Virtual Learning Protocol

Our goal is to create a virtual learning environment as best as possible. In spite of challenges beyond our control, our protocol aims to provide an environment that allows opportunities for learning and virtual contact with teachers and peers that simulates a school day as much as possible.

Students are to follow their daily schedule found on My Belen. If the schedule shows no classes (ie: Friday, March 20th) we will observe that.

How will teachers communicate with their students?

(Students are expected to begin their virtual learning on Monday, March 16th by visiting their teacher’s Topics page on My Belen.)

Consistency will be key to maintaining an orderly flow of information, expectations and work. As such, teachers will communicate with their students as follows:

- On the My Belen Topics page for each class, teachers will create a tab for each virtual learning day. Each tile will be named as follows: “Date, Virtual Learning”
- Teachers will provide an agenda that indicates all the expectations for the class session on that day. This will include: Zoom meeting time, work to be completed, resources to be used to complete the work, where work is to be submitted and by what time.

Face-to-Face Teaching and Learning via Zoom

(Virtual Learning Sessions via Zoom are scheduled to begin on Wednesday, March 18th.)

Teachers and students will meet virtually through their Zoom account for a face-to-face teaching and learning session.

a. Students downloaded the Zoom app on their iPad. Zoom is web-based and therefore students may use a laptop or desktop.

b. Meeting appointment times and links will be posted on My Belen Topics page in the Virtual Learning Day tiles.
c. Class meeting appointments will begin at the regularly scheduled start time for that block. (Students are to follow their daily letter day schedule.)
d. Zoom meetings will not be used on ALL days. Students will work on assignments posted on the Topics pages of My Belen on those days.
e. FLEX block will be time for students to rest or work on different assignments. They will not need to check in at that time.
f. Attendance will be taken at the start of the class meeting.
g. P.E. and the elective course Computer Science Discoveries 2 will not be using Zoom or have a Topics page.
h. Band students are expected to check their teacher’s Topics page; they will not be using Zoom.

Student Expectations

Students are expected to attend their virtual learning meeting as if they were attending class at Belen.

- Students must log in at the designated time for each block throughout the day. They must be on time for their class meeting.
- They must be dressed in their Belen school uniform shirt (no tie), Belen polo or navy blue/white polo.
- They are expected to be groomed appropriately and clean-shaven.
- They are to log into their Zoom session from a common area; never from their bed.
- If they are unable to log in due to illness, parents will need to follow the usual protocol for reporting absences to attendance@belenjesuit.org and students should email their teachers.
- Students are to submit all classwork/homework as per their teachers’ instructions on due dates and times.
- Students will need to report to their session with their fully charged iPad and earbuds if needed to facilitate their learning experience.
- If a teacher is unable to hold a Zoom session due to unforeseen circumstances, students are responsible to follow the instructions posted for that day on the teacher’s My Belen Topic page.
- Students are expected to behave appropriately throughout all Zoom sessions.