



**MISSOURI
VIRTUAL ACADEMY**

POWERED BY K12

2019 – 2020
**Student Program Handbook
& Code of Conduct**

Contact Information:

Phone: 1-314-924-6000

FAX: 314-380-3117

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EMAIL: <https://mova.k12.com>

ADDRESS: Missouri Virtual Academy, P.O. Box 792, Manchester, MO 63011

Welcome to Missouri Virtual Academy!

Missouri Virtual Academy (MOVA) is a statewide virtual school program that uses innovative technology and a rich curriculum from K12. Our program encourages students and parents to grow and learn together by exploring their personal interests and collaboratively participating in academic pursuits.

Once you begin at MOVA, you enroll in more than a school program. Walking through our virtual doors, you will immediately see a program devoted to you and your student. Our virtual academy has designed educational supports that both enhance the learning experience and provide you, the parent, strategies and techniques to help meet your student's unique needs.

At MOVA, we believe that every student can flourish when given the opportunity. We believe in thinking differently, inspiring students, and partnering with our community. We do this by lifting students to higher standards and providing tools for success.

We are honored to partner with you in your child's education.

Best Regards,

Missouri Virtual Academy Program Administration

Contents

Welcome to Missouri Virtual Academy!	2
Questions or Concerns?	5
Admission of Homeless Children and Youth	8
Notification of Rights under FERPA for Elementary and Secondary Schools	10
Directory Information	12
Registration Process	13
Change of Student Information	14
Child Find	17
Report Cards	19
Grade Appeal Process	20
Transcripts	20
Student Privacy and Notice of Breach	21
Assessments	21
State Testing	21
Academic Integrity Policy	26
Misuse of Technology Resources and the Internet	27
School Property	29
Outings, Emergencies, Withdrawals	Error! Bookmark not defined.
Emergency Messaging	34
Nonemergency Messaging (Phone and Text, if opted in)	34
School Outings & Student Activity Clubs	34
MOVA FAQ's	Appendix A
SY 2019/2020 Recommended Operating Systems and Browsers	Appendix B
Bullying Incident Report Form	Appendix C

Handbook Accessibility, Purpose and Organization

If you have difficulty accessing the information in this document because of disability, please contact:

Principal:

Steven Richards

srichards@k12.com

314-924-6000

The purpose of this student handbook is to give students and their parents an understanding of the general rules and guidelines for attending and receiving an education from Missouri Virtual Academy (MOVA).

Who We Are

MOVA, a program of the Grandview R-2 School District, is a public, statewide online school program for learners with a passion for knowledge. Our educators are dedicated to inspiring and empowering students in grades K–12 to reach their full potential. An engaging, highly-interactive curriculum allows students to "dive deep" and includes the traditional core subjects of art, music, and world languages. Missouri-certified teachers conduct live, online classes and provide a personalized approach tailored to student needs. For students in grades 9–12, Destinations Career Academy at MOVA provides a jump-start on college and career goals with industry-relevant electives in Business, Health and Human Services, and Information Technology. Students also enjoy activities and clubs which bring MOVA students together in an active, supportive school community.

MOVA has the right to amend the school supplemental handbook, as new state regulations come available and at the discretion of the Grandview R-2 district. If MOVA makes changes to the student handbook during a school year, the administration of campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information. A current copy of the handbook will be maintained on the MOVA website.

Students enrolled in the MOVA program should follow both the MOVA supplemental student handbook guidelines as well as their resident district's districts handbooks and school policies, as they are still an active student within their resident district. All resident district policies and rules (e.g., required courses, graduation requirements, assessment dates) must be followed by each student to ensure overall academic success.

Questions or Concerns?

MOVA staff recognizes that life at school does not always run smoothly. As problems arise, school personnel and parents must collaborate to solve them. MOVA staff also realizes that parents and students do not always know what to do or where to seek out answers and often give up and become frustrated when problems remain unsolved. Please follow these procedures for general information or for assistance in resolving a problem:

Step One	All concerns and issues should first be directed to the student's teacher via phone or email. If a MOVA teacher cannot resolve the issue, he/she directs the parent to the appropriate contact for assistance.
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Step Two	If the concern is not resolved at this level, parents are advised to contact the Principal or Assistant Principal.
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Step Three	If you still have questions or concerns, you may discuss them with school administration. Please send your request for a meeting via email to Steven Richards, Principal, 314-924-6000
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- If you need assistance of a language interpreter, please contact, Steven Richards, Principal, 314-924-6000

Missouri Virtual Academy

2019-2020

Academic Year Calendar

Events

July 19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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August 19						
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September 19						
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December 19						
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January 20						
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February 20						
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March 20						
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May 20						
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June 20						
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July 20						
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August 20						
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30	31					

Aug 19	First day of classes - First day of the first quarter	
Sep 2	Labor Day	
Oct 18	Last day of 1st Quarter	(44 Days)
Nov 11	Veterans Day	
Nov 27	Thanksgiving Break	
Nov 28	Thanksgiving Break	
Nov 29	Thanksgiving Break	
Dec 20	Last day of 2nd Quarter	(41 Days)
Dec 25	Winter Break	
Dec 24	Winter Break	
Dec 25	Winter Break	
Dec 26	Winter Break	
Dec 27	Winter Break	
Dec 28	Winter Break	
Dec 30	Winter Break	
Dec 31	Winter Break	
Jan 1	Winter Break	
Jan 2	Winter Break	
Jan 3	Winter Break	
Jan 20	Martin Luther King, Jr. Day	
Feb 17	President's Day	
Mar 13	Last day of 3rd Quarter	(48 Days)
Mar 16	Spring Break	
Mar 17	Spring Break	
Mar 18	Spring Break	
Mar 19	Spring Break	
Mar 20	Spring Break	
Apr 10	Good Friday	
Apr 15	Good Friday	
May 20	Last Day of School and 4th Quarter	(41 Days)
		(174 Days Total)
	May 21st through May 29th are reserved for make-up days if inclement weather occurs.	

*Students should be completing 6 hours of coursework per day for 174 school days, and a total of one thousand and forty-four hours of instruction per academic year.

** Please note, students will need to follow their resident district's testing dates. You are required to participate in all testing with your resident district. Additional information is located within the testing section of this supplemental handbook.

