



## Caruthersville School District #18

### Virtual Learning Information / Request Form



Caruthersville School District Parents / Guardians considering virtual learning for their child(ren) for the 2020-2021 school year should carefully read all information below regarding requirements, criteria, expectations of students enrolled in virtual learning. The student or parent/guardian should complete this form and submit it to Caruthersville School District #18 Administration Building no later than August 6, 2020. Please use a separate form for each child. Please read all information below carefully prior to submitting the request form. No late registrations will be accepted due to the limited time to plan for instruction and staffing assignments.

### Important Information Regarding District Provided Virtual Instruction

#### Curriculum / Coursework

- On-line instruction will be provided by local instructors for all courses taught at the local level.
- All direct instruction, instructional activities and assignments will be provided via Apple Schoolwork. In addition, students will be required to complete supplemental lessons via the Anywhere Learning System (grades 6-12), iReady (grades K-5) and SeeSaw (grades K-8). Additional programs and activities may be used to supplement instructional activities as necessary and appropriate.
- It will be necessary that the teacher have face-to-face video conferencing with the student and / or parent. FaceTime or Zoom will be used for video conferencing. During the scheduled video conference time, teachers will provide feedback to students and parents on coursework completed and answer questions. Video conferences will be scheduled during the teachers planning time and / or after 3:30 p.m. Monday-Friday.
- All virtual coursework will be taught to the Missouri Learning Standards, district identified learning targets and curriculum guides, using pacing guides and instructional units used with in-school instruction. This information can be found on the district website at [www.cps18.org](http://www.cps18.org), district information link, curriculum-parent link.

#### Daily Instructional Schedule / Deadlines for Completion / Assessments

- Students are enrolled in seven 50-minute class periods per day. Therefore, students should plan to spend 4-6 hours per day reviewing virtual lessons and completing coursework provided. At times, students may need to spend additional time completing assigned projects.
- Coursework and assignments will be assigned with a deadline for completion, same as if in the classroom. Students will be required to submit coursework on time in order to receive credit.
- Virtual students will be required to complete all local and state assessments required on in-person students. Assessments will be scheduled by the teacher. Parents will need to make arrangements to bring the student to the school to complete assessments with the teacher.
- Students and parents should be informed that grades will be assigned at the end of each quarter and semester based on completed assignments and grades earned / standards met. K-12 grading practices will follow the same grading system as in-person classes.
- Final semester grades will be recorded on the student transcript and credit assigned accordingly.
- High School students are still required to earn 24 units of credit for graduation. Keep in mind for students to stay on track for graduation, it will be necessary to complete coursework for all seven classes while receiving virtual instruction.

### **Attendance**

- Students are expected to actively participate in the course and complete all course requirements in the time allotted for the course.
- Parents should call the school to inform the principal if a student has an illness which prevents them from being able to access virtual instruction / assignments on any day. Parents should inform the principal of the expected date the student will be able to resume virtual instruction. For extended illnesses of more than 3 days a note from a medical provider will be requested. Arrangements will then need to be made with the principal and instructor for a reasonable time in which the student will complete make-up assignments and get back on a regular schedule.
- Students who are not actively engaged for more than 5 days without notifying the school and / or providing medical documentation will be dropped from virtual instruction. Before dropping the student from virtual instruction, the principal or designee will make every effort to contact the parent to discuss their child's lack of participation in the virtual program and procedures for returning to in-person instruction.

### **District Issued Technology / Instructional Materials**

- Students will be issued a district iPad prior to the first day of school. A fee up to \$300 will be assessed for lost or damaged devices. An additional fee of \$10 each will be assessed for lost or damaged chargers or charging cords.
- Participation in virtual programming will require a reliable internet connection. The district is currently working with local businesses and organizations to establish hotspots throughout the community for students who do not have internet in the home. Students will have to go to a designated hotspot to download all lessons and activities.
- Elementary age students will likely need daily family support to access and complete virtual instruction, provide supervision while on-line and for potential troubleshooting.
- The district will provide all print materials that may be needed to complete assignments; i.e., handouts, textbooks, etc.

### **Breakfast and Lunch Program**

- The school breakfast and lunch program will provide meals to-go for virtual students. Additional details will be provided at a later date.

### **Individualized Education Plan (I.E.P.) / 504 Plan and English Language Learner (ELL) Plans**

- Students who are served by an Individual Education Plan (I.E.P.), 504 Plan or receive English Language Learner (ELL) services will be eligible to receive virtual instruction. However, it will be necessary to meet prior to school starting to revise applicable plans. Parents of students with an I.E.P. should contact Shera Crawford, Pemiscot County Special School District, at (573) 359-0021 or by e-mail at [scrawford@pcssd.k12.mo.us](mailto:scrawford@pcssd.k12.mo.us). Students who receive ELL and / or 504 services should contact the principal of their child's school.

### **Missouri State High School Athletic Association Sponsored Activities / Athletics**

- Virtual students will not be eligible to participate in Missouri State High School Athletic Association sponsored sports and activities as long as the district is providing in-person instruction.

