

# **Knob Noster Virtual Academy**



## **Online Course Student/Parent Handbook**

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# Introduction

This guide has been prepared for 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
- ❖ the impact coursework may have on academics and activities

## **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 this legislation are below.

- The school district must adopt a policy that creates a process for students to enroll in online courses and may include consulting with a school counselor.
- The school district must pay for eligible K-12 students to take online courses as long as the student: one, resides in the district; two, is currently enrolled in the district and, three, was enrolled full-time in a public school the previous semester. \*\*Exceptions for homeschool students who reside in the district is referenced below in the 'homeschool student' 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 determination, an appeal may be made to the local school board.

## What is MoCAP? What is Edmentum?

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 9th through 12th grade and plans to expand 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 nor place dependent.

Local school districts and charter schools may use their own preferred online provider. The Knob Noster Public School's preferred provider is Edmentum. Courses are taught by Missouri certified teachers and are aligned to the state standards. A formal review process is built into all course

development to ensure high quality and rigor. Students wishing to take advantage of online learning opportunities will do so through Edmentum. All information/procedures that follow in this document are in reference to Edmentum.

If a student wishes to pursue an online class offering through other MOCAP options outside of Edmentum, he/she will need to contact the counselor/admin to discuss the enrollment process. More specifics on that process are at the end of this document.

Current course offerings through Edmentum can be found on our [Knob Noster Virtual Academy](#) (KNVA) web page.

## Why Consider Online Learning?

Students take online courses for a variety of reasons. For some students, it expands the range of courses and opportunities, particularly if a student cannot access a face-to-face course due to scheduling conflicts. For others, it allows students to take courses not even offered at the local level. Other students may use online course opportunities for credit recovery or as a viable homebound option. And, still others may simply prefer the online learning format.

From a student's point of view, online learning may be 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 faculty, peers and others.
- Responsive and supportive when a student needs extra help or time to learn.
- Available to all students 24 hours a day.

## Profile of a Successful Online Student

The most important question to answer is whether or not the student is well suited to be in an online learning 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, five days a week, on each course. In other words, at least five hours per week on each course. This is similar to the amount of time a student would spend in a course at the local "brick and mortar" school. Instructors with online teaching experience agree that students who are successful at online learning have the following critical characteristics:

### ❖ **Good Time Management**

Can the student create and maintain a study schedule throughout the semester

without the face-to-face interaction with a teacher?

### ❖ **Effective Communication**

Can the student ask for help, make contact with other students and/or instructors online and describe any problem he/she is having with the learning materials using email?

### ❖ **Independent Study Habits**

Can the student study and complete assignments without direct supervision and Maintain the self discipline necessary to stick to a schedule?

### ❖ **Self-Motivation**

Does the student have a strong desire to learn skills, acquire knowledge and fulfill assignments in online courses because of their educational goals?

### ❖ **Academic Readiness**

Does the student have the basic reading, writing, math and computer literacy skills to succeed in an online course?

### ❖ **Technologically Prepared**

Does the student know how to open, create and/or save a document, use various technology tools, troubleshoot on his/her own, and identify file formats (e.g., doc, xls, pdf, jpg)?

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 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 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

### **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**

- 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?
- Is the course hands-on and requires purchasing supplies?

## **Course Offerings**

- Course offerings are subject to change
- Not all courses offered by KNSD are available through KNVA

## **Enrollment Procedures**

In order to enroll in an online course, students must be a resident of the Knob Noster School District and be enrolled in the district.

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 Edmentum and/or the school district

The list above is provided to parents/guardians as a guide, but other factors could exist which result in denial of online school enrollment. Should a student meet the eligibility expectations and

the course requests are aligned to graduation requirements, he/she will be enrolled in the Edmentum courses agreed upon.

## **Homeschool Students**

If a student who resides in the Knob Noster 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 resides in the district (and provides proof of residency)
- The student must enroll in Edmentum/MoCAP courses only
- The student must meet all of the Edmentum/MoCAP 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)

## **Scheduling Procedures**

If a student has a 'mixed schedule', meaning a schedule that includes both face-to-face and online courses, he/she may be required to stay on campus while working on the online course, depending upon when the online course work is occurring. This will be at the determination of the building administrator. For example, a student who wishes to come to face-to-face courses at KNPS during the first half of the day and then take online courses for the entire afternoon would not be required to stay on campus. Likewise, for a student who used the first half of their day for online coursework but then came in the afternoon for face-to-face courses. Students in these situations are responsible for their own transportation; the district will not provide transportation.

