

Virtual Learning Handbook

2023-2024





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Director's Welcome

Welcome to Launch Virtual Learning! It is truly my honor to work with the very best students and teachers across the state of Missouri. Launch began in 2011 as SPS Online and now serves over 380 partner districts and 120,000 course enrollments annually.

Our core belief from the beginning has always been that **a student's opportunity should not be limited by their zip code**. Virtual learning was designed to meet your needs and help you reach your learning goals.

Launch prides itself on providing students with high-quality content and exceptional tools that allow you to connect with your teachers and learning in new ways. Ongoing course development also ensures content is relevant and that our academic catalog and programming is always evolving and growing.

Finally, our hope as a Launch student is that you feel connected to a network of learners across the state of Missouri. Whether you live in a big city, or a small town, we are here for you. Need support? We offer 7 day-a-week help desk with phone, chat and email services available. Check out page 17 to learn more!

We look forward to learning with you. See you online!

Dr. Nichole Lemmon

Dr. Nichole Lemmon, Director of Virtual Learning and Strategic Planning



About Launch

Launch Virtual Learning provides quality online learning opportunities for students in grades K-12. Opportunities for part-time or full-time enrollment are offered to all students across the state of Missouri. Enrollments are accepted through district partnerships or through the Missouri Course Access Program (MOCAP). Launch operates within Springfield Public Schools. All credits and transcripts are awarded through SPS.



Courses

All courses offered through Launch Virtual Learning are created by an in-house team of Digital Content Developers and Quality Assurance Specialists. With over 500 courses available, Launch offers elementary, middle, and high school programming. In addition to traditional programming, Launch offers Special Education, Gifted, and English Language Development courses. Credit Recovery and alternative education options are also available.

Team Launch

Launch has five teams all designed to help our students and teachers be successful:

- **Administrative Services**- This team assists partners, parents, and students with enrollments, transcripts, and all-things supplies.
- **Student Services**- This team assists students and teachers through our Launch Cares counseling services, principals, and assistant principals.
- **IT & Support**- "Fueled by Launch, this is Adam!" With the goal of providing the best customer service possible, this team is available 7 days a week through phone, email and chat support.
- **Course Development**- With a focus on quality course design and the student learning experience, this team designs all Launch course content.
- **Partner Engagement**- Our partner engagement team designs and delivers crucial communication about Launch and supports districts with their virtual learning goals.

Enrollment Types

Launch accepts enrollments through a variety of ways:

- **MOCAP Full-Time Students**- Students who enroll in Springfield Public Schools via the Missouri Course Access Program. Students must meet enrollment eligibility requirements and follow the Academic and Attendance Policy. Students enrolled through MOCAP earn a Springfield Public Schools high school diploma. The Launch office will serve as the point of contact for this enrollment type. 417-523-0417 or enroll@fueledbylaunch.com
- **SPS Full-Time Resident Students**- Students who live within the Springfield Public Schools attendance boundaries may participate in Launch as a full-time student. SPS students remain connected to their building of residence and the diploma is awarded by the high school. The Launch office will serve as the point of contact for this enrollment type. 417-523-0417 or enroll@fueledbylaunch.com
- **SPS Per-Course Enrollments**- Students who live within the Springfield Public Schools attendance boundaries may enroll in one or more courses, as needed, as part of their regular school day schedule. This type of enrollment can be helpful if a student needs a course not offered at the resident building, or needs a reduced schedule. The resident building can assist with these enrollments.
- **Partner District Enrollments**- Launch partners with over 380 public, private, and charter schools across the state of Missouri. Partner districts who enroll students in Launch courses determine enrollment and may establish their own academic and attendance requirements. Enrollment occurs through the resident district. A full list of partner can be found at fueledbylaunch.com/district-partners.

MISSOURI COURSE ACCESS PROGRAM LAW

The Missouri Course Access Program (MOCAP) law was passed in 2018 and expanded in 2022. Under the MOCAP law provisions, students may enroll in a per-course or full-time MOCAP provider at no cost to the family. The MOCAP program is administered by the Missouri Department of Elementary and Secondary Education. For more information, and to view course provider information, please visit mocap.mo.gov.

