Good afternoon Leota families!

Wow! Where did August go? It’s hard to believe that school starts for all students next Wednesday. We are so excited and can’t wait to “see” everyone! While I know, initially, it will be virtual while wishing it was in person, the excitement is still the same. There is nothing like the first day of school. It brings back such fond memories for me. I hope and wish the same for all our students and families. To help keep things as close to “normal” as possible we’ve been busy coordinating many of the things that we do at the start of every school year, and more. These activities include the following:

- **Staff Planning and Training**: Teachers and staff have been planning and training to prepare for the launch of school
- **Tech Distribution**: Technology devices are available to families on September 1st (scroll further down in the newsletter to see the full plan and details)
- **Materials Distribution and School Photos**: Distribution of textbooks, school materials, yearbooks from last school year and the taking of school photos will occur on September 14th-15th (scroll down further in the newsletter to see the full plan with details and a map)
  - Any items to be returned to the school can be returned this day too. This will help avoid a fine/fee on your child’s account.
- **WEB**: Kicking off the year with our WEB program for our incoming 6th graders (Sept. 2nd – see schedule below)
  - Remember that the official first day of school for all students is September 2nd. **Attendance will be taken, so please be sure your child is awake and ready to log in to each class before the scheduled time so they are not marked absent.** The WEB team will be sending Zoom links on Monday.
- **Teacher Emails for September 3rd and 4th**: Students will receive an email on September 1st from each of their teachers with the login details for periods 1-6 that begin on the 3rd and 4th. Each email will follow the same naming protocol so you can easily decipher what email belongs to each teacher and period: **PERIOD-LAST NAME-SUBJECT (ex: P2-KELLY-ENGLISH)**.
- **Student Schedules**: Schedules are available for viewing using ParentVue or StudentVue. An email with details about schedule change requests was sent Thursday, August 27th.
  - Click here for the link to instructions to changing StudentVue passwords, if needed.
If you need help with ParentVue, please contact Mary Hayes, Registrar, via mhayes@nsd.org.

- **Counselors Breakdown by Grade Level:**
  - **8th Grade** – Erin Palmer epalmer@nsd.org
  - **7th Grade** – Taryn Bakkane tbakkane@nsd.org
  - **6th Grade** – Angela Waggoner awaggoner@nsd.org and James Kim jkim@nsd.org
    - Mrs. Waggoner – students with last names A-L
      - Available Tuesday, Wednesday, Thursday, and Friday
    - Mr. Kim – students with last names M-Z
      - Available Monday, Tuesday, Wednesday
    - **Both counselors are available to all students! If your assigned counselor is not available on a particular day, you can reach out to the other.**

Have a great weekend!

Warmly,

Audee Gregor
Principal

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**If your student will not be returning to Leota for the 2020-21 School Year.**

If you are moving or planning on not having your students attend Leota this year, we will miss you! Please let us know as soon as possible so we can help you with a smooth transition to your student's new school. Our registrar Mary Hayes is the contact person and can be reached via email at mhayes@nsd.org.

We are also in the process of finalizing student schedules and having accurate information on our enrollment for the 2020-2021 school year would be very helpful in determining space availability in our classes.

Thanks so much and we wish you the best!
Happy Friday to you! In this weekly bulletin, you will see: 
(Some of this information is repeated from last week)

- **The first day for ALL students - September 2, 2020 (schedule included)**
- Tech Device Pick Up
- Student Materials Distribution & School Photo Day
- Notice from the School Nurse
- Schoology, Clever & Login’s
- Schoology Getting Started
- Schoology Sessions for Parents
- School Supplies List
  - NSF School Supplies for Fall
  - Backpacks for Students in Need
  - Hygiene Kits are available
- Free and Reduced-Price Meals Information
- NSD Links to Community Assistance
- Financial Assistance for Bothell Families
- Leota Office Contact Info

### Schedule for September 2, 2020 - First Day of School for All Students

8:30-8:40 WEB Intro Video in Zoom Rooms *for all 6th graders & WEB Leaders* (be watching for a zoom link coming soon)

8:40-10:00 WEB leader activities with 6th graders *for all 6th graders & WEB Leaders*

10:00-10:30 Break

10:30-12:45 - All students will go through their schedule and meet all of their teachers

10:30-10:45 Per 1 *for ALL students*
10:50-11:05 Per 2 *for ALL students*
11:10-11:25 Per 3 *for ALL students*
11:30-11:45 Per 4 *for ALL students*
11:50-12:05 Per 5 *for ALL students*
12:10-12:30 Per 6 + Outro/ASB Assembly Video *for ALL students*

