

Middle and Upper School Parents,

As our spring break comes to an end, I can't help but think how strange it will be to have empty halls. This week is usually met with excitement as everyone returns from spring break trips with stories of their adventures. We will truly miss seeing the students in the halls!

As we transition to a new way of learning, we will seek to continue providing a quality education. Fortunately, Canvas is not new to our students or faculty as we have used this platform for many years. Our team of faculty and staff have worked tirelessly to prepare for this transition. During the conversion to digital learning, I ask for your patience as we work through new ways of communication and instruction.

### **Student Work:**

Teachers will post all daily work to Canvas every morning by 8:00 am. All work can be found in the Module section of your course's Canvas page. This work may include video lessons, interactive instruction, the use of apps, class notes, web quest, etc. Students will need to open the digital learning module every day to see assignments. All daily assignments are due by 11:59 pm on the day the assignment is given. In the case of a multiple-day project, the assignment will be posted on the Canvas calendar in addition to the daily coursework module. Students need to restart their computer every morning to allow any updates to load.

### **Attendance and Grading:**

Attendance will be counted through punctual submission of learning modules. Learning modules will be posted by 8:00 am. Students should check Canvas courses for assigned work. All grades for assignments will be posted on MyBackpack.

### **Academic Integrity:**

Online learning requires students to practice personal academic integrity. Students will be expected to abide by Trinity's academic covenant on all assignments.

### **Digital Office Hours:**

Teachers will have digital office hours from 9:00 am - Noon daily. This is the time for students to ask any questions they may have about their assignments. Teachers will have their email open and will respond quickly to students' questions. Students seeking help should email from their Trinity email address. Students are welcome to communicate with teachers outside of this time but may not receive an immediate response. We will operate on the MWF school schedule; if teachers need to hold a live session, it will be scheduled during their MWF class time.

### **Student Support Team:**

- Trinity email account - please contact Pete McCoy, [pmccoy@trinitywildcats.com](mailto:pmccoy@trinitywildcats.com)
- Issues with Canvas - please contact Sandi Faulkner, [sfaulkner@trinitywildcats.com](mailto:sfaulkner@trinitywildcats.com)
- Feedback on how we can improve or how we are succeeding - contact Analyn Coker, [acoker@trinitywildcats.com](mailto:acoker@trinitywildcats.com)