

Pleasant Hill R-III School District



Virtual Learning Student/Parent Guide

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Introduction

This guide has been prepared for students, 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.

What is MoCAP?

MoCAP

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 for grades K-12 through outside providers. 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.

If a family chooses to enroll with a MO-CAP approved online provider that is not LAUNCH, the student will be transferred from Pleasant Hill R-III (current district of residence) and become a student in the host district. Please refer to the MOCAP Website that outlines this [process](#). Families can make this decision independently of the Pleasant Hill School District. For further enrollment details, refer to this [link](#).

LAUNCH

Local school districts and charter schools may use their own preferred online provider. LAUNCH is the Pleasant Hill R-III School District's preferred provider for students in grades K-12. LAUNCH is operated and overseen by the Springfield, MO School District and currently offers over 100 courses. Courses can be found in both the synchronous and asynchronous format. 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 in grades K-12 wishing to take advantage of online learning opportunities will do so through LAUNCH. All information/procedures that follow in this document are in reference to LAUNCH. LAUNCH enrollment information including course offerings can be provided by the school counselor.

Why Consider Online Learning?

A student and their family might opt for online learning over in-person learning for several reasons. Firstly, online learning offers flexibility in scheduling, allowing students to manage their time more efficiently and balance academics with other responsibilities or interests. Secondly, online learning can provide a more personalized pace of learning, allowing students to progress through materials at their own speed, whether faster or slower than traditional classroom settings. Additionally, online platforms often offer a wide range of courses and subjects that may not be available locally, giving students the opportunity to explore diverse academic interests. Lastly, for families concerned about safety, health issues, online learning provides a secure and accessible alternative to traditional classroom environments, ensuring continuity of education regardless of external circumstances.

Profile of a Successful Online Student

A successful online student exhibits a blend of self-discipline, time management skills, and proactive communication abilities. They are adept at organizing their study schedule effectively, setting aside dedicated times for coursework while balancing personal commitments. Such students are highly motivated and take initiative in seeking clarification when needed, engaging actively in online discussions and forums to enhance their learning experience. They demonstrate adaptability to various digital platforms and tools, leveraging technology to access resources, participate in virtual classrooms, and collaborate with peers effectively. A successful online learner also demonstrates resilience in the face of challenges, maintaining focus on their educational goals while demonstrating accountability for their progress and outcomes. Their ability to stay organized, communicate clearly, and embrace a proactive approach to learning contributes significantly to their academic success in the online environment.

****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/guardian 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/guardian 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?
- Do I have my own device? The District will provide a device to students enrolled in LAUNCH courses.

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

- Is the student willing to remain in the course/s for the ENTIRE semester?
- 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? A student may drop the course within the first 10 days of the semester.

LAUNCH Enrollment Procedures

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

Hybrid scheduling may be available. A hybrid schedule would include both virtual and face-to-face courses in a Pleasant Hill School. Families in these situations are responsible for their own transportation; the district will not provide transportation.

Students must enroll in the appropriate number of courses that will allow them to progress toward graduation with their cohort.

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 LAUNCH and/or the school district.
- The student's 504 or IEP team determines that education through LAUNCH is not in the best educational interest of the student.

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

****If a student receives a passing grade in a course but wishes to retake it in hopes of attaining a higher grade, the district will not pay for the retake. For example, if a student receives a 'D' in Algebra 1 and wants to retake it for a higher grade, the district will not pay for the retake online course. However, if the parent wishes to pay for the retake and receives a higher grade, the district will accept the grade but not for additional credit (a student can only receive credit for Algebra 1 once).**

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

****Students must continue to be enrolled for the LAUNCH Class for the entire semester. Students may drop or add the LAUNCH class within the first 10 days of the semester.****

Homeschool Students

If a student who resides in the Pleasant Hill R-III School District was homeschooled the prior semester and wishes to take online courses, visit the MoCAP [website](#) to review options. If your preferred provider is LAUNCH, please contact the Pleasant Hill School District for enrollment information. The following criteria must be met:

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

Home school students may participate in athletics/activities if: 1. reside with the attendance boundary; 2. adhere to eligibility standards (academic, conduct, and physicals); 3. Pay applicable participation fees. If the co-curricular activity has a course requirement for participation, that same requirement applies to the home schooled student. All participants are expected to meet citizenship standards, discipline, attendance, and eligibility standards connected to the applicable sport or activity.

Academic Information

LAUNCH 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 Virtual

- 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 Acquisition**

- Designed for at-risk students transferring or re-entering during a semester.
- Flexible start dates
- Credits are earned on a pass or fail basis
- Not MSHSAA or NCAA approved

By utilizing the Canvas Learning Management System Mastery Paths Platform, 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 LAUNCH Course, regular school year

Traditional Virtual, regular school year: Students have 10 school days from the start date to drop a semester course without grade penalty and 3 school days for a quarter course. Snow days would not factor into this count.**

Credit Recovery, regular school year: Students have 10 school days from enrollment to drop the course without penalty. Snow days would not factor into this count.**

Credit Acquisition, regular school year: Students have 10 school days from the enrollment to drop the course without penalty.

