



Bogaerts International School
Emergency Distance Education Protocol
All Programmes

The following simple protocol has been developed for use in case of an emergency closure of the campus for two days or more (as Managebac would then be inadequate to meet our learning goals).

	What distance learning tools will be used?	Who will receive distance learning?	How will students “attend” their distance learning lessons?	What accountability measures will be used for scheduling and attendance?	How can students receive additional support from teachers during a campus closure?
PYP	Seesaw	Students from age 5 will receive certain distance learning materials.	No live sessions will be hosted. Materials will be provided for guided study, and differentiated by age.	Students will work flexibly with adults at home, and with the guidance of the homeroom teacher, on learning tasks. Attendance will be handled abnormally.	PYP teachers will be available during all class days via Seesaw message.
MYP	Zoom Managebac Google Drive (access to shared documents and live observation/feedback on work)	All students will attend distance learning virtual courses via Zoom. Homeroom will not be hosted. Support lessons will be hosted. Private lessons will be hosted per individual agreement between family and tutor.	Students will receive a link to their Zoom sessions and a summary of each lesson via Managebac. Links and summaries will be provided no later than 10 minutes before a live lesson. All virtual materials will be provided via Managebac.	Students will follow their normal class schedules and times each day. Attendance will be taken for each class as normal (teachers will verify attendance via webcam and record attendance on Managebac). Attendance for an entire lesson is expected. Parents can report attendance excusals as normal via Managebac.	MYP teachers will be available during all normal lesson hours via email, and will be available for live chat during all Zoom lesson sessions. Additional support hours can be arranged with any staff member via email.
DP	Zoom Managebac Google Drive (access to shared documents and live observation/feedback on work)	All students will attend distance learning virtual courses via Zoom. Homeroom will not be hosted. Support lessons will be hosted. Private lessons will be hosted per individual agreement between family and tutor.	Students will receive a link to their Zoom sessions and a summary of each lesson via Managebac. Links and summaries will be provided no later than 10 minutes before a live lesson. All virtual materials will be provided via Managebac.	Students will follow their normal class schedules and times each day. Attendance will be taken for each class as normal (teachers will verify attendance via webcam and record attendance on Managebac). Attendance for an entire lesson is expected. Parents can report attendance excusals as normal via Managebac.	DP teachers will be available during all normal lesson hours via email, and will be available for live chat during all Zoom lesson sessions. Additional support hours can be arranged with any staff member via email.

Zoom is a virtual meeting room programme that is easily downloaded to any PC or Mac. Students can join designated sessions via link in their web browser, as well.

<https://www.zoom.us/>