



Cassville R-IV School District

1501 Main Street Cassville, Missouri 65625

(417) 847-3137

Virtual Instruction Guidelines

- Cassville students who apply to participate in a virtual instruction delivery course(s) must have the course(s) pre-approved by the district.
- Full-time students are students who are currently enrolled full-time at Cassville R-IV School District and have attended a Missouri public school for at least one full semester immediately prior to enrolling in a virtual class.
- Students who are not full-time due to attendance must pay their own tuition or have a documented medical or psychological condition that prohibited them from attending.
- Students who are not full-time due to not having attended a Missouri public school for at least one full semester immediately prior (but are now enrolled full-time) must pay their own tuition or appeal this provision to the superintendent of schools for review of the student's case.
- Cassville R-IV School District will pay the cost of virtual courses only if the district has preapproved the student's enrollment according to district policy.
- Students are responsible for any fees incurred due to lost, stolen, damaged, or unreturned materials.
- Open enrollment for virtual courses closes on the **5th academic day of the spring and fall semesters**. Open enrollment for summer virtual courses closes 5 academic days prior to the start of the summer session.
- The district is not required to provide students access or to pay for courses beyond the equivalent of full-time enrollment.
- 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 dishonest, discrimination, harassment, bullying, and cyber bullying.
- Students may spend the first 5 days of virtual instruction seated at the district for training and correct implementation of the program (special circumstances can apply, such as COVID-19). Students will then be on a monitored status for the next 10 days and must prove they are working and able to navigate the program appropriately while off campus. Students may be withdrawn from the virtual instruction program and moved back to campus if adequate progress is not made.
- For more information and district policy information, visit: www.Cassville.k12.mo.us.



Cassville R-IV School District

1501 Main Street Cassville, Missouri 65625

(417) 847-3137

Best Educational Interest Determination and Request for Virtual Courses

Cassville R-IV School District offers online courses through the use of our own staff members as well as Launch and Edgenuity. Courses range from seated online offerings on campus to completely virtual outside of the school setting. Launch and Edgenuity are the preferred MOCAP provider of Cassville R-IV School District. To ensure virtual instruction is in the best educational interest of the student, the following guidelines will apply upon approval:

- 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. Failing to complete the course or making satisfactory progress could result in a student not receiving credit or being promoted to the next grade level.
- 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.
- Student previously was successful with virtual coursework.
- **Participation in virtual learning does not exempt my student from taking mandatory state assessments (MAP, EOC, WIDA, etc.) and I agree to work with building administration to schedule times for students to come on-site to complete assessments.**

Student Name: _____ Grade: _____

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Email: _____ Date: _____

Students requesting to enroll in a virtual course must complete this form as part of the enrollment process. The student will complete his/her part and return it to their school counselor. A fully completed form will be given to the student and a copy placed in the student's cumulative file.



Cassville R-IV School District

1501 Main Street Cassville, Missouri 65625

(417) 847-3137

Student Name: _____ Grade: _____ Date: _____

Course Name	Reason For Request	Delivery Method	
		On Site	Off Site

Student must complete the questions below.

District Course Availability:

1. If the course is offered on-site by the district, are there extenuating circumstances which make it difficult or impossible for you to take the on-site course offered by the district?

Please explain.

Student Skills Necessary for Success in Virtual Courses:

1. Do I demonstrate time-management skills that indicate that I am capable of submitting assignments and completing course requirements without repeated reminders? Y or N
2. Have I demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed? Y or N
3. Have I demonstrated verbal or written communication skills that would allow me to succeed in an environment where the instructor may not have sufficient nonverbal cues to indicate the level of understanding? Y or N



Cassville R-IV School District

1501 Main Street Cassville, Missouri 65625

(417) 847-3137

4. Do I have the necessary computer or technical skills to succeed in a virtual course? Y or N

Other Relevant Factors:

1. Do you have adequate access to a computer, internet, and other necessary technology to participate in a virtual course and complete assignments? Y or N
2. Have you previously attempted a virtual course and struggled with or failed the class? Y or N

If yes, please explain how those problems have been addressed.

Please provide any additional comments or information to assist in determining if virtual instruction is in the students best educational interest.

Comments:

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



Cassville R-IV School District

1501 Main Street Cassville, Missouri 65625

(417) 847-3137

Questions below are to be completed by the district.

District Course Availability:

1. If the course is offered on site by the district, are there extenuating circumstances that make it difficult or impossible for the student to take the onsite course offered by the district?

Please explain.

Virtual course Characteristics:

1. Does the course meet Cassville R-IV requirements for promotion? Y or N
2. Does the course align with the student's core curricular or elective requirements? Y or N
3. If the course is for remediation, will it meet the student's instructional needs? Y or N

Student Skills Necessary for Success in Virtual Courses:

1. Has the student demonstrate time-management skills that indicate that the student is capable of submitting assignments and completing course requirements without reminders? Y or N
2. Has the student demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed? Y or N
3. Has the student 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? Y or N
4. Does the student have the necessary computer or technical skills to succeed in a virtual course? Y or N

Other Relevant Factors:

1. Has the student previously attempted a virtual course and struggled with or failed the class? If so, have the issues that caused the problem been identified and addressed?

Please explain.



Cassville R-IV School District

1501 Main Street Cassville, Missouri 65625

(417) 847-3137

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 Virtual Course	Delivery Method	
	On Site	Off Site

Declined for Enrollment

We have determined that, in accordance with Board policy and procedure, 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 District Administrator: _____

Signature of District Administrator: _____ 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.