Admission

To be approved to take courses through MOVA, students must

- have had one semester of public school from within the state of Missouri immediately prior to admission, and;
- students must be under the age of twenty-one.
- Further, students in grades one through twelve, who reside in Missouri, are eligible to enroll in Missouri Course Access and Virtual School Programs (MOCAP), including MOVA.
- Kindergarten students are eligible for enrollment during their second semester.
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If a student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community during the previous semester, he/she may enroll in MOVA and are exempt from having to attend a public school during the previous semester to be approved. MO Rev Stat § 161.670

For a student to be enrolled in MOVA, the student's resident district must sign an approval form. While the student is approved to take courses through MOVA, the student remains a student of the resident district. As such, the resident district is the holder of the student's records, and MOVA is responsible for the education program records.

Enrollment Documents

Your resident district will be responsible for collecting your enrollment documents, including proof of residency, proof of guardianship, qualification for free and reduced lunch programs, and immunization information. According to Missouri State Law Section 167.181 RSMo, students must have the required immunizations before enrolling or attending school. Immunizations may be obtained at the Jefferson County Health Department in Hillsboro (636-942-3101) or in Arnold (636-282-1010). Additional locations throughout the state, can be located, here: <https://health.mo.gov/living/lpha/lphas.php> Appointments are necessary. Please refer to your resident district's enrollment requirements.

Right to Appeal a Denial

What are my rights if my child is denied approval by our local school to enroll in a virtual school program?

In cases of denial by the school district or charter school, your school district should inform you of the decision and should inform you of your student's right to appeal any enrollment denial in the Missouri Course Access and Virtual School Program, per MO Chapter 161.671.

If your school district does not provide you with the appeal process, you can request a copy from the district.

How are appeals made?

Your appeal should be made to your local school district board or charter school's governing body. You should be given an opportunity to present your reasons for your child or children to enroll in the Missouri Course Access and Virtual School Program in an official school board meeting. In addition, the

school district's or charter school's administration should provide its good cause justification for denial. Both you (the family) and school administration should also provide your reasons in writing to the members of the school board or governing body, and the documents will be included in the official board minutes. The members of the board or governing body must issue their decision in writing within thirty calendar days.

What if the board or governing body denies the approval to the virtual school?

If the school board denies the approval to the virtual school program, you may appeal to the Missouri Department of Elementary and Secondary Education, who will provide a final enrollment decision within seven calendar days.

Non-Discrimination Statement

MOVA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Steven Richards
srichards@k12.com

Phone: 314-924-6000
Address: Missouri Virtual Academy
P.O. Box 792
Manchester, MO 63011

For further information on notice of non-discrimination, visit
<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>.

The OCR office for Missouri is located at:

Kansas City Office
Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106

Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Admission of Homeless Children and Youth

The McKinney Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. *Under the Act, schools are prohibited from delaying a homeless child's entry*

into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster parents or relatives other than their legal guardians.

The McKinney-Vento Definition of Homeless

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines *homeless* as follows: The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Additional information about supports are available by calling the school office at 314-924-6000 and request to speak with Steven Richards, Principal

Admissions of Youth in Foster Care

Foster Care Education Bill of Rights The "Foster Care Education Bill of Rights" requires public school districts and child-placing agencies in Missouri, to ensure youth in foster care do not fall through the cracks when it comes to receiving an education because of situations that they experience while in care. The Foster Care Education Bill of Rights: Requires school districts to designate a staff person as the educational liaison for foster children. The liaison shall do the following in an advisory capacity:

- Ensure and facilitate the proper educational placement, enrollment in school and check out from school of foster children;
- Assist foster care pupils when transferring schools by ensuring proper transfer of credits, records and grades;
- Request school records within two business days of a foster child in a school; and
- Submit records of a foster child within three business days of receiving a request for school records.

Additional information about supports are available by calling the school office at 314-924-6000 and request to speak with the Foster Care Liaison, Steven Richards, srichards@k12.com

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day MOVA receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the Head of School, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask MOVA to amend their child's or their education record should write MOVA's Head of School, clearly identify the part of the record they want changed, and specify why it should be changed. If MOVA decides not to amend the record as requested by the parent or eligible student, MOVA will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. MOVA intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MOVA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that MOVA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, MOVA may disclose appropriately designated “directory information” without written consent, unless you have advised MOVA to the contrary in accordance with MOVA’s procedures. The primary purpose of directory information is to allow MOVA to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want MOVA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the MOVA in writing by October 30, 2019. MOVA has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in virtual classrooms or elsewhere at the MOVA office as recognition of student achievement.

However, the MOVA will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the school, such as a campus or classroom website, and in school publications, which may include printed materials, videos, or other methods of mass communication.

Text Alerts, Messaging, and Opt-Out

Families have the option to opt in to texting alerts from MOVA. Throughout the school year, MOVA will provide important updates regarding deadlines, events, outages, and other pertinent information by text message. Families who opt in should take the following into consideration:

- MOVA will use this tool for outreach purposes
- Message and data rates may apply
- You may receive up to 8-12 text messages per month from MOVA.

Based on student compliance or attendance, a family may receive more than the average number of text messages.

Families can change their opt-in answer at any time by emailing movaooffice@missouriva.org

Registration Process

Information about MOVA's registration process and timeline is available by going to <https://mova.k12.com/how-enroll.html> or by going to www.k12.com

Change of Student Information

As soon as there is a change in student information, which may include: address, telephone number, emergency contacts, or any other important directory information, the parent/guardian must update this information through her/his Online Learning System account within two (2) school days of the change.

To confirm your address please follow the steps below:

- 1) Log into the D2L/OLS with your username and password;
- 2) Click "My Account" at the top right of your screen;
- 3) Select "My Account" from the drop-down menu;
- 4) Your address will appear.

If you have any questions regarding your address change, please send an email to your homeroom teacher. You may also contact the MOVA Administrative Office at 314-924-6000, Monday-Friday from 8:00am-4:30pm if you have additional questions.

Attendance and Truancy

Attendance at MOVA is determined by your child's completion of assignments and assessments within all of his/her courses, as defined by MO Rev Stat § 161.670; thus, it is very important that your child participates in online, offline, and live class sessions.

