

# **Raytown School District**



**RAYTOWN  
QUALITY  
SCHOOLS**  
Expect the Exceptional

## **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,
- ❖ the impact coursework may have on academics and activities and
- ❖ how to enroll in online courses.

## **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 virtual courses and may include consulting with a school counselor.
- The school district must pay for eligible K-12 students to take virtual 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.
- 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.

## **MOCAP and Raytown Online Learning Providers**

[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, Missouri students can enroll in MOCAP for the fall and spring semesters. MOCAP is not available in the summer.

Local school districts and charter schools may use their own preferred online provider. The Raytown School District's uses Fuel Ed and Launch for online learning. Both options offer a wide variety of courses aligned to Missouri standards. Launch is operated and overseen by the Springfield, MO School District and students will be working with Missouri teachers.

Current course offerings through Launch can be found at: <https://fueledbylaunch.com/courses/>

## **Successful Online Students**

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, and a student should plan to spend at least six to nine hours per week on each course. Instructors with online teaching experience agree that students who are successful at online learning have the following critical characteristics:

### ➤ **Time Management**

The student demonstrates the self-discipline necessary to create and maintain a study schedule throughout the semester and has demonstrated consistency in work completion.

### ➤ **Self-Motivation**

The student has a strong desire to learn skills, acquire knowledge and can complete assignments in online courses without the encouragement of a face-to-face teacher.

### ➤ **Effective Communication**

The student interacts appropriately with other students and/or instructors and can communicate effectively via email.

➤ **Self Advocacy**

The student asks questions if he/she is having difficulty with learning materials.

➤ **Independent Study Habits**

The student completes assignments and studies for assessments without direct supervision. The student has a quiet area in the home where he/she can work on the online course for several hours each day.

➤ **Technologically Prepared**

The student has internet access, computer access for the course and has the technology skills needed for an online course such as knowing how to open, create, and/or save a document, use various technology tools, and identify file formats (e.g., doc, xls, pdf, jpg).

➤ **Academic Readiness**

The student has the reading, writing, math and computer literacy skills to succeed in an online course.

## **Academic Information**

Various types of online coursework is offered through Fuel Ed and Launch. 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. Both programs offer first time and credit recovery classes.

### **Athletics and Activities**

Students who desire eligibility to participate in activities or sports at a Raytown 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 Raytown School District and enrolls in online classes through the Raytown 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.

Parents are strongly encouraged to review the [MSHSAA handbook](#) for further clarification regarding eligibility.

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.

### **Class Rank**

All online course grades will be calculated into a student's class rank equivalent to a course taken face-to-face at RQS. 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.

### **Graduation Requirements**

To earn a Raytown School District diploma, students need to successfully complete the 25 credit requirements defined in the Career and Educational Planning Guide, page 7. Students and

parents need to work closely with the school counselor to make sure they are on track to graduate.

### **Students with IEPs/504s**

Online 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. Our Online Learning Coordinators will work with the schools to ensure accommodation information is shared.

### **State Testing**

All online learning 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 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.

### **Summer School**

Students may also take up to three online courses during the summer term (two in June and one in July or one in June and two in July). Expectations and requirements remain the same as the regular school year for summer courses. Enrollment in courses must be done online. It should be noted that students may only enroll in one district during the summer term and a maximum of three courses during the summer term at the district's expense.

**\*\*If a family works with any provider directly and not through our district to enroll in an online class, the family will be responsible for the cost of the course(s) in which they enroll their student(s). In addition, Raytown School District may not accept the credit from these courses.**

### **Technology**

Full-time students who are enrolled in Launch classes through the district will be issued a Chromebook through the district. The chromebook will meet the technology requirements for any online course taken through Launch. The district will not provide computers for other MOCAP classes, and will not provide internet access; this is the responsibility of the parents/guardians.

Launch students are provided with HELP Desk Support, 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](mailto:support@fueledbylaunch.com) (typical response is within 30 minutes)
2. Use your Canvas inbox to send a message to HELP.
3. Call the Launch office at 417-523-0417. The office is only open from 7:30-4:00 Monday through Friday.

Students enrolled in Fuel Ed will work with their Online Learning Coordinator as questions arise.

### **Enrollment Procedures**

In order to enroll in an online course under the provisions of Senate Bill 603, students must be a resident of the Raytown School District, be enrolled in the district, and have attended a public school the previous semester.

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

the Launch/Fuel Ed courses agreed upon. All courses to be taken for credit need to be approved by the counselor and building principal. The district will not pay for courses that are taken without prior approval.

