

BEDFORD NORTH LAWRENCE
STARS ACADEMY
VIRTUAL PROGRAM



Stars Academy: Quick Start Guide for Parents - Learning Coordinators

Parents! As your student embarks on the virtual learning journey, we want to ensure their success. A vital part of their success is your role as the Learning Coordinator. Here is a quick-start guide for becoming a Learning Coordinator.

What is a learning coordinator? First, you aren't the teacher—you're the Coach. In a virtual environment, your role is to provide the structure and accountability that a physical classroom usually provides. You help your student stay on track while our licensed teachers handle the instruction.

1. **Environmental Support:** Ensure your student has a dedicated learning space that is free from distractions during 'school hours'.
2. **Routine Support:** Virtual learning works best with a schedule and routine. It is important to set up a regular schedule for completing work for each class.
3. **Progress Monitoring:** It is important to ensure your student is completing their work. Don't just ask..."do you have any work" or "are you done with your work". Instead, ask to see their progress and set up regular progress checks.
4. **Communication:** Regular school conversations with your student will be important to stay on top of the work. If there is an academic need, encourage your student to email their teacher or access the live teacher portal. If there is a technology issue, please reach out. It is important to communicate any concerns, issues, or questions so we can collaborate to resolve the matter immediately.
5. **Checklist:**
 - Set up a Weekly Sync: Set a schedule, communicate the plans, know the work that needs to be achieved
 - Confirm they are meeting the daily time requirement (minimum 30 minutes per class)
 - Monitor their grades; overviewing any missing or incomplete work
 - Ensure your student is daily checking email