Student truancy will be monitored at MOVA and reported to each student's resident district every month. Per the Core Data and Missouri Information System 2019 reporting manual, truancy reporting is *Required for all students except grade PK. Truant student has 10 or more cumulative days of unexcused absence from the school district* (p. 97).

In addition, when a student accumulates fifteen or more absences during any one school year, the resident district must report your child's absences to the children's division within ten business days of the 15th day of absence. Such notice will be in written form and retained in the student's school records, shall include:

- (1) The student's full name and parents' or guardians' full names;
- (2) The addresses and phone numbers of the student and parents or guardians;
- (3) The student's date of birth and age;
- (4) The student's current school and grade level;
- (5) The student's current grades for all classes in which the student is enrolled; and
- (6) The total number of days missed, and specific days missed from school.

Thus, students will be marked as participating in a course for the week if they meet one of the following criteria:

Grades K-5:

- Activity in any course (e.g., online, offline, lesson completion, live class, teacher communication)
- Student is within 10% expected progress in four or more courses

Grades 6 -12:

- Activity in any course (e.g., online, offline, lesson completion, live class, teacher communication)
- Have a grade of 60% or higher in each enrolled course

If a student fails to meet one of the participation criteria above, during a week (Monday – Sunday), the student will be marked truant:

- One week of not meeting a defined participation requirement equals 5 days absent
- Two weeks of not meeting a defined participation requirement equal 10 days absent
- Three weeks of not meeting a defined participation requirement equal 15 days absent
- Four weeks of not meeting a defined participation requirement equal 20 days absent

When a student reaches four weeks of not meeting a defined participation requirement and has obtained 20 days absent, MOVA will recommend to the student's school district that the student discontinues program enrollment in the online courses.

Reporting Excused Absences

Due to the flexible nature of the online program, student excused absences should only be reported, if the student will be absent more than 4 days. Excused absences must be submitted and approved by MOVA's administration. Absences will be reviewed based on reasonable causes, i.e., serious/prolonged illness, severe/prolonged injury, family emergency, etc. Excused absences not approved or not reported will be shared with your student's resident district as days truant. Excessively truant students, as defined within the attendance and truancy section of this handbook will be at risk of being recommended not to continue in the MOVA program. In addition, your resident district must report students truant to the State Department of Education. Attendance at MOVA is determined by your child's completion of assignments and assessments within all of their courses, as defined by MO Rev Stat § 161.670. Thus, it is essential to have your student work on assignments and assessments, as prescribed by your student's teachers.

To submit a planned or unplanned absence as excused for administrative review, please complete this form: <https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ffffbe04-0073-4eb3-8af9-def15ba54eab&env=na2>

Course Completion

While we want all students to complete and be successful in their coursework, it is essential to define what course completion means:

- In grades 6-12 course completion means, the student earned a grade in the course at the end of the semester. This grade could be a passing or failing grade.

- In grades, K-5 course completion means, the student earned a complete in the course and not an incomplete or identified to repeat the course.

Teachers will hold Class Connect sessions throughout the week in the subject areas of Math, Language Arts, Science, Social Studies, Art, Music, and PE per grade level. Some grade levels will also have Class Connect sessions for Health and Technology. Some lessons may be taught with an interdisciplinary focus (i.e. using reading strategies for social studies material).

Students are expected to attend all core subject sessions LIVE (Math, Science, Social Studies, and Language Arts). Live electives sessions are optional. However, work sample grades may be taken, so it's imperative that students review the recording to make up any missed assignments given out during the live session.

It is the responsibility of the parent/student to follow-up on any missed work. Attending class connect sessions live is equal to attending school. *Each student's grades and standing in the course will determine their individual expectations for attending sessions.* Students are expected to attend all courses, unless notified by their teacher that their attendance is not required.

Course completion and grades will be reported to the student's resident district at the end of each semester. Based on the student's course completion reported, your student's resident district may allow or not allow your student to continue.

Teacher and Staff Professional Qualifications

You may request information regarding the professional qualifications of their child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to their child.

Teaching Materials

Parents may review all teaching materials, textbooks, and other teaching aids used in their child's classroom and may review all tests administered to the child, after the test is given. To review these materials during regular school hours, the parents should contact the principal for access. at MOVA.

Further, MOVA will notify the parent or legal guardian of each student enrolled of:

- (1) The basic content of the district's or school's human sexuality instruction to be provided to the student; and
- (2) The parent's right to remove the student from any part of the district's or school's human sexuality instruction.

If the student is enrolled in a course addressing this subject matter. Notification will be sent to the appropriate families upon enrollment in the course.

Child Find

The Individuals with Disabilities Education Act includes the Child Find mandate. Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. If you have questions or feel like your child may need specialized services, please contact your resident district's special services or counseling team.

Special Education

MOVA will provide special education accommodations, adaptations, and assistive technology supports for students with disabilities according to individualized plans developed by their resident district's teachers, parents, counselors, and other professionals. The student's resident district and home school is responsible for the development of the IEP, evaluation, and services, as defined by the student's IEP. Please contact your resident district and teacher of record for any questions or supports. If you have questions regarding the implementation of accommodations, curriculum or course adaptations, or assistive technology needs, please contact Steven Richards, Principal, at 314-924-6000 or srichards@k12.com

English Language Learners

MOVA will provide accommodations, adaptations, and assistive technology supports for students with English Language needs (ELL) according to individualized plans developed by their resident district's teachers, parents, counselors, and other professionals. The student's resident district and home school is responsible for the development of the English Learner Plan, evaluation, and services, as defined by the student's plan. Please contact your resident district and teacher of record for any questions or supports. If you have questions regarding the implementation of accommodations, curriculum or course adaptations, or assistive technology needs, please contact Steven Richards, Principal, at 314-924-6000 or srichards@k12.com

Section 504 and Health Plan Supports

MOVA will provide 504 accommodations, adaptations, and assistive technology supports for students with disabilities according to their 504 or health plan developed by their resident district's teachers, parents, counselors, and other professionals. The student's resident district and home school is responsible for the development of the 504 or health plan, evaluation, and services, as defined by the student's 504 or health plan. Please contact your resident district and teacher of record for any questions or supports. If you have questions regarding the implementation of accommodations, curriculum or course adaptations, or assistive technology needs, please contact Steven Richards, Principal, at 314-924-6000 or srichards@k12.com

