



Dear Trinity Families,

As you are aware, Trinity is shifting to an online classroom model. As of tomorrow, we will be using Google Classroom for all of our K-8 classes including our special subjects. In addition, we will be using Zoom conferencing for face-to-face meetings with the students. In the event that you are already feeling overwhelmed, please know that the teachers will be giving assignments to help you and your child become familiar with the online platforms. It is our plan that Wednesday through Friday will be days for becoming acquainted with the online approach. Next Monday, we will begin the third trimester and our e-learning.

Please read the following information carefully and take note:

1. You and your child will receive an email tomorrow with a link to a video introducing you to the Google Classroom. You will be able to view the link as many times as you need to help you understand how to join the class. If at any time you need help, you can email us and we will get you support. At some time tomorrow, at your choosing, **you must view the video with your child.**
2. No matter the age of your child, you will need to **be prepared to support** him/her with the online assignments.
3. Beginning Monday, **the teachers will be presenting new material.** When we come back to the building and resume classes, the teachers will NOT be reviewing the material presented online but will be moving forward.
4. **Teachers will be noting your child's online participation and taking attendance** via posted responses and other indicators. Your child will be able to access the lessons at any time in the day, so you do not have to worry about being online together at a specific time. We realize that you may be sharing one device among all your family members.
5. Tomorrow, you should expect to receive an introductory email from your teacher(s).
6. On Thursday, you will receive another video about accessing Zoom conferences.
7. On Friday, you will receive other communications about the first three days and the plan for Monday.
8. Beginning Monday, I will post a video with a greeting, announcements, including birthdays, and a prayer.
9. Finally, grades are closing for the second trimester this Friday. Report cards will be issued next Thursday, March 26th.

In closing, **please be sure to check your emails and texts for frequent updates. Also, I ask that you please send an email confirming that you have read this letter and that you agree to support your child in their e-learning.** In turn, we will continue to help you in every way possible so that your child will continue their learning, and be successful in gaining the content and skills they require to advance to the next grade.

Stay safe everyone, and may God continue to bless you and your family in the days ahead.

Yours in Christ,

Mary Leake