**If a student starts the semester in a virtual course but drops it before 3 days, he/she may request a transfer to a corresponding face-to-face course if space allows. However,

if a student begins the virtual course, does complete some of the work and then decides to drop the course before 10 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 3 school days and may 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 it is determined that a student is failing to make adequate academic progress, a meeting will be held with all stakeholders to determine if virtual instruction will be continued for the following semester. *The district reserves the right to return students to in-person instruction for not making adequate academic progress as determined by both grades and/or assessment results.* Student preference in course selection could be significantly restricted when returning due to failure to make adequate academic progress.

Dropping a LAUNCH 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.

Parenting a Virtual Student

Communication with Student:

1. Access the parent view of Canvas and save it as a bookmark to see class activities
2. Know their upcoming deadlines--short term and long term
 - a. Copy their Canvas calendars into your calendar to help keep them on track
3. Check-in regularly
 - a. Check on specific classes each day of the week to avoid just asking about "school" in a vague way that gets you vague answers like "it's good"
 - b. Ask to see progress on assignments as they go instead of at the deadline
4. Trust your student, but contact instructors (in whatever way they list on their syllabus) if progress or expectations seem inconsistent with learning in the course

5. Help your student decide what's considered successful for each of their classes.
6. Access grades and progress for each of their classes by bookmarking Parent Portal

Communication with Instructors:

1. Be in contact with instructors early in the course
 - a. Add upcoming class assignments throughout the year on your preferred calendar
 - b. Tell instructors about circumstances unique to you and your student that impact their learning (both remotely and during in-person classes)
 - c. Ask about units and activities that have traditionally presented challenges

Active Awareness of Course Expectations:

1. View the syllabus to know the goals and philosophy of the course
 - a. "To learn biology" is a superficial answer when all of your student's instructors have personal connections to their content. Know what those are so you can offer more support than "do your algebra" as the semester goes forward.
2. Look back at past work with your student
3. Look at their score and instructor feedback--are they reaching and holding a standard that you consider a success in your house or do changes need to be made?

Supporting Student Needs for Time and Environment:

1. Foster healthy, productive sleeping patterns
 - a. Check-in during the day to encourage active, involved participation during school hours on remote days
2. After school schedules may need a second look
 - a. Help them adapt according to the realistic needs of your home
3. Help them make environments where they can focus at home. Look for:
 - a. Locations with limited interruptions--preferably not just their bedroom
 - b. Timeframes that let them focus for long enough to complete a task
 - c. Materials for assignments to be ready before starting
4. Help them pick out the specific activities before beginning work at home
 - a. They will have more success if they know:
 - i. What task are they working on
 - ii. What is considered "complete"
 - iii. Where to look for supports if they get stuck
5. If internet access is a concern, be in contact with the district about supports that are available to ensure your student has access to all of their needs from home

Follow Up on Student Progress:

1. Knowing upcoming deadlines and specific tasks for that day will let you better understand and support their learning
2. Help them compare what they have completed to:
 - a. The assignment instructions
 - b. The rubric or standard for grading

- c. Any examples provided
- 3. Celebrate them when they have done something well

Virtual Course Progress Monitoring

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

District employees (of enrolled districts) can monitor student progress.

State Testing for LAUNCH Students

All LAUNCH students **are required** to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing. MAP and EOC tests measure a students' 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.

Graduation Requirements

To earn a Pleasant Hill R-III School District diploma, students need to successfully complete the 25 credit requirements defined in the Career and Educational Planning Guide. Students and parents need to work closely with the school counselor to make sure they are on track to graduate.

Early graduation

According to school procedures, early graduation is allowed any time after six semesters of attendance, beginning with grade nine and attainment of graduation requirements. Early graduation should be a part of the cooperative plan arrived at by students, their parent/guardian and the school. All early graduations must meet the six or seven semester checklist or be approved by the administration.

Class Rank

All online course grades through Launch will be calculated into a student's class rank equivalent to a course taken face-to-face at PHHS. For example, an AP course taken through Launch 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. Daily announcements are made at school and regular grade level newsletters are shared with families. It is the responsibility of the student and his/her parent/guardian to keep up-to-date on senior deadlines and expectations. Contact the Counseling Office at 540-3111 for any specific questions.

A+ Program

Students who are enrolled in the A+ program and take virtual 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 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 PHHS 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 PHHS and taking Launch 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.

IEP/504 Students for LAUNCH Students

When a student with a disability, or the student's parent, requests registration for virtual courses, the IEP or 504 team must convene to consider how registering in virtual courses will impact provision of a free and appropriate public education (FAPE) for a student with a disability. The student can be then considered for virtual instruction, at the district level, if it has been determined that it is in the best educational interest of the student. LAUNCH instructors are trained in accommodating students' needs. The school's process coordinator will email your student's IEP or 504 to LAUNCH so that it can be distributed to the student's teachers. Accommodations will be made accordingly. Special education services for students with IEPs will be determined by the IEP team.