### September 1, 2020 - Tech Device Distribution

For those students who need to check out technology for the upcoming school year, distribution of devices/hotspots to Leota families will take place on **September 1 from 8:00am-3:00pm**. Complete this form ([https://form.jotform.com/202085825509053](https://form.jotform.com/202085825509053)) in order to receive
a device, exchange a device that is either not working or is one of the old white Chromebooks, or obtain a hotspot. You will need a device if:

- You have a newly enrolled Leota student who doesn’t have access to a device at home
- Your currently enrolled student’s needs have changed and your student now needs a device
- Your student has an older white Chromebook and will need to exchange for a **newer** black Chromebook device for best connectivity and operation
- You do not have internet service at home. Hotspots are available. Please do not request a hotspot if you do have internet at home that is slow. The hotspot will not help with that.

**The Tech Device Distribution Process on September 1st:**

- If families or students have been exposed to COVID or currently have COVID, please do not attend the event. Please email the main office secretary, Felicia Casolary, at **fcasolary@nsd.org** to arrange for an alternate pick-up.
- Please be sure that you have filled out the form online so that we have a device available for you.
- Drive-up to the area near Leota’s front office
- Stop at the sandwich board in front of the office
- Call the phone number on sandwich board to let staff know you are here
- Turn your car off and stay in your car
- Please put on your mask
- A staff member will bring the device to your car
- If you are exchanging an old device for a new one, the staff member will collect the old (white) device at this time.
Materials Distribution & School Photo Day – Detailed Instructions for Families:

Steps for families and students to prepare for drop-off/pick-up days:

- Car pick-up/drop-off only (no walkers or bicyclists)
- Please try to adhere to the following pick-up/drop-off schedule as closely as possible:
  - Monday, September 14th from 3:00-5:00pm (A-D Alpha by last name)
  - Monday, September 14th from 5:00-7:00pm (E-K Alpha by last name)
  - Tuesday, September 15th from 3:00-5:00pm (L-P Alpha by last name)
  - Tuesday, September 15th from 5:00-7:00pm (R-Z Alpha by last name)

- If families or students have been exposed to COVID, currently has COVID, or been recently had COVID, please do not attend the event. Please email the main office secretary, Felicia Casolary, at fcasolary@nsd.org to arrange for an alternate pick-up.

- Expectations during pick-up/drop-off:
  - Please review the map at this link to ensure proper flow of traffic for School Photos/Materials Distribution
  - Please follow all directions by traffic attendants and greeters
  - Please stay in your car with your seatbelts engaged and masks on
  - Please place a paper with your child’s first and last name in the passenger side windshield
  - Items to be returned to the school should be accessible without leaving your car
  - If returning materials from last school year, please hand items through the window to your station greeter
    - **Curricular items** (textbooks, library books, teacher loaned classroom items, locker keys, etc.) should all be placed in one bag for return, if possible, for ease of exchange
      - Items will be scanned in and checked for condition (damage, etc.)
      - Your child can check their own account to see what is checked out to them (textbooks and library books) by clicking here. They will need their student ID number and their Google account password to log in. Click here for directions.
    - **Athletic uniforms** should be in their own bag and clearly labeled with the students first and last name and student ID number
      - Staff will not be able to hug, high five, accept gifts, etc.
      - Most importantly, please exercise patience as this is new to us all
- Who can pick up items?:
  - Parent, guardian, or anyone already listed as an emergency contact
  - Anyone if the student is in the car (neighbor can bring your student)
Notice from the School Nurse

Hello Leota families!

I would like to inform you of some requirements for students who have life threatening conditions, or those who require health care plans or medication during the school day - when on campus.

Although we have a remote start to this school year, we are still required to collect all health care planning documents, do all emergency care planning and individual health plans and collect medication authorizations and treatment orders at the start of the school year, as with any other school year. Obviously, we are not collecting medications at school until your student will attend on campus. https://app.leg.wa.gov/RCW/default.aspx?cite=28A.210.320

The reason for this is, at the point transitions occur from online to on campus learning, we anticipate there to be a very short turn around with not enough time to complete health care planning or for you to receive treatment orders and medication authorization forms in a timely manner in order for your student to start school on campus.

At the end of last year, you were given a packet of forms to complete for this school year if your student had medications at school. These can be mailed to Leota Middle School (attention: nurse); or you or your health care provider can fax or email any forms or medication authorizations. See contact info below. If you need any documents, or can’t find yours, they are on the Leota website under resources, health room, and then under health forms. Here is a link to the Authorization for Medication form.