Gifted and Talented Students

It is the goal of MOVA is to provide a quality education and to ensure appropriate learning opportunities that will foster maximum mental, physical, and emotional development of each student. Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, showing an unusually high capacity for

leadership, or excel in a particular academic field. MOVA will provide extension activities, accommodations, adaptations, and assistive technology supports for students identified as gifted according to their gifted plan developed by their resident district's teachers, parents, counselors, and other professionals. The student's resident district and home school is responsible for the development of gifted plans, evaluation, and services, as defined by the student's gifted plan. Please contact your resident district and teacher of record for any questions or supports. If you have questions regarding the implementation of accommodations, curriculum or course adaptations, or assistive technology needs, please contact Steven Richards, Principal, at 314-924-6000 or srichards@k12.com

Approval for Continued Participation

All students approved to take classes through MOVA have the opportunity to be successful. Students are given the flexibility to work ahead or take a longer time in courses as needed, with on-demand access to courses, assignments, and resources 24 hours, seven days a week; although it is essential that students and families learn how to use pacing guides and teacher guidance to stay on track in their courses. We are here to support you!

If you feel that your child is at risk of failing a course, please contact your child's advisor to schedule a support meeting. In elementary grades, essential skills are being taught and will be needed for success in higher grade levels. Likewise, in high school, students must earn the required number of credits defined by your resident district and as your student's ICAP or Course of Study describes. Failing a course may impact the student's ability to progress through higher grades successfully or the ability to graduate on time.

Those students who are not experiencing academic success for a variety of reasons may not be recommended by MOVA to continue courses in our online setting. Below is a list of reasons why a student may not be approved for MOVA courses:

- When a student reaches four weeks of not meeting a defined participation requirement and has obtained 20 days absent, MOVA will recommend to the student's school district that the student discontinues program enrollment in the online courses. (See MOVA's Truancy Procedures for the complete definition)
- Failure in grades K-8 to complete 80% or more of a course in two or more courses in a semester
- Failing more than two classes in a semester in grades 9 – 12
- Not following MOVA's online etiquette, bullying, and discipline policies, as defined within MOVA's Student Conduct Expectations

If your student is not obtaining success in one or more of the areas, defined above, MOVA will recommend to your student's school district that the student discontinues program enrollment the next semester. Parents will be notified of this recommendation, as soon as it is determined.

Extra-Curricular Activities

Outside of the virtual classroom, MOVA students will remain with their district of residence and graduate with their home district. Students will be eligible for sports, outings, and extra-curricular activities like all other public-school students in Missouri.

Voluntary Withdrawal

To voluntarily withdraw a student from MOVA, parents/guardians (or students who are 18 year of age or older) should notify the student's homeroom teacher in writing as far in advance of the withdrawal as possible. A withdrawal form must be completed before a student is withdrawn. Student course records will be sent to the student's resident district.

To return hardware and materials, students will be contacted by MOVA/K12 for return options. MOVA will send the student pre-addressed postage-paid shipping materials. The student is responsible for packaging materials and sending computer and materials back to the school in good condition.

Report Cards

Report cards will be generated and emailed following the end of each semester. Current course progress can be viewed at any time in the online platform.

Grading Scale

Students will be issued a letter grade for each course taken at MOVA.

Students will be required to take End Of Course exams as prescribed by the Department of Elementary and Secondary Education. These assessments should be schedule with your student's resident district.

If a student does not turn in an important assignment, the student will be given an incomplete/missing. When the student completes the assignment, he/she will be assigned a grade at that time.

MOVA uses the following grading scale to determine final grades:

- 100 – 90 – A
- 89 – 80 – B
- 79 – 70 – C
- 69 – 60 – D
- Below 60 – F

Students will be granted a high school diploma from their resident district, upon the satisfactory completion of required courses and the acquiring of the requisite number of credits as mandated by the Missouri State Department of Education and your student's resident district's Board of Education. High school courses will be assigned according to your student's course of study or ICAP provided by your resident school district. Changes to your student's course of study should be addressed by contacting your resident district's guidance department.

Grade Appeal Process

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with MOVA's grading policy. If you have a question regarding your student's final grade, please contact the classroom teacher for a conference.

Individualized Learning Plans

Per MO statute §161.670, MOVA students are required to have an individual learning plan (ILP) designed by certified teachers and professional staff. For students in grades K-8, ILP's will include details about the student's courses, expectations, and goals for the school year as well as provide information about future academic and career planning. High School Students will have an individualized graduation plan which will include information about their high school course plan, graduation plan, and a checklist to assist with post-graduate planning. This information will be aligned with the student's resident district's graduation requirements, and as defined on the student's ICAP. Each plan will be shared with each student and their parent/guardian. School staff will be able to assist individual families with any questions or alterations to their child's plans, as appropriate.

Promotion, Summer School and Retention

MO. REV. STAT. §162.110 states that resident district's, governing boards must define the minimum level of achievement for student promotion. Specifically, governing boards must define which students should be promoted, attend summer school, or be retained within the district.

Per the Missouri statute, students should be promoted to a higher-grade level, unless the student has a reading ability one or more grade levels below the student's current grade level.

In addition, a student who does not achieve grade-level standards shall be required to attend summer school. Please note, these rules would not apply to students receiving special education services, as this would be an IEP committee decision.

Thus, your student's resident district is responsible for summer school, promotion, or retention determinations. If a student's resident district determines a student is required to attend summer school or should be retained, they must notify both, the family and MOVA before July 1st of the academic year. This timing will allow the student to be placed in the correct grade level for the following next school year.

For further information on your resident districts promotion, summer school, or retention policy, please visit your student's resident district's school handbook.

Transcripts

Requests for official transcripts should be submitted to your student's resident district. Typically, students 18 years of age or older must make their own request. For students under 18 years of age, the parent/guardian must make the request. Official transcripts will include courses completed at MOVA. While the student is approved to take courses through MOVA, the student remains a student of the resident district. As such, the resident district is the holder of the student's records, and MOVA is responsible for the education program records.

