

**CRYSTAL CITY SCHOOL DISTRICT**  
**Missouri Course Access Program (MOCAP) Guidelines**

**OVERVIEW**

The Crystal City School District has been on the forefront of online opportunities offered to our students and families for remediation or advancement of the individual student. Crystal City is committed to working with our families to provide the best opportunities for our students with face-to-face instruction and online courses. Currently, there are no courses approved under the MOCAP library. The Crystal City staff will work with families to review online options. Courses are expected to be approved under the MOCAP library by the fall of 2019.

**NOTE ABOUT CRYSTAL CITY HIGH SCHOOL PRIOR ONLINE OFFERINGS**

Students and families have had multiple opportunities to request virtual courses within and outside the curriculum currently offered at CCHS. We have educated our families with informational meetings and handbooks before students engage in online opportunities. This is evident in our dual credit agreements with area colleges and the handbook developed for our families regarding online college courses. Our intent with MOCAP is to continue this process and include discussions about opportunities for our students.

**ELIGIBLE STUDENTS (IGCD)**

Crystal City High School, in accordance with Missouri Law, will accept applications from eligible district families to enroll in online courses approved by MOCAP. Here are the guidelines for eligible students:

In accordance with law, a student is eligible to take a MOCAP course through the district if:

1. The student physically resides in and is enrolled in the district;
2. The student has attended a public school or charter school at least one semester, with immediately prior to enrolling in MOCAP. A student will be excused from this requirement if the student has documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester; and
3. The enrollment is approved by the principal or designee

Students transferring from a non-public school, in order meet the requirements of a semester, must be enrolled continuously for 90% of the previous semester in order to request MOCAP courses.

## **ENROLLMENT PROCEDURES (IGCD)**

The following dates are appropriate for consideration for MOCAP courses. All requests need to be in writing by completing the form in this manual:

- For the Spring of 2019 (1st Semester of implementation): Monday, January 7, 2019
- For the Fall Semester, 2019: August 5th
- For the Spring Semester, 2020: November 15th

All requests are welcome prior to the due date and are encouraged during our scheduling process beginning in January when schedules are reviewed and career planning discussions between student, family and staff occur.

## **APPROVAL PROCESS (IGCD-AP1)**

Crystal City High School will use the following guidelines from the Missouri School Boards Association (MSBA) in determining approval/denial of MOCAP courses. Their guidelines include:

1. Determining what is in the best interest of the student when considering in-person learning over virtual learning
2. Data suggests that students with low GPAs placed into virtual learning situations fall further behind their peers.
3. Advanced students taking virtual courses to learn about advanced subjects create more educational success than them not taking the advanced subject. Students who are proficient in their studies who wish to take pedagogically rigorous classes not offered by the school should be allowed to take them virtually.

## **END OF COURSE EXAMS (IGCD)**

Districts are required to administer end-of-course examinations to students, even if the student is taking the relevant course through MOCAP.

## **IEP/SPECIAL SERVICES (IGCD)**

Students who qualify for an IEP will apply for courses in this manual. However, the IEP team will meet to determine approval of the MOCAP course.

## **APPROVED COURSES DURING SCHOOL HOURS (IGCD)**

Students will be offered the opportunity to complete the course during a designated hour during the normal, seven hour schedule, which is the equivalent of 3.5 credits per semester. School districts are not obligated to pay for courses outside of the normal, seven hour schedule.

## **ATTENDANCE AND COMPLETION (IGCD)**

Students who enroll in MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course and expected to complete the course within the time allotted for the course. The district may remove the student from the course and deny future MOCAP courses if the student does not actively participate or is not successful in the course.

## **APPEALS PROCESS (IGCD)**

The Crystal City Board of Education will hear appeals from families and students at the Board Meeting following the due date outlined above. Students and families will be notified in writing if the course application is denied. Students and families will complete a form and submit to the Superintendent of Schools to appeal the decision. Students and their legal guardian(s) are eligible to appeal the decision with the Crystal City Board of Education.

## **COLLEGE COURSES/DUAL-CREDIT**

Online college credit courses do not fall under MOCAP.

## **REFERENCES**

MOCAP Link: <https://mocap.mo.gov/>

Missouri School Boards Association: Policy Reference, IGCD, IGCD-AP1 MISSOURI COURSE OFFERING PROGRAM (MOCAP)

Missouri Course Offering Program (MOCAP)  
Request to Enroll in Virtual Courses

The student or parent/guardian should complete this form and submit it with class enrollment materials to the Crystal City High School Principal.

Name of Student: \_\_\_\_\_

Requested Date of Enrollment: \_\_\_\_\_

The following dates are appropriate for consideration for MOCAP courses. All requests need to be in writing by completing this form:

- For the Spring of 2019 (1st Semester of implementation): January 7, 2019
- For the Fall Semester, 2019: August 5
- For the Spring Semester, 2020: November 12

All requests are welcome prior to the due date and are encouraged during our scheduling process beginning in January. Student schedules are reviewed on a semester basis and lead to career planning discussions between student, family, and staff.

Materials included:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If Yes, please list materials included:

Name of Online Course	Online Course Provider

Disclosure: As the student and parent/guardian, I understand MOCAP classes are independent of the course selection offered by the Crystal City School District and all questions or concerns regarding grades, assistance with the course and EOC performance need to be directed to the course provider.

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

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