

**JEFFERSON R-VII SCHOOL DISTRICT**  
**MISSOURI COURSE ACCESS PROGRAM (MOCAP) GUIDELINES**

**OVERVIEW**

The Jefferson R-VII School District has been 1:1 since 2013 and has been on the forefront of online opportunities offered to our students and families for remediation or advancement of the individual student. Jefferson R-VII is committed to working with our families to provide the best opportunities for our students with face-to-face instruction and online courses.

Currently, there are courses approved under the MOCAP library for grades 5-12. The R-VII staff will work with families to review online options.

**NOTE ABOUT JEFFERSON HIGH SCHOOL PRIOR ONLINE OFFERINGS**

Since 2014, students and families have had multiple opportunities to request virtual courses within and outside the curriculum currently offered at JHS. We have educated our families with informational meetings and handbooks before students engage in online opportunities. This is evident in our agreement with Jefferson College and the handbook developed for our families regarding online college courses. Our intent with MOCAP is to continue this process and include discussions about opportunities for our students at our fall and spring student-led conferences (SLC's) which incorporate career planning and scheduling planning.

**ELIGIBLE STUDENTS (IGCD)**

Jefferson R-VII, in accordance with Missouri Law, will accept applications from eligible district families to enroll in online courses approved by MOCAP. Here are the guidelines for eligible students:

In accordance with law, a student is eligible to take a MOCAP course through the district if:

1. The student physically resides in and is enrolled in the district;
2. The student has attended a public school or charter school at least one semester, with immediately prior to enrolling in MOCAP. A student will be excused from this requirement if the student has documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester; and
3. The enrollment is approved by the principal or designee

Students who are transferring from a non-public school, in order to meet the requirements of a semester, must be enrolled for 90% of the semester, continuously, prior to the semester MOCAP courses are requested.

**ENROLLMENT PROCEDURES (IGCD)**

The following dates are appropriate for consideration for MOCAP courses. All requests need to be in writing by completing the Request to Enroll in Virtual Courses Form:

- For the Fall Semester: August 1
- For the Spring Semester: December 1
- For the Summer Semester: April 1

All requests are welcome prior to the due date and are encouraged during our scheduling process beginning in January and at our Student Led Conferences, when schedules are reviewed and career planning discussions between student, family and staff occur.

## **APPROVAL PROCESS (IGCD-AP1)**

Jefferson R-VII will use the following guidelines from the Missouri School Boards Association (MSBA) in determining approval/denial of MOCAP courses:

MSBA has researched the efficacy of virtual learning when drafting this procedure. Based on this research, MSBA had determined the following, which the district will consider when it makes decisions authorizing virtual courses:

1. It may be in the best interest of the student to select in-person learning over virtual learning because research suggests students learn better in a face-to-face environment. In *Promises and Pitfalls of Online Education*, researchers found that taking the same course online reduced students' grades from a B- to a C. (Evidence Speaks Reports, Vol 2, #15, June 9, 2017): Link: [https://www.brookings.edu/wp-content/uploads/2017/06/ccf\\_20170609\\_loeb\\_evidence\\_speaks1.pdf](https://www.brookings.edu/wp-content/uploads/2017/06/ccf_20170609_loeb_evidence_speaks1.pdf) Additionally, when an online course preceded an in-person course in the same subject-matter area, or was a prerequisite for an in-person course, the student's GPA dropped by .42 and .32 respectively, in those in-person courses. Id.
2. Data suggests that students with low GPAs placed into virtual learning situations fall further behind their peers. Research does, however, suggest that virtual courses that personalize themselves to the student's needs may be beneficial to students who need remediation, particularly in mathematics. *Education Technology: An Evidenced-Based Review*, NBER Working Paper 23744, Aug. 2017:
3. Advanced students taking virtual courses to learn about advanced subjects creates more educational success than them not taking the advanced subject. *Access to Algebra I: The Effects of Online Mathematics for Grade 8 Students*, (NCEE, 2012-4021), <https://files.eric.ed.gov/fulltext/ED527394.pdf>. Students who are proficient in their studies who wish to take pedagogically rigorous classes not offered by the school should be allowed to take them virtually.

## **END OF COURSE EXAMS (IGCD)**

Districts are required to administer end-of-course examinations to students, even if the student is taking the relevant course through MOCAP.

## **IEP/SPECIAL SERVICES (IGCD)**

Students who qualify for an IEP will apply for courses in this manual. However, the IEP team will meet to determine approval of the MOCAP course.

## **APPROVED COURSES DURING SCHOOL HOURS (IGCD)**

Students will be offered the opportunity to complete the course during a designated hour during the normal, seven hour schedule, which is the equivalent of 3.5 credits per semester. School districts are not obligated to pay for courses outside of the normal, seven hour schedule, which is the equivalent of 3.5 credits per semester. Students taking more than two courses must have an individualized learning plan (Individual Career and Academic Plan) to be created in partnership with their counselor.

## **MINIMUM MSHSAA REQUIREMENT**

In order to be considered academically eligible for participation in interscholastic activities at a MSHSAA member school, a student that is enrolled in MoCAP shall, during the semester of participation, be enrolled in two or more seated classes at the member school. If there is a class associated with the activity, the student must be enrolled in that course in order to participate. Must complete MoCAP courses by the close of the grading period for the member school in order for those credits to be considered towards activity eligibility.

**ATTENDANCE AND COMPLETION (IGCD)**

Students who enroll in MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course and expected to complete the course within the time allotted for the course. The district may remove the student from the course and deny future MOCAP courses if the student does not actively participate or is not successful in the course.

**APPEALS PROCESS (IGCD)**

The Jefferson R-VII Board of Education will hear appeals from families and students at the Board Meeting following the due date outlined above. Students and families will be notified in writing if the course application is denied. Students and families will complete a form and submit to the Superintendent of Schools to appeal the decision. Students and their legal guardian are eligible to appeal the decision with the Jefferson R-VII Board of Education.

**COLLEGE COURSES/DUAL-CREDIT**

Online college credit courses do not fall under MOCAP.

**REFERENCES**

MOCAP Link: <https://mocap.mo.gov/>

Missouri School Boards Association: Policy Reference, IGCD, IGCD-AP1

**APPLICATION FORM**

Application form for requesting MoCAP courses at Jefferson R-VII can be found in the office of each building and under the Online Learning page on the district website.