Student Privacy and Notice of Breach

MOVA takes protecting your student's data very seriously. In the event of a breach of data that includes personal information of a student, MOVA will send written notification to the parent or legal guardian of an affected student. Notification of a breach of personal information of a student will also be sent to the student's resident district, as well as the Missouri Department of Elementary and Secondary Education, and the state auditor. RS Mo §162.1475

To review the entire K12 privacy policy, please visit MOVA's website, here:

<https://www.k12.com/privacy-policy.html>

Assessments

Upon enrollment and at other designated times throughout the year, all MOVA students will be required to participate in NWEA and/or USA TestPrep assessments. The purpose of these assessments is to determine what skills the student has mastered and individual standards that the student needs additional supports. It is critical that your child completes each assessment assigned, since our testing is purposeful and meaningful and drives our instructional practices to best serve the individual needs of your child.

End of Course Assessments for High School Courses

All students are required to take End Of Course examinations as required by the Department of Education. In addition, the following rules and/or guidelines are used concerning end of course examinations.

- A. Resident districts must ensure that all students take required end of course exams (Algebra I, English II, Biology, and American Government).
- B. Students may only take an End Of Course exam if they have shown mastery of course objectives or by the resident district's counselor recommendation and communication with parent/guardian.

State Testing

MOVA students must comply with all Missouri-mandated testing requirements and will take those assessments with their resident school district according to their resident school district testing schedule. It is the responsibility of the student and their family to work with your resident district to obtain the date(s) and time(s) your student must report to the district's school building to participate in state required assessments.

As we near testing windows, your student's homeroom teacher will be sending an email to collect specific information regarding your student's testing plan. You will be asked to submit the dates, location, and tests that your student will be taking. Responding to this message allows the teacher to adjust attendance expectations for those days.

Parent/Student Escalation School Policy

If a student and/or parent/guardian has a conflicting situation with a staff member or curricular matter at MOVA, the student/parent should follow the steps below:

1. Communicate first, via phone and email, with the teacher, counselor, or advisor involved in the situation.
2. If student/LC and the staff member cannot resolve the situation through conversation and/or meetings, then the student/LC should contact Steven Richards, Principal, at 314-924-6000 or srichards@k12.com through email to set up an appointment to discuss.

Fees (All Grade Levels)

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student.

Student Code of Conduct

The purpose of the student code-of-conduct is to emphasize student expectations and provide guidelines for appropriate online school behavior.

Infractions are grouped into categories according to the seriousness of the offense. Each disciplinary action category gives a range of penalties which may be issued and are not all- inclusive. The disciplinary action to be taken does, however, provide students with a basic understanding of the seriousness of the offense. Furthermore, it should be understood that student penalties may be increased or decreased at the discretion of MOVA administration according to each particular set of circumstances and according to past discipline problems.

It should be understood that not all disciplinary situations are covered in this handbook. MOVA administration will use his/her judgment as to what the penalties shall be in those situations not explained in this student handbook. In addition, in certain situations, when the seriousness of the behavior warrants MOVA to report the behavior directly to the student's resident district, the resident district's policy takes precedent in disciplinary proceedings. Further, the student's continued participation in MOVA courses may be in question and the student may be withdrawn, based on the resident district's policy.

Furthermore, when a student violates MOVA's rules which also violate state laws, a complaint may be signed by MOVA administration with the local Sheriff's Department. Some examples of these violations include, but are not necessarily limited to, the following:

1. Battery
2. Possession, distribution, or use of drugs
3. Theft
4. Vandalism
5. Fighting

In addition to the disciplinary actions listed, students who participate in their resident district's extracurricular activities are subject to the penalties established by each resident district's extracurricular

organizational sponsor and/or individual head coach, please refer to your student’s resident/home school’s code of conduct for specific information.

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
<p>Alcohol, Drugs, Narcotics Medication or Medicine (* cumulative behavior i.e. infractions are cumulative over the student’s tenure at MOVA)</p> <p>A. Non-prescription medicine, i.e. Tylenol, etc. must be administered by the parent/guardian, prior to attending any MOVA event. Non-prescription medication will not be administered by MOVA staff. Students are not allowed to possess non-prescription medication.</p> <p>B. Possession, use, or being under the influence of unauthorized alcohol, drugs (including prescription drugs), narcotics, medication or medicine, substances purporting to be the same (imitation controlled substances), unauthorized inhalants, and /or related paraphernalia by any student while such student at a school event (online or in person). Medication shall be delivered to the school designee for in person events, together with written dosage instructions from a doctor. Regulation 2870 – (A parent or guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over the counter, must be in</p>	<p>A. Non-prescription drugs A. parent conference and note in student’s MOVA file</p> <p>B. Alcohol, Drugs, Narcotics B. Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Notification to law enforcement.</p> <p>C. Sale and Distribution C. Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Notification to law enforcement. Safe Schools Report will be suggested by MOVA to be filed by the resident district. Resident District is responsible for discipline per their district policy.</p>	<p>A. Non-prescription drugs A. parent conference, notification of second offense to resident district and a note student’s MOVA file</p> <p>B. Alcohol, Drugs, Narcotics B. Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Notification to law enforcement. Safe Schools Report will be suggested by MOVA to be filed by the resident district. Resident District is responsible for discipline per their district policy.</p>	<p>A. Non-prescription drugs A. Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file.</p>

<p>pharmacy or manufacturer labeled container.) C. The sale, transfer, or distribution of unauthorized alcohol, drugs (including prescription drugs), narcotics, medication or medicine, substances purporting to be the same (imitation controlled substances), unauthorized inhalents and or related paraphernalia is the act of transferring such substance from one person to another by any student while such student is in attendance at a school function, either online or in person.</p>			
<p>Arson (*cumulative behavior) – Intentionally causing or attempting to cause a fire or explosion.</p>	<p>Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Notification to law enforcement. Safe Schools Report will be suggested by MOVA to be filed by the resident district. Resident District is responsible for discipline per their district policy.</p>		
<p>Assault of Fellow Student (*cumulative behavior) - This category would include any act which creates or causes a reasonable apprehension in the student of an immediate harmful or offensive contact to their body or any act which actually brings about harmful or offensive contact to the student’s body.</p>	<p>Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Notification to law enforcement. Safe Schools Report will be suggested by MOVA to be filed by the resident district. Resident District is responsible for discipline per their district policy.</p>		
<p>Assault of School Personnel (*cumulative behavior) - This category would include any act which creates or causes a reasonable apprehension in the faculty or staff member of an immediate harmful or offensive contact to their body or any act which actually brings about harmful or offensive contact to the</p>	<p>Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Notification to law enforcement. Safe Schools Report will be suggested by MOVA to be filed by the resident district. Resident District is responsible for discipline per their district policy.</p>		

