

Illinois Virtual High School

Participating Schools Handbook

December 2001
revised July 2003
revised January 2004



In compliance with Title IX and Section 505 of the Rehabilitation Act of 1972, all participants of IVHS are advised that IVHS, IMSA, and ISBE provide equal educational opportunities to students regardless of race, color, national origin, age, gender, religion, or handicap. Questions in reference to educational opportunities can be directed to the Coordinator for IVHS School Programs.

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Part I: General Overview

IVHS Mission

The mission of the Illinois Virtual High School is to use new and emerging technologies that expand the boundaries of space and time to provide Illinois students and their teachers with increased equity and access to the highest quality educational opportunities.

IVHS Purposes

The Illinois Virtual High School (IVHS) is designed to serve three primary purposes:

1. Assure equitable access to rich and varied learning opportunities for Illinois students, with emphasis on curricular areas needed to ensure that all students can meet the Illinois Learning Standards and succeed in higher education and the workplace.
2. Expand high-quality professional development opportunities for Illinois teachers and other educators through online resources and online teaching positions.
3. Support schools in integrating technology into teaching and learning by offering high quality educational services for Illinois students.

The IVHS first offered courses in a pilot program in school year 2000-2001. This pilot was funded by the Illinois State Board of Education (ISBE). The creation of the IVHS followed the completion of a planning grant provided by the Illinois Board of Higher Education (IBHE). After a successful pilot, full course offerings were made available to students in the fall of 2001. Course offerings were determined through a needs assessment of Illinois districts and through an analysis of existing course materials.

IVHS is part of Governor George H. Ryan's VentureTech Initiative and is guided by a broad-based steering committee of Illinois educators. The Illinois State Board of Education (ISBE) administers the program. ISBE coordinates its effort with the Illinois Board of Higher Education (IBHE) and the Illinois Community College Board (ICCB). In addition, employees of the Illinois Mathematics and Science Academy (IMSA) and of the Central Illinois Distance Education Network (CIDEN) cooperate with ISBE in the day-to-day operations of IVHS. Certified teachers, trained in online learning strategies and tactics, teach IVHS courses.

Admission into IVHS

High school students from the state of Illinois are welcome to enroll in courses through the Illinois Virtual High School. IVHS is *not* a credit-issuing or a diploma-granting institution. The awarding of credit for successful course completion is a local school district decision.

Local school districts are creating, or have created, policy regarding IVHS within their curriculum. Interested students should contact their local public high school counselor or administrator to find out the current status of IVHS within their district.

Home school and private school students are welcome to enroll in IVHS courses. However, registration funnels through the local public high school. The local school serves as the registrar for the courses. The public and private school must reach agreement on how IVHS local team responsibilities are divided, including which school will award and transcript credit. Academic information and grade reports may be submitted to the private school if appropriate.

Public and private school personnel have options available for the management of information for IVHS. It is in the student's best interest to communicate his or her educational goals to both the private and public school prior to enrollment and for enabling the public and private schools to work together to find the most appropriate ways to manage the program.

Students who attend public high schools who are *not* participating in the IVHS project may call the Coordinator of IVHS School Programs to evaluate the available registration options.

Tuition

A per student course fee of \$175 per semester course (\$350 for a full-year course), has been approved for the courses through the IVHS. Summer courses fees are \$120 a semester. The local school district may decide to assume the costs of the course or may require the student to assume the cost. Determination of fee payment for IVHS courses is a local decision and the student must check with the local school to see who will be responsible for the cost of the course. All course fees are paid from the district directly to IVHS. IVHS does not collect fees directly from students or other entities.

Districts are allowed to count IVHS enrollment for Average Daily Attendance (ADA) purposes *if* the course is taken during the school day on school grounds. If schools are using IVHS enrollment as part of ADA, the district is responsible for tuition payment.

Minimum System Requirements

1. Computer. To take full advantage of the interactivity of the courses, the following *minimum* system profiles are required:

PC

Windows 98 or later
Pentium II Processor
32 MB of RAM
28.8 kbps modem
Sound Card
Speakers
RealPlayer® Basic
Updated Browser with
Quicktime®

MAC

Mac OS 9 or Later
604 PowerPC Processor
32 MB RAM
28.8 kbps modem
Speakers
RealPlayer® Basic
Updated browser with
Quicktime®

Note: Courseware cannot be accessed using Web TV. Accessibility is also limited with America Online (AOL), Prodigy, and CompuServe.

2. Internet Service Provider (ISP). An ISP is a company that can provide you with the software necessary for going onto the Internet. You will need Internet access to take your courses.
3. Email account. Your email address is established when you sign up with an ISP. Check with your ISP if you do not know what your email address is. Check out [Yahoo! Mail](#) or [MSN Hotmail](#) for information on these two free email providers. Keep it active.
4. Browser capable of handling the data and graphics presented in the coursework. Please refer to www.ivhs.org for the most current information regarding the specifications.

IVHS Ethics Statement

Prior to registration for any course, each IVHS student must sign a waiver to ensure the integrity of the educational experience. The waiver states:

ETHICS: As a student enrolled in an Illinois Virtual High School course, I will abide by all rules and regulations published by the Illinois Virtual High School as well as the rules and regulations published by my local school. I agree that I am subject to the jurisdiction of all disciplinary panels and procedures established by the Illinois Virtual High School and/or my local school to address violations of rules or the honor code of the Illinois Virtual High School. All assignments I submit to the instructor and all tests I take shall be solely performed by me, except where the instructor has requested that I participate in a group project. I will not submit work that is plagiarized or otherwise violates copyright laws of the United States of America.