Guardians who elect per-course enrollments for a vendor other than Launch, may make their request through the Director of Virtual Learning, Dr. Nichole Lemmon (nlemmon@spsmail.org). Guardians who wish to use full-time programming through MOCAP may reach out to the Launch office at 417-523-0417 or enroll@fueledbylaunch.com. If you wish to use a full-time provider other than Launch, please reach out to the vendor directly.

Enrollment in the MOCAP program as a full-time student will remove the student from MSHSAA eligibility, impacting participation in sports and activities.

Please note: Students who receive special education services must first contact the resident district or building to ensure appropriate steps are taken prior to enrolling in a virtual course or moving to a full-time virtual schedule.



BOARD OF EDUCATION POLICIES

MOCAP and virtual learning are governed by a variety of Board of Education policies.

Policy IGCD: Full-time MOCAP Virtual Courses

This policy applies to students seeking to enroll full-time in the Missouri Course Access and Virtual School Program (MOCAP) with a course provider that is a public school district, charter school or higher education institution (a "hosted MOCAP provider"). See policy IGCD for part-time enrollment with a hosted MOCAP provider, full- or part-time enrollment with other MOCAP providers or enrollment in other virtual course options provided through the District. *(Last Reviewed 3/28/23)*

Policy IGCD: Virtual Courses

This policy governs part-time enrollment with a hosted Missouri Course Access and Virtual School Program (MOCAP) provider, full- and part-time enrollment with other MOCAP providers, and enrollment in other virtual course options provided through the district. Students who seek full-time enrollment with a hosted MOCAP provider must enroll pursuant to policy IGCD. *(Last Reviewed 3/28/23)*

Please note: Students enrolled in any Launch Virtual Learning course are subject to the Springfield Public School Board policies. A full list can be found at sps.org.



Enrollment Procedures



Springfield Public Schools Resident Students

Students who live within the SPS boundary area are eligible to enroll in Launch courses on a per-course or full-time basis. There is no cost to enroll in Launch programming. Students who wish to take all or some of their courses online should enroll in their resident building and request online courses through their school counselor or secretary. Enrollment support can also be requested by reaching out to the Launch Virtual Learning team at 417-523-0417 or email enroll@fueledbylaunch.com.

If a student has a per-course or 'hybrid schedule', meaning a schedule that includes both face-to-face and online courses, he/she may remain on campus or may arrive at school only for seated components. Location of on-site virtual support will be determined by the building administrator. For example, a student who wishes to come to face-to-face courses at SPS during the first half of the day and then take online courses for the entire afternoon would not be required to stay on campus. Students in these situations are responsible for their own transportation; the district will not provide transportation.

Students Enrolling Through MOCAP

Students who do not live in the SPS attendance boundaries are eligible to enroll in Launch courses through the state's Missouri Course Access Program (MOCAP) at no cost to the families. Families will enroll through MOCAP via the Launch Virtual Learning office by calling 417-523-0417 or enroll@fueledbylaunch.com. Full enrollment procedures can be found on page 5.



Partner District Enrollments

Launch partners with over 380 public, private and charter school districts across the state of Missouri. Partner district enrollments, including adding, changing or dropping enrollments, are managed exclusively by the member district. A full list of members can be found at <https://fueledbylaunch.com/district-partners/member-directory/>

Dropping a High School Course

Students have 20 school days from the start date to drop a semester course without grade penalty and 10 school days for a quarter course. Students have 2 school days from the start date to drop a summer school course. School closures would not factor into this count. Dropping a course after this date will result in an F on the transcript. Students who do not participate in a course and earn at least a 1%, but remain enrolled after 20 or 10 days, respectively, will be dropped with no grade and attendance will not be reported.



