



FURLOW CHARTER SCHOOL

August 27, 2020

Dear Parents:

It is very important that we are able to provide a safe and supportive learning environment for all scholars every day. Unfortunately, since we returned to in-person instruction, we have had a large number of daily absences among faculty members, some due to COVID-19, for whom we have not been able to provide consistent substitutes due to a scarce pool of candidates willing to serve during the pandemic. In addition, the number of scholars being quarantined has grown nearly each day.

Given the reduction in available substitutes, increases in absences from personnel, and increases in the number of scholars being quarantined due to exposure and the inconsistencies all of these constant changes have caused, all scholars will move to a fully-virtual schedule beginning Monday, August 31, 2020. While I very much respect that this is not the ideal plan for every family, we will have an intensive, structured approach that will ensure our scholars are receiving as much face-to-face time with their advisors as possible, providing the consistency our scholars need to be successful.

Beginning next Monday, all virtual and traditional scholars will begin following the same schedule. The plan is as follows:

<p>Schedule</p>	<ul style="list-style-type: none"> ● Advisors will have 4 face-to-face meetings per day, at 8:30 AM, 10:00 AM, 11:30 AM, 2:00 PM ● Not every meeting applies to every scholar in the class ● These include special services, such as EIP, Gifted, Special Education, and EL, as well as Bridges classes, World Languages and interventions ● These rotate with a Monday/Wednesday plan and a Tuesday/Thursday plan ● This allows for instruction time and work time ● There is time between meetings to allow you to provide transitions in your scholar's day, including breaks, snacks and meals, etc. ● We realize not all scholars will be able to attend every meeting at its scheduled time and we do not suggest that you plan for them to be online for the whole day <ul style="list-style-type: none"> ○ Lessons will be recorded for scholars who cannot attend at the scheduled time
<p>Attendance</p>	<ul style="list-style-type: none"> ● Attendance checks will be completed daily through Google Classroom ● For families needing assistance with connectivity, returning completed work packets at the assigned due date will be attendance checks until connectivity can be provided <ul style="list-style-type: none"> ○ Once connectivity is provided, Google Classroom will be used
<p>Lessons</p>	<ul style="list-style-type: none"> ● Each face-to-face meeting will be provided for about: <ul style="list-style-type: none"> ○ 45 minutes for middle and high school, ○ 30 minutes for 3rd - 5th grade, and ○ 10-20 minutes for K - 2nd grade, based on the age group ● Will be recorded for scholars who cannot attend lessons at the scheduled online meeting time ● May include recordings of advisor instruction to be accessed prior to the face-to-face meeting, which is when the advisor will be working with the scholars through guided completion of work ● Work will be assigned to be completed outside the face-to-face meetings
<p>Work Packets</p>	<ul style="list-style-type: none"> ● For families needing assistance with connectivity, returning completed work packets at the assigned due date will be attendance checks until connectivity can be provided ● Packets will be provided until connectivity needs can be met ● First packet goes home tomorrow and is due Wednesday, September 2, 2020 ● Second packet pick-up is Wednesday, September 2, 2020, and is due Monday, September 14, 2020 ● When returning packets, families can drop off completed packets at any time at the front of the school in the bin provided, or leave the packet with personnel providing the next packets at the following week's pick-up ● Once connectivity is provided, use of the virtual environment is expected and packets will no longer be used
<p>Work Due</p>	<ul style="list-style-type: none"> ● We will continue to follow our Late Work Guidelines for each grade level ● Parents should communicate with advisors in advance if there is an extenuating circumstance requiring an additional grace period

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	<ul style="list-style-type: none"> ○ Each grade level will be allowed up to 3 days additional grace period beyond the late work guidelines at the discretion of the advisors - please communicate in advance of your need
Connectivity & Device Usage	<ul style="list-style-type: none"> ● Families of traditional scholars with limited or no internet connectivity should contact their advisors immediately to be included in the contracts being secured through the Department of Education <ul style="list-style-type: none"> ○ The school must be notified of your need no later than Monday, August 31, 2020 ● Work packets will be used until connectivity devices can be provided by the school at no charge to our families ● Once connectivity is provided, use of the virtual environment is expected ● Chromebooks will be sent home with scholars Friday, August 28, 2020, if their parents have signed and returned the AGREEMENT FOR OUT-OF-SCHOOL USE OF DISTRICT OWNED LAPTOP (attached)
Helping Parents Use Devices & Navigate Platform	<ul style="list-style-type: none"> ● Two opportunities for training will be provided for parents to assist with learning how to navigate the Chromebooks and Google Classroom on Thursday, September 3, 2020 <ul style="list-style-type: none"> ○ One will be provided live through Google Meet at 9:00 AM <ul style="list-style-type: none"> ■ The link will be provided on our website and Facebook page ○ The other will be in-person, through social distancing, in the gym, at 6:00 PM ● To reach out for assistance regarding Chromebook problems, click the "Chromebook Help" link on the school's website to register your need(s) ● Helpful distance learning links can be found on our website under Virtual Learning→Virtual Learning Tips
Parent Communication	<ul style="list-style-type: none"> ● We will continue to push out school-wide communication through Google Classroom, on our website, and via our Facebook page, which is also where our plan will be published ● You will be invited by advisors to sign up for Guardian Summaries from Google Classrooms in order to receive regular communication regarding assignments and performance ● We need you to communicate your needs to your advisors as soon as possible so they can help you and your scholar ● Our goal is to communicate a plan for the second nine weeks by the beginning of October <ul style="list-style-type: none"> ○ That plan will also be published
Meals	<ul style="list-style-type: none"> ● All scholars will be provided with a week's worth of meals when they leave school Friday ● Scholars must sign up for weekly meal pick-ups ● Weekly sign-up for meals is provided through Google Classrooms, our school website and Facebook page ● Weekly meal pick-up includes a week's worth of breakfast and lunch for scholars who sign up ● Pick-up is scheduled each Friday, 11:00 AM - 1:30 PM outside the red hall, signs will be posted
Sports	<ul style="list-style-type: none"> ● Traditional scholars currently involved in athletic teams may continue based on GHSA Guidelines and FCS Infectious Disease Policy
First to Go Refunds	<ul style="list-style-type: none"> ● Refunds will be issued to parents for the unused portion of the first nine weeks of First to Go ● Checks will be sent home
Falcons' Nest	<ul style="list-style-type: none"> ● Falcons' Nest will not meet during the school closure ● Account credits will remain to be used upon our return unless parents request refunds
Meetings	<ul style="list-style-type: none"> ● All parent meetings need to take place either virtually or through phone conference ● All Board and Committee meetings that can be held virtually or by teleconference will be; otherwise, those meetings will be held in the gym

More than anything, our children's safety is my highest concern. It is most important that we are able to keep their health safe and their education safe. This plan will provide for both. I appreciate your support as we make this shift to provide quality and consistency in everything we do. Thank you for trusting us with your child! Remember, we are Furlow Strong - together we can do this!

For the Children,

Lezley B. Anderson

Dr. Lezley B. Anderson, Ed. D.
Executive Director