

MOCAP (Missouri Course Access and Virtual School Program) Policy

Lafayette Preparatory Academy will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should make an appointment with the student's school's Instructional Coach and inquire about the Missouri Course Access Program (MOCAP).

MOCAP offers virtual online courses for students statewide. Students can take an entire course 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.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the [MOCAP website](#).

Student Skills Necessary for Success in Virtual Courses

- Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Consideration of the student's previous success (or struggle) in virtual coursework.

Legal Notice

Because virtual instruction can be an effective education option for some students, LPA may offer virtual courses to students through district staff or by contracting for those services as part of LPA-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered

through the Missouri Course Access Program (MOCAP). LPA will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

LPA will pay the costs of a virtual course only if LPA has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the Head of School or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

LPA is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. LPA will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite. The location for virtual courses is at LPA's discretion.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, LPA's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

Enrolling In a Virtual or MOCAP Course

Request for a Virtual or MOCAP Course

A student or the student's parent/guardian must notify the student's Head of School or designee before the student may enroll in an LPA-sponsored virtual course or a Missouri Course Access Program (MOCAP) virtual course through LPA. The notification should indicate if the parent is planning to pay for the course or is requesting that LPA pay for the course. The request should be made at least three weeks prior to the semester begins for that particular virtual course, when feasible. Requests may not be made after the semester begins, unless extenuating circumstances are present.

Best Educational Interest Determination (BID) Process

LPA will then collaborate with the parents/guardians to make a "Best Educational Interest Determination."

The process will begin with an informational meeting:

- The Instructional Coach or designee will educate the student and the student's parents/guardians about how virtual instruction is provided and the key differences between virtual and in-person instruction.

- The Instructional Coach or designee will discuss the virtual course options available to the student, determine which course or courses interest the student and how the course or courses will assist the student in meeting his or her academic and personal goals.
- The Instructional Coach or designee will also inform the student and the student's parents/guardians of whether the course is available in a traditional setting, whether the student must complete any prerequisites prior to taking a particular course and whether the prerequisite courses are offered by LPA virtually or traditionally.

If after the informational meeting the parent or student wishes to further pursue enrollment in a virtual or MOCAP course, the Best Interest Determination meeting will be held.

- The Head of School or designee, in consultation with the student's parents/guardians and other relevant staff, such as the school counselor, the Instructional Coach or LPA's Special Education Director, will determine whether there is good cause to approve the student enrollment in the course.
- If LPA staff determine that it is not in the best educational interest of a student to take a virtual course, that decision will be documented in writing and provided to the student and the parents/guardians.

Best Educational Interest Considerations

LPA staff should minimally consider the following when deciding whether a virtual course is in the best educational interest of a student but may consider other factors not listed.

District Course Availability

1. If the course is offered onsite by LPA, are there extenuating circumstances that make it difficult or impossible for the student to take the onsite course offered by LPA?
2. If the course is offered onsite by LPA and the student is able to take that course, what are the reasons the student wants to take the virtual course?

Virtual Course Characteristics

1. Does the course meet or exceed district curriculum standards and graduation requirements?
2. Does the course align with the student's career goals and the student's individual learning plan (ILP)?
3. If the course is for remediation, will it personalize instruction to the student's specific needs?
4. Is LPA aware of any complaints or concerns regarding the quality of the course, and have those complaints or concerns been resolved?
5. Has LPA had difficulty working with the course instructor or provider to ensure a student with disabilities receives the required accommodations or modifications?

1. Student Skills Necessary for Success in Virtual Courses Has the student demonstrated time-management skills that indicate that the student is capable of submitting assignments and completing course requirements without reminders?
2. Has the student demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed?
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?
4. Does the student have the necessary computer or technical skills to succeed in a virtual course?

Other Relevant Factors

1. Does the student have adequate access to computers, Internet and other necessary technology resources to participate in a virtual course and complete assignments?
2. If the student has previously attempted a virtual course and struggled with or failed the class, have the issues that caused the student to struggle or fail been identified and addressed?

Appeal of BID for MOCAP courses

- Students or parents/guardians who disagree with the Head of School's or designee's determination about a MOCAP course can appeal the decision to the Executive Director by submitting a written appeal within two weeks of the Head of School's determination. The Executive Director will then review the appeal and all relevant information, making a decision within two weeks of receiving the appeal.
- Should the parents/guardians wish to appeal the Executive Director's decision, they can submit a written appeal within two weeks of the Executive Director's determination to the LPA Board of Education who will listen to the parents'/guardians' appeal at the next Board meeting occurring no less than two days after the appeal is made. The members of the board shall issue their decision in writing within thirty calendar days, and then an appeal may be made to the Department of Elementary and Secondary Education, which shall provide a final enrollment decision within seven calendar days.
- The appeal process does not apply to summer school or virtual courses that are not MOCAP approved.

Appeal of BID for virtual courses that are not MOCAP approved

- For all other virtual courses, students or parents/guardians may appeal the decision to the Executive Director or designee by submitting a written appeal within two weeks of the Head of School's determination, and the Executive Director's or designee's decision will be final.

BID for other students receiving special education services

- In accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved by LPA.

Placement In a Virtual or MOCAP Course

If a student enrolls in the MOCAP course for a semester, that will be the student's placement for the full semester. If the student quickly determines it is not the best placement, they will have two weeks after the beginning of the semester to change course and return to the traditional course. If, during the first semester, the student determines that enrollment is not the best placement for second semester, they could be able to return back to the traditional course at the beginning of the second semester (if notification is made to the school at least two weeks prior to the end of the first semester and the BID process is followed and it is determined it is the best placement).

MOCAP's course catalog link: mocap.mo.gov/catalog/

MOCAP Policy Posting

LPA will post its MOCAP enrollment policy on its website to inform parents/guardians of the student rights to participate in MOCAP. It will also be distributed in the Family Handbook.

Individual Learning Plans (ILP) or Individual Career and Academic Plans (ICAP)

Students taking more than two MOCAP courses will have an individualized learning plan maintained in the LPA's student records.

MOCAP Process