As a user of the Internet courses of the Illinois Virtual High School, I agree to access Illinois Virtual High School Internet courses only for lawful purposes. I will respect the privacy of other users, and I will respect the integrity of the computer systems and other user's data. It is my responsibility to respect the copyright protection of licensed computer software. I will not obstruct, disrupt, or interfere with the teaching and learning occurring on the website, through computer "hacking" or any other nefarious methods. I will not harass, stalk, threaten, abuse, insult, or humiliate anyone using the Illinois Virtual High School computer system or any other computer system utilized by the Illinois Virtual High School. This includes, but is not limited to, demeaning written or oral comments of an ethnic, sexist, or racist nature as well as unwanted sexual advances or intimidation. I understand I may be held liable for monetary damages for any wrongful actions I undertake.

As a member of the Illinois Virtual High School community, I am solely responsible not only for adhering to all relevant laws, statutes, rules, and regulations, but also Illinois Virtual High School standards, rules, and regulations as well. Enrollment does not confer either immunity or special consideration with reference to civil and criminal laws. Disciplinary action by the Illinois Virtual High School or my local school will not be subject to postponement on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending in a civil or criminal court. In addition, the Illinois Virtual High School and the local school reserve the right to pursue disciplinary action if a student violates a standard and withdraws from the Illinois Virtual High School before administrative action is final.

COPYRIGHT: The IVHS website comprises and contains copyrighted materials. All course material has been licensed for use by the Illinois Virtual High School and is the property of the respective course provider. The course delivery system is the property of eCollege.com. The IVHS website is provided solely for the use of students and prospective students of the Illinois Virtual High School. I may not distribute, publish, or reuse the materials, audio files, images or design, or any part of the materials, audio files, images, or design of this website whatsoever. I am only authorized to view, copy, and print documents contained within this website, subject to the agreement that:

1. My use is for the performance of coursework as required by the instructor teaching the course for which I am registered;
2. I will display all copyright notices and retain any other copyright and other proprietary notices on all copies I make;
3. I will not reuse any material contained on this website, including but not limited to the ‘look and feel’ of the course delivery system and the functionality of the course delivery system;
4. I will not copy the course delivery system used in this website for any commercial or noncommercial purpose;
5. I will not copy any codes or graphics contained in this site, except those graphics used in courses, subject to the above terms;
6. I will not share any information about the functionality of the courses in this website with any party outside of the Illinois Virtual High School system;
7. I have not gained access to this website for the purpose of copying the contents of the courses or the course delivery system for the personal commercial or noncommercial use, or my company’s commercial or noncommercial use;
8. I understand I am subject to the copyright laws of the United States of America and will not violate those laws.

DISCLAIMER OF WARRANTY: While every effort is made to ensure the accuracy of any information contained in the IVHS website and to maintain the functionality of the website, eCollege.com is not responsible for any inaccuracy or breakdown of the website or its functions. I agree that my use of the Illinois Virtual High School website or Illinois Virtual High School Internet courses IS AT MY OWN RISK. The IVHS website is provided “as is,” without any warranty of any kind, either express or implied, including but not limited to, implied warranties of merchantability, fitness for a particular purpose, and non-infringement. I assume all risks associated with the use of this website. eCollege.com shall not be liable for any losses caused by any use of the website or any information contained in the website. In no event shall eCollege.com, its directors, officers, employees, or agents be liable to me for any direct, indirect, incidental, special, or consequential damages resulting from your use or inability to use the IVHS or local school website.

Part II: IVHS Personnel

IVHS Administration

The Illinois Virtual High School was a creation of Governor George H. Ryan's VentureTech Initiative. The IVHS is administered by the Illinois State Board of Education. The primary responsibility for the IVHS within ISBE is Dr. Brad Woodruff, Division Administrator for Secondary Education. The Illinois Joint Education Committee, comprised of the chief executive officers of the Illinois State Board of Education, the Illinois Community College Board, the Illinois Board of Higher Education, and the Governor's Office has asked ISBE to coordinate the work of IVHS with its other member organizations. The IVHS has established a broad-based steering committee with a subcommittee structure representative of key stakeholders and interest groups to provide advice and counsel on all aspects of IVHS activities. Additionally, the Illinois Virtual High School is a member of the Illinois On-Line Leadership Council, a group representing all state government sponsored web-based education and information services that seek to coordinate, optimize, and simplify access to on-line services for all Illinois residents.

The Steering Committee is co-chaired by Deb Hutti and Matt Wicks. Deb Hutti is the Dean of Students at Lakeland College, and she is the supervisor for the Coordinator of the CIDEN office. Matt Wicks is the Director of Virtual Learning at IMSA and supervisor of the Coordinator for IVHS School Programs, Dr. Sandi Atols. Maria Gottschalk, an administrative assistant at ISBE, and Minda Smith, the IVHS secretary at IMSA support the day-to-day operations of IVHS. In addition, there are IVHS Faculty Mentors and an IVHS Coordinator of Instructors, Jim Kinsella. A graphical representation of the IVHS administration is provided later in the handbook

Coordinator for IVHS School Programs

The Coordinator for IVHS School Programs, Dr. Sandi Atols, is responsible for managing Illinois Virtual High School services provided by participating schools. Each participating high school will identify three contact people that are responsible for providing IVHS services at the local school. These contacts are local school Administrator/Director, the Student Services Coordinator, and the Technical Facilitator. In addition, the local IVHS team is responsible for providing a mentor for each student enrolled in IVHS classes. The Coordinator will be responsible for working with the local IVHS teams in such a manner that will assure that the needs of IVHS students are met.

In addition to working with the local school teams, the Coordinator will work with staff from eCollege (the vendor selected to provide the IVHS platform) and other vendors that have been selected to provide course content to resolve problems with student enrollments or other issues that impede a student's ability to proceed with their IVHS course(s).

The Coordinator will serve as:

Local Team Contact

- ◆ Serves as a primary contact for the Illinois Virtual High School for technical assistance and program coordination.

- ◆ Coordinates affiliation agreements with IVHS, school districts, and others.
- ◆ Provides in-service training for district contacts.
- ◆ Provides basic troubleshooting with technical issues.
- ◆ Serves as liaison to technical support team partners in IVHS.

