

# East Lynne School District



Online Course

Student/Parent Handbook

## Introduction

This guide has been prepared for parents, guardians, and others who want to help our 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 learner online learner
- How to enroll in online courses
- What options are available for online learning
- Why someone might consider online learning

### **SENATE BILL 603 at a GLANCE**

In the Spring of 2018, SB 603 was passed, thereby expanding the online learning opportunities for students in Missouri. Highlights of the legislation are below.

The school district must adopt a policy that creates a process for students to enroll in virtual courses and may include consulting with appropriate school staff members to assist students in enrolling. These policies can be found on our school webpage.

The school district must pay for eligible K-12 students to take virtual courses as long as the student resides in the district, is currently enrolled in the district and was enrolled in a public school the previous semester. \*\*Exceptions for homeschool students who reside in the district as referenced below in the homeschool student's section of this document.

School districts are not required to pay for courses beyond full-time enrollment. Therefore, if a student is already enrolled in seven courses in a semester during the regular year (or two courses during the summer school session) the district will not be required to pay for additional courses.

School districts are able to determine a student's eligibility to enroll in an online course and can refuse enrollment based on 'the best educational interest of the child'. Should the parent disagree with the district's determine, an appeal may be made to the local school board.

## What is 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 to grades K-12. 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 not place dependent. MOCAP approved courses have been through a stringent review process, including:

- Course alignment to Missouri Learning Standards
- Web Content Accessibility Guidelines (WCAG 2.0)
- Data security review
- Missouri appropriately certified teachers
- College Board approval of Advanced Placement (AP courses)

East Lynne School District will work with your student to find the best fit for your student's needs. The Missouri approved course providers are listed below.

### Courseware Providers

- [Accelerate](#)
- [Acellus](#)
- [Edgenuity](#)
- [EdisonLearning](#)
- [Edmentum](#)
- [Greenways](#)
- [Launch](#)
- [Mizzou Academy](#)
- [MOVA](#)
- [Odysseyware](#)

### Why consider online learning at East Lynne School?

Students take online courses for a variety of reasons. For some students, it expands the range of courses and opportunities for our students. It allows our students to take courses not offered at the local level. Other students may use online opportunities as a viable homebound option. And still others, may simply prefer the online learning format.

From a student's point of view, online learning is attractive because it is:

- personalized to individual needs and learning goals
- flexible so a student can try different ways to learn
- interactive and engaging because students will be meeting people from other school districts in a safe, monitored environment
- relevant to the online life many students lead
- paced by individual progress so students can move as fast or as slow as needed in order to attain learning goals
- collaborative with teachers, peers, and others
- responsive and supportive when a student needs extra help or time to learn.
- available 24 hours a day

### What does it take to be a successful online student?

The most important question to answer is whether or not the students is well suited to be in an online environment. Parents and students should be aware that the demands of online courses are equal to or exceed those of traditional 'face to face' courses. Online instruction places much more responsibility on the student. A student should plan to spend at least one hour a day, four-five days a week, on each course. That is, each course requires four to five hours per week. This is similar to the amount of time a student would spend in a course at

school. Instructors with online teaching experience agree that students who are successful at online learning have the following important characteristics.

1. Good time management
2. Effective communication
3. Independent Study Habits
4. Self-Motivation
5. Academic Readiness
6. Technologically prepared

## **What other things should I consider before choosing online learning?**

In this process, a crucial role of the parent 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 decides if a student is likely to be successful, there are other questions to consider.

### **Technology**

- ✓ What are the technical requirements?
- ✓ Can the parent/guardian provide the internet access needed by the student?
- ✓ Can the parent and student handle the technical understanding needed?

### **Learning Environment**

- ✓ Is there a quiet area for the student to work?
- ✓ Will there be a designated time for the student to complete the study and requirements?
- ✓ Is the student able and willing to ask for help when needed?

### **Considering the Course**

- ✓ Are there prerequisites for the online course? Has the student met these requirements?
- ✓ How rigid are the course assignments/test dates?
- ✓ What is the time commitment (daily/length of term)?
- ✓ How do students receive grade updates and final grades?
- ✓ When can a student drop a course if he or she finds it too difficult?

## How do I enroll in an online course?

In order to enroll in an online course under the provisions of the Senate Bill 603, students must be a **resident of East Lynne School District** and **be willing to enroll in the district**.