However, if a student wanted to enroll in face-to-face courses for the first three periods of the day, then do an online course in the middle of the day (fourth period) and again take face-to-face courses towards the end of the day (fifth, sixth and seventh), he/she would be expected to stay on campus at an assigned location for those middle of the day online courses. If a student is taking two or fewer online courses in the middle of the day, the student will be expected to stay on campus.

## **Academic Information**

Edmentum 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 Online**

- 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 parents to proctor a 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.
- Student's end date for his/her online course will be up to a week before the in-person KN School District's end date (this includes seniors early end date)

## **Credit Recovery**

- Designed for students who have previously failed the course
- Starts at any point, has completion date
- MSHSAA approved
- Curriculum built to priority standards and assessed at 80% mastery
- Students start at 0% and work their way to 100% completion

Students can accelerate through content due to prior knowledge or can be provided additional assistance or remediation as needed.

## **Dropping a course**

Students have 5 school days from the start date to drop a semester course without grade penalty.

If a student starts the semester in an online course but drops it within 5 days of the first day, he/she may request a transfer to another online course or a corresponding face-to-face course if space allows. Students are limited to one drop and re-enrollment per enrolled course.

## **No-Show Procedure**

Students will be dropped from courses if they fail to log in for 10 consecutive days.

In an effort to maintain accurate attendance records for online courses, the following no-show procedure will be implemented for all students participating in Edmentum. Students are considered a "no-show" if they do not log into their Edmentum course for the specified times outlined in the policy. Student login is monitored by the counselor office weekly.



- A student is considered a “no-show” if he or she has not logged into and participated in their course prior to the stated course drop date. Students will be dropped with zero days of attendance reported.
- After the drop date, a student can be dropped and is considered a “no-show” if he or she has not logged into and participated in his or her Edmentum course for 10 consecutive calendar days. The last date of attendance will be reported as his or her last date of login and participation. If the student’s last date of attendance is after the stated course drop date, the student will receive an F for the course in addition to being dropped.

## Progress Monitoring

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

District employees (when given permission) can monitor student progress.

## State Testing

All MOCAP and/or Edmentum students are required to participate in the Missouri Assessment Program (MAP), End of Course (EOC) testing, and other state and/or district level assessments when appropriate. Assessments such as MAP and EOC tests measure students’ progress toward mastery of the Missouri Learning 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 Knob Noster Public Schools diploma, students need to successfully complete the 26 credit requirements defined in the Course Description Guide/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 district policy, early graduation is allowed any time after seven 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 be approved by the Board of Education.

### **Class Rank**

All online course grades through an approved online provider will be calculated into a student's class rank equivalent to a course taken face-to-face at KNHS. For example, an AP course taken through Edmentum/MoCAP 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. Specific questions can be sent to the KNHS Office at (660) 563-2283.

## **A+ Program**

Students enrolled in off-campus KNVA courses will have their attendance recorded as 94%. While the A+ Program of Missouri requires a 95% attendance rate, the A+ committee will review any student's attendance rate to determine eligibility. 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 online or face-to-face coursework, all A+ program expectations apply. These include:

- Being a U.S. citizen or permanent resident;
- Entering into a written agreement with KNHS 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 KNHS and taking Edmentum/MoCAP online 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

Edmentum instructors are trained in accommodating students' needs. The school's process coordinator will email your student's IEP or 504 to Edmentum so that it can be distributed to the student's teachers. Accommodations will be made accordingly.

## School Athletics and Activities

Students who desire eligibility to participate in activities or sports at a Knob Noster school must meet the requirements set forth in Section 2 of the MSHSAA Handbook, entitled *Student Essential By-Laws*. A student who enrolls in online classes through the Knob Noster Virtual Academy program may meet eligibility requirements outlined in By-Law 2.3.2 through meeting ALL of the following:

2.3.4 Grades 9-12 Enrollment Options for Academic Eligibility: The following options are available to students in order to meet the requirements of By-Law 2.3.2.a and b above.

