

From: Tsvetelina Kostadinova  
Sent: Wednesday, July 3, 2024 6:45:30 PM  
To: [REDACTED]  
Cc: Barbara Stasiuk <[Barbara.Stasiuk@costi.org](mailto:Barbara.Stasiuk@costi.org)>  
Subject: Starting Online Class Level 4-5 tomorrow at 6pm

Dear |

Welcome to our classes! We're truly excited to have you join us on what we believe will be a rewarding journey of learning and growth. Our team is dedicated to supporting you every step of the way.

1. **Registration:** Please fill out your registration form before you attend your first class: [COSTI Client Registration](#). (if you did it before, please go to the next step)
2. **Schedule:** Your class will be online on **Tues, Wed and Thurs 6pm-8pm**

**3. Class Link:** Please click on the link below to join the class:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Y2JmNTRhYjctNGl0MS00OThkLThZUjIuZWYyKjxYWUwNGQ0%40thread.v2?context=%7B%22id%22%3A%220fa31316-6c1f-4c20-bb26-96bd6c9a8c1a%22%2C%22oid%22%3A%223e5aaada-6c9b-4358-9bc7-338643d4df3%22%7D](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2JmNTRhYjctNGl0MS00OThkLThZUjIuZWYyKjxYWUwNGQ0%40thread.v2?context=%7B%22id%22%3A%220fa31316-6c1f-4c20-bb26-96bd6c9a8c1a%22%2C%22oid%22%3A%223e5aaada-6c9b-4358-9bc7-338643d4df3%22%7D)

4. **Teacher's Contact:** Barbara Stasiuk, [barbara.stasiuk@costi.org](mailto:barbara.stasiuk@costi.org)

### 5. Class Procedures and Guidelines:

1. **Attendance:** You need to be there at least 80% of the time. If you can't make it, let your teacher or me know in advance.
2. **Participation:** You should participate in your class discussions, complete your assignments on time, and answer your teacher's questions.
3. **ePortfolio:** Your work on Avenue shows how you're doing in class. Make sure to finish all the work your teacher gives you on Avenue on time.
4. **Camera Policy:** In online classes, it's important to keep your camera on all the time, just like you would in a real classroom. If something urgent comes up, you can turn it off for a very short time. But if your teacher asks you to join in and you're not there, it'll count as an absence.

1. Find the COSTI registration email in your inbox.
2. Open the email.
3. Click on the "Class Link