Public Relations

- ◆ Develops and implements information and public relations campaigns concerning services and potential use of the Illinois Virtual High School.
- ◆ Travels to districts to establish contacts and facilitate program use and expansion.
- ◆ Develops and maintains a public relations network.
- ◆ Participates in the IVHS State Steering Committee and sub-committee activities.

Facilitator

- ◆ Facilitates Illinois Virtual High School access for home schooled and privately educated students.
- ◆ Facilitates final exam procedures.
- ◆ Provides additional teacher/student support.
- ◆ Assists in evaluation of program effectiveness.
- ◆ Monitors program use within the region assigned.
- ◆ Completes reports and data gathering.
- ◆ Assists in designing policies and procedures for teachers and students.

Coordinator of IVHS Instructors

Overall Purpose

The Coordinator of IVHS Instructor's role is to train, support, communicate, and monitor IVHS instructor's needs and to resolve problems and issues that impede an instructor's ability to effectively teach the IVHS course(s).

Key Responsibilities

- Monitor and support the instructors to provide the highest quality instruction.
- Communicate with instructors to make their experiences successful.
- Provide professional development opportunities for instructors.

Coordinator of IVHS Marketing

Overall Purpose

The Coordinator of IVHS Marketing is responsible for coordinating, organizing, and managing all marketing affairs for IVHS.

Key Responsibilities

- Promotion of IVHS at conferences and special events (including state and county fairs)
- Identifying and presenting ways to market IVHS
- Implementing marketing plans
- Working with IVHS partners and vendors on joint marketing efforts.

IVHS Faculty Mentor

Overall Purpose

The faculty mentor's role is to support, communicate, and monitor IVHS instructor's needs. The mentor is assigned by the IVHS.

Key Responsibilities

- Coach and support the instructors to provide the highest quality instruction.
 - Communicate with instructors to make their experiences successful.
- Assist with providing professional development opportunities.

Local School Administrator/Director for IVHS

Overall Purpose

The local school Administrator/Director is the primary local contact for the Coordinator for IVHS School Programs. This individual oversees the policies, registration, and implementation of the IVHS courses to the students. The administrator/director is determined by the local school district and could be the principal, assistant principal, guidance chair, curriculum and instruction coordinator, or other designee.

Key Responsibilities

- Establish policies for the local school district regarding credit issuance, calculation and weighting of grades into the student grade point average and class rank, tuition payment, local district fees in addition to the IVHS tuition, and the allocation of space, time, and technology for the student to complete IVHS coursework.
- Oversee the student services and technical facilitator representatives within each building.
- Promote IVHS among teachers, parents, students, and community members through public relations initiatives.
- Approve course registrations and assign credit.
- Communicate with the Coordinator on a regular basis to provide feedback on the quality of education and the satisfaction of the students.

Local School Student Services Coordinator

Overall Purpose

The Student Services Coordinator at each school is responsible for providing information about specific IVHS courses and guiding independent, motivated, and technologically literate students toward IVHS coursework. The Student Services Coordinator works with the individual student at his/her school to ensure a positive learning experience. The Student Services Coordinator is most likely to be a guidance counselor or pupil personnel services director.

Key Responsibilities:

- Review course offerings at IVHS and assess areas of student need.
- Provide information to students and parents regarding IVHS offerings.
- Refer students to the IVHS website for registration information.
- Identify and notify mentors for each student registered in IVHS courses.
- Receive and monitor weekly updates of student progress (including maintaining and supporting IHSA regulations).
- Assure that student grade and progress may be shared with local and state IVHS staff as needed.
- Coordinate the proctoring of IVHS exams.

Local School Technology Facilitator

Overall Purpose

The Technology Facilitator's responsibility is to ensure that all IVHS students have access to and assistance in using necessary equipment, up-to-date browser, plug-ins, and software. (See the Technical Requirement link at <http://www.ivhs.org>).

Key Responsibilities

- Verify that the workstation meets the minimum standards for IVHS content.
- Ensure adequate bandwidth.
- Act as a resource for the installation of programs, IVHS interfaces and log-ins, and any technical difficulties throughout the course.
- Communicate with IVHS and various commercial vendor technical support personnel as needed.
- Inform the Student Services Coordinator of problems and issues that interrupt the learning process.

