

April 3, 2020

Dear Holy Trinity School Parents,



**HOLY TRINITY  
SCHOOL**

*Be it known  
to all who enter  
that Christ  
is the reason  
for this school."*

In recent times, the only constant thing we have all experienced is change. With that being said, procedures and protocols that have been introduced to our school community have had to be either postponed or modified in order to abide by orders from our government and religious leaders, as well as for the safety of those around us.

During this unprecedented time of uncertainty, we are graciously asking for your patience and understanding. Our highest priority is to keep our school community safe and healthy during this time. Therefore, please know that every decision we make for our school community has been carefully thought out.

Now that our students have transitioned into distance learning and have become more familiar with web tools and online platforms, our teachers have been working tirelessly on ways to sustain that learning.

#### **Grade Reporting Update**

After careful review and collaboration, our faculty has decided to adjust the dates of the last two grade reporting periods this school year. Our decision was based on what would be the best way to measure student learning and growth. Since Friday, March 13, was the last day the school was open to our students before the temporary school closure, we are going to end the third quarter on that date.

In addition, we have adjusted the grade reporting dates of the fourth quarter from March 16 through June 5 since that would be a better reflection and evaluation of student achievement during distance learning.

With an understanding of the impact that transitioning into distance learning had on students as well as the stress and anxiety this unprecedented time has caused for many, we have also decided to open up a two-week grace period for students that may need to turn in any incomplete or late work from the third quarter. The last day to turn in work will be Friday, April 17.

#### **Adjusted Grade Reporting Dates:**

**3rd Quarter:** January 27 - March 13

Report cards will be available on Gradelink April 24.

**4th Quarter:** March 16 - June 5

#### **Class Books/Materials Pick-Up**

According to several homeroom teachers, there are still workbooks and classroom materials students need for the duration of distance learning. Therefore, we will be scheduling pick-up days next week. Teachers will be preparing classroom materials and gathering them according to each family in an effort to make it as efficient and convenient for families with multiple children.

In an effort to abide by social distancing orders, we will set-up two pick up areas at the front of the school campus. One station will be located along the iron gate next to Mrs. Connell's 3rd grade classroom, and the other station will be located next to Ms. Arabo's 8th grade classroom. Holy Trinity Faculty will be there to direct and assist you.

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Here is the schedule:  
(based on family last names beginning with the letter...)

Monday, April 6: A - G  
Tuesday, April 7 H - P  
Wednesday, April 8 Q - Y  
\*Pick-up times for each day will be from 9:00am - 12:00pm

Our goal is to reduce the frequency of trips to school to pick-up and drop-off work/assignments and take more advantage of all the features of Google Classroom, such as assigning and submitting work online and remotely. Your teachers will communicate with you if your child needs to pick up any materials. Please do not come to campus if your teacher has not contacted you to do so. As previously mentioned, our main priority is to keep our entire school community safe and healthy during this pandemic. If you are unable to come to school on your scheduled day, please notify your teachers ahead of time so that we can plan accordingly.

We understand that the latest order from Governor Newsom is to stay at home except to obtain essential goods and services. We have already notified the El Cajon Police Department of our plan to allow our school community to pick up the materials that are essential to their learning for the duration of distance learning and temporary school closures.

### **Work Week**

Furthermore, in an effort to provide the best support to our students and families during distance learning, we will be transitioning into a 4-day week plan after Easter Break.

Therefore, effective Monday, April 20, teachers will plan and provide distance learning plans based on a 4-day work week. Students will be expected to do the work assigned to them Monday - Thursday. No new assignments will be posted on Friday; however, Friday will be an "active learning" day where students will have a day to complete any necessary work they may have not been able to finish during the week, or if they need extra guidance and support. Teachers will still be available to communicate with students from 8:00am - 3:00pm via email and Google Classroom, and they will be available for small group tutoring sessions as needed.

### **Things to Look Forward To**

As we continue distance learning, teachers will be providing more classes online, collaborating on ways to best support students experiencing difficulty, and creating more optional opportunities that focus on developing the whole child. Some of these opportunities include music lessons, guided art activities, health and wellness tips and exercises, and most importantly, faith-based learning and prayer opportunities that encourage students to continue developing and strengthening their relationship with God. We encourage you to participate in all the opportunities we offer that aim to strengthen and uplift our community.

Again, thank you for your understanding and support during this new and different time for all of us. We appreciate your patience as we all navigate through these "uncharted" waters together. We are aware of Governor Newsom's announcement about California public schools not returning for the remainder of this school year; however, we are awaiting the official message and direction from Bishop McElroy. Until then, we have no specific date of return to campus. Parents will be notified of the update as information becomes available.

We appreciate your patience and value your positive and constructive feedback, as we continue to evolve and grow during this "new" norm of distance learning. I encourage you to continue communicating with the teachers consistently regarding any concerns or clarifications you may have. We are here to help, and are all in this together.

God is good... all the time! All the time... God is good!

With Gratitude,  
Mrs. Marentez