.

NEXT STEPS

All methods of instruction require eRegistration online and enrollment at the building of residence. Those interested in Option 2 **MUST** complete the Off-Site Learning Request form found in the Methods of Instruction Handbook. This form can only be approved by the building's Off-Site Learning Coordinator.

ENROLLMENT WINDOW: April 11 to the last day of school for returning students. Students new to the district will need to enroll 2 weeks prior to the first day of school (during traditional enrollment).

ENROLLMENT IN ANY OFF-SITE LEARNING METHOD IS A YEAR-LONG COMMITMENT. WHEN STUDENTS ARE ENROLLED IN THE FALL SEMESTER THEY ARE AUTOMATICALLY ENROLLED IN THE SPRING SEMESTER AS WELL.

FOR MORE INFORMATION VISIT ESSD40.COM-ONLINE LEARNING LINK

2022 - 2023



Methods of Instruction

Student/Parent Handbook



EXCELSIOR SPRINGS
SCHOOL DISTRICT

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Introduction

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

- the methods of instruction offered at ESSD40
- characteristics of a successful off-site learner,
- how to request the desire for a non-traditional method of instruction &
- 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 meets the requirements of this statute.

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 is substantially similar to the typical process by which a district student would enroll in courses offered by the school district.
- 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.
- School districts are not required to pay for courses beyond full-time enrollment. Full-time enrollment is equivalent to six credits per regular term. Each virtual course shall count as one credit unless otherwise noted in the course description.
- 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, there is an appeal process that may be followed.

Why Consider Off-Site Learning?

Parents and students request off-site learning 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 or for credit recovery. Other students may use off-site learning opportunities as a viable learn-from-home option.

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?

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?

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?

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?

Technologically Prepared

Though off-site learning can take place without internet access, it is best done utilizing technology with internet access. Younger students need to have basic knowledge of operating a device and certain apps. The older students get, the more technological skill and knowledge are needed; especially how to open, create and/or save a document, use various programs and identify file formats (e.g., doc, xls, pdf, jpg).

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. We believe this may also translate to hybrid courses that combine live student-teacher video conferencing with online learning.

Methods of Instruction

Traditional On-Site Learning

This method of instruction is what's typically expected of school, with students and teachers physically in a building together for learning on a set schedule.

ESSD Virtual Academy

Students learn from home with an ESSD teacher using a learning management system and video conferencing. The district provides a device that requires internet access at home. Consistent contact between the student and ESSD virtual teachers is required to be considered in attendance. Students will earn feedback and grades in accordance with how they would in traditional on-site learning.

Any ESSD Virtual Academy lessons or activities scheduled by the teacher will only take place during regular elementary and secondary school hours. Teachers will be available after regular school hours for students to schedule additional help via phone call or video conferencing.

MOCAP

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's online school (then MOVIP). It was previously known as Missouri Virtual Instruction Program (MOVIP). Students can take courses from any Internet-connected computer, available 24-hours a day, seven days a week.

Local school districts and charter schools may use their own preferred online provider. The Excelsior Springs School District'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 wishing to take advantage of online learning opportunities will be directed to Launch. If a student wishes to pursue an online class offering through other MOCAP options outside of Launch, he/she will be directed to the Assistant Superintendent for Academic Services to continue the enrollment process.

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 traditional school.

IEP/504 Students

Students with IEPs and 504s are not excluded from any method of instruction described in this handbook. ESSD 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 Excelsior Springs 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 Excelsior Springs School District and enrolls in virtual or MOCAP classes through the Excelsior Springs School District 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 online 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 classes in any method of instruction. All classes must be completed by the end of the semester. To be eligible the following semester, students must earn a minimum of 3 full credits the semester prior and have passed the two online classes.

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. 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.

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 will be in short supply if they don't attend school daily?

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.

Considering a MOCAP 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?
- 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 any methods of instruction outlined in this handbook, students must provide proof of residency in the Excelsior Springs School District. **Proof of residency will be required at enrollment and at semester.** Additionally, to be eligible for MOCAP courses, students must have attended a public school for at least one semester immediately prior to enrolling in a MOCAP course. Enrollment for the next school year for returning students takes place from April 1 until the last day of school. For students new to the district the enrollment window is 2 weeks prior to the 1st day of school.

