

West Plains R-7 School District



Elementary Virtual Instruction

Student/Parent Guide

Introduction

This guide has been prepared for parents, guardians, counselors and others who want to help parents and students in navigating virtual instruction. In the pages that follow, you will find information about:

- ❖ Senate Bill 603
- ❖ West Plains R-7 Elementary Virtual Program Overview
- ❖ Profile of a Successful virtual Student
- ❖ K-5 Student Enrollment Requirements
- ❖ Parent and Student Commitments
- ❖ Academic and Attendance Requirements
- ❖ West Plains R-7 Elementary Program K-5 Enrollment Requirements and Procedures

Senate Bill 603 At a Glance

In the spring of 2018, SB 603 was passed, thereby expanding the virtual 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 virtual course and can refuse enrollment based on "the best educational interest of the child." Should the parent/guardian disagree with the district's determination, an appeal may be made to the local school board.

Refer to Virtual Courses District Policy ([I-GCD Virtual Courses](#))

West Plains Virtual Program Overview

The West Plains school district is proud to offer a virtual program to its students. The elementary virtual program is designed and facilitated by highly qualified teachers utilizing curriculum aligned to the Missouri Learning Standards. Lessons are engaging and customized to fit individual student needs and includes the opportunity for face-to-face learning support in one-on-one and small group settings. All of this is powered by the innovative Learning Management System-Google Classroom. Students will work within a synchronous(live with a teacher virtual) and asynchronous(independent work time offline). Depending on student age and/or ability, a parent or guardian may need to be available for all or part of the instructional day to support their student's learning.

Example Daily Schedule:

8:45-9:00 Independent morning work

9:00-9:15 LIVE Google Meet Morning Meeting

9:15-9:45 LIVE English Language Arts Instruction

9:45-10:30 LIVE ELA Small Group Work Time and Independent ELA Work Time

10:30-11:00 Brain Break

11:00-11:45 LIVE Math Instruction

11:45-12:30 LIVE Math Small Group Work Time and Independent Math Work Time

12:30-1:15 Break / Lunch

1:15-2:15 LIVE Science / Social Studies Instruction

2:15-3:15 Independent Work Time, Encore Classes (art, music, PE), and Teacher Office Hours for one on one Meetings

*IEP students will be provided services in accordance by, and detailed within, their Form G.

Technology Information

Students enrolled in the West Plains elementary virtual program will receive a district device. The device is to be returned to the appropriate elementary school upon exiting the program.

Profile of a Successful virtual Student

The most important question to answer is whether or not the student is well-suited to be in a virtual learning environment. Parents and students should be aware that the demands of virtual courses are consistent with those of traditional 'face to face' courses. virtual instruction places more responsibility on the student, and parent/guardian involvement is critical.

Instructors with virtual teaching experience agree that students who are successful at virtual learning have the following critical characteristics:

❖ **Good Time Management**

Can the student create and maintain a study schedule without the consistent face-to-face interaction with a teacher?

❖ **Parental/Family Support**

Does the student have strong parental/family support for virtual learning and family members willing to be involved on a daily basis to monitor classroom assignments, progress, and grades?

❖ **Effective Communication**

Can the student ask for help, make contact with other students and/or instructors virtual 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 virtual courses because of his/her educational goals?

❖ **Academic Readiness**

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

❖ **Technologically Prepared**

Does the student have access to adequate technology and know how to open, create and/or save a document, use various technology tools and identify file formats (e.g., doc, xls, pdf, jpg) Is the student willing and able to make multiple videos of himself/herself performing required tasks for verification to virtual instructors?

****The Stanford Research Institute examined the accessibility of virtual 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 a virtual 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 virtual class.**

K-5 Student Enrollment Requirements

In order to enroll in the West Plains Schools elementary virtual program, under the provisions of Senate Bill 603, the following requirements must be met:

- ❖ The student must have been enrolled full time in a Missouri public school the previous semester.
- ❖ The student must be a resident of the West Plains School District and be willing to enroll, or already enrolled in the district.
- ❖ In order to meet instructional guidelines set forth by the Department of Elementary and Secondary Education (DESE), elementary students are required to participate in a full course load unless otherwise determined by the principal, district designee, and/or 504/IEP team.
- ❖ Enrollment requires a minimum of a one semester commitment unless it is determined the virtual course is not in the best educational interest of the student at any time.