Local School Mentor

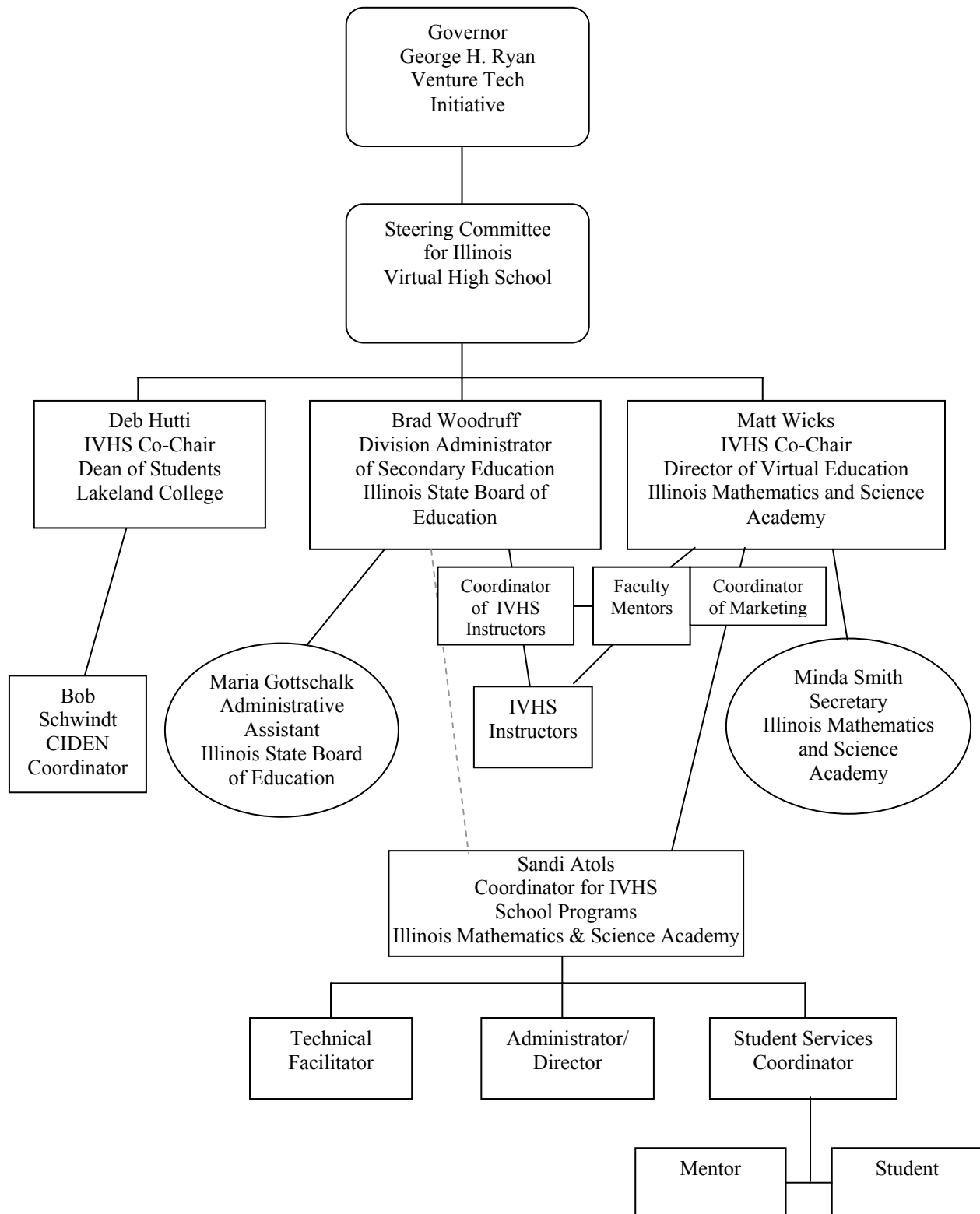
Overall Purpose

The mentor's role is to support, communicate, and monitor IVHS student needs. The mentor is assigned by the local school district.

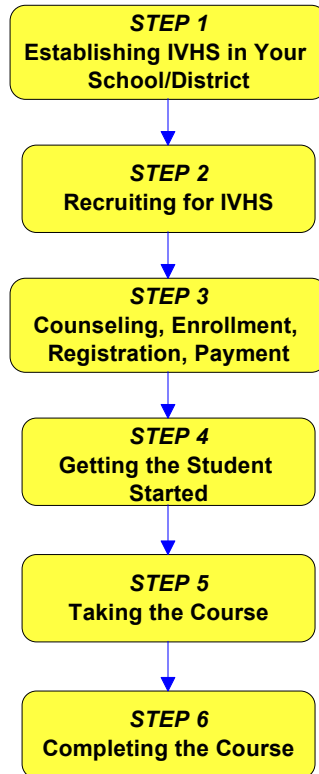
Key Responsibilities

- Coach the student to successfully complete IVHS courses.
- Communicate with students, IVHS teachers, and parents.
- Report regularly and directly to the local high school's student services coordinator regarding student progress.

Overview of the IVHS Personnel



Part III: Six-Step Process Overview of Establishing IVHS



Step 1: Setting Up IVHS in Your School/District

Starting Point: Interest in participating in IVHS

Ending Point: Submission of school contact information form to ISBE

Part 1: Key Tasks

Task	Responsible
1. Establish IVHS local school team for your school district (Administrator/Director, Student Services Coordinator, Technology Facilitator, and Mentor)	Administrator/ Director
2. Review existing local policies as it pertains to implications for online learning. (See sample handbook policy on page 14.) Issues to consider: Current policy for transfer of credit from summer school, night school, correspondence school, etc. Number of total IVHS credits allowed per student. Tuition payment by district, student, or other sources. Determination of who oversees the collection and disbursement of tuition. Location for student to complete work, accessibility of necessary technology (where and when?). Transfer of credits and grades, including potential drops and withdrawal grades. Monitor coursework for student success and IHSA eligibility. Establish value for IVHS grades and integration of the grades into the local school grade point average. Policy for enrolling home school, private school, or non-local public school students, including any additional student fee payment, and the issuance of credit to the student’s school system.	Local School Team
3. Review curricular offerings of local school and IVHS (http://www.ivhs.org/)	Local School Team
4. Obtain syllabi for courses from the IVHS staff. Syllabi will be available at www.ivhs.org in the future.	Administrator/ Director
5. Evaluate courses in comparison to local requirements/state standards. (State standards available at www.isbe.net).	Local School Team
6. Evaluate existing technology and make recommendations for upgrades if necessary.	Technology Facilitator

7. Approve appropriate IVHS courses.	Administrator/ Director
8. Market program to teachers, students, parents, and community.	Administrator/ Director
9. Select mentors.	Student Services Coordinator
10. Train personnel.	Local School Team and IVHS Administration
11. Submit <u>Contact Form</u> to IVHS (see page 19) or http://www.ivhs.org/ click Getting Started). Memorandum of Understanding is in development and will also be available on the website in the future.	Administrator/ Director

Part 2: Common Problems, Questions, and Issues

What are specific problems, issues, and questions that arise in this step of the process?	How should these problems, issues and questions be handled?
How does a public high school handle private and home school registrations?	The local public school should establish procedures and fees for such students. Public schools should also communicate expectations with private school administration prior to giving approval for registration.
How does a public high school handle neighboring public school registrations from schools who are not affiliated with IVHS?	Though it is intended that all Illinois public high schools will cooperate in the IVHS effort, some schools may not be equipped to handle the IVHS program. The prospective IVHS student should contact the IVHS staff for options.