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

ESSD Virtual Academy

- Step 1: Complete Off-Site Learning Request form during normal enrollment of fall courses. This generally takes place April 1 or earlier and continues through the last day of school.
- Step 2: Off-Site Learning Coordinator determines if virtual learning is in the student's best educational interest. If so, Step 3 occurs. If not, on-site learning enrollment takes place or the appeal process may be started.
- Step 3: Student receives ESSD Virtual Learning schedule and teacher(s) assignment
- Step 4: Conduct virtual learning following the district calendar for the entire school year

MOCAP

- Step 1: Complete Off-Site Learning Request form during normal enrollment of fall courses. This generally takes place April 1 or earlier and continues through the last day of school.
- Step 2: Off-Site Learning Coordinator determines if virtual learning is in the student's best educational interest. If so, Step 3 occurs. If not, on-site learning enrollment takes place or the appeal process may be started.
- Step 3: District enrolls student in approved MOCAP course(s).
- 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 On-Line Learning or ESSD Virtual Learning until the beginning of the next semester. If parents/students are unsure if off-site learning is for them, it is recommended they try the ESSD Virtual Learning method first.

IMPORTANT: If a family works directly with a MOCAP provider and not through the Off-Site Learning Coordinator to enroll in an online class, the family will be responsible for the cost of the course(s) in

which they enroll their student(s). In addition, Excelsior Springs School District may not accept the credit from these courses.

Appeal Process

In the event the building Off-Site Learning Coordinator does not find off-site learning in a student's best educational interest, parents may appeal the decision to the appropriate Assistant Superintendent, followed by the Excelsior Springs Board of Education then the Missouri State Board of Education. The appeal flowchart can be found in the appendix of this handbook.

Scheduling Process

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

Students will be assigned a classroom teacher and attend according to the district calendar.

Elementary (K-5) ESSD Virtual Academy Students

Students must have a consistent and reliable internet connection in order to be accepted into the ESSD Virtual Academy.

Once approved for virtual learning and completing eRegistration and enrollment at the building of residence, Virtual Academy students will be assigned teachers and given instructions on how and when to access instruction and assignments.

Students in the ESSD Virtual Academy are considered "in school" every day students in Traditional On-Site Learning are expected to be at school and may not transition back to Traditional On-Site Learning until the start of the next school year. The ESSD40 district calendar will be followed.

Middle School & High School Traditional On-Site Learning Students

Students will be assigned a schedule and attend according to the district calendar.

Middle School & High School ESSD Virtual Academy Students

Students must have a consistent and reliable internet connection in order to be accepted into the ESSD Virtual Academy.

Once approved for virtual learning and completing eRegistration and enrollment at the Middle School or High School, Virtual Academy students will be assigned a schedule just as they were a Traditional On-Site Learner. Instructions on how and when to access instruction and assignments will be provided at that time.

Students in the ESSD Virtual Academy are considered "in school" every day students in Traditional On-Site Learning are expected to be at school and may not transition back to Traditional On-Site Learning until the start of the next school year. The ESSD40 district calendar will be followed.

Elementary & Middle School MOCAP Students

Students must have a consistent and reliable internet connection at home in order to be considered for MOCAP courses. 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 ESSD method of instruction at the beginning of the next school year.

High School (9-12) MOCAP Students

Students must have a consistent and reliable internet connection at home in order to be considered for MOCAP courses. 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.

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 ESHS 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.

Attendance Procedures

Compulsory Attendance

The district provides education for all resident students between the ages of 5 and 21. State law sets 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.

ESSD Virtual Academy Students

ESSD Virtual Academy students receive 100% attendance provided consistency of completion of lessons and activities in the following manners:

- Electronic submission of assignments
- Log of activity in specified apps or web-sites
- Communication with teacher via email, phone call, or other approved method
- Live virtual participation in lessons hosted by the 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 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.

