


**From:** Erin Clark noreply@enfieldschools.org   
**Subject:** Important Update for EHS  
**Date:** August 31, 2020 at 12:56 PM



August 31, 2020

EHS Students and Families,

School begins on Tuesday, September 8<sup>th</sup> for all students, and we are looking forward to seeing all of our students again. There have been some changes and new developments since I sent out the summer newsletter a few weeks ago. You can click on a link below to access the original newsletter which includes the daily schedule for students and other important information. Please note the following important updates

*Please note the following:*

- **Bring your own water.** As a safety precaution, the decision was made to shut off water fountains and water bottle fillers across the district. Students are asked to bring their own water to school.
- **Mask Distribution.** Masks are mandatory for all staff and students and will be distributed on **Friday, September 4<sup>th</sup>** when students are scheduled to arrive for pictures. Masks must cover students' noses and mouths at all times on the bus and at school.
- **First day.** All students begin school on Tuesday, September 8<sup>th</sup>. The A-K cohort will attend in-person, and the L-Z cohort and remote students will attend from home by signing into Microsoft Teams at the beginning of each period. (See instructions below.)
  - 1<sup>st</sup> period starts at 7:36am on Mondays, Tuesdays, Thursdays, and Fridays
  - Doors open at 7:10am
  - Note that 1<sup>st</sup> period starts at 9:45am on remote Wednesdays
- **Hats and hoods.** All hats and hoods are prohibited this year. This is especially important given masks will be worn this year and it will be difficult to identify students if they are also wearing hats and hoods.
- **Remote learning.** For any students participating remotely, teachers will always livestream the first 20 minutes of class of their in-person class. This will allow teachers to take attendance for both remote and in-person students and review learning goals and expectations for the day. A minimum of 40 minutes out of the period will include live, synchronous instruction for both in-person and remote students. At the beginning of class, teachers will announce the schedule for the day and any expectations for students including what should be completed during asynchronous learning time.
  - *All remote students must log in at the beginning of the class period. See the hybrid schedule included in the newsletter for specific times.*
    - *Period 1-- 7:36am,*
    - *Period 2-- 9:02am,*
    - *Period 3-- 10:28am (unless your class eats first lunch—these classes start at 11:10am; see your first email from your teacher for your lunch schedule)*
    - *Period 4-- 12:24pm*
- **Weekly Email.** You will receive a weekly email from teachers specifying the schedule for each week.
- **Lunch update.** Students will be permitted to go down to the cafeteria at the beginning of their lunch wave to get their lunch. They will then return to their period 3 class to eat their lunch.
- **Food prohibited in school.** Students will not be permitted to eat in classrooms, other than during the lunch period. Students should eat breakfast prior to coming to school and keep their lunches in their backpacks. Students must remove their masks to eat and this is only permitted during the lunch period.
- **Bring jackets.** Students are encouraged to bring jackets to school for when their class takes mask breaks outdoors.
- **Audio.** Students are encouraged to bring their own earbuds into school for use with any activities requiring the use of audio.
- **School climate.** During the first week, we have several mentoring lessons planned to acclimate students to some of the recent changes. Topics include how to utilize Microsoft Teams and OneNote, how to recognize and manage challenging emotions, and lessons designed to promote a positive and inclusive school culture.
- **Bring devices to school every day.** Make sure you bring your fully-charged device to school every day.
- **iPad Insurance.** Please note that iPad insurance is only good for one year. Payment must be submitted online or via mail by September 15<sup>th</sup>. For more information on how to renew your insurance plan, please visit our website: [http://enfieldhigh.sharpschool.com/ed\\_tech/parents/loss\\_damage\\_waiver](http://enfieldhigh.sharpschool.com/ed_tech/parents/loss_damage_waiver)
- **Updating forms.** Parents must complete the returning registration forms online through the PowerSchool Portal
  - Click on Quick links> Returning Registration by September 15, 2020
- **Schedules.** Student schedules will be available to view on PowerSchool beginning on Tuesday, September 1, 2020. If you were able to view your schedule prior to September 1, 2020, please log into PowerSchool and review as schedules are in a new format.
- **Schedule Changes.** Any student with questions or concerns regarding their schedules should email their school counselor. All students should report to/log into the current classes on their schedule. Due to COVID-19 protocols, students are not to report directly to the counseling offices. Counselors will contact students via email, TEAMS, or a phone call. In your email, please include the best number to reach you. Counselors will use your school email unless you instruct them otherwise. In the rare instance that a student is not assigned to a classroom at a given time, they should report to the cafeteria, where a member of the school counseling staff will assist you.
- **iPads.** Any student who still needs to pick up their iPad should come to school on September 4<sup>th</sup> during their picture day time slot.
- **Locker Locks.** New students or transfer students who want locks for their lockers may pick them up on Friday, September 4<sup>th</sup> during their designated picture time.

