



408, Gaepo-ro, Gangnam-gu, Seoul, Korea , zip code : 06324 Korea Tel. 82-2-3496-0514 Fax. 82-2-578-6610 www.kisseoul.org

February 24, 2020

Dear KIS Seoul Campus Community,

Welcome to Virtual KIS, a week on online home learning. Thank you for your understanding and support of our need to shift care and instruction at KIS to an online community for the coming week. We are making efforts to best manage risk and support the local medical community by minimizing any further spread of disease as much as possible. Please read on for more information:

Seesaw: Our Communication Platform

While operating Virtual KIS from *Tuesday, February 25 through Friday, February 28*; we will be communicating with you regularly regarding expectations and changes. While this change in school format may present challenges, the adaptability of students, staff, and parents is essential to ensuring that our goals for student learning and active engagement remain high while campus is closed. **We will continue to use the Seesaw platform throughout this week** for all teacher posts, student work submission, and parent communication this week. Teachers are also available via email. Important announcements from the school office will continue to be shared via Seesaw, the school website, and email to parent email addresses.

Virtual KIS School Hours and Info

The Virtual KIS learning day will be from 8:00 am- 3:00 pm every day, from Tuesday-Friday of this week. Maintaining normal routines and making time to regularly follow the school schedule, read through assignments thoroughly, and do some physical exercise are important components to successfully navigating online learning in a healthy way. It is critical that we maintain records of attendance, participation, and receive regular submission of assignments so we can provide timely feedback to ensure all learning goals are being met. Please reach out to your child's homeroom teacher directly if you have questions about accessing Seesaw and/or completing any assignments. **Student attendance will be taken each day by the homeroom teachers.** Attendance will be determined by the completion of assignments and online evidence that your child has accessed Seesaw during the school hours noted above. If you are facing technical issues or have questions, please reach out to:

- your child's homeroom teacher (for homeroom assignments) from 8:00 am-3:00 pm
- your child's specialist teacher (for specialist class assignments) from 8:00 am-3:00 pm
- Mr. Cho (for general tech support) between the hours of 8:00-9:45 am only, via email (kal.cho@kis.or.kr).

Retrieving Items on Campus



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If you need to pick up important materials from school that your child may have left here over the weekend (e.g. iPad, iPad chargers, notebooks, etc), here are the windows of time where we will welcome families to arrive briefly in order to retrieve items essential to their continued learning in a virtual model:

- Tuesday, February 25 from 9-11 am
- Wednesday, February 26 from 9-11 am

If you do come to campus to retrieve items, please sign in for a visitor badge in the lobby and proceed to the 4th floor for temperature scanning. Then, proceed to the ES Office on the 4th floor where our staff will be happy to help you. **For health and safety reasons, please do not proceed directly to your child's classroom** without being scanned for fever and seeing the ES Office staff.

Cafeteria Payments

Information regarding the cafeteria program payment and refunds will be shared by Kizmeal within 48 hours. Please stay tuned for those updates as the Business Office and Kizmeal work out the best solution for our families who participate in the lunch program.

Once again, thank you for the high level of support and understanding as we help learning continue in a healthy and productive way in these interesting times. Feel free to contact me any time, with any further questions. It is our hope that we will welcome children and families back to campus soon!

Warmest regards,

Jennifer Le Varge
Seoul Campus Principal
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