MOCAP REGISTRATION PROCESS

Fall 2023 - Spring 2024

Eligibility

Students seeking direct admission into the MOCAP Launch Attendance Center must meet each of the following and submit all enrollment documentation:

- Resident of Missouri
- Students who are expelled or who are currently on a 10 or more day suspension, are not eligible
- Must reach age 5 before the first day of August of the school year
- Students must be enrolled full-time and maintain 6 courses per semester for secondary and 4 courses for elementary
- Students must meet and maintain [State of Missouri immunization requirements](#)
- Students must have a minimum of 12 credits earned to enroll as a second semester Junior; Seniors have a minimum of 18 credits earned
- Students must have met the academic and attendance requirements the semester prior if previously enrolled in Launch programming

Application Process

1. Complete the Online Application
 - Go to https://homeaccess.sps.org/eo_parent/User/Login.aspx and create a parent login ID.
 - Select "MOCAP Full-Time Online Student Enrollment - Parent Virtual Enrollment - 2023-24" in the dropdown and select "Go".
 - To complete an online free and reduced meal application, click [here](#)
2. Submit required documentation outlined below:
 - Proof of birth
 - Immunization records or religious vaccination exemption card
 - Proof of MO Residency (utility bill, lease or similar document within 60 days)
 - [SPS Health Inventory](#)
 - School records from most recent district enrollment

MOCAP Calendar

The MOCAP Launch program operates through Springfield Public Schools. Our registration deadlines, and term start and end dates can be viewed on the [MOCAP Important Dates document](#).

Devices

If your student is in need of a Chromebook to participate in their Launch courses, please contact the Launch Enrollment team so a device can be assigned to your student.

Note: Devices can not be issued until after a student is accepted into the program. It will be your responsibility to ensure your student has a means to participate while a device is being issued or in transit.

Student Schedules

Schedules are created for students following approval of admittance.

- Students in Kindergarten-5th Grade will be enrolled in Launch's Homeroom, Art, Music and PE courses.
- Students in 6th-12th Grade will be contacted by a member of the Launch Counseling team to discuss course options, scheduling and graduation requirements, if applicable.

Academic and Attendance Policies

All students accepted into the Launch MOCAP program must adhere to the Academic and Attendance Policies throughout their enrollment. Students who do not meet these expectations will be removed from the program without the option for readmittance for an academic year. Review the [MOCAP Academic and Attendance Policy](#).

IEP/504 Plans (if applicable)

IEP teams must convene prior to submitting an updated IEP that reflects a virtual setting. IEPs will be reviewed upon submission to confirm that services can be implemented in a virtual setting, which may delay the enrollment process.

Questions?

Email the enrollment team at enroll@fueledbylaunch.com

ATTENDANCE & ACADEMIC POLICIES

Fall 2023 - Spring 2024

Purpose:

Procedure for notification of instructional activities policy for full-time virtual Launch MOCAP students.

Policy:

Parents, guardians and students should reference the MOCAP Important Dates Document (see page two) for drop date and marking period information.

Attendance*: Students are expected to participate daily in Launch courses. Participation is defined as submitting assignments and attending live lessons with Launch instructors, when applicable.

- **Five Day No-Show:** Guardian receives email notification from Launch office with drop warning
- **Ten Day No-Show:** Guardian receives email notification from Launch office with final drop warning and call from Launch Administrator
- **15 Day No-Show:** Guardian receives email notification that the student has been dropped from Launch
 - Students who are dropped for no participation are provided with a two-day window in which to appeal. If the appeal is accepted, students are provided three days to meet attendance requirements. Students are allowed one attendance appeal per academic year.
- If a student is dropped from Launch programming, the resident district will be notified and must provide a list of educational options for the student. The student may not re-enroll with Launch for the remainder of the year.

*Students with an IEP may have an altered timeline to allow IEP team to convene prior to drop

Academic Performance K-5:

- Students must earn 60% in proficiency and completion in ELA and Math.
- Students who have been enrolled in Launch programming a minimum of 15 days and earn below a 60% in proficiency and completion in ELA and Math will be placed on academic probation on Fridays following the 20th day of the semester.

- Guardians will be notified their student has been placed on academic probation by Launch administration. Teachers will provide an academic plan for improvement.
- Students who earn below a 60% in proficiency and completion in ELA and Math at the Quarter marking period will be reviewed by the student's teacher who will determine if the student is making the appropriate academic progress. Students who are not making appropriate academic progress will be dropped from Launch.
- Students and guardians who are dropped for academic policy violation are notified via email.
- Students who are dropped for academic probation are provided with a one-week window in which to appeal. If the appeal is accepted, students are provided until the next marking period to meet academic requirements. Students are allowed one academic appeal per academic year.
- If dropped from Launch programming, the resident district will be notified and must provide a list of educational options for the student. The student may not re-enroll with Launch for the remainder of the year.

