



August 11, 2020

Dear Newcastle Families,

We are on the final countdown for school starting on Friday! As the academic year gets underway, our teachers and staff are working extremely hard to deliver a strong learning program to our students. With technology pick up happening today, there here are some key pieces of information that all families will need to know.

We do ask that families use school provided devices. This allows us to support the technology and better utilize our Go Guardian internet safety software.

Students in grades 1-8 will receive a Chromebook and TK/K will receive an iPad. Pick-up for devices and textbooks will be held at the upper campus “drop-off” circle (by the gym). Please come by the school at one of the designated times:

- Tuesday, August 11<sup>th</sup>  
By last name:
  - A-J: 4:00 pm -5:30 pm
  - K-Z: 5:30 pm – 7:00 pm
- Wednesday, August 12<sup>th</sup> - extra pick-up time for those who cannot make it on Tuesday.
  - 5:00 pm -6:30 pm

When coming to pick up your child’s device, all families will be asked to sign a technology use agreement. If you can fill out and bring the [Acceptable Use Policy](#) in advance, it will speed up the process. One form is needed for each student. We also offer in-house insurance for Chromebooks. ([Chromebook Insurance](#)).

If you are not able to make one of these times, devices will be available in the school office for pick-up Monday – Friday from 8:00 am to 4:00 pm.

Each student bag will include: device, charger, directions to log-in, student specific passwords, contact information for school based technology support, curriculum items, and materials from their teacher.

All of our classes are using Google Classroom and Google Meet during distance learning. *Teachers will be emailing families specific instructions for joining google classroom prior to Friday.* Please follow these directions to join classes starting at 8:00 am on Friday. (This may vary for TK/K. Please double check emails coming from your child’s teacher.) We ask that

*“Developing active and effective citizens.”*

students log in prior to 8:00 am so that they are ready on-time. Please know that the first day of school will be heavily focused on teachers orienting students to their device and Google Classroom. In a typical school year, teachers spend much of the first week of school teaching expectations, routines, building relationship, and orientation to their learning for the year.

Coming soon to our website will be resources to support families with distance learning. This will include tutorials on Google Classroom, Chromebooks, and how to get technology support.

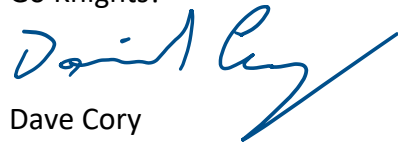
*Other important news:*

- **Back-to-school packets:** If you have not yet registered and signed on, please do so as soon as possible. Use the following [link](#) from our website. If a physical packet is needed, they can be picked up at the school office. Any papers needing to be returned can be brought to the office or returned during tech pick-up.
- **Cafeteria:** The [cafeteria](#) will be serving food on Mondays and Wednesdays from 11:00am to 1:00pm. Food is available for purchase and we have options for free and reduced services as well. When food is picked up, food for multiple days will be included in “grab and go” bags. Students in Discovery Club will be able to pick up food as well.
- **Learning Materials pick-up:** Periodically, your child’s teacher(s) may have materials to send home. Teachers will notify families if this is needed. Pick-up options will be available on Mondays, starting August 17<sup>th</sup> from 11-1, and from 5-6 pm at the gym.

This communication and others are also being posted to our [website](#) under “Distance Learning”. This web page is frequently updated. If you have other questions, please feel free to the school office at 916-663-3307.

We look forward to seeing you soon!

Go Knights!



Dave Cory

Principal

Newcastle Elementary and Charter School