

# **LT Community Advisory Council Recommendations to the District 204 Board of Education**

## **EDLINE RECOMMENDATIONS**

The one overriding consensus from the Advisory Council is developing consistency in Ed-line usage. All faculty and staff including counselors, club sponsors and athletic coaches should be required to utilize the service on a regular basis.

### **Classroom Teachers/Counselors**

- Encourage all staff to use Ed-line
- Update information at least 2X a month (or on some other regular basis). Having a predetermined, agreed upon time period for updating grades will be advantageous for students, parents, and staff because all will know in advance what the expectation is.
- Include course syllabus and suggested extra resources
- Post upcoming projects, tests and extra credit opportunities
- Post when extra help is available for students (location and times)
- Post field trip information
- Post assignments weekly (if possible) for those students that are absent due to illness.
- Recommend the Counseling staff should utilize Ed-line. Each counselor should have his/her own web page and post pertinent information about registration deadlines, test dates, and college admission information if applicable.
- Give Parents more comprehensive information on the service. Freshman parents should be sent information prior to open house so they can come with questions and an understanding that they need to register. An information session for parents would be beneficial. The goal should be to increase parent usage from the current rate.

### **Activity / Club / Athletic Homepages**

- Use Ed-line to post a description of each club / organization
  - Indicate when activity meets, time, location
  - Post organization sponsor and how to contact
  - List the Goals of the organization
  - Notify members of Special events
  - List team practices and game schedules, have link to other school directions
  - Document any important Team information students need
- A suggestion was made that staff / sponsors do not have time but that the club officers could assume the responsibility for the updating.*