Part 3: Tools and Resources (* see explanatory notes)**Board of Education Resolution**

WHEREAS, the Board of Education of _____ [insert name] School District encourages each student to pursue learning activities, whether or not school-sponsored, consistent with each student's interests and circumstances;

WHEREAS, the Board of Education believes that the Illinois Virtual High School (IVHS) can offer excellent learning opportunities; and

WHEREAS, the Board of Education believes that the IVHS can present opportunities for some students that are not otherwise available to them.

THEREFORE, BE IT RESOLVED THAT:

A. The _____ School District will participate in the ISBE's pilot program on the IVHS to provide learning opportunities for students who reside within the school district. The District may grant up to ____ units of academic or academic transfer credit, to be applied toward a student's transcript, for its enrolled students who complete virtual or online courses offered through the IVHS. Academic or academic transfer credit may be earned if any of the following circumstances occur:

1. The course is not offered at the high school;
2. The student is unable to take the course due to an unavoidable scheduling conflict;
3. The course will serve as a supplement to extended homebound instruction;
4. The student has been expelled from the regular school setting, but educational services are to be continued; or
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.

B. In order to receive academic or academic transfer credit, a student must do each of the following:

1. Take the course during the regular school day or after school hours at a pre-approved site;
2. Obtain the advance permission of the student's counselor and the Building Principal or his/her designee before enrolling in an IVHS course; and
3. Provide, or authorize the provision of, an official record of a final passing grade from the IVHS or IVHS provider. However, school officials may evaluate the student's work in order to determine a final grade.



IVHS School Contact Information Form

In order for your school to participate in the Illinois Virtual High School, the following building contacts are required.

School Name: _____ County/Region _____

School Address: _____
Street Address City State Zip

IVHS Building Administrator/Director

This person will be responsible for approving the enrollment of the student in a virtual high school course. This approval constitutes the appropriateness of the course for the student and the responsibility of the district for the course fee. Whether the fee, or a portion of it, is assessed to the student in turn is at the discretion of the local district. The district will be responsible for payment of course fees to the IVHS. The Request to Register form which is completed online by the student will be forwarded to the email account provided below for approval.

IVHS Building Administrator/Director's Name: _____

Email: _____ Phone: _____ Fax: _____

IVHS Technology Facilitator Contact

This person will be responsible for providing local technical support to students/teachers/mentors involved in Illinois Virtual High School courses accessed through the district/school local area network.

Technology Facilitator's Name: _____

Email: _____ Phone: _____ Fax: _____

IVHS Student Services Coordinator Contact

This person will be responsible for coordination of services for all IVHS students registered through the school. This individual functions as the point of contact for any performance concerns or non-technology assistance that the student may need in order to be successful in the course. He/she will maintain communication with the student and their mentor regarding any student issues. (Example: AP coordinator, guidance counselor, dean, etc.). Please include mentor, if this is a different person.

Student Services Coordinator's Name: _____

Email: _____ Phone: _____ Fax: _____

Mentor's Name: _____ Phone _____ Email: _____

The above are authorized to carry out district and building requirements for participation in the IVHS.

District Superintendent Date Building Principal Date

Please fax this information to Dr. Sandi Atols, IVHS School Program Coordinator, at the Illinois Mathematics & Science Academy 630-907-5882 or submit via email to satols@imsa.edu

Step 2: Recruiting

Starting Point: Submission of school contact information form to ISBE

Ending Point: Student course selection

Part 1: Key Tasks

Task	Responsible
1. Develop criteria for student eligibility for IVHS.	Local IVHS Team
2. Communicate information about the basics of IVHS to faculty and other school staff.	Administrator/Director
3. At the time of registration, communicate information about the basics of IVHS, eligibility criteria for IVHS participation, information about technology requirements, and information about cost to students and parents. Refer to www.ivhs.org including the “Is Online Learning for Me?” self assessment found on the next page.	Administrator/Director and Student Services Coordinator
4. Identify potential pool of mentors within the local school community. Suggested mentors are adults with interest and aptitude in using technology and within the course content area.	Administrator/Director
5. Provide reports to central office and/or board of education regarding number of students that are planning to take IVHS courses. Submit information about specific courses that students wish to take.	Administrator/Director

Part 2: Tools and Resources

- Districts have received bookmarks and booklets on IVHS courses. For additional copies, please contact the Coordinator for IVHS School Programs (satols@imsa.edu)
- To help identify students for the IVHS program, a quiz titled, “Is Online Learning for Me?” is found on the next page (p. 21) and is available at the www.ivhs.org.

Student Self-Assessment: Is Online Learning For Me?

1. My need to take this course is:

High- I need it immediately for a degree, job, or other important reason.

Moderate. I could take it on campus later or substitute another course.

Low. It is a personal interest that could be postponed.

2. Having face-to-face interaction is:

Not particularly important to me.

Somewhat important to me.

Very important to me.

3. I would classify myself as someone who:

Often gets things done ahead of time.

Needs reminding to get things done on time.

Puts things off until the last minute.

4. Classroom discussion is:

Rarely helpful to me.

Sometimes helpful to me.

Almost always helpful to me.

5. When an instructor hands out directions for an assignment, I prefer:

Figuring out the instructions myself.

Trying to follow the directions on my own, then asking for help as needed.

Having the instructions explained to me.

6. I need faculty to constantly remind me of due dates and assignments:

Rarely.

Sometimes.

Often.

7. Considering my professional and personal schedule, the amount of time I have to work on an online course is:

3
2
1

More than for a campus course.

The same as for a class on campus.

Less than for a class on campus.

8. When I am asked to use email, computers, or other new technologies presented to me:

3
2
1

I look forward to learning new skills.

I feel apprehensive, but try anyway.

I put it off or try to avoid it.

9. As a reader, I would classify myself as:

3
2
1

Good. I usually understand the text without help.

Average. I sometimes need help to understand the text.

Below average. I often need help to understand the text.

10. If I have to go to campus to take exams or complete work:

3
2
1

I have difficulty getting to campus, even in the evenings and on weekends.