<p>faculty or staff member's body.</p>			
<p>Bullying (*cumulative behavior) – . Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Cyber-bullying is also prohibited.</p>	<p>Parent conference and dependent on the severity, resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Resident District is responsible for discipline per their district policy.</p>	<p>Parent conference and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Notification to law enforcement. Resident District is responsible for discipline per their district policy.</p>	<p>Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file. Notification to law enforcement. Resident District is responsible for discipline per their district policy.</p>
<p>Cheating - To violate rules dishonestly on school work.</p>	<p>Student will be given a “0” until an alternative assignment is completed.</p>	<p>Student will receive a “0” on the assignment and not allowed to make up the missed points. A note will be placed in the student’s MOVA file and the resident district will be notified.</p>	<p>Student will receive a “0” on the assignment and not allowed to make up the missed points. A note will be placed in the student’s MOVA file. Parent conference and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA.</p>
<p>Computer/Technology Misuse – This category includes but is not limited to: sharing confidential passwords; deleting, examining, copying or modifying files of other users; deliberate damage/disruption of the computer system; using the computer for vulgar or profane purposes; copying system files or copyrighted material.</p>	<p>A parent conference and note in student’s MOVA file. Depending on the severity, the resident district may be notified and the “good standing” of the student’s enrollment may be altered.</p>	<p>A parent conference, notification of second offense to resident district and a note student’s MOVA file. Depending on the severity, the resident district may be notified and the “good standing” of the student’s enrollment may be altered.</p>	<p>Parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file.</p>

Defiance and Insubordination – This category is defined as the stated or implied intention not to comply with school rules or reasonable requests of school officials/instructors. This includes requests to do assigned work in class.	A parent conference and note in student’s MOVA file	A parent conference, notification of second offense to resident district and a note student’s MOVA file	A parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file.
Ongoing Disruptive Behavior / Breaking Classroom Rules - This category would include conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work.	A parent conference and note in student’s MOVA file	A parent conference, notification of second offense to resident district and a note student’s MOVA file	A parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file.
Extortion - This category is defined as threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.	A parent conference and note in student’s MOVA file	A parent conference, notification of second offense to resident district and a note student’s MOVA file	A parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file.
Forgery – Imitating the signature or work of others with intent to deceive.	A parent conference and note in student’s MOVA file	A parent conference, notification of second offense to resident district and a note student’s MOVA file	A parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file.
Harassment- Harassment is when bullying behavior is directed at a target is based on a protected class. Protected classes include race, color, religion, sex, age, disability, or national origin.	A parent conference and note in student’s MOVA file	A parent conference, notification of second offense to resident district and a note student’s MOVA file	A parent and resident district notification of “Not Good Standing” and suggestion to discontinue courses at MOVA. A note will be placed in the student’s MOVA file.

***Behaviors not defined within MOVA’s code of conduct, which are serious offenses, such as possession of weapons, gang affiliation, use of drugs or tobacco, will be immediately reported to law enforcement, the student’s resident district, where the home school will implement the appropriate consequence, which may include immediate removal and discontinuation of MOVA program enrollment.**

Academic Integrity Policy

All work submitted and/or marked complete in the D2L/OLS is assumed to have been completed only by students from their own student account. Students should not have access to the learning coach

login credentials. Students are also responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the Principal and will result in a conference with the student's parent and/or Learning Coach. Students who violate this policy are subject to consequences, including recommendation to discontinue enrollment in MOVA's program.

Plagiarism

The definition of plagiarism is: Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that is not tolerated are:

- Copying or rephrasing another student's work.
- Taking material from Internet sources and using it as your own, even if some words are changed.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example, CliffsNotes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of student aids, such as CliffsNotes, Coles Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

Source Citation

Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a Web site, he/she provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available, and date of access.

Misuse of Technology Resources and the Internet

MOVA wants to take additional precautions to support student internet safety.

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.

- Use the Internet or other electronic communications to threaten district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or websites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to your resident district’s Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with their resident district’s Student Code of Conduct and, in some cases, the consequence may rise to the level of expulsion.

Netiquette on The Internet

All users of MOVA’s educational platforms and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). These rules of behavior include the following:

- Be Polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do **NOT** reveal your personal contact information (including Skype and social media usernames/handles) or phone numbers or those of other students or colleagues.
- Keep paragraphs and messages short and to the point. Focus on one subject per message. Always include a subject line in the email.
- Capitalize words only to highlight an important point or to distinguish a title or heading. “Asterisks” surrounding a word may also be used to make a stronger point.
- Remember that humor and satire can be misinterpreted. Be judicious in your choice of words.
- Minimize spelling errors and make sure your message is easy to understand; however, remember that many people all over the world use the Internet. Please do not criticize another person’s use of grammar or spelling.
- Cite all quotes, references, and sources. Copyright applies to electronic information.

- Never send chain letters through the Internet.

Internet Safety Policy

In accordance with the Children’s Internet Protection Act (CIPA), MOVA and K12, Inc. installs the appropriate technology resources to protect students and employees from inappropriate Internet content. This system will restrict access to electronic systems which contain information pertaining to pornography, hacking, unauthorized chat rooms, and any other content considered harmful to minors. This system will also restrict access to sites which seek to solicit personally identifiable information.

We understand that children who are under 13 years of age need enhanced safeguards and privacy protection, as set forth in the Children’s Online Privacy Protection Act (COPPA). COPPA protects the information privacy of children under the age of 13 by requiring web site operators and online services to post privacy policies and obtain verifiable parental consent before collecting information from those children.

We receive personal information about children who are under the age of 13 strictly from their parents or guardians at the time those children are enrolled into our schools. The only information received directly from your student is the information they provide (such as test answers, electronic mail and class discussions) in our schools as part of their education. Other than through the schools, we do not solicit children to provide personal information. We also do not knowingly contact or collect PII from children under 13.

