

**Bozeman Field School**  
**Remote learning instructions for students and parents**

**Communication**

Bozeman Field School's first priorities are the health and safety of our students. Due to concerns about coronavirus, Bozeman Field School has decided to suspend all in-person instruction until we deem it is safe to resume classes as usual. Starting Tuesday, March 24, Bozeman Field School will transition its classes to a remote learning format. Until further notice, all instruction will be delivered virtually through Google Classroom and Google Meet. This document contains important information and instructions for students and parents about how to best support student learning in this transition to remote classes.

**General Information**

Beginning Tuesday, March 24, the school day will start at 8:40 a.m. and end at 3:15 p.m. Monday through Friday. Refer to the [Virtual Class Schedule](#) for more information about the timing for each class, faculty office hours, and clubs.

**Guidelines for Students**

Students should follow the [Virtual Class Schedule](#) in order to know which class to "attend" when. At the beginning of each class period, students should:

1. **Log in to Google Classroom for that class.** Your teacher will have posted new instructions for class that day.
2. **Click on the Google Meet link to join your class.** Your teacher will share a Google Meet link. Please allow yourself enough time to open Google Classroom and Google Meet prior to the scheduled start time of the class so that you are able to join the video conference at or before the scheduled start of class.
3. **Be fully engaged and present for the duration of class.**
  - Find a quiet place where you can focus
  - Minimize outside distractions such as noises or other people, and please make sure that the background of your video is not distracting to you or others
  - Phones should be away during class time
  - Computer use during class should be exclusively for the purposes of learning in that class (e.g., irrelevant tabs, programs, etc. should be closed)
  - Your video should be on during class time, and your microphone should be muted unless you are speaking
  - If possible, please use headphones for audio to help minimize background noise

- Use chatting and commenting features on Google Classroom, Google Meet, etc., only for comments relevant to the course
  - Make sure your computer is fully charged and/or plugged in
  - Try to speak one at a time
  - Please plan to be “present” for the duration of each class. If you need to leave for any length of time because of an emergency, let your teacher know via email.
  - Avoid eating while on video for a class
4. **Complete classwork and all other assignments in a timely manner.**
  5. **Check email and Google Classroom for updates.** Please get in the habit of checking both your BFS email account and Google Classroom at the beginning and end of each school day for updates from your teachers.

Faculty will take attendance at the beginning of each class period, and attendance will affect whether or not a student receives credit for taking courses. If a student is unable to participate in a class, his/her parent should notify Terry before 8:40 a.m. on that day.

### **Guidelines for Parents**

The transition to online learning will present new, unique challenges for families. Parents will need to think differently about how to support students, how to create structures and routines that allow students to be successful, and how to monitor and support learning. Some students will thrive in this new mode of learning, while others may struggle. The guidelines below are intended to help parents begin to think about what they can do to help their students be successful in an online learning environment.

1. **Establish routines and expectations.** BFS encourages parents to set regular hours for their student’s school work. We suggest that normal school routines remain in place during this period. Students should be allowed to move around regularly and take periodic breaks as they work. It is important that parents set these expectations early in the process and adhere to regular, predictable routines.
2. **Define the physical space for your student’s study.** We encourage families to establish a space/location where students will work most of the time. Our recommendation is that this be a public/family space and not a bedroom, if possible. It should be a place that is quiet most of the time and has a strong wireless connection, and it should be a place where parents are able to periodically check in on the student. Computers should be kept charged and/or plugged in.
3. **Monitor communications from school.** Teachers will communicate with parents via email when necessary. We recommend checking your email at least once a day for

updates. Please feel welcome to reach out to teachers at any time with questions or concerns.

4. **Begin and end each day with a check-in.** Parents are encouraged to start and end each day with a simple check-in. In the morning, review the day's schedule with your student. What resources do they need? What support will they require? This brief grounding conversation helps students process instructions and prepare for the day. Similarly, an end-of-day check-in will allow students to process the day's events and prepare for the following day.
5. **Take an active role in helping your student process their learning.** In the course of a regular school day at BFS, students have frequent engagement with their teachers and with one another. These social interactions and opportunities include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. We do best when we have opportunities to process learning with others. Beyond the check-ins at the beginning and end of the day, it is recommended that parents circle back and engage with students about what they are learning.
6. **Establish times for quiet and reflection.** A huge challenge for families with multiple children will be how to manage everyone's needs. There may be times when siblings need to occupy separate rooms in order to work effectively.
7. **Encourage physical activity and exercise.** Make sure students remember to move and exercise, which is vitally important during this period of relative isolation. We will recommend activities and exercises, but it is important for parents to model and reinforce the need for activity. This might also include ways for students to pitch in around the house while they are at home.
8. **Monitor your student's level of stress or worry.** During this odd, uncertain time, it will be important for parents to help students manage the worry, anxiety, and range of emotions they might experience. They will be out of sorts, whether or not they show it, and need as much normal routine as parents can provide.
9. **Monitor how much time your student is spending online.** BFS does not want students to be looking at a screen all day. We ask that parents bear with teachers as we search for the right balance of online and offline experiences. Our aim is to provide essential instruction online but not to require that students spend all day in front of a computer. Consider creating a phone-free time frame at home similar to the "phone zone" at BFS, to help students concentrate on schoolwork. Your feedback and assessment of your student's experience will be extremely important to us going forward.
10. **Keep your student social, but set restrictions on social media.** Students will naturally want to stay connected with friends during this closure, and social media is an important tool to that end. Please monitor social media use, however, and help us remind students to

be polite and respectful in those interactions. Parents may decide to add controls onto students' computers and phones to block access to certain apps, websites, etc., during certain times of day. Family Link from Google and Microsoft Family are free. They do take a little time to set up.

11. **Become familiar with Google Classroom.** Google Classroom sends digest (summary) emails to parents periodically to help parents keep tabs on students' progress. Some parents have found it helpful to look at Google Classroom alongside the student, using the student's own Google Classroom account.
12. **Please communicate with BFS if your student will miss class.** Please contact Terry before 8:40 a.m. on any day when a student will need to miss a class.