

BFS Virtual School MS&HS Checklist



Thank you for partnering with BFS to provide an excellent education for your child. As we navigate through the Covid pandemic, and face additional weather threats, you might need to move to the BFS' virtual mode of learning on an ad hoc basis. This will look different for each grade level. In MS/HS, students will follow the schedule as if they were physically attending. Attendance will be taken in each class and recorded on RenWeb. To ensure a smooth transition, we ask that each MS and HS parent work through the following checklist.

Before going virtual. Getting ready to learn.

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- 01** **Electronic Device**
Be sure each MS/HS student in your home has an electronic device on which to attend class. This can be a smartphone, laptop, desktop, or tablet but must have a camera and microphone.
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- 02** **Zoom video conferencing**
Zoom is the system we have chosen to interactively provide students with their classes. On March 3rd we will host an information session on Zoom. Please check your mails for the invitation. This invite will also guide you through the installation. Please, check that the Zoom App is installed on the device your child will be using.*
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- 03** **Additional equipment**
Consider purchasing headphones or earbuds with a microphone to minimize noise in the classroom.
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- 04** **Google Classrooms and Renweb**
Double-check that your child has access to Google Classrooms and RenWeb. Email teachers and/or advisors for help with this.
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- 05** **Test your home wifi**
Run a test on your home wifi by conducting a video call with a family or friend. When you test, make sure all devices that will normally be on during the school day are online.
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- 06** **Working Space**
Provide your child(ren) with suitable learning space; a desk or table and a comfortable chair. If you have more than one child they will need to sit in different spaces.
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- 07** **Sleep**
Help your child maintain regular sleep cycles to be prepared for school on March 4
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* If needed, Here is a useful support article on Zoom installation:
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

On your first v-learning day. Welcome to BFS Virtual School!

01

Morning Routine

Wake your child and feed them a good breakfast so they can join their first class at 8:30 am KST. If you're in another timezone, maybe you'll be feeding them another meal, but make sure they're available to join class.

Students should dress as if they are going to attend a physical school. You can require BFS uniforms if you'd like, just remember Friday is "Free Dress Friday."

02

Learning Space

Make sure your child goes to their learning space on time, and is connected and ready to start their school day.

03

Online expectations

Expect that your child will be engaged in a video connection for at least twenty minutes and that they will be working online for the entire fifty-minute class period.

04

Class periods

Every day of online learning will follow the Monday class period rotation.

The four-minute passing time will allow students to move to their next class.

See the table below.

05

Breaks

At 10:15 am KST your child will have a fifteen-minute break, and at 12:15 pm KST they will have a thirty-five-minute lunch break. Classes resume in the afternoon at 12:50 pm and will continue until 3:30 pm KST.

During break-times **insist** that your child take a break from the screen.

06

End of the school day

After the school day ends (at 3:30 pm), welcome your child back home from school, and provide them with usual after school snacks.

07

Homework

Set regular homework hours in the evening and help your child accomplish the learning that takes place outside the school day.

08

Keep Communicating

Communicate with teachers and the school office about absences, and for assistance with any technology or learning-related issues your child encounters.

09

Stay safe!

As always, wash hands, stay safe, and stay positive.

Questions?

Contact the BFS helpdesk at vlsupport@bfs.or.kr