I will have intermittent office hours on campus and can be reached at the number below. Or for the quickest response, please email me with any questions. Thanks for your help and understanding,

Debbie Park RN
Leota Middle School Nurse
425-408-6506 (health room office)
425-408-6502 (fax)
dpark@nsd.org
Leota Middle School
19301 168th Ave NE,
Woodinville, WA 98072
Clever, Schoology, & Login’s

Thank you for your patience as we gear up for the 2020-21 school year. With the year beginning in 100% remote learning, it is critical that parents, caregivers, and students are able to access the variety of systems that we will be using for teaching and learning and for communication. Please read this info from our Technology Dept completely to ensure that you have up to date information about logging into these systems.

Clever
Clever is our District’s new portal system. All parents and students have an account in Clever to help them get connected to all the other systems we will be using. Students and parents log into Clever differently.

Parents will log in to Clever at https://family.nsd.org.
The parent portal will give parents access to buttons for ParentVUE, Schoology, and other district systems. It also provides a method for helping students to get logged in on their device. This is called “Instant Login” and should be used only when a student has trouble logging themselves into Clever.

Parents were sent invitations to join Clever the week of August 17. If you did not receive your invitation, please visit https://family.nsd.org and click “Reset Password”. Enter the email associated with your Northshore account. An email will be sent with password reset information. If you have not received the email within 48 hours, please contact your school office.

Students will log in to Clever at https://my.nsd.org.
Student accounts follow this pattern: the username is their email address and their password is the password they ended last school year with or the default (for new students). Student accounts use the student’s ID number. If you do not know your student’s ID number please look at their information in ParentVUE. If you do not have a ParentVUE account, you can request an account and activation code here: https://form.jotform.com/200321140182132

Examples:

Returning student:
Username is studentid#@apps.nsd.org, for example 3333333@apps.nsd.org
Their password is the password they used last year. If they don’t remember that password, a staff member can reset their password for them.

New student in grades K-3:
Username is studentid#@apps.nsd.org, for example 4444444@apps.nsd.org
Their password is their student id number followed by “nsd”. For example, 4444444nsd.

New student in grades 4-12:
Username is studentid#@apps.nsd.org, for example 7777777@apps.nsd.org
Their password is their 8-digit birthdate, for example 04042010.
Schoology
Schoology is our district’s new Learning Management System. It replaces systems that were used last year to distribute class assignments and learning materials, such as Google Classroom. All parents have access to an account in Schoology to monitor student progress, view course materials and assignments, and communicate with teachers.

To login to Schoology, parents will login to Clever (https://family.nsd.org) and click on the Schoology for Parents tile. Enter your email and password. If you have not activated your account, click “Forgot your password” on the Schoology login screen. Enter the email associated with your Northshore account. An email will be sent with password reset information. If you have not received the email within 48 hours, please contact your school office.

Students will log into Schoology by logging into Clever (https://my.nsd.org) and clicking on the Schoology tile.

Commonly Reported Issues:

I cannot see all of my children in Clever/Schoology.
This is likely due to incomplete information in Synergy, our student information system. Please log into ParentVUE and review the information associated with your account to ensure that you can see all children and have all contact and educational rights to all of your students. If that information is correct, please contact your school’s main office to research further.

I never received an email invitation to Clever and/or Schoology.
Check your email spam and junk folders to ensure that the emails didn’t get misplaced. If you still don’t see those invitations, visit Clever and/or Schoology and use the “Reset My Password” or “Forgot your password” links to generate a new email from one or both systems.

Family Orientations
Northshore is providing ongoing opportunities to learn about our Remote Learning model and to gain an understanding of these new systems and getting started with Clever and Schoology. We are actively updating our website with information based on questions we are getting from our community. To see the schedule of Orientations and to view other important information regarding device checkout, meals, and other programs, please visit https://www.nsd.org/northshore-learns/support.

Additional Resources:

Schoology: Getting Started
A couple of videos have been created to give the very basics of getting students and parents logged into Clever and Schoology

Video: Introducción a Clever y Schoology para los Padres https://youtu.be/DanXj_HoEnM
Schoology Sessions for Parents
As we are approaching the start of the new school year, we want to be sure families are prepared for Northshore Learns 3.0, our distance learning model which will begin on Sept. 2. Starting this week, we will hold parent orientations to ensure families have the support they need for Northshore Learns 3.0. Participants will have the opportunity to ask questions through Q and A during each session. Sessions will be held at the following times:

- Monday, Aug. 31 at 5 p.m. - Northshore Learns 3.0 Parent Orientation (in Spanish)
- Tuesday, Sept. 1 at 8 a.m. - Northshore Learns 3.0 Parent Orientation (in English)
- Thursday, Sept. 3 at 5 p.m. - Northshore Learns 3.0 Parent Orientation (in English)
- Thursday, Sept. 3 at 6:30 p.m. - Northshore Learns 3.0 Parent Orientation (in Telugu)

Please know that space is limited to 3,000 participants per session. Each of the orientations will be recorded. To view orientations after they are recorded, visit our website.

