

IVVC e-Learning Plan

As all of the programs at IVVC utilize an online instructional program (Google Classroom), IVVC is prepared to offer e-Learning in order to maintain educational opportunities at the Center in case of emergency closing. Our students have demonstrated the capability to engage in e-Learning opportunities and strategies have been developed to assist students with connectivity challenges. In an effort to implement a continuity of instruction through e-Learning, the following program expectations have been developed:

Goals of IVVC e-Learning Program:

- Utilize the various means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Incorporate non-electronic and/or digital learning experiences for all students.
- Ensure that the learning opportunities are research-based and aligned with industry standards and learning objectives at that given time.
- Provide appropriate learning opportunities for students with special needs, intervention services, or EL support.
- Monitor and verify each student's participation.
- Engage student participation within the student's control as to the time, pace, and means of learning.

Administration Expectations:

- Determine the capability of staff and students to engage in e-Learning opportunities digitally.
- Identify and assist students who may not have internet connectivity or device components needed for e-Learning.
- Communicate expectations for e-Learning to Parents, Students and Staff.
- Partner with our collective bargaining unit in the implementation of days.
- Monitor the implementation of e-Learning.
- Assess the success of the program after implementation.
- Communicate to staff whether to report to the Center or coordinate from home.
- Provide opportunities for educational assistance for students.
- Provide advance professional development and follow up training for staff related to e-Learning.

Teacher Expectations:

- Convey expectations for all students to participate in e-Learning.
- Determine the learning needs of students to ensure equity and access.
- Track attendance of students who have logged into the system and/or submitted work.
- Plan instruction that can be delivered in either synchronous or asynchronous environments and engage students for at least two hours a day. Post instructional plans by 8:00 am on an emergency day.
- Instructional windows will be 8:00-10:30 am and 12:00-2:30 pm. Teacher office hours are 10:30-11:15 am and 2:30-3:15 pm.
- Provide or coordinate support services for students who may need additional help per their Individual Education Plan or 504 Plan.

- Assignment collection and grading procedure shall be communicated by the instructor.
- Report outcomes to administrators and parents.
- Evaluate the effectiveness of instruction.
- Contact administration with student/parent concerns, IEP/EL student needs.

Student Expectations

- Check your Google Classroom or instructor directed communication tool for the instructional plan.
- Complete posted assignments within the stated time frame.
- Communicate any concerns that you may have with your instructor regarding connectivity or access to a device to complete your work, and request printed copies of materials if needed.
- Communicate with your instructor regarding any questions about the material or assignments during office hours.
- Call IVVC if you need additional support for learning, 815-786-9873 between 8:00 am - 2:30 pm.
- Check www.ivvc.net for information on school closings.

Parent Expectations:

- Communicate with your student about the need to engage in the e-Learning process.
- Check in with your student to ensure they have completed required assignments.
- Check www.ivvc.net for information on school closings.
- Communicate with the instructor if you have questions or concerns.
- Advocate if your student needs additional support to complete the assignments or does not have access to internet connectivity or a technology device to complete the assignments.
- Review your student's grades on the TeacherEase portal. If you need assistance, please call IVVC at 815-786-9873.
- Communicate with IVVC should your student become ill and unable to participate in e-Learning activities.