Academic Performance 6-12:

- Students who are failing three or more courses will be placed on academic probation on Fridays following the 20th day of the semester.
- Guardians will be notified their student has been placed on academic probation by Launch administration. Teachers will provide an academic plan for improvement.
- Students who are failing three or more courses at the Quarter marking period will be dropped from Launch.
- Students and guardians who are dropped for academic policy violation are notified via email.
- Students who are dropped for academic probation are provided with a one-week window in which to appeal. If the appeal is accepted, students are provided until the next marking period to meet academic requirements. Students are allowed one academic appeal per academic year.
- If dropped from Launch programming, the resident district will be notified and must provide a list of educational options for the student. The student may not re-enroll with Launch for the remainder of the year.



MOCAP IMPORTANT DATES

Fall 2023 - Spring 2024

Regular Year Traditional Virtual Course Dates:

	Fall Semester (18 weeks)	Spring Semester (18 weeks)
Registration Deadline	October 13 2:00 pm	February 16 2:00 pm
Course Starts	August 22	January 4
Academic Probation Drop	October 20 December 27	March 11 April 12
Course End	December 22 6:00 pm	May 23 12:00 PM
Grades Available in Parent Portal	October 27 (Progress) January 25 (Final)	March (Progress) May (Final)

[*Download the most up-to-date calendar here](#)

Registration Deadline

All registration steps, including documentation (immunizations, school records, etc) must be submitted by the registration deadline above. Applications submitted after the Fall deadline will be held for the Spring term. Applications submitted after the Spring term will not be accepted.

Academic Probation Drops

Academic Probation and Attendance policy checks will begin the 20th day of the semester. Students who are not meeting the Academic policy after being placed on academic probation, will be withdrawn back to their district of residence on the dates outlined above.

Available Programming



K-5 Elementary

Launch offers programming for students in grades kindergarten through 5th grade. Launch elementary classes provide instruction in the core areas of reading, writing, math, science and social studies. Students are also enrolled in art, music and physical education. Launch elementary programming requires students to be available for live instruction with a teacher from 8:30-2:30 Monday through Friday. New for 2023-2024: Launch will offer a new Co-Pilot option for families needing a more flexible schedule for elementary instruction due to medically fragile situations or other unique needs. For more information about elementary programming, please reach out to Mrs. Helen Williams, Elementary Principal (hcwilliams@spsmail.org).



6-8 Middle School

Launch middle school programming is available for students in grades 6-8. Full-time students can select 6 or 7 courses. Per-course enrollments are also available. While most classes are delivered in an asynchronous format, Launch Live formats available for math, science, social studies and English courses. For more information on Launch Live, visit <https://fueledbylaunch.com/academics/launch-live/>



9-12 High School

Launch 9-12 programming offers a wide variety of options for students to explore as they meet graduation requirements and begin to prepare for life post-high school. Full-time students enroll in a minimum of 6 courses, though 7 are recommended. Per-course options are also available. Students may take courses on an 8-block, semester format, or a 4-block, quarter format. Traditional courses follow a course calendar and have set due dates.

Launch Missouri's Workforce offers high school students career pathways courses aligned to their area of interest with the opportunity to earn Industry Recognized Credentials. **Dual credit** opportunities are also available from three Missouri Universities. A variety of **Advanced Placement** Courses are also available. (For more information on dual credit and AP Courses, see page 11.)

Should a student need an alternative path to graduation, Launch also offers a variety of options. **Credit Recovery** is designed for students who previously took a course, but failed and need to recover the credit. Credit Recovery courses are built to priority standards and are assessed with 80% mastery. **Credit Acquisition** is also available for students who have not yet taken a course, but need a more flexible timeline for course completion. Focus Assignments are established by the teacher to ensure the student earns important skills needed for the next level of course work. Both Credit Recovery and Credit Acquisition courses earn either a Pass or Fail grade.