- **Check email daily.** Students should check their Office 365 email daily. (See instructions below.)
- **Signing in on the first day.** Each teacher will set up a meeting for each class that students can access by logging into Microsoft Teams.
- **Technology Support.** If you have technical difficulties with your iPad, contact your Dean's office or Ms. Ellis, in the Library for troubleshooting assistance. ([jellis@enfieldschools.org](mailto:jellis@enfieldschools.org)). See the newsletter for dean's contact information.
- **Buses.** Bus routes and information can be found here: [https://enfieldhigh.sharpschool.com/parents\\_and\\_students/bus\\_maps\\_routes](https://enfieldhigh.sharpschool.com/parents_and_students/bus_maps_routes)
- **Drop-Off.** On Mondays, Tuesdays, Thursdays, and Fridays students are not permitted in the building until 7:10am. Parents should not drop off students prior to that time as supervision will not be available. Parents should use Bus Loop #1 to drop off students and these students should enter through Door #3 at the corner of the A and E wings.
- **Pick-up.** To promote social distancing in the halls, we will utilize a staggered dismissal. Students riding the bus will be dismissed first at 1:42pm. Once all bus students are dismissed, students being picked up or walking home will be dismissed. We ask parents picking up students to delay their arrival until after buses have left school grounds. This helps our bus drivers exit the school more efficiently and stick to their tight schedules. With our staggered dismissal, the buses should be clear and parents may arrive to pick up their students after 1:50pm.

**Links to previous documentation:**

- Link to summer newsletter: [http://enfieldhigh.sharpschool.com/yearbooks/principal/eagle\\_newsletter](http://enfieldhigh.sharpschool.com/yearbooks/principal/eagle_newsletter)
- Link to updated FAQ: [http://enfieldhigh.sharpschool.com/yearbooks/reopening\\_resources/reopening\\_faqs](http://enfieldhigh.sharpschool.com/yearbooks/reopening_resources/reopening_faqs)

## Frequently Asked Technology Questions

(For more detailed answers, visit the Ed Tech tab on our school's website: [http://enfieldhigh.sharpschool.com/ed\\_tech](http://enfieldhigh.sharpschool.com/ed_tech))

**Signing into Teams for Class:** To a student to sign into Teams on their iPad that has been set up:

1. Click on the Teams app.
2. Team will prompt student to select an account (photo example below); select own account.

Students may also sign into Teams via [www.office.com](http://www.office.com), when using another device. Click the Teams app from the top row of apps.

- To access a Teams meeting:
  - 1: Open Teams app
  - 2: Click Calendar section
  - 3: Click meeting to attend from left hand column
  - 4: Click "Join"
- This video tutorial explains the ways to find and join a meeting, or live class, on Teams:
  - [https://www.youtube.com/watch?v=sIs17oAVRvE&feature=emb\\_logo](https://www.youtube.com/watch?v=sIs17oAVRvE&feature=emb_logo)

### Office 365 login credentials:

**Username:** student email address (example: [aenfield24@enfieldschools.org](mailto:aenfield24@enfieldschools.org))

**Password:** Provided to Class of 2024 in iPad distribution; students in Classes of 2021, 2022, and 2023 set their own passwords during 19-20 school year; for forgotten passwords, go to [pss.enfield.org](http://pss.enfield.org); see Dean's secretary for additional password assistance

### Accessing EHS email through the Outlook app on iPad:

- 1: Install Outlook app for email on iPad
- 2: Open Outlook - Type Office 365 username (email address) on line in photo below

2. Open Outlook app, type email address (email address) on the iPad screen. Click "Add Account." Next, enter Office 365 password and click "Sign In."

**Accessing EHS email through a web browser (i.e. Safari or Chrome):**

- 1: Open browser
- 2: Go to office.com
- 3: Enter Office 365 login credentials
- 4: Click Outlook icon from top row of apps, to access Outlook email

(Note: Students only need to log into the Outlook app on their iPads once and then it will stay signed in.)

**Hybrid Schedule:**

**ENFIELD HIGH SCHOOL HYBRID SCHEDULE**

DAY	IN-SCHOOL (SYNCHRONOUS)	REMOTE (ASYNCHRONOUS)
MONDAY	A-K last names	L-Z last names
TUESDAY	A-K last names	L-Z last names
WEDNESDAY	Remote Learning for All Students Disinfect Building	
THURSDAY	L-Z last names	A-K last names
FRIDAY	L-Z last names	A-K last names

IN SCHOOL BLOCK	START TIME	LUNCH WAVES	START TIME	WEDNESDAY REMOTE BLOCK	START TIME
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1	7:36			Professional Collaboration	9:00-9:45
2	9:02			1A live Synchronous	9:45-10:30
3	10:28	1	10:28	Asynchronous	10:30-11:00
		2	11:10	2A live Synchronous	11:00-11:45
		3	11:46	LUNCH	11:45-12:15
4	12:24			3A live Synchronous	12:15-1:00
STUDENT DISMISSAL	1:42			Asynchronous	1:00-1:30
TEACHER LUNCH	1:52			4A live Synchronous	1:30-2:15
				Asynchronous / Office Hours	2:15-3:30
** Club Meetings, Mentoring Block, Office Hours				Eagle Block **	3:30-4:00

Enfield School District would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Enfield School District directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.

Stay Connected & Manage Your Notifications. [InfoCenter for iOS](#) / [InfoCenter for Android](#)