School Athletics and Activities

Students that desire eligibility to participate in activities or sports at a Pleasant Hill High 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 Pleasant Hill R-III School District and enrolls in online classes through the Pleasant Hill R-III School District Launch 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 LAUNCH 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: 1. reside within the attendance boundary; 2. adhere to eligibility standards (academic, conduct, and physicals); 3. Pay applicable participation fees. If the co-curricular activity has a course requirement for participation, that same requirement applies to the home schooled student. All participants are expected to meet citizenship standards, discipline, attendance, and eligibility standards connected to the applicable sport or activity.

Parents are strongly encouraged to review the MSHSAA handbook for further clarification regarding eligibility. For specific questions, please contact the Pleasant Hill High School Activity Director at 540-3111.

Technology for LAUNCH Students

Any full-time student will be issued a chromebook through the district. The chromebook will meet the technology requirements for any online course taken through LAUNCH. The district, however, will not provide internet access; this is the responsibility of the parents/guardians.

All LAUNCH courses are hosted by Canvas.

Students 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
2. Use your Canvas inbox to send a message to HELP.
3. Call the LAUNCH office at 417-523-0417.

All LAUNCH students are required to sign and abide by all of the district's tech and media forms.

Free & Reduced Eligibility

All virtual students will still be able to participate in free and reduced lunch.

Contacts for LAUNCH Students

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

Primary School

Elieen Fratzke

efratzke@phr3.org

(816)540-2119

Elementary School

Erica Hilmas-Tucker

ehilmas-tucker@phr3.org

(816) 540-2220

Intermediate School

Hannah Ervin

hervin@phr3.org

(816)540-3165

Middle School

Meg Rhodes

mrhodes@phr3.org

816-540-2149

High School

High School Counseling Center

816-540-3111

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Pleasant Hill R-III School District

Online Learning ~~Agreement~~ Request

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

School: _____

Student MOSIS Number: _____

Student Name(First, Middle, Last): _____

Gender: _____ Preferred Gender: _____

Birthdate(mm/dd/yyyy): _____

Race: American Indian or Alaska Native Asian Black
Native Hawaiian or Other Pacific Islander White

Grade Level: _____

Student Email: _____

Does the student have an: IEP? Yes No 504? Yes No

Parent/Guardian Name(First, Last): _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email: _____

Parent/Guardian Address: _____

Name of LAUNCH Course(s):

Semester and Year the Course(s) will be taken:

Reason for Requesting Virtual Course(s):

Does the student have daily access to reliable Internet services: Yes No

Does the student have daily access to technology necessary for course(s): Yes No

Virtual Learning Student/Parent Guide

All students must obtain district approval prior to enrolling in a virtual course provided or paid for by the district. The deadline for requesting to enroll in a virtual course is ten (10) days after the start of the current semester.

If a student is approved to take a virtual course and does not actively participate in a course or is not progressing in the course, the district MAY remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

The Virtual and Online Student/Parent Guide is a vital part of our program. Though the guide 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 Virtual and Online Student/Parent Guide 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:~~

Student Signature

Date

Student Name (Printed)

Parent Signature

Date

Parent Name (Printed)

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

~~APPROVAL SIGNATURE:~~

Principal Signature

Date

For Office Use Only

Date Request Received: _____

VIRTUAL COURSES

Enrollment Approval for MOCAP or District-Sponsored Virtual Courses

To: _____ [name of parent/guardian/student]

Re: _____'s [student's name] request to enroll in one or more courses.

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

Please note that the student is expected to routinely log in, participate in the virtual course and complete all assignments in a timely manner. If a student does not actively participate in a course or is not progressing in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of the time to complete a virtual course will be permitted only in situations where completion of the course in the allotted time would be impossible due to factors beyond the student's control.

If you have any questions please contact me at _____.

Principal or Designee

Signature of Principal or Designee

Date

Note: The reader is encouraged to review policies and/or procedures for related information in support of this administrative area.

VIRTUAL COURSES

Denial of Request to Enroll in Virtual Courses

This form is intended to be used to notify parents/guardians and students that their request to take a district-sponsored virtual course have been denied.

To: _____ [name of parent/guardian/student]

Re: _____'s [student's name] request to enroll in

_____ [list virtual courses].

District staff have determined that, in accordance with board policy and district procedures, there is good cause to deny your student's request to enroll in the above-listed virtual course(s) for the following reason:

If you disagree with this determination, you may request a review of the decision by contacting:

If you have any questions, please contact me at:

[Principal name and contact information]

Signature of Principal or Designee

Date

VIRTUAL COURSES

Review of Virtual Enrollment Decision

Note: If the enrollment decision was made by the student's individualized education program (IEP) team or Section 504 team, follow the federal appeal process.

Name of Student: _____

Name of Parent/Guardian: _____

Name of Course(s) Denied: _____

Provider of Course(s): _____

By completing this form, you are requesting a review of the decision denying enrollment in the above-listed course(s). Please provide the reason(s) the student should be enrolled in the course(s) below and attach any additional information you believe is relevant to the decision.

[illegible]

Signature of Parent/Guardian or Student

Date _____

Return the completed form to the district central office.