\*\*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 any online provider and not through our district process, the family will be responsible for the cost of the course(s) in which they enroll their student(s). In addition, Raytown District may not accept the credit from these courses.**

### **Dropping a course**

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

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

**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.

### **Adequate Progress**

In an effort to ensure students are making adequate progress in their online courses and to maintain accurate attendance records, the following procedures will be implemented for all students participating in online courses.

- Students must log in and participate in their course prior to the stated course drop date. Failure to do so will result in the student being dropped with zero days of attendance reported.
- After the drop date, a student can be dropped if he or she has not logged into and participated in his or her 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.

### **Plagiarism/Academic Dishonesty**

Using someone else's work and claiming it as one's own, even if it is unintentional, is plagiarism. It is important that students cite sources and use quotation marks appropriately to avoid plagiarism. Launch has a specific plagiarism policy and list of consequences. These same consequences can be invoked for cheating and/or forging/falsifying documents.

- 1st offense: Student will be allowed to redo assignments for full credit and a formal warning will be issued.
- 2nd offense: Student will be allowed to redo the assignment for half credit and a second formal warning will be issued.
- 3rd offense: Student will receive a zero for the assignment and be referred to the Launch principal for possible additional consequences.

## **Contacts**

Additional questions beyond what the school counselor may be able to answer should be directed to the personnel below by email or by contacting 816-268-7000.

Dr. Andrea Mixon, Director of Curriculum & Instruction [Andrea.Mixon@raytownschools.org](mailto:Andrea.Mixon@raytownschools.org)

Dr. Robert Cordell, Assistant Director of Support Services [Robert.Cordell@raytownschools.org](mailto:Robert.Cordell@raytownschools.org)

### **Online Learning Coordinators**

Brenda Cook, RSHS and feeder schools

[Brenda.Cook@raytownschools.org](mailto:Brenda.Cook@raytownschools.org)

Mark Maxey, RSA

[Mark.Maxey@raytownschools.org](mailto:Mark.Maxey@raytownschools.org)

Lisa Ruhman, RHS and feeder schools

[Lisa.Ruhman@raytownschools.org](mailto:Lisa.Ruhman@raytownschools.org)

## **Online Enrollment and Appeal Process**

1. Parent/student makes online learning request via Raytown Online Learning Request form.
2. District team meets with parents to discuss if online learning is appropriate. Determining factors include:
  - a. The student resides in the district; is currently enrolled in the district and was enrolled full-time in a public school the previous semester.
  - b. The student demonstrates the skills listed above: Time Management; Self-Motivation; Effective Communication; Self Advocacy; Independent Study Habits; Technologically Prepared; Academic Readiness
  - c. It is in the best educational interest of the student.
3. The student and parent meet with a counselor to determine appropriate coursework.
4. If the student is eligible for online learning, the student will be assigned an Online Learning Coordinator and enrolled in Launch or Fuel Ed course(s).
5. If parent requests another online learning provider or the student is determined ineligible, a written appeal can be filed within five business days to the Associate Superintendent for Curriculum, Instruction and Assessment, Dr. Brian Huff.
6. A response will be issued in writing to parents within five business days. If the request is denied, the parent can appeal in writing to the school board.
7. The Board of Education will hear the appeal in a board meeting. The parent and district will submit all necessary documentation the week before the board meeting.
8. If request is denied, the parent can appeal to the Department of Elementary and Secondary Education.



## Raytown School District Online Learning Request

To be eligible to take virtual courses the student: 1) must reside in the district, 2) is currently enrolled in the district, 3) was enrolled full-time the previous semester.

Raytown School: \_\_\_\_\_

Student Name(First, Middle, Last): \_\_\_\_\_

Gender: \_\_\_\_\_ Birthdate(mm/dd/yyyy): \_\_\_\_\_

Race: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Email: \_\_\_\_\_

Does student have an IEP (circle one)? Yes No

Does student have a 504 (circle one)? Yes No

Parent/Guardian Name(First, Last) \_\_\_\_\_

Parent/Guardian Phone Number(444-444-4444): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Assistant Principal Name: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Does the student have a district computer (circle one)? Yes No

Does the student have internet access (circle one)? Yes No

Reason for online learning request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a student wishes to enroll in more than three online courses in a semester and the student has not previously demonstrated success with online courses, a meeting with the principal and student's counselor will be required before the enrollment can be approved.

Please list the online courses in which the student wishes to enroll:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_

Student Signature/Date: \_\_\_\_\_

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

Parent Signature/Date: \_\_\_\_\_

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

-----Please return to the student's school counselor-----

**APPROVAL SIGNATURE:**

Principal Signature/ Date: \_\_\_\_\_

Director/Assistant Director/Date: \_\_\_\_\_

Online Course Provider: \_\_\_\_\_

Assistant/Associate Superintendent/Date: \_\_\_\_\_