



## **Virtual Learning at Bishop England: A Walkthrough**

### **Overview**

Bishop England High School will continue education virtually. Students and teachers will communicate and meet using various educational and online tools. The plan ensures the needs of our students are met, and their academic growth continues under the guidance of their teachers.

### **Learning Expectations**

- Students will participate in virtual classes and complete learning activities for every class for the school week.
- Each week students will “attend” virtual meetings set up by the teacher and/or participate in online discussions that are maintained by the teacher. Virtual meetings will use Microsoft “Teams Meeting” to attend active lessons with their teachers. Microsoft Teams will be used for online discussions. If you are doing a video chat, students are to dress appropriately.
- In addition to virtual meetings and discussions, students will have assignments to complete for each class that they typically attend.
- Students must participate and “attend” virtual meetings and submit work when it is due.
- All rules and guidelines regarding academic work and integrity, as outlined in the BE Student Handbook apply during the virtual learning period.

### **Student-Teacher Communication**

- Teachers will create a particular folder or channel on Teams named after the week we moved to virtual learning. For example, in the first week that school is closed, a folder or channel will be made called “Week 1- School Closure.” Plans will be posted the Sunday night by 6 pm before each new week starts.
- Teachers will post a weekly plan on Teams in the form of a Word Document in the appropriate weekly channel or folder. Each weekly plan will have detailed instructions on how to find and complete the assignments. The weekly plan will include the schedule of online discussions or virtual meetings along with the subject matter of each.

### **Teacher Availability**

- Teachers will be online at scheduled times throughout the week. These times are for student-teacher communication through Microsoft Teams boards about a specific assignment or students may email their teachers.
- Some of these times will be scheduled virtual meetings through “Teams Meeting,” where teachers may do a walkthrough of material or assist in and review other assignments. The use of this time will be up to teacher discretion.

Schedule of times when teachers are available and will be holding virtual sessions, chat, or just be open for questions every Monday, Wednesday, and Friday:

<u>Times</u>	<u>Class Periods on A Schedule</u>
8:20-9:00	1 <sup>st</sup>
9:10-9:50	2 <sup>nd</sup>
10:00-10:40	3 <sup>rd</sup>
10:50-11:30	4 <sup>th</sup>
11:30-12:10	Lunch Break
12:10-12:50	5 <sup>th</sup>
1:00-1:40	6 <sup>th</sup>
1:50-2:30	7 <sup>th</sup>

- Teachers may also be available on other days or other times outside of the schedule above. That is at the discretion of the teacher.
- Some “class periods” may be necessary to participate, or “attend” and these mandatory sessions will be noted in the weekly schedule.

○ For **example**, a biology class on their weekly schedule may look like the following:

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Assignment: Read Pages 250-272</p> <p><b>Class Meeting:</b> <b>*Mandatory*</b></p> <p>Body Structure Walkthrough through “Teams Meeting”-Link will be posted to TEAMS page to join- Students are expected to participate during their classes scheduled time.</p>	<p>Assignment:</p> <ol style="list-style-type: none"> <li>Watch Crash Course on Skin/Bones (Link “here”)</li> <li>Read the attached Skin/Bone WS and answer questions in Microsoft Forms assignment. Sent out as assignment in teams.</li> </ol>	<p>Assignment: Quiz on Body Structure through Forms. It can be found on Microsoft Teams as an assignment.</p> <p>Class Meeting: <b>*Voluntary*</b></p> <p>If you have any questions about assignments or need clarification on any subject matter, please chat through the Teams page. If necessary, we could start a “Teams Meeting” to show/work through problems.</p>	<p>Assignment:</p> <ol style="list-style-type: none"> <li>Read pages 272-285</li> <li>* Two-day assignment* Complete the “Bone Disease Research WS” found in your Assignments folder. Send completed work back through the Assignments folder on Teams. *Due FRIDAY*</li> </ol>	<p>Assignment:</p> <ol style="list-style-type: none"> <li>Finish “Bone Disease Research WS” found on Assignments in Teams. Send back through Teams.</li> </ol> <p>Class Meeting: <b>*Mandatory*</b></p> <p>Walkthrough/Discussion on “Teams Meeting.” The link provided on Teams. Subject—Bone disease and its prevention.</p> <p>Students are expected to join during their classes scheduled time.</p>

- If there are any questions about assignments, students must be proactive and reach out to their teachers. If a student cannot make a mandatory meeting, it will be recorded and posted in that week's folder.
- Students should stay organized with their weekly course load, and mandatory class meetings by using their agenda or some other form of organization. It is encouraged that on Sunday or Monday before classes start to fill out their schedule with what is due and when there are mandatory meetings.
- Students should attend ALL mandatory events unless excused for sickness. Those who were absent will need to go over any information in the recorded session.

### **Student Sickness or Family Sickness**

- If a student is sick, or a family member is sick, and their care is preventing them from completing schoolwork, they are to email [attendance@behs.com](mailto:attendance@behs.com) before 9:00 am.

### **Technology**

Students will need to know the following apps or technologies to complete their virtual work.

#### **Microsoft Teams-**

The majority of this is taught in the first week of the virtual school. Some teachers will use all features, while some will use selected ones.

- How to join a "Teams Meeting." The video service being used to meet virtually.
  - Students should turn off their camera and mute their microphone upon entering a lesson. Teachers will tell students when to unmute, if necessary.
  - The chat area in a "Teams Meeting" is for most questions or statements."
- How to look through the assignments tab and send work back.
- How to use channels in Teams.
  - Along with where to post questions on material for the week or participate in a chat.

#### **Turnitin.com**

- Used to submit formal papers to grade and check for plagiarism infractions.
  - Specific teachers will use this, and most students in those classes will have used turnitin.com already. If there are any questions related, please ask your teacher who is assigning/using the website.

**\*If there are any technical issues, there is a chain of people you should contact in this order! \***

1. Ask the teacher. (If that teacher does not know, they are to direct to the student's guidance counselor)
2. Email the student's counselor.
3. Then email Jason Burnette your specific problem. Please be as descriptive as possible.  
[Jburnette@behs.com](mailto:Jburnette@behs.com)