

Dear Overlake Community,

I hope today's sunny weather has helped lessen the impacts from the less than ideal news shared with our community and students on Friday. Having to close the campus and move to a distance-learning model of education is a new one for Overlake as well as other schools in the Seattle area. I know how important the student-teacher interaction is that occurs each day on campus. However, I also understand the serious nature of the COVID-19 outbreak, especially as it relates to our community members in the higher risk categories. We need to do all we can to protect them while doing our part to not potentially spread the outbreak.

Keeping the relational aspect of our education is at the forefront of how we will move to an online school. With the leadership of our teaching and learning team, along with our faculty we have been working to create an online space that not only addresses the academic aspect of Overlake but also to bring "community" to this virtual setting. With our online schedule we have been intentional on providing this community both to our students and faculty much like we would if we were on campus. As shared on Friday, here are the various schedules for our students in these first two weeks.

- [5<sup>th</sup> grade week 1](#)
- [MS-US week 1](#)
- [5<sup>th</sup> grade week 2](#)
- [MS-US week 2](#)

Tomorrow we will share a video tutorial for you created by our teaching and learning team that will lead you through what each day will look like for your student(s). This will be helpful for you to better understand what the school day will be starting on Wednesday. It is critical that you support your student in his/her/their new learning environment. We hope that this will also provide you with better understanding around the intentional structure in place for instructional work. We believe it is critical that students have a routine of daily learning and interaction with each other and their teachers.

The administration team and members of the risk management committee continue to meet – now virtually - each day. In these meetings we address various questions that have come up in the community. We have developed an **FAQ section** on our coronavirus webpage at [www.overlake.org/coronavirus](http://www.overlake.org/coronavirus). We will continue to post questions, along with responses to these questions on a regular basis. This webpage is also where we will keep a list of event cancellations and changes, along with all our communications to the community.

Finally, this Friday I will schedule a virtual Town Hall for our community, where you can hear the latest on what's happening with Overlake Online, as well as ask questions related to our new distance-learning model. I'll have more on that meeting and how you can join virtually later this week.

Thank you for your support during this time of transition at Overlake. We are in uncharted territory and learning alongside your students now more than ever.

As always, feel free to reach out to me or any member of the team.

Warmly,  
Matt