Nevertheless, we want to provide assurances that information about young children is safe. If you want to notify us that we have inadvertently received information for a child under the age of 13 as, for example, by fraud or deception by others, please email us at privacy@K12.org. Also, you can review certain personal information that we have regarding your children by making such a request in writing to privacy@K12.org.

School Property

MOVA provides materials, computer (if applicable), printer, books and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. A list of property that must be returned is provided to parents. All property and equipment must be returned in good, working condition upon withdrawal from the program or completion of the school year. If a piece of TXESP’s electronic equipment isn’t working properly, **the parent should contact K12 Customer Care at 1-866-512-2273** and troubleshoot with the technical support team. Parents should not repair any of MOVA’s/K12’s equipment. All printed materials are copy righted and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her studies while enrolled in the school. Parents are to comply with this policy and all the terms and conditions of the Use of Instructional Property Agreement submitted with the enrollment materials.

Appeals Notice

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration.

Have Questions or Need Support

Issue	Who To Contact
Academic Help	Homeroom Teacher/ Content Teacher/Advisor
Address Update	Homeroom Teacher or School Office
Attendance Questions & Submitted Incorrectly	Homeroom Teacher/Advisor
Class Connect (Collaborate) Technical Issue	Customer Support: k12.com/support / 866- 512- 2273
Course Change or Missing Course	Homeroom Teacher (K-8)/Counselor (9-12)
Course Content Comments & Minor Errors	Feedback in your Online School
Course Content Questions & Errors	Content Teacher
Course Materials Shipping, Missing & Damaged	Customer Support: k12.com/support / 866- 512- 2273
Grades and Scores for Online Assessments	Content Teacher
Internet Reimbursement (If Available)	School Office –
K ¹² Computer Hardware Troubleshooting	Customer Support: k12.com/support / 866- 512- 2273
K ¹² Computer Keyboard, Mouse & Microphone	Customer Support: k12.com/support / 866- 512- 2273
K ¹² Computer Malware/Virus	Customer Support: k12.com/support / 866- 512- 2273
K ¹² Computer Requests	Operations Mgr School Office—563-748-1017 x3001
K12 Computer Software Updates	Customer Support: k12.com/support / 866- 512- 2273
OLS Account Set-Up & Login	Customer Support: k12.com/support / 866- 512- 2273
OLS Error Messages	Customer Support: k12.com/support / 866- 512- 2273
OLS Navigation	Teacher or Customer Support: k12.com/support / 866- 512- 2273
PDF Links	Customer Support: k12.com/support / 866- 512- 2273
Return Course Materials	Customer Support: k12.com/support / 866- 512- 2273
Return K12 Computer Equipment	K12 Computer Returns: computer-returns@k12.com / 866-571-4310
Return Labels (Need Additional UPS Labels)	Customer Support: k12.com/support

Events/Sports at the Resident School	Resident School Office/Counselor
MOVA Events	Homeroom Teacher
Stride	Customer Support: k12.com/support / 866- 512- 2273
Suggestions & Comments	Feedback in Your Online School
Transcript Requests	Resident School Counselor
Withdraw	Homeroom Teacher

Title IX Non-Discrimination Policy:

MOVA is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment and sexual violence, as regulated by Title VII and Title IX, and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. MOVA reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

Information and Assistance

Definition of Sex Discrimination and Sexual Harassment (for Students):

- Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.
- Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

Definition of Sex Discrimination and Sexual Harassment (for Employees):

- Sex discrimination occurs when a person who is qualified for a position at issue is subjected to an adverse employment action because of his or her sex.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a term or condition of employment; 2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or 3) the conduct has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an intimidating, hostile or offensive working environment.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the School’s policies and reporting procedures from any of the following:

Title IX Coordinator:

Principal: Steven Richards

Phone: 314-924-6000

Email: srichards@k12.com,
Address: Missouri Virtual Academy
P.O. Box 792
Manchester, MO 63011

Title IX Grievance Guidelines

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment (“grievant”) should promptly report the matter to the school’s Title IX Coordinator, a school counselor, principal or other school administrator. A Title IX grievant is requested to complete a complaint form. Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

Grievance Procedures

The grievance procedures will be as follows:

1. It is the express procedures at MOVA to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilitates the investigation and resolution of such complaints. A form for such purpose can be found on our website and will also be provided to grievant. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student’s behalf.
2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with MOVA’s policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.
4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.
5. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, MOVA shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an

informal agreement between the parties which is consistent with MOVA's Title IX principles and goals.

6. If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the School Board within thirty (30) working days from receipt of the complaint.
7. The School Board shall review the case and make its recommendations to the Title IX Coordinator within fifteen (15) working days after receiving the grievance.
8. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.
9. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and MOVA will take actions necessary to prevent such retaliation.

Dissemination of Information

MOVA shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, and sources of referral of applicants for admission and employment, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Private, State and Federal Programs Administration

Protection of Student Rights

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

MOVA will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

Emergency Messaging

MOVA will rely on contact information on file with the program to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the program must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

Nonemergency Messaging (Phone and Text, if opted in)

MOVA will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. MOVA may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how MOVA contacts you, please contact your child's principal.

What do I do if my internet goes out?

Internet is a requirement of MOVA. If your internet temporarily goes out, you will still need to school. We suggest going to a local library, a local business that provides Wifi, or another location with public internet, while you resolve your internet issues. K12 Customer Care is the first point of contact for parents and students who need computer help. Call 1-866-626-6413 to speak with K12 Technical Support.

Where can I go to get more help?

K12 Customer Care is the first point of contact for parents and students who need computer help. Call 1-866-626-6413 to speak with K12 Technical Support.

School Outings & Student Activity Clubs

MOVA may sponsor optional outings for students and families that enhance the K12 curriculum/learning activities. While attendance is not mandatory, it is a wonderful opportunity to meet other school participants and share information about programs and successful practices. Outings are opportunities for both the students and parents to socialize. It is our hope that the teachers and parents will work together to plan and implement these activities. Parents are responsible for the cost of transportation and any entrance fees associated with optional outings. Credit for field trips are not offered in lieu of the regular OLS requirements. Outings are scheduled in various locations, throughout the state, and where a majority of MOVA students reside. Every effort is made to maximize outing locations throughout the year.