Upon determining that the online learning may be a viable option for a student, parents should contact the superintendent/principal to pursue possible enrollment. A meeting will be scheduled with the superintendent/principal to pursue possible enrollment 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:

1. The student has not completed the pre-requisite coursework needed for the course
2. The student has failed online courses previously
3. The enrollment request does not occur within the same timeliness established by Launch and/or the school district.

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. A student may retake the course at the cost to that student.

A family must enroll in these programs through the school. If a family enrolls directly through the courseware provider, the school district will not be responsible for the cost of the course.

## Can homeschoolers take these courses?

If a student who resides in the East Lynne School District was homeschooled the prior semester and wishes to take online courses at the district's expense, there are allowances for this. The following criteria must be met.

- ✓ The student must reside in the district (and provide proof of residency)
- ✓ The student must enroll in courses approved by the school
- ✓ The student must meet all of the courseware's 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)

## How do I get started on an online class?

The superintendent/principal will help students sign up for online classes and provide the necessary enrollment notifications. This will include student log in information and course list. It will be important for the student/parent to communicate effectively about course information/requirements to avoid delay in starting or impeding the online class. Initially, there is a form students and parents will need to fill out to get the process started. This form can be found on our website where this handbook was found.

A family must enroll in the online programs **through** the East Lynne School District. If a family enrolls directly through the courseware provider, the school district will not be responsible for the cost of the course. Please also refer to the requirements for enrolling a student in online courses previously mentioned in this handbook.

### **Important reminders when getting started:**

Many online classes are offered through *Canvas* or other online formats. Students must learn how to check their inbox and understand how to effectively navigate each format. In order to successfully complete courses. Each courseware provider will provide introductions, announcement, etc. for each course.

- ✓ Students should try to complete at least one assignment on day one to be sure the process for assignment completion is understood.
- ✓ Students should check their inbox daily.
- ✓ Students should regularly check the feedback given by teachers
- ✓ Students should regularly check the calendar to keep up to date with assignments
- ✓ Students should work regularly on assignments to keep on track.
- ✓ Students should message teachers with questions (response time is usually 24 hours)
- ✓ Students should watch the weekly video announcements posted on the LAUNCH homepage that provide important information.
- ✓ Teachers will make weekly contact with parents if a student has been inactive or is failing.

## Who will monitor my online classes?

Parents are given parent observer accounts to monitor progress of their students. In some cases, East Lynne School District can monitor student progress using if needed. To make the online experience successful students must be willing to work diligently in the online course.

## Will I have to participate in MAP and EOC testing?

All MOCAP and/or LAUNCH students are required to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing when appropriate. MAP and EOC tests measure a student's progress toward mastery of the Show-Me-Standards, which are educational standards in Missouri. All testing is conducted onsite at East Lynne School District.

**MAP:** All students grades three through eight in Missouri will take the MAP test in English language arts and math. Students in grades five and eight will also take the MAP test in science.

**EOC:** The English 1 EOC is taken by all eighth graders. The Algebra 1 EOC is taken by all students who have taken Algebra 1

## What if I have an IEP or 504 plan?

East Lynne school will make sure instructors are trained in accommodating a student's needs. The superintendent/principal will work with the special services department to send any necessary IEPs or 504 plans to the courseware provider so that it can be distributed to the student's teacher. Accommodations will be made accordingly.

## What should parents know about the online classes?

Throughout the student's enrollment in the online course, it is best practice to do the following to help your student be successful.

- Set up a study space, including technology required.
- Be prepared for any technical issues that may come up.
- Review the syllabus with your student.
- Define expectations for when and where your student will work on the course.
- Agree on incentives and consequences.
- Reinforce that online courses are as important as face-to-face courses and become 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.

## How do I contact the school to learn more?

Superintendent/Principal

Sonja Vaughn

(816) 626-3511

[svaughn@elynn.k12.mo.us](mailto:svaughn@elynn.k12.mo.us)

While our school will do everything we can to make the virtual learning experience profitable and successful, the student/parent is responsible for making deadlines, having the necessary things in place, and ensuring the class is completed in a timely fashion. Please do not hesitate to reach out with any questions you might have about a virtual learning experience.