ILLINOIS VIRTUAL SCHOOL
BRIDGING EDUCATION & TECHNOLOGY

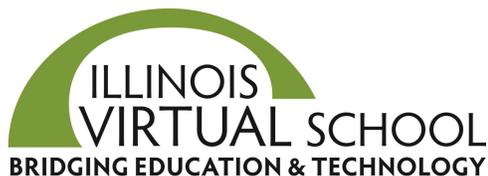**2017-18 Partner Agreement**

&

Contact Designation Form

Updated July 2017

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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 and its operation 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" on the left.

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" on the left.

- 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 Cindy Hamblin by email at chamblin@ilvirtual.org, or by telephone at (309) 676-1000, ext. 1051.

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. Choose "Courses" from the top menu, then "Textbooks and Materials" on the left. ***IVS does not loan out AP course textbooks.*** The master list of course materials on the IVS website (see above) will provide information to assist in obtaining textbooks.

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). **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" on the left.

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" on the left.

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 January and 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 • 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 & Contact Designation Form on file with IVS which identifies who will be serving as the school's registrar, mentor, and technology contact.

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

It is possible to receive a four-week extension for an IVS Full Service course. Full Service 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 Teacher. Upon IVS Teacher 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.

EXPLANATION OF ROLES AT EACH PARTNER SCHOOL

The Partner Agreement and Contact Designation form designates IVS contacts at each school to assist with vital functions and student support. Please read the role descriptions below before designating a contact person for each IVS role in the Contact Designation Form (pages 7-8).

REGISTRAR: *IVS requires at least one registrar per school.* A school may choose to add a second registrar if desired. The registrar acts as the main school contact. The IVS Registrar is given login credentials in IVS's Student Information System (MAESTRO), which allows access to perform the following functions:

- Approves OR deletes student requests in MAESTRO. An email is sent to the Registrar when a student requests a course.
- Processes requested course drops. An email is sent to the Registrar when a student requests to drop a course.
- Submits student extension requests as necessary using the Request for Extension form located under the "External Links" tab in MAESTRO. See "Extensions for Full Service Courses" on page 5 for more details.
- Generates student Completion Reports using MAESTRO. Visit http://helpdesk.ilvirtual.org under "Schools" for a full help guide. The registrar is also the contact for transferring credit to local student transcripts based on the final percentage located on the completion report provided by IVS. See "Credit/IVS Completion Report" on page 3 for more information.
- Requests disability services for students with IEPs/504 education plans (See the Statement of Understanding located at the bottom of the Partner Packet form on page 8).
- Suggests courses to students, manages student information within MAESTRO, and can monitor student progress.

INVOICE CONTACT: *IVS requires one invoice contact per school.* The IVS Invoice Contact is given login credentials in MAESTRO, which allows access to perform the following functions:

- **IF SCHOOL-BASED PAYMENT IS SELECTED:** Secures course fees and responds to IVS invoices.
- **IF STUDENT-BASED PAYMENT IS SELECTED:** This person may be asked to assist IVS with issues regarding student payments. For more information on IVS billing practices, visit http://ilvirtual.org. Choose "Courses" from the top menu, then "Costs and Payments" on the left.

MENTOR: *IVS requires at least one mentor per school.* A school may choose to add a second mentor if desired. The IVS Mentor is given login credentials in MAESTRO, which allows access to perform the following functions:

- Accesses student information and monitors progress/activity for all students at the designated school.
- Periodically checks in with student, and has access to IVS Instructor contact information to discuss student concerns.
- Copied on many student communication emails for informational purposes.

TECHNOLOGY CONTACT: *IVS requires one technology contact per school.* This person will NOT receive login credentials in MAESTRO, but may be asked to perform the following functions:

- Reviews Minimum System Requirements to ensure that school computers are compatible with IVS courses. See the "Getting Started" section of the IVS Help Guides for Students and Families at http://helpdesk.ilvirtual.org for up-to-date system requirements.
- Assists at the local level with student technical issues if necessary.

