

## **INTRODUCTION**

*With the evolution of technology and changes in education, it is crucial to embrace new approaches that cater to various learning preferences, boost student involvement, and foster continuous learning. Blended learning is a flexible method that merges elements of traditional and online education, delivering a well-rounded educational journey for our students. Through the implementation of the Blended Learning Policy, our goal is to spark innovation, elevate academic achievements, and prepare our students for success in an interconnected, digital society. This transformation is guided by our shared dedication to educational quality and our focus on nurturing the growth of our students.*

### **Purpose**

*This policy provides instructions on how educational institutions can integrate blended learning, which is a mix of in-person teaching and online methods. The goal is to improve student participation, support individualized learning, and offer flexibility in education.*

### **Scope**

*This rule is for all students, teachers, and staff members who are part of the institution's blended learning program.*

## DEFINITIONS

### **Blended Learning:**

*An educational method that incorporates both in-person teaching in a classroom setting and online learning components.*

### **Face-to-Face Instruction:**

*In-person instruction delivered in a traditional classroom environment.*

*Online Learning: Education delivered via digital platforms,*

*Education provided through digital platforms like prerecorded lectures, virtual classrooms, and interactive online activities.*

## OBJECTIVES

*The main goal of this policy is to establish a complete structure for the successful integration of blended learning. This structure is tailored to support the educational goals of the institution and cater to the requirements of students, teachers, and other invested parties.*

## **GUIDELINES:**

### **Curriculum Design:**

*Incorporate a combination of traditional classroom teaching and online learning in the curriculum. Ensure that the online materials meet educational standards and enhance the in-person teaching. Utilize a variety of multimedia tools to accommodate various learning preferences.*

### **Technology Requirements:**

*Give students and teachers the tools and resources they need access to technology, such as a reliable internet connection and technical support. Implement secure and easy-to-use learning management systems (LMS) for educational purposes.*

### **Teacher Training:**

*Provide teachers with professional development opportunities to enhance their skills in delivering blended learning. This includes training on utilizing digital tools, developing online content, and effectively managing virtual classrooms.*

### **Student Support:**

*Assist students in effectively using online learning platforms, offer technical assistance for any difficulties they encounter, and conduct periodic check-ins to track their progress and offer guidance.*



### **Assessment and Evaluation:**

*Employ a combination of formative and summative evaluations to assess the students' performance. Integrate online quizzes, assignments, and projects into the assessment criteria. Verify that the assessments are unbiased and correspond with the established learning goals.*

### **Engagement and Interaction:**

*Promote communication between students and teachers by utilizing platforms like discussion forums, virtual meetings, and group projects. Encourage active involvement in both in-person and virtual activities. Utilize interactive features like polls, quizzes, and breakout rooms to keep students engaged.*

### **Implementation:**

*Create a committee dedicated to supervising the implementation and ongoing enhancement of the blended learning program. Continuously evaluate and enhance the blended learning policy by incorporating feedback and technological advancements. Utilize data collection and analysis to assess the success of the blended learning strategy.*

## **Conclusion:**

*Blended learning is introduced to improve education by merging traditional teaching with online methods. This approach ensures that everyone involved is prepared to engage effectively in a blended learning setting.*

## **Teacher Training and Support:**

- a. Administer thorough training sessions for teachers to ensure they are well-versed in blended learning methods, teaching strategies, and digital tools.*
- b. Deliver continuous professional growth chances to boost teachers' proficiency in designing instruction, evaluating, and digital competencies.*
- c. Supply mentorship and guidance to aid teachers in integrating online and traditional elements in a cohesive manner.*
- d. Establish a shared platform or community for teachers to exchange top teaching practices and materials related to blended learning.*

## **Infrastructure and Resources:**

- Maintain consistent internet connectivity across the institution, including classrooms, computer labs, and shared spaces.*
- Ensure sufficient computers or mobile devices to allow equal access to online resources.*

- *Implement and manage a learning management system (LMS) for organizing and delivering online learning materials.*
- *Keep hardware and software up to date for compatibility and functionality.*
- *Establish a technical support system to address infrastructure and resource-related issues promptly.*

### ***Student Support Guidelines:***

*Clear Guidelines and Expectations: Clearly define student roles and responsibilities in blended learning. Outline expectations for participation, assignments, and assessments. Give a comprehensive syllabus and schedule with important dates and deadlines.*

*Academic Support Services: Arrange online tutoring sessions for subject-specific help. Provide academic counseling for study plans and course selection. Organize peer support groups or study circles for collaborative learning.*

*Technical Assistance: Ensure technical support is available for hardware and software issues. Give troubleshooting guides and FAQs for common technical problems. Provide live chat or helpdesk services for immediate technical help.*

*Diverse Needs and Accommodations: Implement accommodations for students with disabilities, such as accessible materials and extended time. Offer additional support for English language learners, like translation services or ESL tutoring. Provide tailored*



resources and assistance for students from disadvantaged backgrounds, including financial aid information and access to community resources.

### **Monitoring and Evaluation Plan:**

Create a monitoring system to oversee the implementation of blended learning, utilizing various tools like classroom observations, surveys, and data analysis. Continuously collect data, track progress, and pinpoint areas for improvement. Evaluate the effects of blended learning on student outcomes, engagement, and satisfaction using qualitative and quantitative methods. Conduct regular reviews to gauge progress and use data to guide decisions. Keep tabs on teacher performance to ensure effective use of blended learning strategies, offering feedback and support based on observations and metrics. Provide professional development opportunities for teachers to enhance their understanding of blended learning. Regularly review the usage and effectiveness of online learning resources, gathering feedback from students and teachers to improve their quality and optimize learning experiences.

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