### **Additional Information**

- Students enrolled in virtual courses and continue to be enrolled in the Caruthersville School District will continue to be affiliated with the child's home school building and will continue to receive all information and communications provided regarding programs, activities, etc.
- Courses in which a local instructor is not available will be provided by Launch or another approved MOCAP virtual provider. (See MOCAP policies and procedures below)

- The student and parent(s)/ guardian understand that the student is subject to all district policies, procedures and rules applicable to student enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.
- Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

**Student Skills Necessary for Success in Virtual Courses**

- The student has demonstrated time-management skills that indicate that the student is capable of submitting assignments and complete course requirements without reminders.
- The student has demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed.
- The student has demonstrated verbal or written communication skills that would 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.
- The student has the necessary computer / technical skills to succeed in a virtual course?

**Final Advice for Parents**

- Review the syllabus with your student.
- Define expectations for when and where your student will work on the course, outside the regular school day.
- 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.

**Missouri Course Access Program (MOCAP) Information**

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

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with Board of Education policy IGCD, Virtual Courses;
3. Taking the course does not cause the student to exceed full-time enrollment in the district. A student may take the virtual course in addition to full-time enrollment, however, the student / parent will be responsible for the cost of the course. The course must be paid in full prior to the student being enrolled in the course.
4. The student resides in and is enrolled in the district on a full-time basis;
5. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;
6. The enrollment is approved by the principal or designee.

\* A student will be excused from #6 above if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during a previous semester

**Additional Criteria**

- The course(s) requested are consistent with the student's academic and personal goals.

- The student and parent(s)/ guardian understand that the student is subject to all district policies, procedures and rules applicable to student enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.
- Students are expected to actively participate in the course and complete all course requirements in the time allotted for the course. If a student does not actively participate or is not successful, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.
- Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.
- District counselors or certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified necessary.

#### **Student Skills Necessary for Success in Virtual Courses**

- The student has demonstrated time-management skills that indicate that the student is capable of submitting assignments and complete course requirements without reminders.
- The student has demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed.
- The student has demonstrated verbal or written communication skills that would 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.
- The student has the necessary computer / technical skills to succeed in a virtual course?

#### **Other Important Information Regarding MOCAP Courses**

- On-campus students taking the course as part of their full time course load will be required to stay on campus during the period they are scheduled in to the MOCAP course.
- Student will have 5 school days from the start date of the class to drop the course and request a transfer to traditional face-to-face course as space allows.
- Students who do not make satisfactory progress in the first 20 days of the MOCAP course will be dropped from the course. However, the student should keep in mind that they will have missed 4 weeks of a traditional course and will have to make up missed course work in the class selected to replace the MOCAP course.
- The MOCAP course grade will be recorded on the student transcript and calculated into the students overall Grade Point Average (GPA).
- Parents will be given an observer account so that they may monitor their child's progress in the course.
- Students enrolled in a MOCAP course will be issued a Chromebook or other compatible device by the provider. The device must be returned upon completion of the course. If the device is not returned or damaged beyond repair, the student will be assessed up to a \$300 fine.

#### **Final Advice for Parents**

- Review the syllabus with your student.
- Define expectations for when and where your student will work on the course, outside the regular school day.
- 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.

Please refer to Board of Education policy IGCD for additional policies and procedures regarding courses offered through the Missouri Course Access Program (MOCAP).

**Caruthersville School District #18**  
**Virtual Learning Application**  
**2020-2021**

Name of Student: \_\_\_\_\_

Grade of Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name of Parent(s)/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Contact #: \_\_\_\_\_

Parent / Guardian E-Mail Address: \_\_\_\_\_

Requested Date of Enrollment: August 24, 2020 \_\_\_\_\_

Does student have an I.E.P.?      YES      NO

Does student have a 504 plan?      YES      NO

Does student receive English Language Learner (ELL) services?      YES      NO

Reason for requesting the Caruthersville School District #18 Virtual Instructional Program (if additional space is need, attach additional sheets): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have received and reviewed the information provided on the application to enroll in an online course. We understand and agree to follow all requirements and expectations set forth to successfully complete the following course(s).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Name (Printed): \_\_\_\_\_

Applications should be returned to Ms. J. J. Bullington, Superintendent, NO LATER than 3:00 p.m. on Thursday, August 6, 2020. No late registrations will be accepted due to the limited time to plan for instruction and staffing assignments.

# Caruthersville School District #18

The following form will be returned to you upon review and acceptance or denial of the request for virtual education.

## VIRTUAL COURSES (Virtual Course Enrollment Determination)

To: \_\_\_\_\_ [name of parent/guardian/student]:

\_\_\_\_\_ [student's name] requested to enroll in one or more virtual courses. We have made the following determinations.

### **Approved for Enrollment**

The student has been approved to enroll in the following virtual courses:

NAME OF COURSE	ONLINE COURSE PROVIDER	ONLINE COURSE INSTRUCTOR

### **Declined for Enrollment**

We have determined that, in accordance with Board of Education policy and procedure (IGCD – Virtual Courses), it is not in the best educational interest of \_\_\_\_\_ [student's name] to enroll in the following requested courses for the following good-cause reasons:

NAME OF VIRTUAL COURSE	REASON FOR DENYING ENROLLMENT

Name of Principal or Designee: \_\_\_\_\_

Signature of Principal or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

### **Appeals**

Students or parents/guardians who disagree with the above determinations about a Missouri Course Access Program (MOCAP) course can appeal the decision to the Board of Education. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee. Please provide a written description of the basis for your appeal, attach it with any pertinent documentation or information, and submit it to the appropriate person.

If the student has an individualized education program (IEP), the IEP team may independently determine that a course is inappropriate for the student. In that case, students or parents/guardians must follow the appeal procedure for IEP team decisions.