Grading Process

Unless otherwise noted by an IEP, all students in all methods of instruction outlined in this handbook will have work and activities graded and reported the same as Traditional On-Site Learners. The only exception to this procedure is for MOCAP students who will receive grades from the MOCAP vendor they are using to conduct off-site learning. In that event, the school will record grades into permanent records using information sent directly from the MOCAP provider.

Additionally, 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.

Technology

The district will provide a device for students to access virtual or MOCAP learning. When possible, the district will provide internet access. Ultimately, however, it is the responsibility of parents/guardians to ensure students have consistent and reliable access to an internet connection. For students using the district-preferred Launch platform, a device may be provided to you through Launch. Those courses are hosted by Canvas, an Interactive Learning Management System.

Technology Help Desk

ESSD Remote Learning students are provided technology support through the district's [Technology Department](#).

MOCAP students in Launch are provided with HELP Desk Support through Launch, available from 7:30 a.m. to 9:00 p.m., 7 days a week. There are three ways to access help:

1. Send an email to support@fueledbylaunch.com (typical response is within 30 minutes)
2. Use your Canvas inbox to send a message to HELP.
3. Call the Launch office at 417-523-0417. The office is only open from 7:30-4:00 Monday through Friday.

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. Daily announcements are made at school and regular grade level newsletters are shared with families. During off-site learning, it is the responsibility of the student and his/her parent/guardian to keep up-to-date on senior deadlines and expectations. Specific questions can be sent to the counseling office at 816-630-9210.

A+ Program

Students who are enrolled in the A+ program and take MOCAP courses will have their attendance calculated to meet the needs of the A+ program, thereby allowing them to meet the A+ program attendance requirements. Regardless of whether a student is enrolled in virtual 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 ESHS 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 2 years prior to graduation (being enrolled in ESHS and taking virtual 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.

Specific questions regarding the A+Program or eligibility can be sent to the counseling office at 816-630-9210.

Additional MOCAP Information

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 to the end of the semester even if not a preferred course provider. At the conclusion of those courses, transfer students will then follow regular enrollment procedures

Appeal Process

If a determination is made that online learning is not in a student's best educational interest and request for enrollment in MOCAP courses is rejected, parents may appeal that decision by:

1. Contacting the Board of Education Secretary to request an audience with the ESSD40 Board of Education for an online learning appeal.

2. Attend the next scheduled official Board meeting and present their reasons for their child or children to enroll in online course(s). Reasons may be given verbally but also must be provided in writing.
3. The Board of Education will issue their decision in writing within thirty calendar days.

If the ESSD40 Board of Education upholds that online learning is not in the student's best educational interest, parents may appeal that decision to the Missouri State Board of Education.

Homeschool Students & Eligibility

If a student who resides in the Excelsior Springs School District was homeschooled the prior semester their options for taking MOCAP courses are:

- 1) Enroll in the school district and take MOCAP courses at their own expense for one semester thereby fulfilling the requirement of being a student of the district for a minimum of one semester. Or
- 2) Enroll in the school district and participate in traditional on-site learning or ESSD remote learning for at least one semester then submit a request for enrollment in MOCAP learning at the district's expense.

All enrollment procedures for homeschool students interested in any methods of instruction described in this handbook will be the same as described in this handbook.

Academic Information

MOCAP offers various types of online coursework. All coursework should be aligned to the Missouri State Standards. There are two types of online courses. These are listed below:

- 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 via web conferencing
 - Curriculum built in a project-based learning format to include individual and group work delivered via individual assignments, culminating events, group discussions, etc.
- Credit Recovery
 - Designed for students who have previously failed the course
 - Starts at any point; no due dates
 - MSHSAA approved
 - Curriculum built to priority standards and assessed at 80% mastery
 - Students earn a pass or no grade
 - Students start at 0% and work their way to 100% completion

Credit recovery offers an opportunity where students can accelerate through content due to prior knowledge or can be provided additional assistance or remediation as needed. Credit recovery is an option for courses that a student has previously failed, and has adequate seat time.

