



**Pilot Grove
School District
2021-2022**

**Missouri Course Access Program
(MOCAP)**

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MOCAP

The Pilot Grove School District will participate in the Missouri Course Access and Virtual School Program (MOCAP). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. (Policy IGCD)

The Pilot Grove School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's Principal and inquire about the Missouri Course Access Program (MOCAP). Additional questions may be directed to Gay Baer at 660-834-4415.

MOCAP offers virtual online courses for students statewide. Students can take an entire course 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.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses.

Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, at any time.

Student Skills Necessary for Success in Virtual Courses

- ★ Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- ★ Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- ★ Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- ★ Student has the necessary computer or technical skills to succeed in a virtual course.
- ★ Student has access to technology resources to participate in a virtual course.
- ★ Consideration of the student's previous success (or struggle) in virtual coursework.

Notice

Pilot Grove School District will annually permit eligible students, under the age of twenty-one, who reside in the District, to enroll in MOCAP as part of the student's annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a Missouri public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Administrative Procedure IGCD-AP (1).

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

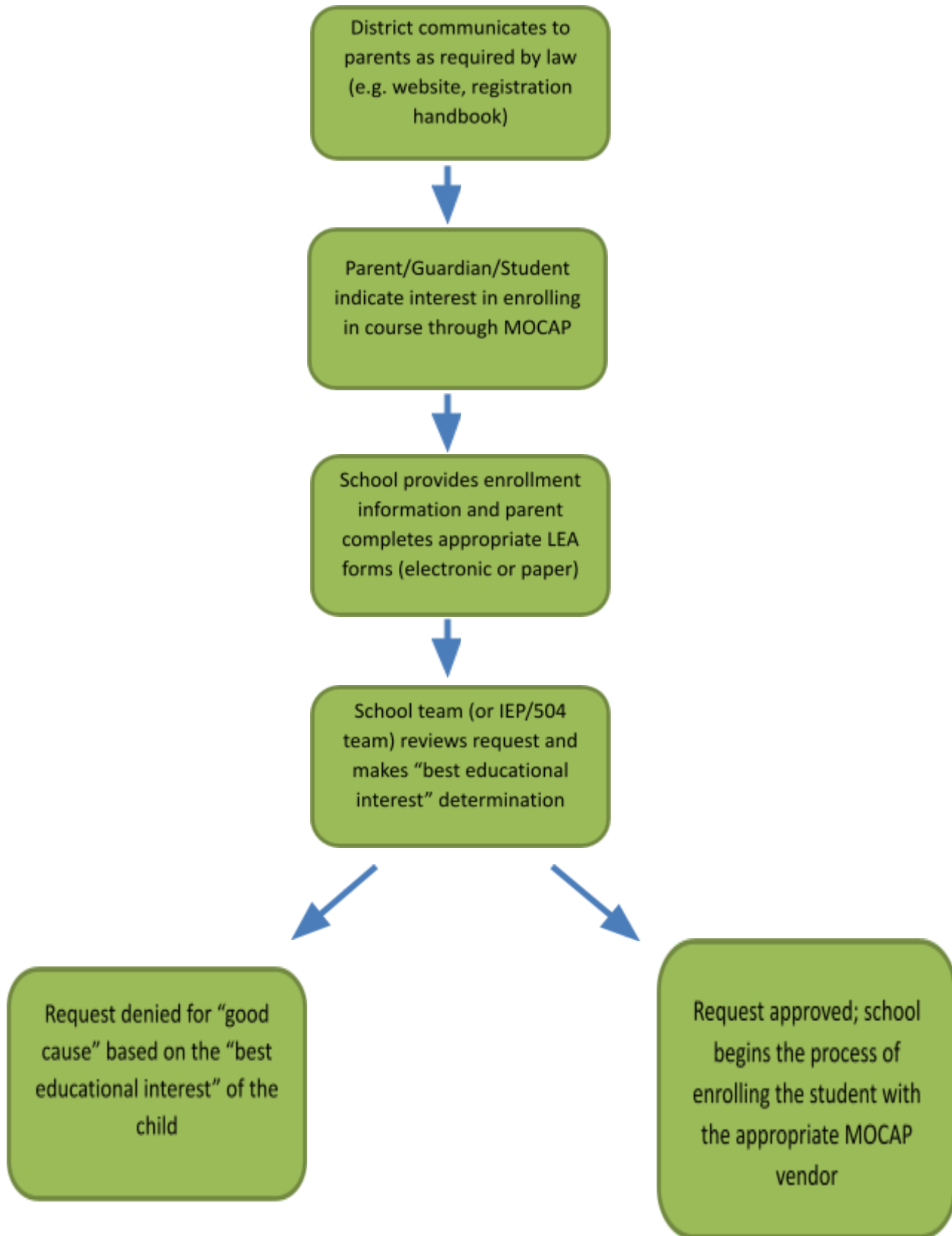
The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

The Missouri Course Access and Virtual School Program (MOCAP) has developed a course catalog of virtual online courses for students statewide. For more information, visit the [MOCAP website](#).

MOCAP Information and Enrollment Flowchart





Student Request to Enroll in Online Learning Courses

MOCAP is a program developed by the state of Missouri to offer students equal (online) access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. The intent of MOCAP is to give students access to courses that are not offered by the district or cannot be taken due to scheduling conflicts.

Request deadlines:

- Fall Enrollment Request Deadline: **MONDAY, August 16, 8:00 A.M.**
- Spring Enrollment Request Deadline: **MONDAY, December 13, 8:00 A.M.**

Please print legibly and give this form to your Principal prior to the above requested deadline.