I may miss some lab assignments or exam deadlines if campus labs are not open evenings and weekends.

I can go to campus anytime.

The greater the student score, the greater likelihood for success in an online learning course.

Sample Press Release

FOR IMMEDIATE RELEASE

August 28, 2001

Anytown High School to join ranks with ILLINOIS VIRTUAL HIGH SCHOOL

*Provides expanded educational opportunities to students
throughout Illinois via the Internet*

Anytown – Superintendent -----today announced that Anytown High will become the latest high school to field a local team and participate in the Illinois Virtual High School (IVHS).

The Illinois Virtual High School is an initiative of Governor George H. Ryan providing expanded opportunities for high school students in public and nonpublic schools, both inside and outside the classroom walls, with the technology of the Internet to deliver classes to students throughout the state.

All IVHS courses place emphasis on curriculum needed to ensure that students can meet the Illinois Learning Standards, including courses in foreign languages, high-level mathematics and sciences, Advanced Placement review courses and other courses that might not otherwise be available to all students.

According to Superintendent -----“Joining the Illinois Virtual High School is one tool to help accomplish district and local school improvement plans to expand student opportunities and raise achievement levels for our students.”

"The Illinois Virtual High School provides a unique opportunity to assure that we can offer expanded course offerings to our students and professional development opportunities for our teachers not otherwise available in the district.

“I look forward to watching the development of additional course offerings as student enrollments in these programs soar over the coming months,” -----said...

Students interested in pursuing online learning should discuss their educational plans with their counselor and receive approval before enrolling in courses.

Registration for courses through the Virtual High School is currently underway, with September 15 as the deadline for the fall semester. Students can now access 72 full-semester courses and 14 Advanced Placement review courses through IVHS.

Each semester-long course costs \$195 per student and Advanced Placement review courses cost \$49 per student. Courses are available to high school students in public and private schools and home-schooled students, but they must go through the school district to enroll through IVHS.

More information may be obtained by logging on to the Illinois Virtual High School website, www.ivhs.org, or by calling ----- at Anytown High in Anytown.

Step 3: Counseling, Enrollment, Registration, and Payment

Starting Point: Student course selection

Ending Point: Student is ready to begin course

Part 1: Key Tasks

Task	Responsible
1. Direct the students on how to complete the registration process (www.ivhs.org). Include dates when registration is allowed if the dates are incongruous with IVHS registration deadlines.	Student Services Coordinator
2. Determine if student is eligible for a specific course.	Administrator/Director and Student Services Coordinator
3. Inform students of required ethics statement, course expectations, expected conduct, procedures for handling problems.	Student Services Coordinator
4. Collect tuition and/or allocate for payment. Check for scholarship eligibility through the IVHS Coordinator.	Administrator/Director and Coordinator for IVHS School Programs
5. Approve or deny students that have requested registration for a specific course. Follow steps included in attached Document: What a Division Administrator for the IVHS Program Can Do p. 30	Administrator/Director

Part 2: Common Problems, Questions, and Issues

What are specific problems, issues, and questions that arise in this step of the process?	How should these problems, issues, and questions be handled?
What is the average rate of notification from the time a student submits an online registration form and when the acceptance is communicated with the student services coordinator at the local school?	The local school will receive an immediate automated message indicating that a student has requested registration for a specific course.
What should students do when the system isn't available during assigned class time?	Local schools should establish contingency plans for before and after the IVHS term starts and concludes. If technical difficulties preclude a student from accessing IVHS during his/her assigned time, the student should have assignments to complete without IVHS

	access.
What should a student do if he or she is notified that a class is dropped, closed or full?	Students are encouraged to select another course or be placed on a wait list for a class. Additional sections may be added if student interest demands.
If a local school does not recommend a student for IVHS, can he or she enroll independently?	The student should contact the Coordinator for IVHS School Programs to review the available options.

Part 3: Tools and Resources

- IVHS contact information sheet is located at the end of this document (p. 35).
- [What A Division Administrator for the IVHS Program Can Do](#) is attached (p. 30).

Step 4: Getting Students and Mentors Started on the System

Starting Point: Student is ready to begin course

Ending Point: Student is set up on system

Part 1: Key Tasks

Task	Responsible
1. Set up materials and make sure computers meet minimum standards and have correct software. See Minimum Technology Requirements in Part I of the handbook and on the IVHS websites.	Technology Facilitator
2. Ensure student and mentor have all materials, which will be distributed through the Student Services Coordinator.	Student Services Coordinator
3. Distribution of login information to students and mentors.	IVHS Partners
3. Direct student and mentor to the Orientation Course on www.ivhs.org to ensure knowledge of tools.	Student Services Coordinator
4. Monitor student level of confidence.	Mentor

Part 2: Common Problems, Questions, and Issues

What are specific problems, issues, and questions that arise in this step of the process?	How should these problems, issues, and questions be handled?
Who should be contacted if a student and mentor have not received materials for the course?	The student services coordinator should contact the IVHS Coordinator
What if a student or mentor cannot navigate the orientation course?	The student or mentor should contact the local technology facilitator

Part 3: Tools and Resources

- IVHS course vendor contact information will be distributed separately in another document.

Step 5: Taking the Course

Starting Point: Student is set up on system

Ending Point: Term ends

Part 1: Key Tasks

Task	Responsible
1. Review student characteristics for what it takes to be successful in an online class.	Local school personnel assigned to work with IVHS (Student Service Coordinator/ Mentor, etc.)
2. Encourage student to use good time management skills to meet deadlines for assignments, examinations, and course completion.	Local school personnel assigned to work with IVHS and Parents
3. Notify local school personnel assigned to work with IVHS and/or IVHS instructor if problems arise in log-in, use of bulletin board/chat room, and assignment submission as needed.	Local school personnel assigned to work with IVHS
4. Monitor student progress, both in terms of work productivity and success rates.	IVHS Staff, Local School Team, Mentor, Parent, Student
5. Submit assignments, quizzes, and examinations in a timely manner.	Student
6. Continual communication with the IVHS instructor.	Student

Part 2: Common Problems, Questions, and Issues

What are specific problems, issues, and questions that arise in this step of the process?	How should these problems, issues, and questions be handled?
What if the student or mentor has difficulty in navigating the tools in the course?	The student and mentor have access to a required online orientation tutorial. If problems persist, the course instructor can assist and refer the student to others within IVHS who can help.
What if a student forgets/loses their log-in information?	Log-in information can be obtained within minutes from a link at www.ivhs.org .

