

4/15/2020

Dear Garrett Families,

You should have received a message from the district office today stating that the distribution process is going back to the previous method which requires you to come up to Garrett to get your child's materials. I am calling to let you know how this will work at Garrett. On the dates of **Friday the 17th from 12 – 4, Tuesday the 21st from 12 – 4, and Wednesday the 22nd from 12 – 4**, you may drive to or walk up to Garrett to receive the materials. ****3rd – 5th grade students that already have Chromebooks and access to the internet will not need to come to these disbursal days. We do ask that you contact your child's teacher to let them know.*** The plan for each disbursal day is as follows:

- **Friday the 17th** - Families with last names starting with A – M will be able to come to Garrett to collect their materials from 12 – 2. Families with last names starting with N – Z will be able to come to school to collect their materials from 2 – 4.
- **Tuesday the 21st** - Families with last names starting with N – Z will be able to come to school to collect their materials from 12 – 2. Families with last names starting with A – M will be able to come to school to collect their materials from 2 – 4.
- **Wednesday the 22nd** - All families will be able to come to school to collect their materials.
 - **The plan for safe distribution is as follows: When you arrive at Garrett, you will see four tables set up with K, 1, 2, and 3-5 posted on them (Pre-K is at the K table). You will be instructed to pull up to the grade-level for your child (starting with youngest grade-level and then moving to the next if needed). When you stop at the table, you will be asked to roll down you window so that you can communicate (at distance) what you are needing. You will then be asked to pop your trunk. If you cannot pop your trunk, simply unlock it so that we can open it. The materials will be placed inside the trunk and the trunk will be closed by staff. Please do not get out of your vehicle at any time. The building will also not be open for use so please use the restroom before coming. There is no idea at this point to know how long this process will take. We ask for your understanding and patience as we do our best to help your children, our students. **If you and your family walks to the building, you will see a station near the front doors. You will see tape on the walk way that is six feet in distance apart from each other. You will be asked to stay at these lines until called forward to receive material. These materials will be placed on a desk that you can pick them up from.***
- **Technology Support:**
 - If you are struggling with a technology aspect such as a Chromebook or an online program, please contact our HelpDesk by calling (3149535099) or email the Help Desk at helpdesk@hazelwoodschools.org. Beginning next Monday, April 20th, Hazelwood School District will be launching e-learning with Odysseyware for all third, fourth, and fifth grade students. While your child's teacher will support

your child through this process, I have attached a step by step guide to navigating the Odysseyware website to this email for your convenience.

- Odysseyware has been developed by your child’s teacher to address English Language Arts, Math, Science and Social Studies. Odysseyware includes videos to assist students and will also read the lessons and follow-up questions for additional support. Each academic lesson is chunked into manageable sections, which allow your child to work at his/her pace. The program also allows students to type questions for the teacher directly on the website alerting the teacher to the child’s comments. For our EL learners, lessons and directions can be translated to the preferred language of choice. For our students receiving additional support for various reasons, you may also reach out to those teachers for academic support.
 - Logging into Odysseyware (3rd – 5th grade on line learning platform)
 - <https://hazelwoodsd.owschools.com/owsoo/login/auth>
 - Username: Student ID (6 digits) *Your child’s teacher can get you this if your child does not remember theirs.
 - Password: HSDmmdyy (of their birthday)
- Teacher Office Hours:
 - Teachers are being asked to hold two hours of office hours a day during normal school business days. During these times, they can be reached through Class Dojo or Email. The hours are listed below. Teachers have also been asked to check in with each family weekly. Some may be holding class meetings so be watching for information these from your child’s teacher.

Garrett Hours		Office Hours (at least two hours per day)	
		AM	PM
Principal	Melton	8:50 - 12:00	12:30 - 3:50
Counselor	Jeffery	9:00 - 11:00	1:00 - 2:00
Social Worker	Gorris	9:00 - 11:00	1:00 - 2:00
Reading Specialist	Borgsmiller	9:00-10:00	2:00-3:00
Pre-K	McClendon	11:00-12:00	3:00-4:00
Kindergarten	Bond	9:00-10:00	2:00-3:00
	Morris	10:00-11:00	2:00-3:00
	Rudolph	11:00-12:00	3:30-4:30
1st	Parker	10:00-12:00	N/A
	Grimes	10:00-12:00	3:00-4:00
	Moses	11:00-12:00	12:00-1:00
2nd	Randoll	8:00 - 9:00	5:00 - 6:00
	Moehn	9:00 - 10:00	2:00-3:00
	Gordon	11:15-12:15	3:45-4:45

3rd	Fischer	11:00-12:00	1:00-2:00
	Isabelle	11:00-12:00	1:00-2:00
	Brownell	10:00 - 12:00	N/A
4th	Ohren	9:00 - 10:00	2:00 - 3:00
	Livingston	9:00-10:00	2:00-3:00
5th	Kratzer	9:00-10:00	2:00-3:00
	Ogden	9:00-10:00	2:00-3:00
NBC	Lupo	9:00-10:00	1:00-2:00
Specials	Sanning	9:00-10:00	N/A
	Demars	9:30-10:30	1:30-2:30
	Hood	10:00-11:00	1:00-2:00
	Frederking	10:00-11:00	2:00-3:00
SSD	Gibbs	11:00 - 12:00	3:00 - 4:00
	Murselovic	9:00-10:00	2:00-3:00
	Shustrin	9:00-10:00	1:30-2:30
ELL	Bozif	N/A	2:00 - 4:00
Galactic	Schneider	9:00-10:00	2:00-3:00

- Special Days:
 - We at Garrett are **trying** to plan how we can still give the students a field day, STEAM day, Kindergarten graduation, and 5th grade celebration **virtually**. We hope to get you this information soon.
- **Last day of school is May 29th**