



2018 - 2019 Partner Agreement

Updated June 2018



Table of Contents

IVS OVERVIEW..... 2

COSTS/PAYMENT 3

CREDIT/IVS COMPLETION REPORT 3

ILLINOIS STATE COURSE SYSTEM (ISCS) 3

NCAA RECOGNITION 3

IVS GUIDELINES AND POLICIES..... 3

STUDENT INFORMATION SYSTEM 3

MINIMUM SYSTEM REQUIREMENTS 3

HELP GUIDES 3

FULL CLASS IMPLEMENTATION..... 3

COURSE MATERIALS AND AP TEXTBOOKS 3

IVS AP TESTING CODE 3

IVS COURSE OPTIONS..... 4

ENROLLMENT PROCESS 5

COMMUNICATION AND SUPPORT PROVIDED 5

EXTENSIONS FOR FULL-SERVICE COURSES 5

EXTENSIONS FOR CREDIT RECOVERY COURSES 6

IVS SUPPORT FOR STUDENTS WITH IEP/504 6

IVS OVERVIEW

Online learning plays an important role in expanding educational opportunities for students. The Illinois Virtual School (IVS) program receives funding through the Illinois State Board of Education. IVS is administered through the Peoria County Regional Office of Education. IVS offers online full service, credit recovery, and learning recovery solutions. These online learning solutions are offered to students in grades 5-12. The table on page 4 provides a comparison between full service and credit recovery options. IVS partners with Illinois public and private schools to offer ILS-aligned courses led by Illinois certified, qualified teachers. Upon successful completion of an IVS course, the local school adds the credit to the student transcript.

IVS provides students with:

- An opportunity to take courses not offered at the local school, such as Advanced Placement (AP), world languages, and other enrichment opportunities;
- Credit recovery options to graduate on time;
- Flexibility in scheduling with enrollment dates throughout the year; and
- Instruction that occurs anytime and anyplace through teacher-managed courses.

COSTS/PAYMENT

Full Service Courses - \$225 per single semester course

Credit Recovery/Learning Recovery/Bridge Courses - \$85 per single semester course

Determination of fee payment responsibility for IVS courses is a matter of local decision. There is no cost to partner with IVS. The school may select the party responsible for payment of course fees on pages 7-8 of the *Partner Contact Designation Form*. If School payment responsibility is selected, the school will be invoiced for all course enrollments and associated fees. If Student/Guardian payment responsibility is selected, IVS will invoice students/guardians individually. The selected invoice option will apply to all enrollments/students at the school, and cannot be adjusted per course or per student. For more information, visit <http://ilvirtual.org>. Choose "Courses" from the top menu, and select "Costs and Payments."

CREDIT/IVS COMPLETION REPORT

Credit is granted by the student's local school. IVS does not award diplomas. IVS provides schools and students with a Completion Report that includes percent earned out of 100 for Full Service courses, and Pass/Fail with percentage earned for Credit Recovery. IVS courses are equivalent to (.5) Carnegie credit which the local school can add to the student's official transcript.

ILLINOIS STATE COURSE SYSTEM (ISCS)

IVS high school courses have been coded based on the State Course Codes and rigor levels as part of the Illinois State Course System (ISCS). The ISCS document is available at <http://ilvirtual.org> in the navigation bar under "Courses," then "Illinois State Course System (ISCS)."

NCAA RECOGNITION

IVS is recognized by NCAA - CEEB Code number is 140188.

IVS GUIDELINES AND POLICIES

The following guidelines and policies can be found on the IVS website at <http://ilvirtual.org>. Choose "About IVS" from the top menu, then "Guidelines and Policies."

- IVS Ethics Statement and Acceptable Use Policy
- Academic Integrity
- Accessibility and Accommodations
- Data Security and Privacy Policy
- Course Extension
- Copyright and Proprietary Materials

STUDENT INFORMATION SYSTEM

IVS uses MAESTRO as its Student Information System: <https://sis.ilvirtual.org>. Schools and parents/guardians, using the assigned IVS credentials, can view student progress information which includes grades and login dates.

MINIMUM SYSTEM REQUIREMENTS

There are minimum system requirements for devices used to navigate IVS courses. For an up-to-date list of minimum system requirements, please visit <http://helpdesk.ilvirtual.org>. System Requirements can be found in the "Getting Started" section of the Student Help Desk portal.

HELP GUIDES

Visual step-by-step directions are located at <http://helpdesk.ilvirtual.org>.

FULL CLASS IMPLEMENTATION

Schools seeking a full class implementation (i.e. students are scheduled together while taking the same course) will need to plan an implementation meeting with an IVS team member. The implementation meeting will cover the enrollment process, local mentor role, IVS resources for getting started, and lessons learned from other full class implementations. To get started, contact Danielle Lewis by email at dlewis@ilvirtual.org, or by telephone at (309) 676-1000, ext. 1059.