Student Name: _____

Student Signature: _____ Date: ____/____/____

Parent Name: _____

Parent Signature: _____ Date: ____/____/____

Indicate the reason for requesting online learning?

- ☐ The course is not offered in Pilot Grove School District
- ☐ Scheduling conflict
- ☐ Other: _____

Course being requested? (Please include semester if applicable, i.e. English 4 - 2nd Semester):

Intended location for course completion will occur during the school day.

(*Classes must be taken during the day at school to be eligible to participate in extracurricular activities.)



MOCAP Approval/Denial

MOCAP is a program developed by the state of Missouri to offer students equal (online) access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. The intent of MOCAP is to give students access to courses that are not offered by the district or cannot be taken due to scheduling conflicts.

_____ [student's name] has been
approved to enroll in MOCAPs course _____ [course name]

Course work must begin by ___/___/___ and be completed by ___/___/___

Course work will be completed during the school day at my building

Course is being taken to attain credit for graduation.

Administrator Name: _____

Administrator Signature: _____ Date: ___/___/___

Please sign this form indicating you have read and understand the above information and the
MOCAPs Statement of Understanding of Expectations

Student Name: _____

Student Signature: _____ Date: ___/___/___

Parent Name: _____

Parent Signature: _____ Date: ___/___/___



MOCAPs Statement of Understanding of Expectations

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy.

The student must reside in the Pilot Grove School District (PGC-4) attendance area to take MOCAPs courses during the entire time the student is participating in the PGC-4 MOCAPs program.

The district will provide supervision for students who take virtual courses in district facilities, but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students 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 taking courses off-campus must have access to computer hardware and internet access.

Students are required to take assessments on campus with an Online Instructor. It is the student's responsibility to schedule the assessment session with their counselor in adequate time to complete all assessments prior to the required course completion date.

Students must take the EOC exams associated with MOCAPs courses within the EOC window set by the Pilot Grove School District.

The District will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP, i.e., if a student fails to complete a course past the drop course window, students will earn an "F" on the student transcript resulting in an impact to the student's GPA.

Students may be dropped from a MOCAPs course for lack of adequate progress. Should the lack of progress occur after the drop course window, students will earn an "F" for the course which is reflected on the student's transcript and impact to the student's GPA.



MOCAP Approval

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 Virtual Course

Name of Principal or Designee

Signature of Principal or Designee

Date



**DENIAL OF ENROLLMENT IN DISTRICT'S COURSE ACCESS
AND VIRTUAL PROGRAM**

Dear _____:

The District has considered your child's request to enroll in a course within the Missouri Course Access and Virtual Program. In making this decision, the District has considered, among other reasons, your student's course work, attendance, discipline record, and the benefits offered by the course.

The District has determined that enrollment in this course is not in the best educational interest of your son/daughter and was based upon the following factors:

APPEAL: If the principal or designee determines that is is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. You have a right to appeal the Board's decision at a closed meeting of the Board of Education. You are encouraged to submit the basis for your appeal along with any documents which you believe support your appeal. You will be given the right to present your position to the Board at the hearing.

The Board will provide you with their written decision within thirty (30) days of the appeal hearing. If you are not satisfied with the Board's decision, you may appeal to the Commissioner of Education, 205 Jefferson Street, Jefferson City, MO 65101. The Department will render a decision within seven (7) days of receipt of the appeal. The Department's decision is final.

Sincerely,

Principal



MOCAP Lack of Progress Notification

Date: ___/___/___

Dear Parent and Student.

As stated in the **MOCAPs Statement of Understanding of Expectations**, students may be dropped from a MOCAPs course for lack of adequate progress. Should the lack of progress occur after the drop course window, students will earn an “F” for the course which is reflected on the student’s transcript and impact to the student’s GPA.

_____ [student’s name], enrolled in

MOCAPs course _____ [course name] is not making adequate progress for course completion. The following action will need to occur:

- ☐ The student will be required to work on the course at PGC-4 until the course is completed.
 - The students should contact the Online Coordinator at PGC-4 within two days of receipt of this notice to create a schedule to enable the student to work at their building to complete the course. Failure to make contact will result in the student being dropped from the course.

- ☐ The student will be dropped from the course if the student fails to make adequate progress during two quarters. Effective Date ___/___/___

Administrator Name: _____

Administrator Signature: _____ Date: ___/___/___

Student Name: _____

Student Signature: _____ Date: ___/___/___

Parent Name: _____

Parent Signature: _____ Date: ___/___/___



This is to inform you that your child, _____, is not making adequate progress to complete (course)_____.

_____ needs to make arrangements to complete coursework until the coursework is back on track for completion.

If _____ does not contact his/her course instructor within seven business days from the receipt of this notice, the student will be dropped from the course. If the student begins to make adequate progress for completion, the student may request permission to complete the coursework..

MOCAP Lack of Progress Notification Drop Notice

Student Name: _____ taking _____ course has/ has not participated in above processes or is not making adequate progress for course completion.

_____ will be dropped from MOCAPs course _____ effective ____/____/____

Administrator Signature: _____ Date: ____/____/____

Student Signature: _____ Date: ____/____/____

Parent Signature: _____ Date: ____/____/____

Signatures indicate understanding that the above named student is being dropped from the course due to lack of adequate progress. **This will result in an F for the course and will be noted on the student transcript.**