Available Programming

Dual Credit

The dual credit program at Launch is a partnership between Launch and universities around the state to offer students an opportunity to earn college credits while also completing high school credits. Launch dual credit courses are taught by highly qualified instructors who meet the expectations set by the Higher Learning Commission and the Missouri Department of Higher Education. Scholarships are available for students who qualify for free or reduced lunch. To explore courses offered for dual credit at Launch, visit: https://fueledbylaunch.com/academics/high-school/#dual_credit.



Advanced Placement

Launch offers a variety of Advanced Placement (AP) courses. To explore all Advancement Placement course options, visit course descriptions at fueledbylaunch.com. Participation in Launch AP courses will help prepare students for AP exams in the spring. SPS resident students and students enrolled through a partner district must reach out to their respective high schools to schedule AP Exams. MOCAP students may contact the Launch office if interested in taking an AP exam but must do so by the fall deadline. Launch or their assigned instructors do not schedule, pay for, or administer AP exams.



A+ Program

Students who are enrolled in the A+ program and take virtual courses will have their attendance recorded as 100% for all virtual enrollments, thereby allowing them to meet the A+ program attendance requirements. Launch A+ tutoring course incorporates virtual tutoring as a part of its curriculum. Regardless of whether a student is enrolled in virtual or face-to-face coursework, all A+ program expectations apply. These include:

- Being a U.S. citizen or permanent resident;
- Entering into a written agreement with SPS expressing the desire to be a part of the A+ program;
- Graduate with a 2.5 (or above) unweighted grade point average;
- Attend an A+ designated school for 3 years prior to graduation (being enrolled in SPS and taking Launch virtual classes would apply in this situation);
- Have a 95% attendance record for grades 9-12;
- Perform at least 50 hours of unpaid tutoring or mentoring (must be approved by A+ coordinator prior to engaging in the activity);
- Maintain good citizenship; and
- Achieve a score of proficient or advanced on the Algebra I End-of-Course (EOC) exam or higher level DESE approved End-of-Course (EOC) exam in mathematics.



Summer Learning

Launch keeps learning happening 12 months of the year with our June and July Summer Explore programming! Summer programming is designed for students in grades 1-12 and includes enrichment courses, targeted reading and math support as well as an opportunity to earn high school credit. Students may enroll in Launch summer programming free of charge and as long as you are a resident in the state of Missouri, there are no restrictions. To learn more about Launch summer opportunities, visit: <https://fueledbylaunch.com/summer/>.

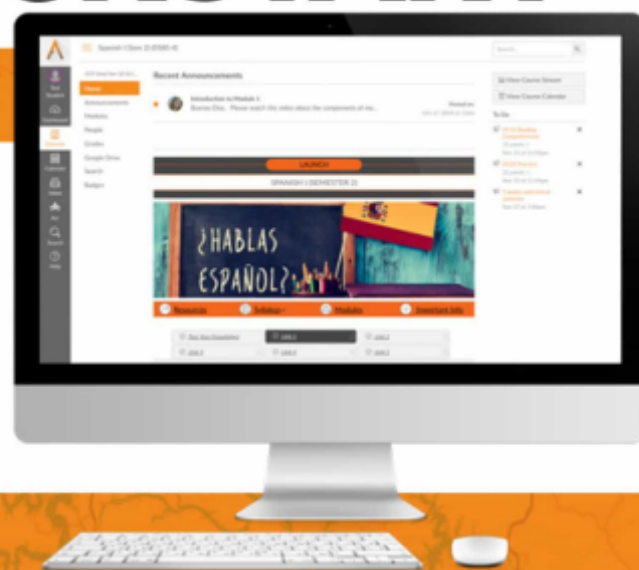


LAUNCH QUICKSTART

GETTING STARTED

Hello, and welcome to Launch! We're excited you're taking an online class with us. Students, parents and guardians will be emailed student login credentials and other important information before the course begins. Once students have this information, it's time to get started! Visit launch.instructure.com to log in.

Students must log in and participate in their summer course during the first two days of the session, or they will be dropped. Failure to log in or participate at a later point in the course will result in notifications to parents, guardians and counselors, and students may still be dropped from the course.

