Virtual instruction can be an effective education option for some students. Accordingly, KIPP St. Louis may offer virtual courses to students through KIPP staff or by contracting for those services as part of the KIPP-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). KIPP will accept all grades and credits earned through KIPP-sponsored virtual instruction and MOCAP. KIPP may not accept grades and credits that do not qualify under this policy, or that do not meet the requirements of MOCAP, or which have not received approval from the Department of Elementary and Secondary Education.

KIPP will pay the costs of a virtual course only if KIPP 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 School Leader or designee prior to enrollment to ensure that the course is consistent with the student’s academic and personal goals.

KIPP is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. No supervision will be provided for students taking virtual courses offsite.

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

**Enrollment in Virtual Courses**

The Chief Academic Officer or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by KIPP or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the Chief Academic Officer or designee determines that an exception is warranted due to circumstances such as a change in a student’s health or the long-term suspension of a student. Enrollment periods and registration deadlines shall align with KIPP’s academic calendar and assessment schedule to the extent practicable.

The window for enrolling in fall classes is within one month of the start of the regular school year and no later than one week before the first day of KIPP’s school calendar. The window for enrolling in classes for semester two is during the month of December and no later than the last school day before KIPP’s winter break.

A student or parent/guardian must notify the region’s Chief Academic Officer or designee before the student may enroll in a KIPP-sponsored virtual course or a MOCAP virtual course through KIPP. The student will be enrolled unless the Chief Academic Officer or designee, in consultation with the student’s parents/guardians and relevant staff, such as the school counselor or special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.

Students or parents/guardians who disagree with the Chief Academic Officer’s or designee’s determination about a MOCAP course can appeal the decision to KIPP’s Board and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the Executive Director or designee, and that official’s decision will be final. The Executive Director is authorized to consult KIPP’s attorney prior to making a decision in these cases.

**Students with Disabilities**

In general, students with disabilities may enroll in KIPP-sponsored virtual courses or MOCAP virtual courses using the same approval process applicable to other students. However, 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.

If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act is enrolled in a virtual course, the student’s Section 504 team will determine whether any additional accommodations are necessary for the student.

**Attendance and Completion**

Students who enroll in KIPP-sponsored virtual courses or MOCAP courses through KIPP are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, KIPP may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where completion of the course in the allotted time would be impossible due to factors not under the student’s control.

Students enrolled in a KIPP-sponsored or MOCAP course through KIPP will be considered in attendance for state aid purposes in accordance with law. A completed virtual course shall be counted as no less than 95 percent attendance for purposes of A+ eligibility.

**End-of-Course (EOC) Examinations**

Students are required to take state-required EOC examinations on KIPP campuses administered by KIPP regardless of whether the course for which the examination is required was taken virtually or in a traditional classroom.

**Notice**

KIPP St. Louis will inform students and parents/guardians in handbooks, registration documents and on the homepage of KIPP’s website of the option to enroll in virtual courses, including courses offered through MOCAP, as required by law.

**MOCAP**

In accordance with state law, KIPP St. Louis will pay the cost of student enrollment in MOCAP virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in KIPP.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through KIPP if:

1. The student resides in the City of St. Louis and is enrolled in KIPP on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;* and
3. The enrollment is approved by the Chief Academic Officer or designee.
A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in KIPP during the previous semester.

KIPP is not obligated to provide students computers, equipment or Internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.

KIPP counselors or certificated staff will develop an individual career and academic plan (ICAP) for KIPP students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a MOCAP course.

**MOCAP Appeal**

If the Chief Academic Officer or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Board, the Chief Academic Officer or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the School Leader or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.

**Payment**

KIPP will pay a MOCAP course provider a monthly pro rata amount based on a student's completion of assignments and assessments, subject to the cost limitations in state law. KIPP will stop making monthly payments if a student discontinues enrollment. The Chief Academic Officer or designee is authorized to negotiate lower course rates with MOCAP course providers when possible.

**Monitoring and Reporting**

KIPP will monitor the progress and success of students enrolled in MOCAP courses. KIPP may remove a student from a course if it does not meet the educational needs of the student. KIPP may terminate access to a course or refuse to allow students to enroll in a MOCAP course if KIPP determines that the course is not meeting the educational needs of the students enrolled in the course.

All concerns regarding the quality or delivery of a MOCAP course will be reported to DESE. KIPP may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, KIPP will consider recommendations made by DESE regarding continued or future enrollment in MOCAP courses.
Transfers
KIPP will accept transfer credits students earn by successfully passing approved MOCAP courses if the course provider gives KIPP an official record of the completed course and the grade earned. Students who transfer to KIPP while enrolled in MOCAP courses will be allowed to continue enrollment in those courses even if the course provider is not one used by KIPP.