MOVA expects students to dress appropriately when attending outings. Examples, of inappropriate dress include:

- Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, national origin, disability, or gang membership.
- Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments.
- Any clothing that is excessively tight, is of transparent material, see through material, or that is ripped or torn, or has suggestive signs or symbols.
- Any clothing through which underwear or any type of undergarment may be seen.
- Spandex, clothing that does not cover backs, clothing that permits viewing of cleavage, halter, tank with open sides, spaghetti strap, and muscle/tank shirts.
- Spikes, dog chains/chokers, ball bearing chains, wallet chains, or other jewelry that increases the risk for accidents.

MOVA parents and students are expected to conduct themselves appropriately at all optional outings. Parents are responsible for supervision of their children at all times.

Health Policy Parent Information

School administration will work closely with the staff and students to maintain a healthy environment. Students who become ill or injured during an onsite event will immediately be reported to the administration or site lead. Parents will immediately be called if not onsite. If your child requires medication, you are asked to stay on location to provide it. MOVA staff will not administer medication to students at optional school activities.

Asthma

All students with a diagnosis of Asthma should have an “asthma action plan” on file at school, as developed by the resident district. Families are asked to submit asthma action plans in to the MOVA office, prior to attending an onsite activities. Students with Asthma may carry their inhaler if they have a doctor’s order on file.

Allergies

Students with a known severe allergic reaction should also have an “allergy action plan” completed by their physician and as on file at the resident district school. Families are asked to submit allergy action plans in to the MOVA office, prior to attending an onsite activities. The parent must provide any medications required as part of the action plan. It is the parent’s responsibility to discuss any accommodations that need to be made at school with the school staff.

Food Allergies

All students with a food allergy must fill out a form from the State and have it signed by a physician explaining dietary needs for individuals. Families are asked to submit food allergy action plans in to the MOVA office, prior to attending an onsite activities. Parent(s)/guardian(s) are asked to fully comply with medication policies for the safety and welfare of each and every student.

Child Abuse Hotline

Any person may report suspected child abuse, neglect, or exploitation. Anonymous reports are accepted from individuals who are not mandated by occupation to report, but please consider identifying yourself. Being able to contact you later helps the Children's Division staff complete a more thorough [investigation](#). They may also need to ask you for more information during the investigation process.

When making a report, be sure to have the following information:

- Name of the child
- Name of the parent(s)
- Name of the alleged abuser
- Where the child can be located

The Missouri Child Abuse and Neglect Hotline Unit utilizes Signs of Safety when screening calls. To learn more about Signs of Safety, please visit <https://www.signsofsafety.net/>

The Children's Division Child Abuse and Neglect Hotline (CA/NHU) is a toll-free telephone line which is answered seven days a week, 24 hours a day, 365 days a year - 1-800-392-3738

MOVA FAQ's

What is MOVA?

MOVA, a program of the Grandview R-2 School District, is a public, statewide online school program for learners with a passion for knowledge. An engaging, highly interactive curriculum allows students to "dive deep" and includes traditional core subjects, art, music, and world languages. Missouri-certified teachers conduct live, online classes, and provide a personalized approach tailored to student needs.

Once approved, the student remains a student within their resident district:

- MOVA will provide the full-time student courses that are aligned to your district's requirements.
- Your resident district will continue responsible for state reporting of the student.
- The student will remain eligible to participate in their resident district's extra-curricular activities, including sports, clubs, dances, and other events.
- The student will take any required state assessments with their resident district.
- The student will graduate with their resident district and as a student of that district.
- The student will continue to receive special education, Section 504/ADA, Dyslexia, English Learner, Gifted and Talent, McKinney Vento, and other special program oversight, support and services (including Related Services) by their resident district; including the writing and development and implementation of Individualized Education Plans (IEPs). MOVA will ensure that students have access to the accommodations as determined by their individual plans needed to be successful in their MOVA courses.

How will the resident district be informed of student progress?

- Attendance for virtual schools is defined by assessment and assignment completion.
- MOVA will send the district a monthly student report, providing information on the "good standing" of the student.
- Student course completion and grades will be reported to the resident district upon completion.

How will High School Students meet graduation requirements?

- MOVA will request a copy of the student's ICAP or Course of Study from the resident district, school counselors.
- Based on your school's graduation requirements, students will be placed in the appropriate online courses.
- At the end of each term, a report card will be sent to the resident district school in order for the classes and credits to be added on the student's transcript.

Whom can I contact if I have questions?

- Visit our website: <https://mova.k12.com/who-we-are/letter.html>

MOVA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

References – MO Rev Stat § 161.670

MO Rev Stat § 162.1250

Missouri Department of Education, 2019, Core Data & Missouri Student Information System Reference Manual

Appendix B

SY 2019/2020 Recommended Operating Systems and Browsers

K12 consistently evaluates K12 native and 3rd party systems, their supported browsers, operating systems, and recommended browsers. K12 platforms supports the following systems and browsers for the optimal performance.

- Operating Systems
 - PC – Windows 7+*
 - MAC – OSX10.11+

- Browsers
 - Google Chrome – Latest Version*
 - OLS users need to use the Flash Enabler extension
 - A pop-up reminder will appear if not installed
 - Mozilla Firefox – Latest, ESR – Current version
 - Microsoft Edge – Latest Version
 - Microsoft Internet Explore (non-Summit Course – version 11+)
 - Apple Safari

- Flash 25.0+
**Recommended*

As a reminder, families can get support and information using the following link:
<https://www.help.k12.com>

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a MOVA student, complete this form and submit to the principal. Complaints against building principals should be submitted to the Head of School. Complaints against the Head of School should be submitted to the Board of Education. Reports of bullying will be investigated, and disciplinary action will be taken as warranted.

Date Filed: _____ **Your Name*:** _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____ Name of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying or harassment: _____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form if necessary:

Names of Witnesses: _____ Have you reported this to anyone else: ___ Yes ___ No.

If so, who? _____

*Signature of Complainant _____

*Students have the right to complete this form anonymously. However, it will be easier for MOVA to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

This section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken:

Result of Investigation/Action taken: _____

Signature of Principal: _____