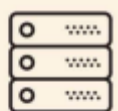


NAVIGATING CANVAS



Announcements

Teachers post a video announcement every week. Be sure to watch announcements for important course information and instruction.



Modules

You will use the modules page to navigate between units and assignments. You will see a check-mark after you complete an assignment.



Grades

The grades tab allows you to see your current progress in your Launch class, and also to see your teacher's feedback comments.



Google Drive

You will use Google Drive to create many of your assignments, and then you will submit your Google files to Canvas.



To Do

This is where you'll find a list of assignments and due dates. This list is found on the course homepage and will lead you to videos, discussions and other assignments.



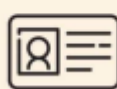
Recent Feedback

You can see your teacher's recent feedback, including rubrics and comments. Respond to your teacher's feedback to enhance your learning experience.



Syllabus

This links to the syllabus for your course. The syllabus outlines your course's major topics and concepts by unit.



Instructor Information

You can see who your Launch teacher is at the bottom of the course homepage.



Calendar

This tab opens a calendar view that lists all of your assignments and due dates.



Inbox

You will use your Canvas inbox for all communication with your Launch teacher, including asking your teacher questions.

GETTING SUPPORT



Teacher Support

Have a question about content, an assignment, or grade? Contact your teacher using the Canvas Inbox.



Technical Support

Trouble with Canvas? Contact Launch Support by phone at (417) 523-0417 or email at support@fueledbylaunch.com.



Schedule Support

Need to change your schedule or re-enroll in a Launch course? Contact your school counselor or Launch liaison.

Note: Your classes contain copyrighted material. For many of these uses, Launch has received permission from the copyright holder to include their material in the course. At the bottom of each page in your Launch course, you'll see a copyright notice that includes any material published by someone else. If Launch has not received explicit permission from the copyright holder, then the use of the copyrighted material falls under fair use, or it is covered by the TEACH Act. The use of copyrighted materials is covered by the TEACH Act as long as the amount of the material could be covered in a normal class period. Students should not be able to access the copyrighted materials outside of the learning management system or distribute them. Additionally, explaining Launch policies for including copyrighted material in our courses is a requirement of the TEACH Act.

STUDENT BEHAVIOR

EXPECTATIONS

Virtual students are required to follow Springfield Public School policies as outlined in the SPS Student handbook, regardless of method of enrollment. In lieu of ISS or OSS students may be removed from their virtual classroom based on severity of the behavior incident.

Plagiarism/Academic Dishonesty

Using someone else's work and claiming it as your own, even if it is unintentional, is plagiarism. It is important that students cite sources and use quotation marks appropriately to avoid plagiarism. Presenting Artificial Intelligence (AI)-generated content as your own work may be considered plagiarism.

Launch has a specific plagiarism policy and list of consequences. These same consequences can be invoked for cheating and/or forging/falsifying documents.

- 1st offense: Student will be allowed to redo assignment for full credit and a formal warning will be issued.
- 2nd offense: Student will be allowed to redo the assignment for half credit and a second formal warning will be issued.
- 3rd offense: Student will receive a zero for the assignment and be referred to the Launch principal for possible additional consequences.



LIVE LESSONS AND CONFERENCING

CONDUCT

Zoom is the official video conferencing platform for Launch courses. Students must use their Launch-assigned Google account to access Launch Zoom meetings.

Launch Live courses include live Zoom conferences with the teacher and students also have the option to meet with their teacher for live Zoom tutoring in any Launch course. Launch expects students to adhere to the following Zoom meeting norms and class conduct during all video communications.

- Be on time.
- Use only your real name in your Zoom profile.
- Join from a space where you can have your back to a wall to avoid any disruptions in the learning setting.
- Mute your microphone upon entering and keep it muted unless you intend to speak to the group.
- Dress as if you were attending school in a traditional environment.
- Keep distractions and noise from your environment to a minimum.
- Have paper and pencil ready to take notes.
- Familiarize yourself with the "Raise Hand" and "Poll" features, so that you can ask questions and participate in polls when needed.
- Be respectful when communicating with your teacher or other students. Keep in mind that it is easy to misrepresent or misinterpret tone in an online setting.
- Keep comments in chat relevant to the lesson. Chat is public and recorded.
- Do not eat during the meeting on camera.
- Be present and participate.

