

DESCRIPTOR TERM: Instructional Program	Millard District Policy File Code: 5080 Approved: 08-12-21
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MILLARD EDUCATION ONLINE

A. Purpose

The purpose of Millard Education Online (hereafter referred to as MEO) is to:

1. Provide students with access to online learning.
2. Provide high quality learning options for students regardless of language, residency, family income, or special needs.
3. Provide online learning options to allow students to acquire the knowledge and technology skills necessary in a digital world.
4. Utilize the power of technology to customize education so that students may learn in their own style preference and at their own pace.
5. Utilize technology to remove the constraints of traditional classroom learning, allowing students to access learning virtually at any time and in any place and give students the flexibility to take advantage of their peak learning time.
6. Provide personalized learning where students can spend as little or as much time as they need to master the material.
7. Provide greater access to self-paced programs enabling high-achieving students to accelerate academically, while struggling students may have additional time and help to gain competency.
8. Allow students to customize their schedule to better meet their academic goals.
9. Provide quality learning options to better prepare students for post-secondary education and vocational or career opportunities.
10. Allow students to have an individualized educational experience.

B. Definitions

1. **Millard Education Online** – An Internet online-based curriculum program that offers coursework as an alternative to traditional classroom-based instruction. Millard Education Online is also referred to as MEO. MEO courses can be accessed wherever the Internet is available and may come from a variety of providers.

2. **Plan for College and Career Readiness** – A plan developed by the student, educator and parent that reviews student progress and goals at least yearly in a formal conference setting. A Plan for College and Career Readiness is also referred to as a PCCR. A PCCR conference must be convened if a student is contemplating enrollment in an MEO course.
3. **Student and Parent Online Course Plan** – A document that must be completed, approved and signed by the student, parent, school counselor, if it is determined at the PCCR Conference that a student will enroll in an MEO course. Only after the PCCR Conference has taken place and this document is completed will the student be given Internet access to MEO.
4. **Credit Recovery Course** – A course, or any part of a course, taken online or in the regular education program to “recover” credit that was not earned on the initial attempt due to a failing grade, etc.
5. **Grade Change Procedures** - A student must declare in advance their intention to take a course to replace a grade. The school is then responsible to confirm that the comparable course fulfills the same credit requirement. A student may retake any high school course with no limits to the number of attempts. If a student receives a lower grade the second or in subsequent efforts, the lower grade does not replace the better grade.

C. Curriculum, Eligibility and Registration

The following guidelines govern the MEO program in the Millard School District.

1. MEO utilizes a variety of online providers for its online educational program.
2. To enroll in an MEO course, students must first discuss their interest in taking a particular course and how it fits into their Plan for College and Career Readiness (PCCR) with the school counselor. Participation in any MEO course requires the completion of a **PCCR Plan** that is approved and signed by the student, parent, school counselor, and a building administrator.
3. It must be understood that the PCCR team determines eligibility and if MEO is not in the best interest of the student, the student should not be enrolled. MEO coursework is often more rigorous than the regular classroom, and demands a great deal more self-discipline as there is no teacher to monitor progress and behavior. MEO is not intended as an option in some situations.
4. There is no limit to the number of MEO courses to which a student may be assigned; however, it is strongly recommended that students be assigned only one course in the beginning. If they are successful with that course, additional courses may be considered by the MEO team.

5. Each MEO course is assigned a licensed Millard School District teacher who is available for consultation via e-mail and/or at the school by appointment.
6. MEO may be accessed from school or home during the regular school year. Testing should be completed on a school campus with a district employee proctor present whenever possible.
7. Students completing coursework on the school campus will be assigned to the school in which they are enrolled. The amount of time per day an MEO student may attend the school will be determined by the PCCR team.
8. All students enrolling in an MEO course must complete the necessary registration forms required of the school district, including birth and immunization documentation, etc.
9. MEO students are subject to ALL district policies when accessing school facilities and/or programs; in particular **Board Policy 6090: Safe School**, **Board Policy 6080: Student Dress** and other policies detailing student expectations, behavior, etc.

Program Fees

1. There is no fee assessed MEO courses; however, some online courses do reference a textbook, literature, and/or materials that may need to be obtained in order to complete the class. Securing and/or paying for such items is the responsibility of the student.
2. MEO students must pay for any on campus high school program(s) they access, including activity fees, locker rental, extracurricular activities, etc.
3. A student enrolled in online education programs is eligible to participate in extracurricular activities at district schools consistent with the same eligibility standards that apply to full-time students enrolled in district schools. Any activity fee, participation fee, etc. that is approved by the Board of Education and which is required of all students to participate in an extracurricular activity shall be paid prior to the student's participation in extracurricular activities. Upon payment of fees, the student may participate in all extracurricular activities during the school year for which the student is qualified and eligible. MEO students may not participate in extracurricular activities which require student enrollment in a regularly scheduled class at the district school unless, they are presently enrolled in the course.
4. MEO students qualifying for fee waivers may apply for such at the local school, and shall be granted waiver if eligible.

5. Out-of-district students not enrolled in local schools may not access MEO, as the district cannot claim reimbursement from the state for the education of out-of-district students.

Credit Requirements

1. Credit earned from MEO courses is recorded on the high school transcript. Letter grades are issued for the courses completed. All MEO courses are accredited and are equivalent to any course completed at the high school.
2. Students may challenge MEO coursework by examination. If they receive a score of 80% or higher, credit for the unit and/or course is recorded with a letter grade commensurate with the challenge exam score.
3. Students enrolled in MEO as part of the regular school day will have MEO credit added to their transcript as they complete coursework. Those completing MEO courses outside of the regular school day will be given the option whether or not to add MEO credit to their transcripts.
4. Students completing MEO coursework in an intervention setting, such as a Cross Roads Center, may earn up to one elective credit per year for enrollment in the intervention class. Students will be issued a P/F grade.
5. The MEO grading system minimum expectation has been set at 60%, which is the expectation currently required throughout the school district.
6. The final MEO grade earned will not replace an original non-MEO course grade on a student's transcript.
7. MEO credits are recorded with the identifiable prefix MEO prior to the regular course name (i.e. MEO Biology, MEO Secondary Mathematics I, etc.).
8. Students enrolled in MEO courses that require state end-of-level assessments must complete those assessments before final credit will be granted for the course and recorded on the official transcript. When a student completes a course requiring state end-of-level test, the test will be scheduled. Testing can be administered at five different intervals during the regular school year. Once test results have been received the student will be granted credit for the course on the transcript.
9. Parents do have the right to opt their children out of participation in state assessments. They must complete the necessary paperwork in a timely manner in order to do so.
10. Students completing MEO coursework in lieu of traditional coursework are eligible to graduate from district high schools and participate in graduation activities, as per district and school policy. The requirement to be enrolled in the district during a student's last quarter of schooling is met through enrollment in MEO.

11. MEO student records (history of course grades, etc.) shall be maintained for one year beyond a student's high school graduation date.