




Student Guidelines for Online Learning

Microsoft Teams / Online Learning Etiquette

- You should attend class each day (except Wednesday) at the designated time. Teachers will take attendance. All classes will be recorded. Attending classes is like showing up for school each day. Show up for class on time and stay until your teacher releases you.
- Behavior expectations while attending a Teams class are the same as if you were in a Trinity classroom, and inappropriate behavior will result in consequences as determined by the Directors of Students.
- Dress code expectations are relaxed, but you must wear collared shirts and pants during Teams classes, and the shirts must not promote anything conflicting with Trinity's values.
- You must attend class from a table or desk. Attending class while in bed is not appropriate.
- Microsoft Teams is for academic purposes only. Trinity teachers and IT staff have access to all call and chat records used in Teams.
- Teams is NOT to be used to communicate about non-academic topics.
- The live video call feature will be used for direct-teach lessons. This means the teacher will communicate via live video, while you watch and listen.
- Teachers may ask you to turn off or turn on your video AND mic features upon joining a class call. It is acceptable to use appropriate virtual backgrounds or a blurred background when your video feature is on. If you have trouble using the video feature due to low bandwidth issues, please let your teacher know so she/he knows why she/he may not see your camera turned on.
- If you wish to get the attention of the teacher during class, the best ways to do so are to post the question in the chat feature, which looks like this , or use the raised hand icon. It looks like this. 
- Small group and/or individual video calls may be made separately to review concepts from the lesson. In those cases, you may be instructed to turn on your video and mic.
- Your teacher may utilize an open group chat feature to pull up alongside the live video. This will be useful for you to submit questions or contribute to a discussion while the teacher is live. You may access the in-call chat by clicking the speech/text bubble that looks like this: 
- Teachers may choose to screen share or pull up a whiteboard during the live call. You should NOT write on the collaborative whiteboard unless instructed to do so.
- Do not use any recorded or uploaded Teams video or chat for non-academic purposes. Without teacher permission, if you repost images or videos from a class to social media or in other ways, you will face consequences as determined by the Directors of Students.

Teachers who cannot meet during their allotted time will post a message on their Rockspace and Teams pages.

2020-21 Online Learning Schedule

Mondays – Green Day classes

Tuesdays – White Day classes

Wednesdays – No classes

(time to work, conference with teachers, etc.)

Thursdays – Green Day classes

Fridays – White Day classes

Class times:

1st Period: 9 – 10 a.m.

2nd Period: 10:15 – 11:15 a.m.

Lunch break

3rd Period: 12 – 1 p.m.

4th Period: 1:15 – 2:15 p.m.

Advising Periods meet 8:30 a.m. on Thursdays