School Supplies
Every year the Northshore School District evaluates the list of needed school supplies for students to bring. In recent years we have worked to reduce the amount of money and time parents spend purchasing items, while still providing those basics needed for academic success. This year, as we start in an online format in the midst of a pandemic, that task seems even more important. At this time we ask that all students have at their disposal writing utensils (pens and/or pencils), paper for note-taking, and a way to organize their subjects. This last item can be a series of bins or boxes, a notebook, an accordion folder, or some other way in which students can learn and practice keeping track of important work. In addition to paper and pencils, middle school students may need additional items, such as highlighters. Please check the Leota website for a full list by grade level. Specific classes in middle school, like art, may also have additional items that will be used for specific experiences throughout the year. We understand that the beginning of this school year looks differently than in years
past. Please do not feel obligated to purchase all of these supplies right away. Our posted school supply list is designed to meet student needs when we are in person. While we are learning virtually, most assignments will be completed virtually and online as well. However, we know that purchasing school supplies can put your child in the frame of mind that school is beginning. We will leave this fully up to each family. It is important to us that these items not create a burden on family budgets. For 18 years, many of our families have received extra help with school supplies, and that assistance will continue this year. The Northshore Schools Foundation has collected, organized, and distributed school supplies to families who have needed them. We want to thank NSF as well as the many businesses, families, and individuals who have contributed. If you would like to order supplies from NSF, please use the following link: requesting school supplies. Similarly, if you would like to contribute to their school supply drive, please use the following link: donate school supplies.

Liberty Road has generously donated 75 backpacks filled with school supplies. If you are in need, please contact our Office Manager: Felicia Casolary at fcasolary@nsd.org.

Northshore Schools Foundation volunteers have put together Hygiene Kits that will be available on the Materials Distribution Days. If you are in need, please contact our Office Manager: Felicia Casolary at fcasolary@nsd.org.

Free and Reduced-Price Meals Information

The Free and Reduced-Price Meal application for the 2020-21 school year is now available. Don't forget! Families must re-apply every year. Please click here to apply online for the 2020-2021 school year for free or reduced-price meals.

Parents whose income falls within specified guidelines set by the U.S. Department of Agriculture should apply for free or reduced-price meals for their students. All students who qualify for reduced-price meals can receive a breakfast at no charge. Students K-3 who qualify for reduced-priced meals also receive lunch at no charge.

If you qualify for Free or Reduced Meals you may also qualify for:
- School fee waivers (a fee waiver form must be completed, available in August).
- Other services such as health insurance. Contact your school nurse for more information.

The online application only takes a few minutes and is the fastest, easiest way to get approved. Parents wishing to have a paper application mailed to them should contact the Food Services office at 425-408-7657.
Optional Student Insurance

As a service, we are providing information regarding optional student accident and health insurance coverage administered by Myers-Stevens & Toohey, Inc. These low cost plans are distributed by many districts across Washington. Although they are not the only provider of this type of coverage, they have been recommended by our Washington Schools Risk Management Pool. For more information: https://www.nsd.org/our-district/departments/business-services/risk-management/student-insurance

NSD Links to Community Assistance

During the COVID-19 outbreak, our community has come together to provide assistance to families in need. The organizations linked on the NSD Community Assistance page are ready to help with food, housing, healthcare and more.

Please visit https://www.nsd.org/covid19/community/assistance as another option for locating resources in a time of need.

Financial Assistance for Bothell families (Northshore Senior Center)

We know many of our families have been financially impacted due to COVID-19. Due to this unforeseen circumstance, your families may be eligible for an emergency grant funds!

- Only Bothell residents can apply.

- They do not need to be a US citizen or have citizenship to apply.

- Families can apply online at https://tinyurl.com/bothellhelp or contact Northshore Senior Center for assistance @ (425) 487-2441.

Applications will be accepted through October 8th, 2020.

If you need additional assistance completing the application please contact Elizabeth Meza emeza@nsd.org.
Leota Office Contact Info

Office Manager Felicia Casolary: fcasolary@nsd.org
ASB Secretary Melanie Spencer: mspencer@nsd.org
Attendance Secretaries: Barb Roetcisoender: broetcisoender@nsd.org; MaryLynn Kaiser: mkaiser@nsd.org
School Registrar Mary Hayes: mhayes@nsd.org
School Nurse Deb Park: dpark@nsd.org
Principal Audee Gregor: agregor@nsd.org
Assistant Principal Bryan McNiel: bmcniel@nsd.org

Leota Website: www.nsd.org/leota