Parent Commitment

The success of virtual learning for students in the elementary years is highly dependent on parent/guardian participation and involvement. Parents/guardians seeking to enroll their elementary student in virtual coursework should be willing and able to commit substantial time and energy to support their child's learning and progress toward state standards by assisting their child with daily lessons/assignments. Additionally, parents and/or guardians must be committed to open and regular communication with their child's teachers. Should communication be a challenge, virtual education may be deemed not to be in the best educational interest of the child.

Moreover, students will regularly need access to textbooks and other paper materials deemed necessary by the virtual instructor. The packets of information must be picked up weekly by the parent as the material will correspond to that week's digital assignments.

Student Commitment

Student commitment to virtual instruction should be viewed as requiring similar time commitments to that of seated coursework and may be a significant challenge for some students. Students should expect daily lessons and assignments that will have due dates and must be "turned-in". Parent commitment to supporting elementary students with virtual coursework is imperative.

Required Orientation

All virtual students and parents must attend a required virtual learning orientation prior to beginning coursework. Orientation sessions will cover a variety of aspects related to virtual learning including technology navigation, expectations for virtual coursework, and time management skills training. The virtual instructor will contact families to set up a time for this meeting.

Probationary Status

The West Plains School District is responsible for monitoring the academic progress of all students including those enrolled in virtual coursework at West Plains Elementary or other MOCAP providers. The school district reserves the right to determine if virtual education is in the best educational interest of a student at any point in their virtual enrollment. With this in mind, all virtual students will be subject to probationary status assignment at any point during a semester.

If at any point a child is not appropriately abiding by virtual classroom behavior expectations the instructor will give a verbal warning. If the behavior continues, the instructor will make contact with parents/guardians up to three occasions. If behavior expectations are not continually being met, students will be referred to the building principal. Once referred to the principal students will be placed on “academic probation” for two weeks. If students continually do not meet the expectations set forth by this document and the classroom teacher, they will be asked to return to seated instruction.

** It is important to note that any student may be asked to return to seated coursework at any point during a semester if virtual coursework is deemed not to be in the best educational interest of the students. **

District and State Assessment Requirements

It is the expectation of all West Plains R-7 Schools students to participate annually in district assessments for student progress monitoring. The West Plains R-7 School District Comprehensive Assessment Plan meets the requirements of the Missouri School Improvement Plan (MSIP-5 Resource and Process Standard I-4.1), Sections 160.257 and 160.570 of Missouri Revised Statutes, and the Outstanding Schools Act. All students in the District are assessed from preschool through grade 12. All assessments given are designed to assess student performance on Show-Me Standards, and, more specifically, the most recent version of the grade-level or course-level expectations of the Missouri Learning Standards. The district is accountable for all students in all populations, including students with disabilities who are eligible to receive special education services, students whose first language is not English, migrant students, and Academic Resource Classroom students.

- All students participating in virtual instruction will be expected to complete district adopted assessments throughout the course of the school year. Assessment data will be used to monitor the academic progress of students in order to ensure coursework is meeting the educational needs of the student. If a student is not demonstrating acceptable academic progress, they may be asked to return to seated coursework and be unenrolled from the West Plains Schools virtual program. The instructor will contact parents/guardians and coordinate all tests such as DRA.
- 3-8 grade students are required to participate in the Missouri Assessment Program (MAP). MAP Tests measure students' progress toward mastery of Missouri Learning Standards, which are the educational standards in Missouri. All testing is conducted at the local school site in which the student resides. 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.
- A copy of the district's Assessment Plan may be attained on the district website or at the West Plains R-7 Central Office building.

West Plains R-7 Virtual Progress Monitoring

Regular progress monitoring will be conducted by the classroom teacher, building principal, and counselor, maintained as a part of the student's educational record, and shared with the parent/guardian. Progress reports will be used in addition to district progress monitoring assessments to ensure coursework is meeting the educational needs of the student. If a student is not making adequate academic progress, the building level administrative team and/or the parent/guardian will meet to determine an action plan and/or if the virtual instruction continues to be in the best educational interest of the child.

Parent/Teacher Conferences

Students participating in virtual instruction are expected to participate in parent/teacher conferences each semester as expected for seated coursework. Conferences are to be scheduled during the parent/teacher conference dates established by the district annually. Instructors will be in contact with parents/guardians to schedule these meetings. This will be a time for the student's academic progress to be reviewed based on virtual assignments, tests, and local assessments.