Step 6: Completing the Course

Starting Point: Term ends

Ending Point: Recommended grades issued and feedback obtained.

Part 1: Key Tasks

Task	Responsible
1. School receives instructor’s grade report from IVHS (no later than February, 2002 for fall semester, July 2002 for spring semester and full-year courses). Schools requiring alternate deadlines should communicate calendar needs to the instructor and Coordinator for IVHS School Programs.	Instructor and IVHS Coordinator of School Programs
2. The local school personnel interpret IVHS grades according to local policies that were determined prior to submittal of the IVHS school contact form.	Local school personnel assigned to work with IVHS
3. Credit is granted on the student transcript by the student’s high school.	Local Registrar
4. Appropriate local and state IVHS surveys will be distributed to local IVHS team members and students.	Local IVHS Team
5. Schools should be able to download individual student IVHS grade information by June 30 on school year and notify IVHS of download. This grade book information must be maintained at the local level according to the Illinois School Code.	Local IVHS Team
6. Analyze results and make any significant corrections/problems/concerns known to the state IVHS staff.	Local IVHS Team

Create a flow chart of how this works

Part 2: Common Problems, Questions, and Issues

What are specific problems, issues, and questions that arise in this step of the process?	How should these problems, issues, and questions be handled?
Does NCAA approve the course credit?	If the IVHS course is a course that is not already offered by the local high school, the local high school must submit the appropriate forms to the NCAA if they desire approval. If not, the student must be made aware upon enrollment that the course does not comply with the NCAA 48-H. The NCAA is evaluating IVHS academic courses for blanket approval. We will provide information to schools once the NCAA has provided this approval.
Will IVHS courses be counted toward semester eligibility for IHSA or local sports eligibility?	The local school will determine whether or not IVHS courses will be factored into a student’s eligibility. Yes, if the course is considered part of your regular school day.
Is there an IVHS policy for percentage value of the final exam? If there is not, then the local school would need to know what percentage the instructor uses upon enrollment, in order to interpret the IVHS recommended grade.	There is no formal IVHS policy for assessment and grading. The IVHS instructor will communicate his or her grading policies and procedures with the student and Student Services Coordinator.

Part 3: Tools and Resources

- Surveys for students, student services coordinator, mentors, and administrator/directors.
- IVHS contact information sheet is attached (p. 35).
- Websites of interest:
 - www.isbe.net - Illinois State Board of Education
 - www.act.org/ncaa - NCAA Initial Clearinghouse Eligibility
 - www.ihsa.org - Illinois High School Association

What A Division Administrator for the IVHS Program Can Do

I. Complete the Student Registration Process

There are a series of steps for enrollment of a student. Generally a student fills out a request for registration that is found online at <http://www.ivhs.org>. An e-mail is automatically generated from this request and is sent to the participating school selected by the student. It is the responsibility of the participating school to complete the registration process by checking that the student is enrolled in their school, the information given is accurate, the student is academically prepared to take the course, and that the school will approve payment for the course.

The school will be asked to use the Username and Password previously sent to them when they requested participation in IVHS. The school will receive a message like the one below, including the student's actual information, outlining the steps to follow in the registration completion process. The steps to follow for processing a registration request are included in the IVHS Participating Schools Handbook, Part III, Step 3, and are also found in this document.

Greetings,

This email is to inform you that _____ has requested to register for a course offered by the Illinois Virtual High School (IVHS) and has been identified as a student in your school district.

This email is divided into three parts:

- 1) STUDENT/COURSE INFORMATION
- 2) ROLE OF THE SCHOOL
- 3) PROCESSING THE STUDENT'S REGISTRATION REQUEST.

You have received this email because you are listed as the IVHS named registrar-contact at your participating high school. If you believe you have received this by mistake, please immediately contact the IVHS office at registration@ivhs.org or (217) 782-2826. Please see the ROLE OF THE SCHOOL section for further information about the role.

- 1) INFORMATION FROM THE **ILLINOIS VIRTUAL HIGH SCHOOL** WEB-BASED REGISTRATION FOLLOWS:

First Name:
Middle Name:
Last Name:

Login Id:
Password:

ADDRESS:

Street:

Street 2:

City:

Province: IL

Postal Code:

Country: United States

Daytime Phone:

Evening Phone:

Email:

Guardian Name:

Guardian Phone:

Guardian Email:

Semester:

Course(s):

District:

School:

School Street:

School City:

School State: IL

School Postal Code:

School Number:

School Contact:

2) ROLE OF THE SCHOOL:

The local school is responsible for approving or denying all IVHS registration requests. While as the registrar contact you have the responsibility and authority to approve or deny this registration request, you should work with the IVHS Technology contact at your school to determine if the student has access to the necessary technology and with the IVHS Student Services contact at your school to determine if the student has the necessary course prerequisites and is academically prepared for the course.

If you require information about IVHS go to our Internet web site at <http://www.ivhs.org>. There you will find admission information, cost information, technical specifications and suggestions on what student characteristics contribute to a successful online experience. A demonstration course is also available.

Dialogue between the student and the parents, is suggested to help make an informed choice to enter the IVHS and begin online learning.

Please note that by approving this request, the school is accepting responsibility for paying the IVHS course fee and forwarding the fee to the IVHS when billed.