COURSE MATERIALS AND AP TEXTBOOKS

A few IVS courses do require additional course materials, such as AP textbooks. The master list for courses which require materials can be found at <http://ilvirtual.org>, and will provide information to assist in obtaining textbooks. Choose "Courses" from the top menu, then "Textbooks and Materials." **IVS does not loan out AP course textbooks.** AP Chemistry requires the Advanced Microchemistry kit, which is shipped by IVS (\$200 deposit required – refunded upon return of Microchemistry kit).

IVS AP TESTING CODE

For students planning to take the AP exam at their local school, IVS requests that they write in our three-digit provider code (010) and fill in the appropriate circles on the test answer sheet (page 1, Item G – "Online Provider Code"). **By filling in this code, the student grants permission to the College Board to share their AP Exam score with IVS (IVS's code is 010).**

IVS COURSE OPTIONS

IVS offers several options for students to enroll in online courses. A full course catalog is available at <http://ilvirtual.org> in the navigation bar under “Courses,” then “Complete Course Catalog.”

- 1. Full-Service courses.** These semester courses include content that provides sufficient instruction, practice, and assessments for students to master skills and concepts. The courses are aligned to relevant learning standards. Each course is taught by an Illinois certified instructor responsible for maintaining communication with students, providing instructional feedback and assisting with course content questions. For more information on scheduling, refer to the full list of IVS term start dates at <http://ilvirtual.org> in the navigation bar under “Courses,” then “Full Service Courses and Start Dates.”
- 2. Credit Recovery Courses.** These semester courses are proficiency based and are intended for students that failed the course and are retaking to recover credit. The course content is aligned to relevant learning standards. The student’s learning path for the course is determined by prescriptive pretests taken at the beginning of each unit of instruction. Students are not required to complete lessons and assessments for concepts they have mastered based on the pretest. Each course is managed by an Illinois certified instructor who will assess written work and provide progress alerts. A Credit Recovery Specialist is available for technical assistance. Students with an IEP or 504 plan that require accommodations within the course content/assessments and students that need additional instructional support are advised to enroll in a Full Service course. Please note that Credit Recovery courses are not NCAA approved (see table below).
- 3. Middle School Learning Recovery Courses.** These skill building courses are designed to help students with knowledge and skill recovery in Math and English Language Arts. The courses are self-paced and managed by Illinois certified instructors. These courses are offered during the June terms.
- 4. Middle School Bridge Courses.** These skill building courses target students during the summer to help them prepare for the next grade level. Students start the next school year with secure content knowledge and skills in Math and English Language Arts. The courses are self-paced and managed by Illinois certified instructors. The Bridge courses are offered during the June terms.

The table below highlights the differences between Full Service and Credit Recovery course options.

Course Features	Full Service	Credit Recovery
Course content that provides instruction, practice, and assessment	Students are expected to complete all units in the course. The course is aligned to learning standards. This course is intended for students <ul style="list-style-type: none"> • taking the course for the first time; • needing IVS instructional support when retaking a course; • needing NCAA approved credit. 	Students take unit level prescriptive pretests that identify which learning objectives the student previously mastered. An individual learning plan, based on Unit Pretests, is developed for each student. This course is for students retaking a course that they previously failed.
NCAA Approved	Yes	No - This is due to the fact that students may not complete all assignments.
Instructional Support	IVS instructors	IVS instructors assess written work and provide progress alerts. Individual instructional support for students should be provided locally.
Computer Scored Assignments	Yes	Yes
Teacher Graded Assignments	Yes	Yes
Completion Report (Schools add credit to the local transcript)	Percent earned out of 100	Pass/Fail and percent earned out of 100. Student must earn 60% or higher AND complete all graded items prescribed by the pretest result.
Timeframe	17 weeks (August – April); May and June terms vary in length depending on start date.	12 weeks
Enrollment Process	Start dates are fixed – 13 term enrollment dates throughout the year (see the full list at http://ilvirtual.org , in the navigation bar under “Courses,” then “Full Service Courses and Start Dates” on the left)	Start date is chosen when the student creates a course request for Credit Recovery courses
Cost	\$225 per semester course	\$85 per semester course
Grace Period	First two weeks following Start Date of IVS Term	First two weeks following start date of course. Students are required to start within the first two weeks or they will be dropped as non-starters.

ENROLLMENT PROCESS

IVS strongly recommends that students attending public or private schools work closely with their counselor to select appropriate IVS course(s). Ultimately, it is the school's decision whether to approve or delete a student request. Schools need to have a current Partner Agreement on file with IVS which identifies who will be serving as the school's invoice contact, registrar, and mentor.