Dropping K-8 MOCAP Courses

Elementary and Middle School students enrolled in online learning via MOCAP may return to their building of residence upon the conclusion of a semester of coursework. In general, the district will rely on the grade-level

placement from MOCAP courses to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs. The district will examine performance data while enrolled in MOCAP courses and, if necessary, will administer tests to aid in placement decisions.

Dropping a High School MOCAP Course, Regular School Year

Traditional Online, regular school year: Students have 3 school days from the start date to drop a semester course without grade penalty. AML days would not factor into this count.**

If a student starts the semester in an online course but drops it before three days, he/she may request a transfer to a corresponding traditional on-site course if space allows. However, if a student begins the online course, does complete some of the work and then decides to drop the course before 3 school days have passed, his/her current grade may be transferred to a corresponding traditional on-site course if space allows.

**If a student wishes to drop a traditional on-site course, he/she must do so within 3 school days and must enroll in an equivalent MOCAP course. The MOCAP course will be offered in the same time period as the traditional on-site 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.

Progress Monitoring

LAUNCH: Parents are given parent observer accounts to monitor progress of their students and district employees (when given permission) can monitor student progress using Dropout Detective.

OTHER PROVIDERS: Parent observer accounts to monitor progress of their students are subject to each vendor's policies and procedures. As vendors other than Launch are not preferred providers of the district, progress monitoring of students by the district may or may not be an option depending on agreements between the vendor and district.

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 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 do 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

Off-Site Learning Coordinators:

Elkhorn Elementary	Mrs. Annette Shelton.....	816-630-9270
Lewis Elementary	Mrs. Kacie Ambrose.....	816-630-9290
Cornerstone Elementary	Mr. Brian Sloan.....	816-630-9260
Excelsior Springs Middle School	Dr. Brett Coffman	816-630-9230
Excelsior Springs High School	Dr. Christen Everett.....	816-630-9210

Other

Asst. Superintendent for Academic Services	Dr. Melissa Miller.....	816-630-9200
ESSD40 Board of Education Secretary	Lisa Shelton.....	816-630-9200
Missouri Course Access Program (MOCAP)	Jodie Miller.....	417-840-4715

Excelsior Springs School District

Off-Site Learning Request

Student Name: _____ Grade: _____ DOB: _____

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

Method of Instruction: ☐ ESSD Virtual Academy Anticipated Start Date: ☐ Fall 20____
☐ MOCAP - Vendor Request _____
Anticipated Start Date: ☐ Fall 20____

District Device Needed: ☐ Yes ☐ No Student has an IEP: ☐ Yes ☐ No
Consistent & Reliable Internet Connection Available to Student: ☐ Yes ☐ No

Courses Requested:

(High School: 3 credits required to maintain full-time student status)

1) _____	4) _____
2) _____	5) _____
3) _____	6) _____

I understand that my enrollment and participation in off-site learning through the Excelsior Springs School District is voluntary and will be reviewed at the conclusion of each semester. 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 in. I have read Board Policy IGCD and have had the opportunity to have all questions answered by the district regarding its content.

MS/HS 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.
- ☐ Off-Site Learning Coordinator or designee reviewed Methods of Instruction Handbook with parent/guardian (& student when appropriate).
- ☐ Request was received within the open enrollment period by the registration deadline.

- ☐ Student has proof of residency within the Excelsior Springs School District. (ATTACH)
 - ☐ Student is enrolled in the Excelsior Springs School District on a full-time basis.
 - ☐ If using a 3rd--party vendor, provider has been approved by MOCAP.
 - ☐ Student has attended a public school or charter school for at least one semester immediately prior to enrolling in a virtual course.
 - ☐ Course(s) requested does not cause the student to exceed full-time enrollment in the district.
 - ☐ Student has the Internet access needed to complete the virtual or online course(s).
- *Student must meet all requirements to be considered for approval of an off-site course.

