



Shell Knob School District
24400 St. Hwy 39
Shell Knob, MO 65747
Phone: 417-858-6743
Fax: 417-858-2202

Virtual Instruction Guidelines

- Shell Knob students who apply to participate in a virtual instruction delivery course(s) must have the course(s) pre-approved by the district.
- Eligible students are students who are currently enrolled full-time at Shell Knob School District and have attended a Missouri public school, including any charter school, for at least one full semester immediately prior to enrolling in a virtual class, except that a student is not required to have attended a public school during the previous semester if the student has a documented medical or psychological diagnosis or condition that prevented the attendance.
- Students who do not meet the eligibility requirements must pay their own tuition..
- Shell Knob School District will pay the cost of virtual courses only if the district has pre-approved the student's enrollment according to district policy.
- Students are responsible for any fees incurred due to lost, stolen, damaged, or unreturned materials.
- Open enrollment for virtual courses closes on the 5th academic day of the spring and fall semesters. Open enrollment for summer virtual courses closes 5 academic days prior to the start of the summer session.
- The district is not required to pay for courses beyond the equivalent of full-time enrollment.
- Students taking courses virtually are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyber bullying.
- Students may spend the first 5 days of virtual instruction seated at the district for training and correct implementation of the program (special circumstances can apply, such as COVID-19). Students will then be on a monitored status for the next 10 days and must prove they are working and able to navigate the program appropriately while off campus.
- The district will monitor and evaluate the progress and success of enrolled students and may terminate or alter the course offering at any time if the district finds the course or full-time virtual school is not meeting the educational needs of the enrolled student.
- Students not making adequate progress in a course, including the completion of daily assignments when due and maintaining a passing grade, may be grounds for finding the course or full-time virtual school is not meeting the educational needs of the enrolled student. Consequently, students may be withdrawn from the virtual instruction program and moved back to campus at any time if adequate progress is not made.
- Students, parents and virtual teachers, when possible, will meet as a team at parent conferences to review student progress.
- For more information and district policy information, visit: <http://sks.k12.mo.us/>



Shell Knob School District
 24400 St. Hwy 39
 Shell Knob, MO 65747
 Phone: 417-858-6743
 Fax: 417-858-2202

Parents requesting that their student enroll in virtual courses must complete this form as part of the enrollment process. A fully completed form will be given to the parent / guardian and a copy placed in the student's cumulative file.

Student Name: _____ Grade: _____ Date: _____

Select the option below

SKS Virtual Learning _____ MOCAP (list provider) _____

Course Name	Reason for Request	Delivery Method	
		On Site	Off Site

The following questions need to be completed.

District Course Availability

If the course is offered on-site by the district, are there extenuating circumstances which make it difficult or impossible for you to take the on-site course offered by the district?

Please Explain.

Student Skills Necessary for Success in Virtual Courses:

Does your child demonstrate time-management skills that indicate that they are capable of submitting assignments and completing course requirements without repeated reminders? Y or N

Does your child demonstrate persistence in overcoming obstacles and a willingness to seek assistance when needed? Y or N

Does your child demonstrate verbal and written communication skills that would allow them 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

Does your child have the necessary computer and technical skills to succeed in a virtual course? Y or N

Other Relevant Factors:

Does the student have adequate access to a computer, internet and other necessary technology to participate in a virtual course and complete assignments? Y or N

Has your child previously attempted a virtual course and struggled with or failed the class? Y or N

If yes, please explain how those problems have been addressed.

Please provide any additional comments or information to assist the district in rendering a decision regarding enrollment of the student for virtual instruction.

Comments:

Parent Signature: _____ Date: _____

Student Name: _____ Grade: _____

To Be Completed By Shell Knob School

Student Name: _____

Virtual Learner Rubric

Student Readiness	☆	☆☆	☆☆☆	☆☆☆☆
Technology Skills	Student has little if any experience using a computer or the internet and has minimal desire to learn more skills in this area.	Student has limited experience using a computer and the Internet and has expressed a strong interest in developing more skills in this area.	Student has strong computer skills and more than adequate experience using a word processor, email application and web browser	Student has excellent computer skills and significant experience using a word processor, email application and web browser, and is comfortable downloading information from the Internet and using other technology tools and applications.
Work and Study Habits	Student often needs reminders to complete routine assignments, often turns homework in late and is not able to spend 5-10 hours per week on each online course	Student sometimes needs reminders and assistance in completing routine assignments and has pledged to spend 5-10 hours per week on each online course	Student beginning to demonstrate a behavior of self-directed learning and sometimes requires real-time feedback from teachers regarding basic directions and follow up support.	Student does not need reminders or assistance in completing routine assignments, usually finishes homework ahead of time and has successfully completed an independent study experience or taken an online course
Learning Style	Student is not a self-directed learner and often requires real time feedback from teachers regarding basic directions and follow-up support	Student beginning to demonstrate a behavior of self-directed learning and sometimes requires real-time feedback from teachers regarding basic directions and follow up support	In general, the student is self-directed and does not require real time feedback from teachers regarding basic directions and follow-up support	Student is a self-directed learner and demonstrates a high level of comfort and skill in learning new material without requiring real-time feedback from teachers regarding basic directions and follow-up support, and deals well with ambiguity
Technology / Connectivity	Student does not have consistent access to a computer and a reliable connection to the Internet at home or at school	Student has limited access to a computer with low-speed Internet service at school or at home.	Student has consistent access to a computer with moderate-speed Internet service at home or at school.	Student has daily access to a computer with high-speed Internet service at home and at a convenient location in the school building before, during and after regular school hours.
Time Management	Student does not manage his or her time effectively in doing research, basic studies and preparing for tests or quizzes.	Student is beginning to demonstrate effective time management skills in doing research, basic studies and preparing for tests or quizzes	Student has demonstrated effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has demonstrated outstanding time management skills while participating in a variety of clubs, student organizations, sports and work activities.
Reading / Writing Skills	Student is reading below grade level and has experienced difficulty with routine writing	Student is reading at grade level and has demonstrated limited proficiency with writing	Student is reading at or above grade level and has demonstrated success with a variety of writing	Student is reading above grade level, has strong reading comprehension skills and has

	assignments.	assignments.	assignments.	demonstrated success with complex writing assignments.
Support Services	In general, parents and school personnel do not actively support online learning and are unable or unwilling to provide support assistance	Student support system is limited, parents and school personnel are somewhat supportive of enrollment in online courses	Student has open access to school-based mentoring/ counseling service and parental support.	Student has regularly scheduled access to school-based mentoring/counseling services, parental support is strong, and district has adopted policies and identified best practices to support students as online learners.
Initial Score				
Follow-Up 1 Date: Review of Grades Review of Submission of Work				
Follow-Up 2 Date: Review of Grades Review of Submission of Work				
Follow-Up 3 (Conference) Date: Review of Grades Review of Submission of Work				

On the follow-up date any student:

- with more than 1 missing assignment per week per course or 2 D's or an F in any subject will be considered not making adequate progress and virtual learning may be terminated on the review date.
- who misses more than 1 contact attempt weekly per teacher with no notification from the parent will be considered not making adequate progress and virtual learning may be terminated at the next review date.
- should the parent opt to enroll their student in a MOCAP program, the district will verify attendance and academic progress every 2 weeks to ensure the program is meeting the educational needs of the enrolled student.



Shell Knob School District
24400 St. Hwy 39
Shell Knob, MO 65747
Phone: 417-858-6743
Fax: 417-858-2202

Questions to be completed by the district.
District Course Availability:

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

Virtual course characteristics:

1. Does the course meet the Shell Knob School requirement for promotion? Y N
2. Does the course align with Shell Knob School core curriculum? Y N
3. Does the course meet the student's instructional needs? Y N

Student Skills Necessary for Success in Virtual Courses:

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

Other Relevant Factors:

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

To:
Student Name:

Approved for Enrollment

The student has been approved to enroll in the following virtual courses:
Name of Virtual Course - Delivery Method

Declined for Enrollment

We have determined that, in accordance with Board policy and procedure, it is not in the best educational interest of:

To enroll in the following requested courses for the following good-cause reasons:
Name of Virtual Course - Reason for Denying Enrollment

Principal - Dr. Chris Conyac

Signature: _____

Appeals

Students or parents/guardians who disagree with the above determinations about 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 process for IEP team decisions.