Please review and assess ALL role functions and responsibilities listed above BEFORE filling out the following Contact Designation Form.
Please contact IVS at (309) 676-1000 to speak with a team member regarding any questions about IVS roles.

2017-18 PARTNER SCHOOL CONTACT DESIGNATION FORM

ILLINOIS VIRTUAL SCHOOL
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To participate in the Illinois Virtual School, the following building contacts are required. IVS requests that this document be submitted each year.

SCHOOL INFORMATION:

School Name _____   County _____

School Address _____

City _____   Zip _____

RCDTS (REQUIRED)* _____

*Your school's RCDTS (Regional County District Type Schools) code can be found online at https://www.isbe.net/Pages/RCDTS-Lookup.aspx

District Name _____

District Address _____

City _____   Zip _____

DESIGNATION OF PAYMENT RESPONSIBILITY:

IVS offers a choice for the school to designate whether to receive the invoice for all student fees, or to allow IVS to invoice students/guardians individually. With School-based payment, all IVS student enrollments and associated fees are billed to the school. With Student-based payment, students will be billed individually by IVS. The invoice option selected covers all enrollments and cannot be adjusted per course or per student. For more information, visit http://ilvirtual.org. Choose "Courses" from the top menu, then "Costs and Payments" on the left.

*** Please check one box below to select Payment Responsibility for your school's IVS enrollments and associated fees:***

☐ **School-based payment (school receives invoice)**	☐ **Student-based payment (students/guardians receive invoice)**

Please review and assess ALL role functions and responsibilities listed on page 6 before submitting this form.
Please contact IVS at (309) 676-1000 to speak with a team member regarding any questions about IVS roles.

PLEASE SIGN AND DATE BELOW TO ACKNOWLEDGE THE FOLLOWING:

1. *I authorize the building representatives designated on page 8 to perform the functions described on page 6 of the Partner Agreement and Contact Designation Form.*
2. *I have read and agree to the IVS Cost/Payment policy on page 3 of the Partner Agreement and Contact Designation Form.*

_____
Building Principal Name (print/type)

_____   _____
Building Principal Signature   Date

If Superintendent approval is required by your district, please include it below:

_____
District Superintendent Name (print/type)

_____   _____
District Superintendent Signature   Date

Please fax pages 7-8 to IVS at 1 (888) 440-7743, or scan and email to ivshelp@ilvirtual.org.
Principal Signature must be included.

IVS REGISTRAR(S): See page 6 for a full description of the Registrar role and responsibilities.

IVS Building Registrar Name _____

Email _____ Title _____

Phone _____ Ext _____

IVS Building Registrar Name (2) *OPTIONAL* _____

Email _____ Title _____

Phone _____ Ext _____

IVS INVOICE CONTACT: See page 3 for description of Costs/Payment, and page 6 for Invoice Contact role and responsibilities.

Invoice Contact Name _____

Email _____ Title _____

Phone _____ Ext _____

IVS MENTOR(S): See page 6 for the Mentor role and responsibilities. Please limit Mentors to (2). If additional student support is needed, please submit a ticket on the IVS Help Desk at http://helpdesk.ilvirtual.org to inquire about the Coach role.

IVS Student Mentor Name _____

Email _____ Title _____

Phone _____ Ext _____

IVS Student Mentor Name (2) *OPTIONAL* _____

Email _____ Title _____

Phone _____ Ext _____

IVS Technology Contact: See page 6 for a full description of the Technology Contact role and responsibilities.

IVS Technology Contact Name _____

Email _____ Title _____

Phone _____ Ext _____

IVS SUPPORT FOR STUDENTS WITH IEP/504 - STATEMENT OF UNDERSTANDING

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 Education Plan (IEP or 504) in the application process. Upon request, please email documentation to Cindy Hamblin at chamblin@ilvirtual.org or fax to (888) 440-7743 along with the Case Manager's contact information. The student's education plan will be shared with the IVS teacher to help better support the student within the framework of online learning. This documentation should be received by IVS no later than 12 days into the enrollment term.

