



Olga Hugelmeyer  
 Superintendent of Schools

September 3, 2020

Dear Parents/Guardians and Families:

It is with great pleasure that we welcome all our families to the 2020 – 2021 school year! We are looking forward to a productive partnership with you in order to ensure that our children reach their highest academic potential possible. As partners, we will work together to nourish a rich and rewarding education for our students.

The 2020 – 2021 school year will begin remotely on **Friday, September 11<sup>th</sup>, 2020**. Classes will be in session between the hours of **8:20 a.m. until 12:39 p.m.** for grades Pre-K- 8 and **7:30 a.m. until 12:22 p.m.** for grades 9-12. Your child’s classroom schedule will be available in the PowerSchool Parent Portal on September 9, 2020.

Please keep in mind that students must log in to their computers every day starting at 8:20 a.m. for grades PreK-8 and 7:30 a.m. for students in grades 9-12. Attendance will be taken at the beginning of each instructional period, daily. Students will participate in teacher-led daily interactive on-line lessons using video conferencing. All teachers will meet regularly with their students following the below REVISED schedule:

**Revised Kindergarten through 8<sup>TH</sup> Grade Schedule**

Grade K-8 Remote Learning Schedule	START TIME 8:20 AM	END TIME 12:39 PM
HOMEROOM	8:20 AM	8:25 AM
PERIOD 1	8:25 AM	8:55 AM
TRANSITION	8:55 AM	8:57 AM
PERIOD 2	8:57 AM	9:27 AM
TRANSITION	9:27 AM	9:29 AM
PERIOD 3	9:29 AM	9:59 AM
TRANSITION	9:59 AM	10:01 AM
PERIOD 4	10:01 AM	10:31 AM
TRANSITION	10:31 AM	10:33 AM
PERIOD 5	10:33 AM	11:03 AM
TRANSITION	11:03 AM	11:05 AM
PERIOD 6	11:05 AM	11:35 AM
TRANSITION	11:35 AM	11:37 AM
PERIOD 7	11:37 AM	12:07 PM
TRANSITION	12:07 PM	12:09 PM
PERIOD 8	12:09 PM	12:39 PM
VIRTUAL SUPPORT	2:00 PM	3:00 PM

**Revised 9<sup>th</sup> through 12<sup>TH</sup> Grade Schedule**

Grade 9-12 Remote Learning Schedule	START TIME 7:30 AM	END TIME 12:22 PM
PERIOD 1	7:30 AM	8:10 AM
TRANSITION	8:10 AM	8:12 AM
PERIOD 2	8:12 AM	8:52 AM
TRANSITION	8:52 AM	8:54 AM
PERIOD 3	8:54 AM	9:34 AM
TRANSITION	9:34 AM	9:36 AM
PERIOD 4	9:36 AM	10:16 AM
TRANSITION	10:16 AM	10:18 AM
PERIOD 5	10:18 AM	10:58 AM
TRANSITION	10:58 AM	11:00 AM
PERIOD 6	11:00 AM	11:40 AM
TRANSITION	11:40 AM	11:42 AM
PERIOD 7	11:42 AM	12:22 PM
VIRTUAL SUPPORT	1:41PM	2:14PM



**Revised Pre-Kindergarten Schedule**

Grade Pre K - ONLY Remote Learning Schedule	START TIME 8:20 AM	END TIME 12:39 PM
HOMEROOM	8:20 AM	8:25 AM
MORNING MESSAGE	8:25 AM	8:45 AM
SPECIAL	8:45 AM	9:25 AM
HIGH SCOPE SMALL GROUP	9:25 AM	9:40 AM
MUSIC & MOVEMENT	9:40 AM	9:50 AM
BILINGUAL READ-ALLOUD	9:50AM	10:05 AM
WORK TIME	10:05 AM	10:45 AM
RECALL TIME	10:45AM	10:50 AM
iPAD INSTRUCTION	10:50 AM	11:05 AM
LARGE GROUP TIME	11:05 AM	11:20 AM
WORK TIME	11:20 AM	12:10 PM
RECALL TIME	12:10 PM	12:15 PM
LARGE GROUP TIME READ-ALLOUD	12:15 PM	12:39 PM
VIRTUAL SUPPORT	2:04 PM	3:00 PM

All students have a district issued device with access to all instructional programs to begin their lessons on the first day of school. In addition, we will be providing additional learning materials to support lessons for our self-contained special education classes. These materials will be made available for pick up on September 10<sup>th</sup> through September 14<sup>th</sup>. You will receive your scheduled date and time for pick up via email, text and robo-call from your respective school.

It is extremely important that we have the most updated phone numbers, email and home address to receive updates from the district. All parents must have an active Parent PowerSchool account set up at <https://epsnj.powerschool.com/public/> to stay informed. Please note that all the required forms will be available on September 3<sup>rd</sup> and must be completed on the Parent Portal by September 11, 2020. Please contact your school Principal and/or Guidance Counselor, if you need assistance in setting up a PowerSchool account.

I am excited to inform you that each school will conduct a Back-to-School Orientation that will be held remotely on September 11, 2020 from 8:30 a.m. to 12:30 p.m. During this time, your child’ teacher will provide you with specific information about the new school year along with an opportunity to answer any of your questions. Please find below step by step instructions on how to access Microsoft TEAMS for Prek-8 and High school respectively:

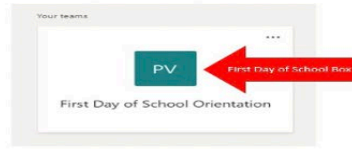
**Prek-8:**

You can access the orientation on your child’s device by clicking the **Microsoft TEAMS** icon and then click on the **First Day of School** icon.

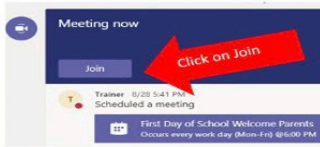
**STEP 1:** Click on Team icon on School issued device



**STEP 2:** Select First Day of School Orientation Icon



**STEP 3:** Click on *Join* icon



**STEP 4:** Click on *Join Now* icon



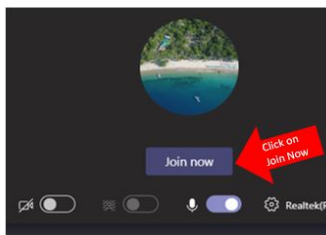
### High School:

**STEP 1:** Click on Microsoft TEAMS icon on School issued device



**STEP 2:** Select your Period 1 Class (please refer to Outlook calendar for invite)

**STEP 3:** Click on *Join Now* icon



**STEP 4:** Repeat process each subsequent period at the respective time in the schedule

We look forward to reuniting with you on September 11<sup>th</sup> as we begin another successful school year together! Our Re-Opening Together Plan will ensure that your child succeeds in all aspects of school, both academically and socially.

Sincerely,

Olga Hugelmeyer  
Superintendent of School