



July 23, 2020

Dear Eagle Families,

As promised, LFC is committed to keeping families informed regarding all school-related changes associated with the current health crisis. As you may be aware, in an effort to assist in safeguarding the health of all students, employees, and the community-at-large, NOLA Public Schools has made the decision to transition to a full distance learning format for the reopening of schools for all students.

In an attempt to adapt to this shift, LFC has adjusted several dates and/or events. A summary of these changes is noted below for your review:

- Students **in grades 1-8** will start school **virtually** on **Thursday, August 13, 2020**.
- **Kindergarteners** will start school **virtually** on **Monday, August 17, 2020**.
- In order to standardize access to instructional technology, LFC will be distributing a Chromebook to each student. Parents will be required to sign a device checkout agreement. A copy of the technology agreement as well as the distribution schedule are noted in this communication. At this same time, textbooks and consumable learning resources will also be issued.
- The LFC Town Hall Meeting has been rescheduled. The new date is **Monday, July 27, 2020 (4:30PM - 6:00PM)**.

For the latest information and resources on COVID-19, families are encouraged to visit:

- Centers for Disease Control and Prevention: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
- City of New Orleans: [ready.nola.gov](https://www.ready.nola.gov)
- NOLA Public Schools: [nolapublicschools.com/coronavirus-updates](https://www.nolapublicschools.com/coronavirus-updates)
- Louisiana Department of Education (LDOE): <https://www.louisianabelieves.com/>

All students will be required to adhere to the LFC Distance Learning Expectations. At this juncture, families can plan to continue in this setting until **September 8, 2020**. In the latter part of August, the health data and other determining factors will be analyzed. At which point, the prospect of returning to the physical building will be reevaluated. We will continue to work closely with NOLA Public Schools, state, and local officials for updates and guidance. The safety, well-being, and academic success of our students are responsibilities that we do not take lightly. Thank you for entrusting your children to us and for your confidence in our ability to make sound decisions for them based on the information that we have available to us. If you have any questions, please reach out to the school via email at emergency@lakeforestcharter.org.

Many Thanks,
LFC Leadership Team

Distribution of Student Devices & Textbooks/Consumable Workbooks

Lake Forest will host distribution on Monday, August 10th, and Tuesday, August 11th. The schedule is noted below. **Families with multiple children will pick-up items for all children at the time slot for your oldest child.**

Date	Grade Level(s)	Time
<u>Monday, August 10, 2020</u>	2nd, 3rd, & 4th	8:00-11:00
<u>Monday, August 10, 2020</u>	K & 1st	12:00-2:00
<u>Tuesday, August 11, 2020</u>	5th & 6th	8:00-11:00
<u>Tuesday, August 11, 2020</u>	7th & 8th	12:00-2:00

This will be the only opportunity for you to pick up your child's school-issued laptop, textbooks, and consumable resources. Additionally, we will collect the required "Beginning of the School Year" forms. These required forms are attached to this communication. To expedite the process, we are asking that parents print, read, sign, and return all forms to the school on the scheduled distribution day and time. Below is the list of forms:

Required Forms for All Students

1. Home Language Survey
2. Louisiana Student Residency Questionnaire Form
3. LFC Consent Form
4. State of Louisiana Health Information
5. Household Application for Free & Reduced Price School Meals **(one per household)**.

Please complete the 5 forms listed above and attach the header sheet provided.

Directions: Parents, enter through the parent entrance (middle gate) on Lake Forest Blvd and give the attendant at the gate your child's name, grade, and the set of **signed** required forms. Parents will pull around to the drop-off lane. We will have your child's items ready for pick up in the drop off lane and we will place the items in your trunk. **Note: If the required forms are not completed, parents will be given a printed set and will be required to move to the parking lot to complete the forms. After completion, parents will then reenter the distribution line.**

YOU MUST REMAIN IN YOUR VEHICLE AT ALL TIMES! Children are not required to be present to receive items. Please email Mrs. Galyon if you have any questions at bgalyon@lakeforestcharter.org. Please note that the above times are the only times that you will be able to pick up your child's items.

Family Engagement Activities & Events

In an effort to support families in making this unique transition back to school, LFC will be offering various events to share pertinent information regarding the school year. These events will be held in a virtual format and offered at multiple times. Parents will be allowed to pose questions during these sessions. **Additionally, grade-specific links will be emailed to parents for the Google Parent Workshops. Parents with multiple children are only required to attend one of the Google Parent Workshops. Links will also be provided for the orientations. If possible, parents should attend the orientation for each child.**