- a. Traditional Option: A student may meet the requirements outlined in By-Law 2.3.2 through being enrolled and attending classes full-time at the high school.
- b. Non-Traditional Option 1 – Transcribed Credits: A student may meet the requirements outlined in By-Law 2.3.2 through meeting ALL of the following:
  1. The student is an enrolled student of the high school, but all or some of the courses/credits are not taken at the local high school (virtual, post-secondary, work study, etc.),
  2. All credits attempted/earned are placed on the high school transcript,
  3. All classes must be completed by the high 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.
- c. Non-Traditional Option 2 (Public Schools Only) – Seat-Time + Non-Transcribed Credits: A student may meet the requirements outlined in By-Law 2.3.2 through meeting ALL of the following:
  1. The student is an enrolled student of the public high school of residence, as defined in By-Law 3.10, and is taking a minimum of two credit-bearing, seat-time classes for a minimum of 1.0 units of credit at the high school, and
  2. The high school administration confirms after a full academic review that the student is further enrolled in courses taken outside of the school which bring the student up to the academic credit requirements outlined in By-Law 2.3.2 (80%). Each local school will determine its own oversight, standards, and criteria for approval of such outside courses/credits, as well as the procedures to determine success/credit confirmation for academic eligibility for the current and following semester. It is not necessary that such

confirmed credits be placed on the high school transcript, but may be listed, at the school's discretion.

3. All classes/assignments must be completed by the high 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.

d. Transfer of Enrollment based on Changes in Bona-fide Student and Academic Status:

Any student whose enrollment status changes from being a non-bona fide student (not meeting By-Law 2.1 and one of the 9-12 Enrollment Options) to being a bona fide student (meeting By-Law 2.1 and one of the 9-12 Enrollment Options) would be considered a transfer student (see By-Law 3.10.4), and ineligible to represent a member school until a transfer of eligibility form is filed and an eligibility ruling is rendered.

Parents are strongly encouraged to review the [MSHSAA handbook](#) for further clarification regarding eligibility. For specific questions, please contact the Knob Noster Activity Director at (660) 563-2283.

## Summer School

Students may also take online courses during the summer term. Expectations and requirements remain the same as the regular school year for summer courses. Enrollment in courses must be done through the student's counselor. It should be noted that students may only enroll in a maximum of two courses during the summer term at the district's expense.

## Technology

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

## Final Advice for Parents

Throughout the student's enrollment in the online course, it is best practice to do the following:

- 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 do become a 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.

## Contacts

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

**PLEASE SEE THE KNVA APPLICATION, KNVA ONLINE LEARNING AGREEMENT, AND THE ONLINE LEARNING READINESS RUBRIC ON THE NEXT PAGES TO BEGIN THE PROCESS OF ENROLLMENT IN A VIRTUAL CLASS.**



# Knob Noster Public Schools

## Online Learning Agreement

**Student Name:**

**Grade Level:**

**School:**

**Counselor:**

The Online Course Parent/Student Handbook is a vital part of our program. Though the handbook 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 Online Course Parent/Student Handbook and understand that it is our responsibility to follow all of the expectations set forth within the handbook.

We (Parent/Student) understand:

- Students are expected to maintain progress daily in all online courses. Expect one hour, per class, per day (5 days per week).
- If adequate progress isn't made within the first ten days of the course, the student will be dropped from the class and enrolled in an in-person KNSD class.
- Parents are expected to monitor his/her child's progress through the parent accessible account.
- The online teachers are the point of contact for any questions regarding curriculum, software issues, assignments, 504/IEP questions, progress and grades, etc.
- By choosing KNVA, students will commit to online learning for the semester.
- Students are expected to participate in state and district assessments for that school year.
- Students must have Internet access throughout the completion of the course.
- Students will adhere to the KN School Building's grade scale.
- Students enrolling in KNVA courses must meet MSHSAA eligibility requirements outlined by law 2.3.2.