Courses Approved for Enrollment in:

- ☐ ESSD Virtual Academy
- ☐ MOCAP:_____

Earliest Possible Return Date: Fall 20____

Additional Information:

Proof of Residency:

- ☐ Enrollment
- ☐ Semester

☐ Course(s) Declined for Enrollment

Reason(s) for Denying Enrollment

- ☐ Student has shown an inability to work independently.
- ☐ Student does not demonstrate competency in operating technology necessary for course completion.
- ☐ Student has not shown success in previous virtual and/or online courses enrolled in.
- ☐ Other reason(s) enrollment is not in the best educational interest of the student:

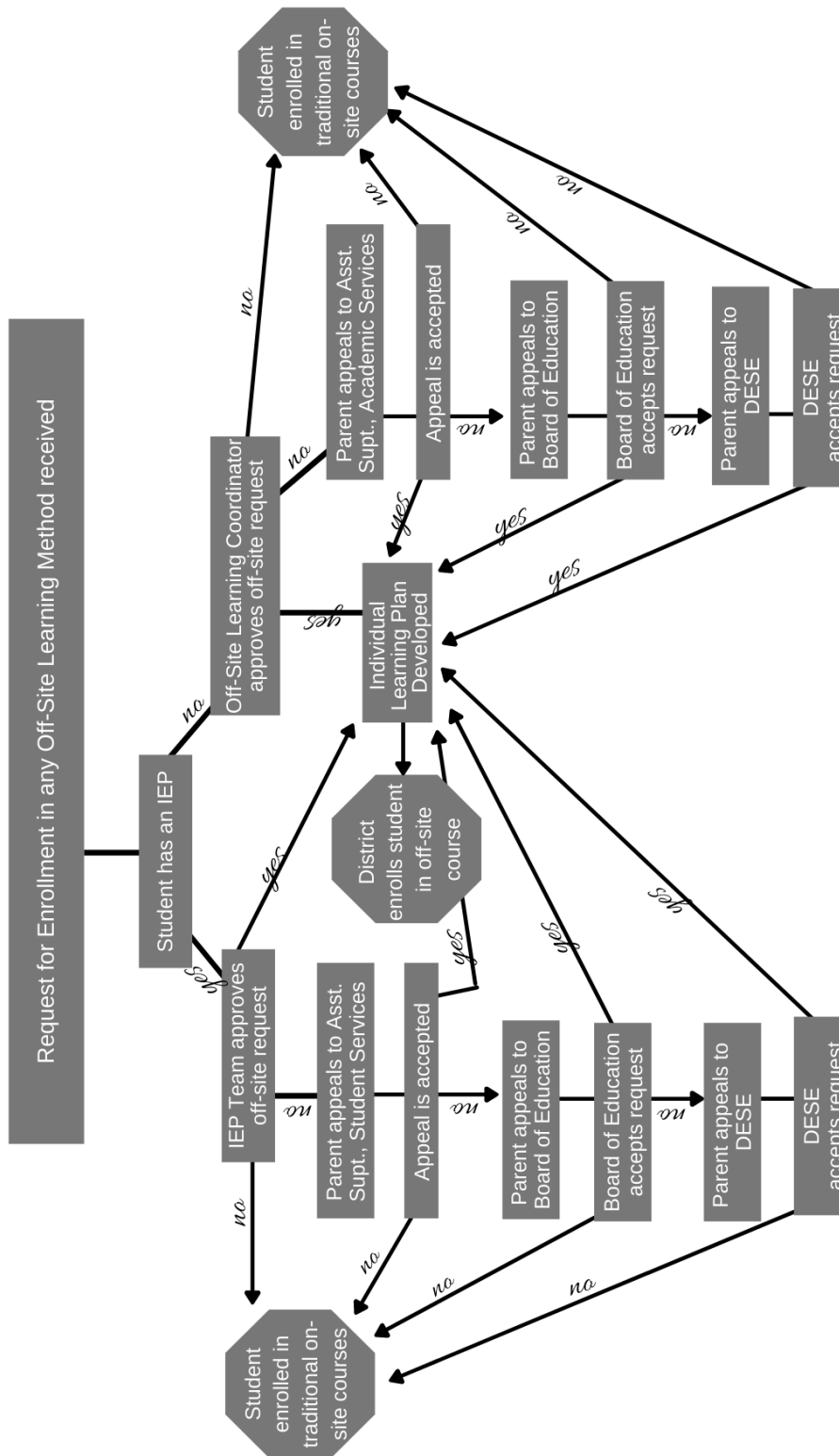
Off-Site Learning Coordinator Signature

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 a copy of this completed form to Central Office, Academic Services*

