



Virtual Learning at Bishop England: A Walk-Through

Learning Expectations

- Students will participate in all classes virtually, excluding PE, and complete all learning activities for every class for the week. Students will not login to study hall or homeroom. Students in PE who are missing more than a week will be given instructions by their PE teacher.
- Virtual meetings will be set up by the teacher in Microsoft Teams for each class period. Students must login on time to be counted as present for class. Students are expected to have their cameras on and be present for the whole period unless otherwise directed by the teacher.
- If students are on video participating in a class or in a video chat with a teacher, students are to dress appropriately.
- Students must submit work on time according to due date.
- Tests and quizzes will be taken upon a student's return to campus. Students will not participate in their classes virtually on test days. Teachers and/or counselors will work with students to ensure students have adequate time to complete makeup work.
- All rules and guidelines regarding academic work and integrity, as outlined in the BE Student Handbook, apply during a student's virtual learning period.

Technology

- Students will log into their Microsoft Teams account using the login information used for their BE student emails.
- Teachers are given 24-hours' notice to initially set up virtual class meetings on Teams. Therefore, it may be the following school day after a student is designated as a virtual student that a class meeting is available for him/her to join. However, a teacher may already have other students who are joining class virtually so students should check each class's Teams page on the first day to see if a meeting is available.
- To attend a class, students will follow their typical schedules for the week and log onto Teams on time for each class. To join a meeting, students will click the "Teams" icon on the left-hand side of the page and select the class to join. They will then click "Join" under the meeting that has been started by the teacher under the "General" tab. Keep in mind that it might take a minute or two for the teacher to start the Teams meeting.
- For further instructions for using Teams, please visit the following website:
<http://www.behs.com/parents/> (See "Family Guide to Microsoft Teams")
- Students should turn on their cameras and mute their microphones upon entering a lesson. Teachers will tell students when to unmute, if necessary.
- Resources for assignments can be found under the "files" tab. However, if the resource is directly related a specific assignment, it may also be included along with the assignment itself under the "assignment" tab.
- If there are any questions about assignments, students must be proactive and reach out to their teachers. The easiest way to contact a teacher is by clicking on the "Chat" icon on the left side of the page. Students can type a teacher's name into the search bar at the top of the page to begin a conversation.

- If there is a problem with the technology during the meeting, try “chatting” the teacher or another student in the class to report the issue, such as not being able to hear instruction.
- Students should attend ALL mandatory class meetings. If a student cannot attend a mandatory meeting, a parent must email attendance@behs.com.

For any questions or concerns, students should reach out directly to their teachers through Teams or to their school counselor through Teams or email. Contact information for counselors is listed below:

9th and 10th grade (last names A-L):

Mrs. Nancy Kunding

nkunding@behs.com

9th and 10th grade (last names M-Z)

Ms. Caitlin Morris

cmorris@behs.com

11th and 12th grade (last names A-L):

Mr. Jamey Becker

jbecker@behs.com

11th and 12th grade (last names M-Z):

Mrs. Molly West

mwest@behs.com