



Olga Hugelmeyer
Superintendent of Schools

September 10, 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 11th, 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.

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.

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:

K-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.

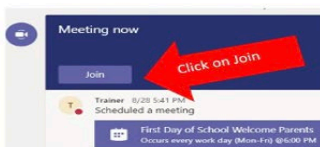
STEP 1: Click on Team icon on School issued device



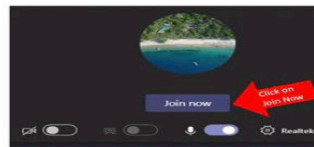
STEP 2: Select First Day of School Orientation Icon



STEP 3: Click on *Join* icon



STEP 4: Click on *Join Now* icon



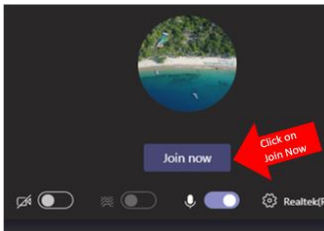
High School:

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 11th 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,

A handwritten signature in blue ink, appearing to read 'Olga Hugelmeyer'.

Olga Hugelmeyer
Superintendent of School