Appeal Process Flowchart



Online Learner Readiness Rubric



Developed by

Name

Student Readiness	Technology Skills	Work & Study Habits	Learning Style	Technology/Connectivity	Time Management	Interest/Motivation	Reading/Writing Skills	Support Services
★	Student has little, if any, experience using a computer or the Internet, and has minimal desire to develop more skills in this area.	Student often needs reminders to complete routine assignments, often turns homework in late and is not able to spend 5-10 hours per week on each online course.	Student is not a self-directed learner and often requires real-time feedback from teachers regarding basic directions and follow-up support.	Student does not have consistent access to a computer and a reliable connection to the Internet at home or at school.	Student does not manage his or her time effectively in doing research, basic studies and preparing for tests or quizzes.	Student has little or no interest in the content area of the online course offering and has a negative or unrealistic attitude toward online learning.	Student is reading below grade level and has experienced difficulty with routine writing assignments.	In general, parents and school personnel do not actively support online learning and are unable or unwilling to provide support assistance.
★★	Student has limited experience using a computer and the Internet, and has expressed a strong interest in developing more skills in this area.	Student sometimes needs reminders and assistance in completing routine assignments and has pledged to spend 5-10 hours per week on each online course enrollment.	Student beginning to demonstrate a behavior of self-directed learning and sometimes requires real-time feedback from teachers regarding basic directions and follow up support.	Student has limited access to a computer with low-speed Internet service at school or at home.	Student is beginning to demonstrate effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has an interest in the content area of the online course offering, but has expressed concerns about enrolling in an online course or has an unrealistic attitude toward online learning.	Student is reading at grade level and has demonstrated limited proficiency with writing assignments.	Student support system is limited, parents and school personnel are somewhat supportive of enrollment in online courses.
★★★	Student has strong computer skills and more than adequate experience using a word processor, email application and web browser.	Student rarely needs reminders or assistance in completing routine assignments and has demonstrated good independent study habits.	In general, the student is self-directed and does not require real-time feedback from teachers regarding basic directions and follow-up support.	Student has consistent access to a computer with moderate-speed Internet service at home or at school.	Student has demonstrated effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has an interest in the content area of the online course offering, and has a positive and realistic attitude toward online learning.	Student is reading at or above grade level and has demonstrated success with a variety of writing assignments.	Student has open access to school-based mentoring/counseling service and parental support.
★★★★	Student has excellent computer skills and significant experience using a word processor, email application and web browser, and is comfortable downloading information from the Internet and using other technology tools and applications.	Student does not need reminders or assistance in completing routine assignments, usually finishes homework ahead of time and has successfully completed an independent study experience or taken an online course.	Student is a self-directed learner and demonstrates a high level of comfort and skill in learning new material without requiring real-time feedback from teachers regarding basic directions and follow-up support, and deals well with ambiguity.	Student has daily access to a computer with high-speed Internet service at home and at a convenient location in the school building before, during and after regular school hours.	Student has demonstrated outstanding time management skills while participating in a variety of clubs, student organizations, sports and work activities.	Student has a strong interest in the content area of the online course offering, is highly motivated to enroll in an online course and has a positive and realistic attitude toward online learning.	Student is reading above grade level, has strong reading comprehension skills and has demonstrated success with complex writing assignments.	Student has regularly scheduled access to school-based mentoring/counseling services, parental support is strong and district has adopted policies and identified best practices to support students as online learners.
	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:

Note: This rubric was not designed to be used as a tool to determine eligibility for enrollment in online courses, but instead to be used as a resource to help identify specific areas where students may need additional support to better ensure success.