Date(s)	Time(s)	Facilitator(s)	Focus/Topic(s)	Audience
Wednesday, July 22 Monday, July 27th	4:30PM-6:00PM	LFC Leadership Team	LFC Town Hall Meeting: LFC Strong Start 2020 Reopening Plan	Eagle Parents
Tuesday, July 28th	6:00PM-7:00PM	Marcus Stein, AXI Education Solutions	LFC Back to School Parent Workshop: Google Classroom Essentials	K Eagle Parents
Wednesday, July 29th	5:00PM-6:00PM	Marcus Stein, AXI Education Solutions	LFC Back to School Parent Workshop: Google Classroom Essentials	1st & 2nd Eagle Parents
Thursday, July 30th	5:00PM-6:00PM	Marcus Stein, AXI Education Solutions	LFC Back to School Parent Workshop: Google Classroom Essentials	3rd, 4th, & 5th Eagle Parents
Thursday, July 30th	6:00PM-7:00PM	Marcus Stein, AXI Education Solutions	LFC Back to School Parent Workshop: Google Classroom Essentials	6th, 7th, & 8th Eagle Parents
Thursday, August 6	8:30AM-10:00AM OR 2:00PM-3:30PM	Instructional Leaders	Parent Orientation: Classroom Instruction, Expectations & Procedures	Eagle Parents
Friday, August 7	8:30AM-10:00AM OR 2:00PM-3:30PM	Instructional Leaders	Student Orientation: Classroom Instruction, Expectations & Procedures	Eagle Students

Next Steps for Families:

In preparation for the reopening of school, parents are encouraged to do the following:

- Verify your email address in Powerschool. If changes are necessary, send an email to rclement@lakeforestcharter.org.
- Download, print, and complete the 5 required school forms.
- Check emails daily for school communications. Please thoroughly read all messages and adhere to all deadlines.
- Make plans to attend the noted virtual informational sessions, town hall meetings, and/or orientations.
- Secure school supplies, face coverings, and uniforms for students. Parents should also establish a designated work area at home for students.
- Kindergarten parents: An email will be sent regarding scheduling an appointment for Kindergarten testing.

Lake Forest Charter School - Device Checkout Agreement

I have received a Chromebook laptop to use at home to support my child's learning and achievement. By accepting the possession of the Chromebook, I agree to the following. I understand that it is to be used for school work only. I shall not sell, lease or otherwise grant anyone rights to the Chromebook. I shall adhere to Lake Forest Charter School's rules and regulations governing the use of the Chromebook and comply with all other regulations regarding the device. The rules and regulations can be found in the 2020-2021 "Student and Parent" Handbook.

I understand that I am responsible for any damage to the Chromebook. Lake Forest Charter School may request the Chromebook is returned at any time. **Please keep the original packing box for the return of the device.** Upon request by Lake Forest Charter School or termination of the Agreement, I must return the Chromebook to Lake Forest Charter School in the same condition as on the Agreement date. Reasonable wear and tear are expected. Some common-sense actions you must take to protect the Chromebook and confidential data that may be on the Chromebook include, but are not limited to the following:
Do not leave unattended in an unlocked home, or in a public place.
Keep information password-protected, log off when you are away from your computer.
Protect from liquids and dampness.
Protect from extreme temperatures.

Care and Maintenance Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Do not lend your Chromebook to anyone.
- Report any damage to your teacher immediately.

I agree to accept the Chromebook "as is." In no event shall NOLA Public Schools or Lake Forest Charter School be liable to me for my use of the Chromebook.

I agree to the terms of this agreement. I understand that in the event of theft, misuse, or carelessness, there is no provision for replacement. I understand that if loss or damage occurs while the Chromebook is in a car, at my home, or anywhere outside of the school building, I am responsible for any damage, and in case of theft, **file an official police report and inform Lake Forest Charter School immediately. We have reviewed these rules and regulations and we agree to the terms of this agreement.**

LFC Reopening Guidance: Distance Learning Expectations

- ❑ Parents should monitor daily assignments and communicate technical issues to the school immediately.
- ❑ During the daily classes, student names and images will be visible by all participants. Additionally, the classes are subject to be recorded by the Instructional Leaders.
- ❑ With the exception of reasonable parental assistance, only the LFC student may participate in the Google Meet virtual lessons. Likewise, parents and students are prohibited from video recording and/or taking pictures of the class.
- ❑ Students' cameras must be enabled at all times during instructional lessons.
- ❑ Students are expected to adhere to a strict time schedule for logging into Google Classroom/Google Meet daily. During distance learning, students will follow their regular bell-schedule (8:00 AM - 3:30 PM).
- ❑ Students must log-in by 8:00 AM. Attendance will be taken and monitored. Regular attendance guidelines will be followed as noted in the LFC handbook.
- ❑ Schedules will be distributed during parent-teacher orientation.
- ❑ All due dates and submission of assignments must be followed and strictly adhered to as per teacher directions.
- ❑ The LFC grading policy will apply to both distance learning and on-campus student groups.
- ❑ Parents are expected to check for school communications multiple times per day, including student email accounts.
- ❑ **Academic Integrity is expected.**
- ❑ Instructional leaders will have designated times for students to receive additional instructional support.
- ❑ Parents will receive Eagle Leader office hours for communication and support purposes.
- ❑ LFC will ensure that students with diverse learning needs (Sped, 504, ELL, & RTI) will have equal access to the same opportunities that all of our students will receive. Support personnel will provide instructional services via various online platforms.
- ❑ **Students are expected to wear their school uniforms. The following articles should not be worn during distance learning sessions: non-ceremonial head wraps (i.e., hair bonnets, bandanas, wave caps, and hats/caps).**