3) PROCESS THE STUDENT'S REGISTRATION REQUEST:

Please take action on this request as soon as possible or contact the Illinois Virtual High School for further information at (217) 782-2826, registration@ivhs.org. Taking no action delays a response to the student and may result in lost instructional time. (See Participating Schools Handbook: Part III, Step 3).

Inquiries from parents and students on the status of their registration are referred back to the school.

STEPS IN PROCESSING THE REGISTRATION REQUEST:

It is necessary to follow these instructions just as they are written to be able to electronically approve or deny this request. Use the username and password sent to you by IVHS. In addition, the Illinois Virtual High School has a 24 hour 7 days a week toll free help desk that can assist you with the following process. Do not hesitate to contact them at 303-873-0005 if you require assistance.

I. Set User Status (Use this to approve a student's registration or drop a student from a course).

1. Go to <http://www.ivhs.org>
2. You will notice a login area at the top of the page.
3. In the box "Username" type: the username assigned to you (all lower case, no spaces)
4. In the box "Password" type: the password assigned to you (all lower case, no spaces).
5. Now click "Login".
6. You have now entered your personal homepage, please click on "Division Tools" located at the top of the page.
7. Click on the "Set User Status" link on left.
8. Choose the appropriate division from the "Enrollable Node" field; i.e., High School
9. Click on "Course Level;" this will only change the users status at their appropriate course level.
10. Please be sure your school is selected and click "Select this Division"
11. Please select appropriate semester. Click Submit.
12. Please select appropriate course. Click Submit.
13. Check the box(es) of the appropriate user(s).
 - a. You have the option of selecting multiple users
 - b. You have the option of selecting all users or de-selecting all users

14. Under the heading, "Set New Course Status" you will see that the status is automatically defaulted to "Pending". Click on the black triangle and you will see choices:
 - "IVHS STUDENT" the school approves this student to take the course
 - "IVHS DROPPED" to drop a student who is already registered for the course
 - "IVHS DENIED" the school is denying this student to take this course
15. Under the heading "New Comment" please enter your initials and date, and the Illinois Virtual High School requests that you enter text explaining your decision if this student has been denied registration.
16. Check the box to "Send all applicable e-mails."
17. You also have the ability to send additional email from this location if appropriate. This is not a required field.
18. Click "Submit."
19. CONGRATULATIONS! After submitting this student's request, you will see the confirmation, "Thank you 'User Name' was updated successfully in Course' on 'Date.'" You may now process another course for this student, process another student's registration request by clicking "Run User Report" or click appropriate link to exit.

If you need to process another course for this student or update the registration status for another student from your school return to step #8.

If there are any questions about how to complete this process, please contact the ILLINOIS VIRTUAL HIGH SCHOOL help desk 24 hours a day 7 days a week at 303-873-0005

II. Edit a Division (Use this to change your password. Be sure to maintain a confidential record of this password and send it to IVHS).

1. Go to <http://www.ivhs.org>
2. You will notice a login area at the top of the page.
3. In the box "Username" type: the username assigned to you (all lower case, no spaces)
4. In the box "Password" type: the password assigned to you (all lower case, no spaces).
5. Now click "Login".
6. You have now entered your personal homepage, please click on "Division Tools" located at the top of the page.
7. Click on the "Edit a Division" link on left.
8. You may change the information (except the e-mail address).

If there are any questions about how to complete this process, please contact the ILLINOIS VIRTUAL HIGH SCHOOL help desk 24 hours a day 7 days a week at 303-873-0005

III. See a Division Tree

1. Go to <http://www.ivhs.org>
2. You will notice a login area at the top of the page.
3. In the box "Username" type: the username assigned to you (all lower case, no spaces)
4. In the box "Password" type: the password assigned to you (all lower case, no spaces).
5. Now click "Login".
6. You have now entered your personal homepage, please click on "Division Tools" located at the top of the page.
7. Click on the "See Division Tree" link on left.
8. This allows you to view, but not change the list of all schools.

IV. Associate a User to a New Division is not a viable function.

V. View User Times

1. Go to <http://www.ivhs.org>
2. You will notice a login area at the top of the page.
3. In the box "Username" type: the username assigned to you (all lower case, no spaces)
4. In the box "Password" type: the password assigned to you (all lower case, no spaces).
5. Now click "Login".
6. You have now entered your personal homepage, please click on "Division Tools" located at the top of the page.
7. Click on View User Times
8. Pull to the appropriate semester. Click "Submit."
9. Select the course, and choose the display type. Click "Submit."
10. You can select the entire course times online to be displayed or choose parts of the content.

If you need to process another course for another student from your school, use the back button and return to step #8.

A caution must be added. Some students only use e-College to get to another platform, and some by-pass e-college altogether. Some students within the platform download materials and print them so they are not online the entire time they are working.

VI. View User Grades

1. Go to <http://www.ivhs.org>
2. You will notice a login area at the top of the page.
3. In the box "Username" type: the username assigned to you (all lower case, no spaces)
4. In the box "Password" type: the password assigned to you (all lower case, no spaces).
5. Now click "Login".
6. You have now entered your personal homepage, please click on "Division Tools" located at the top of the page.
7. Click on View User Grades
8. Pull to the appropriate semester. Click "Submit."

9. Select the course. Click “Submit.”
10. Decide if you wish to view the grades or download the information in an Excel spreadsheet that you can manipulate. You can also send the information via e-mail to parents if their correct e-mail is in the system.
11. You can select the entire course units to be displayed or choose the unit to be displayed.
12. You will not see the separate grades totaled; you will not see a final grade until the course is complete.

If you need to view another student’s grades in a different course, use the back button and return to step #8.

A caution must be added. Some instructors do not currently use the e-College grade book if their content is on another platform. IVHS is working to make the process more consistent.

If there are any questions about how to complete this process, please contact the ILLINOIS VIRTUAL HIGH SCHOOL help desk 24 hours a day 7 days a week at 303-873-0005.

Thank you,
ILLINOIS VIRTUAL HIGH SCHOOL

IVHS CONTACTS

IVHS CONTACTS

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