Best Educational Interest Determination

The West Plains R-7 school district seeks to ensure each child is prepared for a successful future. In order to fulfill this mission, we commit to monitoring the academic success of all our students. If a student is failing to make adequate academic progress as demonstrated by virtual assignments and/or assessments, the student may be asked to discontinue virtual instruction and return to seated coursework. This determination will be made by the Virtual Learning Committee, guided by board policy, and a letter will be sent home. **Refer to Virtual Courses District Policy ([I-GCD Virtual Courses](#))**

Attendance

Student attendance will be monitored in accordance with district expectations. If an attendance concern arises, parents will be required to come to the school campus for a meeting as would parents of a seated course student.

Students enrolled in virtual instruction courses will be held to the same attendance policy as those students enrolled in seated coursework. Please see the West Plains R-7 School District website to access attendance policies. Failure to demonstrate a commitment to attendance may result in the removal from virtual coursework. Moreover, as stated in the seated handbook, if a student exceeds 8 days of absences per semester the following actions will be taken: Instructor will contact the families with concerns; if no action is taken, a home visit by a school resource officer and counselor will be made; If no further improvement is seen, the Children's Division will be notified.

Missouri Compulsory Attendance

Section **167.031**, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.

Every parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district has the primary responsibility of ensuring that the child regularly attends school. A parent, guardian or custodian of a child or children who do not regularly attend school may be reported to the Department of Social Services, Children's Division, or to the county prosecutor's office. A violation of the compulsory attendance law is a class C misdemeanor.

IEP/504 Students

The West Plains R-7 virtual program is open to any IEP/504 students. The Virtual Instruction Team will convene to determine placement and programming based on the student's best educational interest. Any accommodations needed will be made accordingly.

Academic Dishonesty

West Plains R-7 Schools defines academic dishonesty as plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Violations of academic dishonesty will be disciplined through the District's Student Discipline Policy.

Elementary Enrollment Process

****NOTE:** If a family works directly with a virtual provider and has not followed the district elementary enrollment process defined below, the family will be responsible for the cost of the course(s) in which they enroll their student(s). In addition, the West Plains R-7 School District may not accept the credit from these courses.

Elementary Enrollment Process:

- ❖ The West Plains R-7 School District communicates to parents as required by law (i.e. website).
- ❖ The student is a resident of the West Plains R-7 School District and is enrolled in West Plains R-7 School District Schools. (NOTE: The student must have been enrolled full time in a Missouri public school the previous semester.)
- ❖ Parent/Guardian applies for virtual enrollment by completing the virtual West Plains R-7 School District virtual program request form. (NOTE: If a parent/guardian is wishing to enroll multiple children in the Program, a form must be completed for each student.)
- ❖ The counselor or district designee will follow-up with the parent/guardian's virtual request as appropriate.
- ❖ The Virtual Instruction Team will review items related to the "best educational interest" of the student and will notify the building principal regarding outcomes.
- ❖ The principal will notify the parent/guardian of enrollment approval or denial (including the "good cause" basis on which the request is not approved. See Appeals Process below).
- ❖ Upon approval, the student will be assigned to an instructor who will notify the parent/guardian of virtual teacher placement.

*The Virtual Instruction Team will include the child's instructor, principal, counselor, and if needed, special education services.

Appeals Process

In the event that a parent/guardian receives notification that their virtual instruction request has been denied, the parent/guardian has the right to appeal in writing to the local board of education. **Refer to Virtual Courses District Policy ([I-GCD Virtual Courses](#))**

Important Dates

Handbook Signature Return:

Handbook must be signed and returned to the designated instructor no later than ONE WEEK prior to the first day of school.

Last Day to Make Schedule Changes:

Parents have within the first FIVE DAYS into the start of the semester to make changes to a child's schedule. .

Virtual Handbook Agreement

The virtual 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.

Student Name (Printed)

Parent Signature

Date

APPROVAL SIGNATURE:

Principal Signature

Date

VIRTUAL COURSES
(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:

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 Principal or Designee

Signature of Principal or Designee

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.

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Note: The reader is encouraged to review policies and/or procedures for related information in support of this administrative area.

Implemented:

Revised:

«AddressLine»