Wilco Area Career Center E-learning Implementation

As many of the programs at Wilco already utilize an online instructional program (Google Classroom), Wilco is prepared to offer e-learning opportunities to maintain educational opportunities at the Center. All instructors have prepared educational materials. Training has been provided for staff that had previously not utilized an online platform. A survey was issued to our students to assess student capability to engage in e-learning opportunities and strategies were developed to assist students with connectivity challenges. To promote equity, during the first week of school, instructors will survey students to develop strategies for meeting their e-learning needs, as well as ensuring access to instructional material. The Center is committed to providing educational opportunities to our students. To implement a continuity of learning through e-learning, the following program expectations have been developed:

Goals of Wilco's E-Learning Program

- Utilize the Internet, telephones, texts, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Incorporate print and digital learning experiences for all students.
- Ensure that the learning opportunities are research-based and aligned with the core curriculum and learning objectives at that given time.
- Offer digital and print opportunities for students to engage in an e-Learning day.
- Provide appropriate learning opportunities for students with special needs, intervention services, or EL support.
- Monitor and verify each student's participation.
- Encourage student involvement by allowing them to determine the timing, speed, and methods of their learning.

Administration Expectations

- Determine the capability of staff and students to engage in e-learning opportunities digitally.
- Create strategies to assist staff not utilizing an online instructional portal.
- Identify and assist students who may not have internet connectivity or device components needed for e-learning.
- Communicate expectations for e-learning to Parents, Students, and Staff.
- Partner with our collective bargaining unit in the implementation of days.
- Monitor the implementation of e-learning.
- Assess the success of the program following implementation.
- Inform staff whether to report to the Center or coordinate their work from home.
- Provide homework assistance for students who may need additional assistance.
- Oversee the mailing materials to students who need paper resources to support learning.

Instructor Expectations

- Convey expectations for all students to participate in e-learning.
- Determine the learning needs of students to ensure equity and access.
- Document and track the attendance of students who have logged into the system and/or submitted work.
- Provide asynchronous instruction (independent work) through an online portal or instructional packets that have been printed. Materials should require student engagement for at least one hour a day and be posted for students by 8:00 am the day of the assignment.
- Be available for students during the designated times of instruction (8:00 am to Noon and 12:30 to 2:00 pm) online or by phone and respond to student/parent concerns within 24 hours.
- Provide or coordinate support services for students requiring additional help per their Individual Education Plan.
- Communicate assignment collection and grading procedures.
- Diagnose the learning needs of students to ensure equity and access.
- Assess the learning of student work that is submitted.
- Alert administration to students who have not engaged in e-learning after three days of noncontact (utilization of Google reporting form).
- Report outcomes to administrators and parents.
- Evaluate the effects of instruction.
- Contact administration with student/parent concerns, IEP/EL student needs, and distribution (mailing) of additional work to specific students.
- When possible, instructors in the same subject areas should coordinate resources and activities.

Student Expectations

- Check your email or instructor-directed communication tool daily for communication from your instructor.
- Participation in assignments as they will be graded and are part of the curriculum established by business, industry, Illinois Department of Public Health, and dual credit requirements
- Complete posted assignments within the stated time frame.
- Communicate any concerns you may have with your instructor regarding connectivity or access to a device to complete your work- request printed copies of materials if needed.
- Communicate with your instructor regarding any questions about the material or assignments that you may have.
- Call the Center if you need additional support for learning, at 815-838-6941 between (8:00 am and noon or 12:30 and 2:00 pm).
- Check the Wilco website for information on school closings or hours of operation.

Parent Expectations

- Communicate with your child about the need to engage in the remote learning process.
- Check in with your child to ensure they have completed daily assignments.
- Check the Wilco website for information on school closings or hours of operation.
- Communicate with the instructor if you have questions or concerns.
- Advocate on behalf of your child if they require extra support to complete assignments or lack access to internet connectivity or necessary technology devices.
- Review your child's grades on the CAMPUS portal, www.wilco.k12.il.us; Quick Links (to the right of the screen); CAMPUS (top item on the list). If you need assistance, please call the Center at 815-838-6941.
- Communicate with the Center should your child become ill and unable to participate in the continuation of Learning activities.

We appreciate everyone's cooperation when we need to transition to e-learning activities. The majority of our course offerings at the Center incorporate both high school and college levels. Furthermore, many of our programs are certification programs that have specific curriculum and hour requirements. Maintaining our instructional standards is crucial, and we anticipate students will submit their work to meet the coursework requirements established by the College, Licensing Agencies, and Credentialing Organizations associated with the Center.