IVS highly recommends that the Case Manager be assigned as a Coach in MAESTRO. This will allow the Case Manager to monitor student progress and be included in email communication from the IVS Teacher. Visit http://helpdesk.ilvirtual.org for a guide on adding/assigning coaches.

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.

I UNDERSTAND THAT IN ORDER FOR STUDENTS TO BE ELIGIBLE FOR ACCOMODATIONS IN IVS COURSES, THE SCHOOL IS RESPONSIBLE FOR PROVIDING IVS WITH THE INFORMATION OUTLINED ABOVE.

_____   _____

SIGNATURE OF IVS REGISTRAR (designated in form above) OR BUILDING PRINCIPAL   *Date*

(RECOMMENDED) INFORMATIONAL HANDOUT FOR STUDENTS AND PARENTS

It is important to understand that IVS is a supplemental program and not a Local Education Agency (LEA) that is authorized to issue a high school diploma. IVS, created by the Illinois State Board of Education, partners with public and private schools as a way for schools to supplement course offerings and support. The credit earned by taking an IVS course is added as transfer credit by the local public / private high school. IVS provides a Completion Report that includes the percent earned out of 100 for full-service courses, or pass/fail for credit recovery (with a comment for percentage earned). Home school students also have access to IVS courses.

What attributes help make a student successful in the online environment?

- Being self-motivated & disciplined
- Communicating effectively through writing
- Scheduling sufficient time each week to complete the course
- Being willing to "speak up" if there is a problem
- Having consistent, reliable access to a computer/internet
- Having a person at the local school and/or at home who monitors progress and checks in periodically

Do students need textbooks or other materials?

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 in the navigation bar under "Courses," then "Textbooks and Materials" on the left. **IVS does not loan out AP course textbooks.** The master list of course materials on the IVS website (see above) will provide information to assist in obtaining textbooks.

How am I able to monitor my child's progress?

Parents/guardians have access to student progress information online through MAESTRO (IVS's Student Information System). Parents/guardians are assigned login credentials (a username and password) at the time the student application is submitted. The credentials are automatically emailed and will come from ivshelp@ilvirtual.org.

In addition to using MAESTRO to check student progress, IVS teachers consistently communicate with the student, school and parents/guardians through this method regarding progress. Students are advised to check their MAESTRO messages regularly.

How many IVS courses can a student take in one term?

This decision is made between the student, parent/guardian, and their local school. Enrollment status is available by logging into MAESTRO at https://sis.ilvirtual.org and clicking on the "Current Sections" tab.

What if my child has been dropped for non-payment of IVS course fees?

If your school has chosen to hold you responsible for IVS course fees, you have two weeks from the start date of the course to submit payment to IVS. Unpaid course enrollments remaining after the two-week grace period will be dropped by IVS administration. If your child has been dropped, the enrollment will be reinstated if payment is received within 5 days of the drop.

What if my child is having trouble getting started or navigating the course?

IVS recommends that all students complete the IVS Orientation (located on the student's MAESTRO dashboard) prior to starting a course. If the student continues to experience confusion with course navigation, he/she is encouraged to reach out to the IVS instructor.

What if my child is having technical issues?

If the student is having login/technical issues, please visit the "Students and Families" portal at http://helpdesk.ilvirtual.org. The student is advised to complete the "Prepare Your Computer" and "System Requirements Check," located under "Getting Started." Additionally, the student or parent can submit a help desk ticket at this same location.

Help Guides for Students and Families:

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

- Complete an IVS Application and Request an IVS Course
- Prepare Computer for IVS Courses
- Check Student Progress, Grades, and Attendance
- Access Completion Reports