

Dear Fuqua Family,

This is the follow-up letter I referenced in my email of 3-12-20. I know this is a challenging time for all our families, and we are working hard to establish a plan for learning in the days ahead. In this correspondence, I will provide a general outline for the first stage of our distance learning plan. You will learn more details from your child's division head and teachers in the coming days, so please check your email daily and encourage your child to do the same if he or she has a Fuqua email account.

Many of you may already be aware that the Governor has issued an Executive Order closing all schools (both public and private) and suspending all school related activities for at least the next two weeks. So, the plan that we will begin this week will run through Friday, March 27th, with the possibility of an extension.

I am meeting with the administrative team on Sunday and the full faculty on Monday morning. By Tuesday afternoon your child's division head and/or teachers will be sending an email with specific instructions on how to begin distance learning. Below is a list of things you can do now to begin preparing for distance learning;

1. Please plan to come to school between 3:30 and 5:30 on Monday or Tuesday to collect all of your child's books, notebooks, and other materials they would normally bring to class. When you arrive on campus please check in at the main office before heading to the classrooms and lockers. You do not need to sign in. Please just let the person on duty in the office know you are on campus. We will be practicing social distancing and making every effort to welcome you on campus while also maintaining a personal space of 6ft or more.
2. We will be setting up drop-off and pick-up baskets for each teacher in the US and LS/MS main office areas. Later in the week your child's teacher's will communicate a schedule for checking these baskets for assignments and for dropping off completed work. This is one way teachers will be communicating and interacting with you and with students over the next two weeks.
3. Please check your email and have your child (grades 4-12) check their school email each evening. Email will be the first way teachers communicate with students and parents. Teachers will be sharing and collecting information and assignments via email or other online tools when possible. They will also be directing students to resources on class pages and to online learning tools students will be accessing as part of our distance learning initiative.
4. By Wednesday of this week all students in grades 4-12 will need regular access to a desktop, laptop, or tablet that has a camera and a reliable internet connection. If you do not have access to a device, the school will provide one for your child. When you come by school to pick up your child's books and materials, you may also sign out a device. Our students are very familiar with accessing learning and teaching tools online, and they are accustomed to using the online resources the school has purchased and that are free to schools. If you do not have a reliable internet connection at your home,

please contact your division head so an alternate plan can be developed for accessing the internet.

5. Teachers in grades 4-12 will be establishing Zoom accounts. Zoom is an online conferencing tool that can be used to conduct online video classes and one-on-one student help sessions. We are still evaluating the feasibility of conducting some classes and extra help sessions via Zoom. More information about how we will use this tool will be coming soon. Students will need a device with a reliable internet connection and a camera to enter a Zoom class. Again, these will be available for sign out at school on Monday and Tuesday between 3:30 and 5:30 if your child does not have access to one at home.
6. We will be focusing our instruction on the core classes of **math, history, language arts/English, science, and foreign language (US and MS only)**.
7. Specials/Elective teachers will be collaborating with the administrative team and student leadership to develop and implement initiatives to support our community in this time of crisis.

I realize this is a lot of information at once, and I appreciate your patience as we develop and implement a distance learning plan to support our students at every grade level. Our plan will vary slightly based on the developmental needs of students of different ages, and your child's teachers will be the experts on how to customize the development and implementation of a plan that best meets the needs of your child. In many ways this is an opportunity to stretch the boundaries of our experience, engage with our children/students in new ways, and model the positive and pro-learning attitude that are indicative of our school community. Thank you for your continued flexibility!

Sincerely,

John Melton
Head of School