# LPS Virtual Learning Guidelines

## Students

**Engagement**
- Check class platform for learning activities regularly
- Create your daily agenda to meet course expectations
- Use resources, problem-solve, and reread if confused
- Reach out to your teacher as needed & anticipate feedback within 48 hours
- Be active and social each day

**Resources**
- SeeSaw
- Google Classroom/Website (K-8)
- Canvas (9-12)
- Google Meet
- 5 Tips for an Effective Email
- Technology Student Work Orders

## Teachers

**Engagement**
- Design with LPS Essential Standards when developing your online course materials
- Post learning activities, resources & assignments on a district-approved learning management system consistently
- Utilize best practice online learning protocols: create student-friendly course structures and chunk learning into manageable sections
- Provide feedback to students within 48 hours
- Engage in small group discussions
- Connect with teachers/coaches for planning

**Resources**
- Tech Helpdesk (816) 736-7078 - 8:00-4:00
- Building Innovation and Learning Coaches
- LPS Virtual Learning Resources
- Web Resource Approval flow chart
- Data Privacy slideshow

## Parents

**Engagement**
- Notify the school counselor or social worker if I do not have wifi access (Assistance is available.)
- Confirm that my student has checked the class platform for learning activities
- Ask your student daily about their learning
- Support my student’s organization of learning by suggesting a quiet space to learn and a checklist of tasks to complete.
- Ensure my student contacts the teacher if they are confused with the lesson.

**Resources**
- Technology Student Work Orders
- LPS Virtual Learning Resources