☐ **We have completed the KNVA Application and the Online Learner Readiness Rubric.**

**SEE NEXT PAGE TO COMPLETE ONLINE AGREEMENT FORM**

We understand that the official start date for course(s) will be as listed below and the course(s) completion date will be as listed below. *(To be completed by counselor)*

**Course Name:** \_\_\_\_\_

**Start Date and End Date:** \_\_\_\_\_

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Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name (Printed)

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Name (Printed)



# Knob Noster Public Schools Online Learning Application

**Student Name:**

**Grade Level:**

**School:**

**Counselor:**

As Knob Noster School District works to assist in the Online Learning decision, please explain the reason for choosing online learning for your child.

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☐ I have completed the Online Learning Readiness Rubric on the next page. (Must be included with this application.)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Printed)

**Office Use Only:**





☐ Counselor \_\_\_\_\_

☐ Administrator \_\_\_\_\_

# Online Learner Readiness Rubric

Developed by  
**MICHIGAN VIRTUAL**

Name \_\_\_\_\_

Student Readiness	Technology Skills	Work & Study Habits	Learning Style	Technology/Connectivity	Time Management	Interest/Motivation	Reading/Writing Skills	Support Services
	Student has little, if any, experience using a computer or the internet, and has minimal desire to develop more skills in this area.	Student often needs reminders to complete routine assignments, often turns homework in late and is not able to spend 5-10 hours per week on each online course.	Student is not a self-directed learner and often requires real-time feedback from teachers regarding basic directions and follow-up support.	Student does not have consistent access to a computer and a reliable connection to the internet at home or at school.	Student does not manage his or her time effectively in doing research, basic studies and preparing for tests or quizzes.	Student has little or no interest in the content area of the online course offering and has a negative or unrealistic attitude toward online learning.	Student is reading at below grade level and has experienced difficulty with routine writing assignments.	In general, parents and school personnel do not actively support online learning and are unable or unwilling to provide support assistance.
	Student has limited experience using a computer and the internet, and has expressed a strong interest in developing more skills in this area.	Student sometimes needs reminders and assistance in completing routine assignments and has pledged to spend 5-10 hours per week on each online course enrollment.	Student beginning to demonstrate a behavior of self-directed learning and sometimes requires real-time feedback from teachers regarding basic directions and follow up support.	Student has limited access to a computer with low-speed internet service at school or at home.	Student is beginning to demonstrate effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has an interest in the content area of the online course offering, but has expressed concerns about enrolling in an online course or has an unrealistic attitude toward online learning.	Student is reading at grade level and has demonstrated limited proficiency with writing assignments.	Student support system is limited, parents and school personnel are somewhat supportive of enrollment in online courses.
	Student has strong computer skills and more than adequate experience using a word processor, email application and web browser.	Student rarely needs reminders or assistance in completing routine assignments and has demonstrated good independent study habits.	In general, the student is self-directed and does not require real-time feedback from teachers regarding basic directions and follow-up support.	Student has consistent access to a computer with moderate-speed internet service at home or at school.	Student has demonstrated effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has an interest in the content area of the online course offering, and has a positive and realistic attitude toward online learning.	Student is reading at or above grade level and has demonstrated success with a variety of writing assignments.	Student has open access to school-based mentoring/counseling service and parental support.
	Student has excellent computer skills and significant experience using a word processor, email application and web browser, and is comfortable downloading information from the internet and using other technology tools and applications.	Student does not need reminders or assistance in completing routine assignments, usually finishes homework ahead of time and has successfully completed an independent study experience or taken an online course.	Student is a self-directed learner and demonstrates a high level of comfort and skill in learning new material without requiring real-time feedback from teachers regarding basic directions and follow-up support, and deals well with ambiguity.	Student has daily access to a computer with high-speed internet service at home and at a convenient location in the school building before, during and after regular school hours.	Student has demonstrated outstanding time management skills while participating in a variety of clubs, student organizations, sports and work activities.	Student has a strong interest in the content area of the online course offering, is highly motivated to enroll in an online course and has a positive and realistic attitude toward online learning.	Student is reading above grade level, has strong reading comprehension skills and has demonstrated success with complex writing assignments.	Student has regularly scheduled access to school-based mentoring/counseling services, parental support is strong and district has adopted policies and identified best practices to support students as online learners.

Comments:	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:

**Note:** This rubric was not designed to be used as a tool to determine eligibility for enrollment in online courses, but instead to be used as a resource to help identify specific areas where students may need additional support to better ensure success.