— F u e l e d B y —

LAUNCH

PARENT PORTAL

<https://parents.fueledbylaunch.com>

Launch Parent Portal at a Glance:

Launch Parent Portal is an all-new feature designed to keep parents up to date on their students' progress in Launch virtual classes. Guardians may access the portal to see an overview of their students' current grades, and they'll also gain access to quick links to navigate to the Canvas page of their child's course(s). Parents will also find guides and resources for supporting their virtual students in the portal, and they are able to RSVP for Launch parent webinars presented by our very own National Board certified Launch counselors! Lastly, parents can use the parent portal to sign up to receive newsletters to stay up to date on all things Launch.



Parent Portal How-Tos:

How can parents reach out to a Launch Counselor?

If your student is a full-time virtual student, you will be able to submit a request for mental health support in the Launch Parent Portal by visiting your student's page and selecting the "Request Mental Health Support" button. After you fill out the form, it will be emailed to a Launch counselor who will reach out to you about your request.

Where can I view resources for supporting my child?

Resources are available for parents and guardians through the Launch Parent Portal home page. When you sign in, a link to the schedule of upcoming webinars will be available on the front page. Also, you can click the "Guides & FAQ" link at the top of every page to see the materials we provide to support you and your virtual learner.

Parent FAQs

How do I sign up for a Launch Parent Portal account?

Parents and guardians can sign up for the Launch Parent Portal with the user ID provided to them on their students' enrollment report. The first time you visit the Parent Portal page, you will need to click the 'Forgot Username or Password' link to set up a password for your account. If you aren't sure what your User ID is, reach out to us: the enrollment team at enroll@fueledbylaunch.com is here to help!

Who has access to Launch Parent Portal?

In order to access Launch Parent Portal, you will need to be registered as a guardian of your child by your home school district.

What is the purpose of Launch Parent Portal?

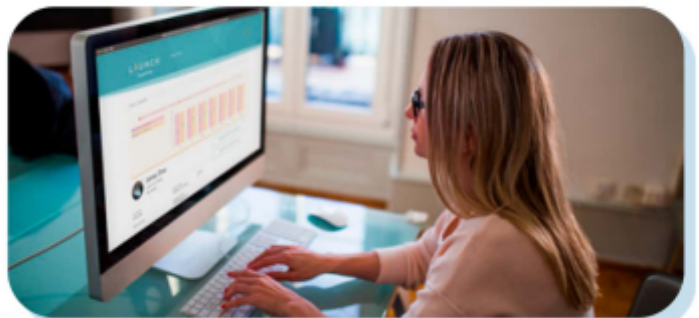
The Launch Parent Portal provides quick and easy access to view your student's grades and check in on their courses, plus provides many additional resources for supporting your online learners.

How can I see my child's grades?

When you visit the Parent Portal, you will be able to review the information Launch has on file for your student and check in on their grades in their Launch classes. Each student's account displays a graph overview of grades for every current Launch course, which provides an at-a-glance progress view. If you want to dig deeper, that's possible, too—a section with further detail about each class is located at the bottom of the page. In addition, there are links to view each course and its grade breakdown directly in Canvas.

What else can I use Launch Parent Portal for?

Launch Parent Portal also gives parents of full-time virtual students the opportunity to contact Launch counselors and request counseling support. In addition, a collection of guides and resources are available to all guardians, and all also have the ability to RSVP to an upcoming webinar in Launch's Parent Webinar Series. Last but not least, Launch Parent Portal also provides parents the ability to sign up for newsletters to stay up to date with both their elementary and secondary students.



STATE AND DISTRICT MANDATED TESTING

All Launch students, regardless of method of enrollment, are required to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing as assigned. MAP and EOC tests measure a students' progress toward mastery of the Show-Me Standards, which are the educational standards in Missouri.

All state-mandated testing is conducted in a face-to-face environment. MOCAP and full-time virtual SPS students will arrange testing through the Launch office. Students enrolled through a district partnership, or per-course SPS students will contact their local school district to arrange testing.

