

TRINITY SCHOOL

AT MEADOW VIEW

Dear Trinity School at Meadow View Families,

I wanted to follow up on Mr. Balsbaugh's note, emailed on Monday morning, to give some additional details about our approach to distance learning. As he said, we think it will take us about a week more to adjust our practices and establish a new normal, a new normal that we now know will continue through the rest of the semester.

We created a new section for Distance Learning Resources on our Meadow View website, under the [Parent tab](#). We will be posting here any significant emails or documents for your ongoing reference.

Our most significant challenge at this point is balancing the need to keep students from feeling as if they need to be online "24-7" with the need to make sure they feel that they are getting the help they need in a timely fashion.

Here are some adjustments we have made internally:

- **Faculty will be posting all assignments in an easily downloadable form by 8:00 a.m. every morning.** This means that you or your child will be able to print off your child's work for each day and know that is all he or she is responsible for that day. Much of this work will be able to be done offline.
- **All student assignments that would be similar to homework in a traditional setting will be due by 8:30 a.m. the following day.** This includes reading, written reflections, translations, problem sets, etc. This means that you will always have time in the evening to help your child navigate homework in a traditional fashion.
- Faculty in courses that traditionally have a seminar format are attempting to recreate the "free and disciplined exchange of ideas" to the greatest extent possible through the use of "Questions" to which students can reply and discuss with each other. **Answers to questions or short, 'in-class' exercises may be 'due' at 3:30 p.m. of the day they are asked.** Students may very well choose to continue interacting and discussing those questions among themselves, but you should know that we are not requiring such interaction beyond the school day.
- **For the sake of your children's mental health and to protect against faculty burnout, we will be creating some mandatory "offline times" for faculty.** During these times, faculty will not send emails or posts to

students. They will also not respond to emails or other messages, host tutoring sessions, or engage students in online conversation. If you have an urgent concern, however, please mark your message "URGENT" and faculty members will respond as soon as possible, as they would under normal circumstances. Mandatory faculty offline times will be:

- **Monday through Friday from 4:30 p.m. to 7:30 p.m.,**
- **Every evening after 9:00 p.m.**
- **Saturday from 5:00 p.m. through Sunday 5:00 p.m.**

While faculty will reply to individual students who reach out to them from 7:30 p.m. to 9:00 p.m., they will seek to avoid sending out new information to other students between 4:30 p.m. and the next morning.

We believe these time restrictions will help protect against students' "fear of missing out" if they are not online. They will also help students know there are times in which they can put their work aside and go about life as normally as possible.

- **We have set some clear targets for the amount of time we expect students to be working per grade level.** These targets represent our goals for the total amount of time students are spending including online activities, traditional homework, and class discussion. Hitting these targets will require ongoing adjustment as faculty learn just what students can do in the time available. It will also require some self-governance on the part of students. With some open-ended tasks (i.e., class discussion) and no clear starting time or ending time for most classes, some students will be tempted to spend far more time than we are expecting or that is good for them. Please let us know if, by the end of the week, your child is spending considerably more time than the guidelines below indicate.

	7th-8th Grades	9th-10th Grades	10th-12th Grades
Per Class	25-35 minutes	35-45 minutes	45-60 minutes
Enrichment	60-90 minutes	60-90 minutes	60-90 minutes
Total	3.5 to 5 hours	4.5 to 6 hours	5.5 to 7.5 hours

Furthermore, here are some things you can expect in the next several days and into next week:

- We are looking to migrate our video conferencing to Zoom because it has a number of advantages over Google Meets.
- We will be working on how to provide some form of morning prayer reflection for students as an important part of our day.
- We will begin rolling out a slate of enrichment activities for students across grade levels and campuses. These are particularly designed to bolster a sense of community and a particular culture of learning. These enrichment activities will include contests, art and music appreciation, common texts, and so forth. All enrichment activities will be ungraded but will form an

important part of our distance learning.

- We will be working on a way to fairly evaluate students, communicate with you about your children's progress, and assign grades for a course. As this is a significant source of stress in some students' lives even under normal conditions, we will be working towards a solution that alleviates as much of that stress as possible.
- At this point, we are still learning about distance learning from both the teacher's perspective and student's perspective. This is new territory for us all! As we settle firmly into a pattern for distance learning, we will be putting together some user's guides for students and parents.

You are our most important partners in this effort, and we really appreciate your feedback about the on-the-ground experience of your children. Here are a couple of suggestions for ways to help your children as they navigate this new reality:

- Work to help them spend as much time off-line as possible. For instance, if they can print off a reading assignment and take it to a quiet place to read, that would be preferable to reading an assignment online.
- Help them establish a schedule and a routine. Experts on distance learning recommend working in undistracted spans of time followed by authentic breaks. If you would like to see a sample schedule, [click here](#). This, of course, would need to be adapted to your children's video conference schedule and your family's schedule.
- Encourage them to particularly enjoy the enrichment material that will soon be coming their way. You may even consider wrapping some of these enrichment activities into your family life and sharing this learning with your children.

Because beauty remains strikingly important these days, I wanted to end with a photo of an orchid that had been in my office at school and now graces my "home office" space.

You all remain my prayers.

In Christ,



Dr. Katherine M. Yohe
Head of School

