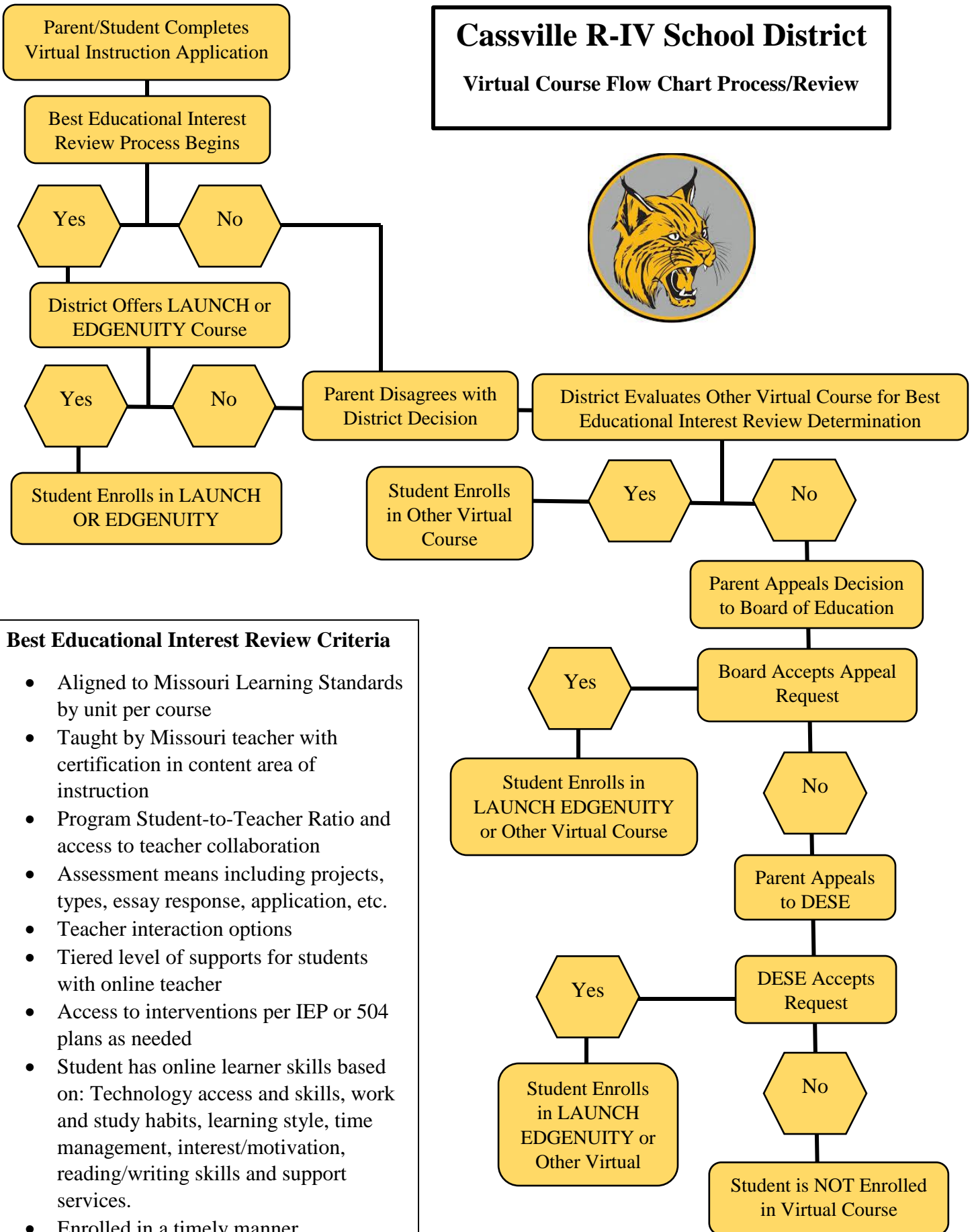


Cassville R-IV School District

Virtual Course Flow Chart Process/Review



Best Educational Interest Review Criteria

- Aligned to Missouri Learning Standards by unit per course
- Taught by Missouri teacher with certification in content area of instruction
- Program Student-to-Teacher Ratio and access to teacher collaboration
- Assessment means including projects, types, essay response, application, etc.
- Teacher interaction options
- Tiered level of supports for students with online teacher
- Access to interventions per IEP or 504 plans as needed
- Student has online learner skills based on: Technology access and skills, work and study habits, learning style, time management, interest/motivation, reading/writing skills and support services.
- Enrolled in a timely manner

Questions below are to be completed by the district.

District Course Availability:

1. If the course is offered on site by the district, are there extenuating circumstances that make it difficult or impossible for the student to take the onsite course offered by the district?

Please explain.

Virtual course Characteristics:

1. Does the course meet Cassville R-IV requirements for promotion? Y or N
2. Does the course align with the student's core curricular or elective requirements? Y or N
3. If the course is for remediation, will it meet the student's instructional needs? Y or N

Student Skills Necessary for Success in Virtual Courses:

1. Has the student demonstrate time-management skills that indicate that the student is capable of submitting assignments and completing course requirements without reminders? Y or N
2. Has the student demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed? Y or N
3. Has the student demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not have sufficient nonverbal cues to indicate the student's level of understanding? Y or N
4. Does the student have the necessary computer or technical skills to succeed in a virtual course? Y or N

Other Relevant Factors:

1. Has the student previously attempted a virtual course and struggled with or failed the class? If so, have the issues that caused the problem been identified and addressed?

Please explain.

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:

Name of Virtual Course	Delivery Method	
	On Site	Off Site

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 District Administrator: _____

Signature of District Administrator: _____ 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.