Enrollment Process includes the following:

1. The student creates an account with IVS in MAESTRO and is granted login credentials (user name and password). Parent/guardian credentials are generated and emailed when the student application is submitted successfully in MAESTRO. **Please Note:** In compliance with the Children's Online Privacy Protection Act, in the case of students age 13 and under, IVS recommends that the student's MAESTRO account be created and managed by the parent(s)/guardian(s).
2. Using his or her IVS credentials, the student logs into MAESTRO and requests desired course and start date.
3. The partner school's IVS Registrar receives an email from ivshelp@ilvirtual.org with the student's request.
4. The partner school's IVS Registrar is then able to log into MAESTRO, using his or her IVS credentials, to either approve or delete the request. Step-by-step directions are located at <http://helpdesk.ilvirtual.org> in the "Schools" portal.
5. The student typically has access to course content within 12-24 hours of the identified start date. It is recommended that the student complete the IVS orientation (located on the student's dashboard in MAESTRO) prior to starting an IVS course.

COMMUNICATION AND SUPPORT PROVIDED

IVS administration and instructors utilize many communication strategies and resources to promote student success.

For Full Service enrollments, this will include:

- Access to the **IVS Student Orientation available prior to the course start date.** The orientation can be found on the student's dashboard in MAESTRO (<https://sis.ilvirtual.org>).
- Welcome emails to students and parents/guardians from both IVS Administration and the Instructor. These emails include a wealth of information to help students successfully start the course.
- Regular interaction between the IVS instructor and student. Communications include email, phone calls, text messages, web conferencing (upon request) as well as instructional feedback on assignments.
- Weekly news items posted in the course provide timely information.
- Pacing charts identifying timelines for submitting coursework ensure on-time completion.
- Academic warning emails are sent when a student's progress fails below 65%.
- Progress report emails are sent to students and parents/guardians at the mid-point of the term.
- Grades are submitted in a timely manner to reflect current and accurate student progress.

For Credit Recovery enrollments, this will include:

- Access to the **IVS Student Orientation available prior to the course start date.** The orientation can be found on the student's dashboard in MAESTRO (<https://sis.ilvirtual.org>).
- Welcome emails are sent to students and parents/guardians outlining steps for starting the course and submitting written work.
- The IVS Credit Recovery Specialist supports and monitors student progress and provides technical assistance throughout the course.

EXTENSIONS FOR FULL-SERVICE COURSES

Full Service four-week course extensions are available at a \$75.00 fee, and must be approved by the Partner School (by required signature on the extension form) as well as the IVS Instructor. Upon IVS Instructor approval, the school or the student will be invoiced as indicated by the payment responsibility chosen by the school. Instructions for payment will be sent by email. The extension form and directions for submittal can be found in MAESTRO under the "External Links" tab.

A student must have at least 50% of the course work completed (confirmed by the IVS teacher) to qualify for an extension. Exceptions may be granted to students with IEP/504 needs. For more information, visit <http://ilvirtual.org>. Choose "Courses" from the top menu, then "Need More Time in Course" on the left.

The final grade (percent earned) will be submitted no later than one week after the extension end date. The Request for Extension form should be submitted prior to the end date of the course to ensure uninterrupted access to course content.

EXTENSIONS FOR CREDIT RECOVERY COURSES

Students can receive extended time in their Credit Recovery course if they meet a pre-determined progress benchmark before the course end date.

A student must have 50% of the computer-based activities in the units completed to request an initial extension of 3 weeks in the credit recovery course.

A student may request a 2nd and a final 3-week extension if additional work (both computer based activities and written assignments) are submitted during the initial extension AND the student has completed at least 80% of the computer-based activities and associated written assignments. Detailed instructions on submitting a Credit Recovery extension request can be found on the IVS Help Desk at <http://helpdesk.ilvirtual.org>.

IVS SUPPORT FOR STUDENTS WITH IEP/504

As new students are enrolled, IVS will email the school's IVS Registrar requesting the summary of the recommended educational accommodations and supports for enrolled students that have indicated having an Educational Plan (IEP/504) in the application process.

To start the process for an enrolled student, the school should email a summary of the student's recommended educational accommodations and supports, along with the name and contact information of the student's Case Manager to: LearningPlans@ilvirtual.org. This documentation should be received by IVS no later than 12 days into the enrollment/course.

The student's education plan will be shared with the IVS instructor to help better support the student within the framework of online learning.

STUDENTS WITH AN IEP/504 PLAN THAT REQUIRE EDUCATIONAL ACCOMODATIONS WITHIN THE COURSE CONTENT/ASSESSMENTS AND STUDENTS THAT NEED ADDITIONAL INSTRUCTIONAL SUPPORT ARE ADVISED TO ENROLL IN A FULL SERVICE COURSE.

Students with an IEP/504 plan that require educational accommodations within the course content/assessments and students that need additional instrual support are advised to enroll in a Full Service course.