Travel to a testing location will be required. **Failure to RSVP or participate in state mandated testing may result in removal from Launch programming.**



Testing Requirements

- **MAP:** All students in grades three through eight in Missouri will take the MAP test in communication arts and math. Students in grades five and eight will also take the MAP test in science.
- **EOC:** End-of-Course assessments are taken when a student has received instruction on the course-level expectations for an assessment, regardless of grade level (but typically in high school). EOC tests are required in the subject areas of Algebra I, Biology, English II and Government. (Note: If a student takes Algebra I in Middle School, they will be required to take the Algebra II EOC in high school.)

Benchmark Assessments

Springfield Public Schools and Launch Virtual Learning utilize benchmark assessments throughout the school year to assess students learning. These benchmark assessments are delivered in a virtual format and do not require a face-to-face testing environment. Students in grades K-12 can expect to see benchmark assessments as part of the traditional learning environment. Completion is required.

SCHOOL ATHLETICS AND ACTIVITIES

Students that desire eligibility to participate in activities or sports at a Springfield school must meet the requirements set forth in Section 2 of the MSHSAA Handbook, entitled Student Essential By-Laws. A student who is already enrolled in the Springfield School District and enrolls in online classes through the Launch program may meet eligibility requirements outlined in By-Law 2.3.2 through meeting all of the following:

1. The student is an enrolled student of the public middle/high school of residence, as defined in By-Law 3.10, and must meet credit requirements of the student's building of residence.
2. All classes/assignments must be completed by the high school/middle school's close of the semester, as per By-Law 2.3.11, in order for those classes/credits to be considered toward activity eligibility.
3. Students must attend one unit of credit per semester (this means 2 seated classes for middle school) of participation seated at the building of residence for SPS participation eligibility. Full-time virtual students are not eligible for MSHSAA activities.

Parents are strongly encouraged to review the MSHSAA handbook and reach out to the athletic director at the building of residence for further clarification regarding eligibility. **Students enrolled in Launch full-time through MOCAP are not eligible to participate in MSHSAA athletics or activities.** Participation in local activities are at the discretion of the resident district.

TECHNOLOGY REQUIREMENTS & SUPPORT

Any SPS resident student will be issued a Chromebook through the district. MOCAP students may also request a Chromebook from Launch Virtual Learning. Students enrolled through a district partnership should have technology provided by the resident district, however, Launch may provide a device if one is needed. Provided Chromebooks will meet the technology requirements for any online course taken through Launch.

Springfield Public Schools may provide internet access; through a hot spot or other program, for those who do not have internet at home. Priority for hotspots are given to SPS resident students and MOCAP students.

It is the responsibility of the guardian to provide access to a computer and Internet to the student until a hot spot or device can be provided. Failure to participate in a course while waiting for technology to be delivered by Launch may result in academic and attendance probation.

Launch online courses are hosted on Canvas, a learning management system (LMS). Canvas is an online classroom where the teacher will post assignments and grades, and where students will submit their work. Students will receive instructions that will help them log in to Canvas in the enrollment notification email sent prior to the start of the course.

A few Launch courses may require additional resources—for example, all 6-12 Physical Education courses requires a fitness tracker provided by Launch. For resident SPS students, equipment can be picked up from the resident school building or at the Launch office. MOCAP student supplies will be sent directly to the mailing address on file. Students enrolled through a district partnership will pick up equipment from the resident district.

The Launch technical support team is available seven days a week. To get help with a Canvas-related issue or for general information regarding Launch, students can:

- Send an email to support@fueledbylaunch.com. Launch support staff answers emails between 7:00 a.m.-6:00 p.m. weekdays and between 9:00 a.m.-5:00 p.m. weekends. Students can typically expect a response within half an hour.
- Chat with tech support using the Tech Support button at the bottom of every Canvas page.
- Call the Launch office at (417) 523-0417.
- For face-to-face support, the Launch office is located at 1410 S. Kansas Expressway, Springfield, Missouri and is open Monday through Friday from 7:30 a.m. to 4:30 p.m.






See You Online!

Contact Information :

 417-523-0417

 support@fueledbylaunch.com

 www.fueledbylaunch.com

 1410 S. Kansas Expressway, Springfield, Missouri, 65807