

August 9, 2020

Dear CFCI Parents, Guardians, and CFCI community,

Welcome back to learning at CFCI for the 2020-2021 school year! We are both excited and concerned about our students, your children, as we start the year anew. CFCI is fully committed to providing an exceptional remote learning experience for all of our students. We look forward to our partnership with parents/guardians and caregivers as we begin instruction on Tuesday, August 11th.

The school has been closely monitoring guidance from the state and county about how schools can best begin the 2020-21 school year in the face of the ongoing COVID-19 pandemic. Currently, the State of North Carolina is currently in Phase 2 for an extended 5 weeks until September 11th. The North Carolina Department of Public Instruction has published guidance, [Lighting Our Way](#) for schools across the state to consider as we developed our return to school plans. In addition, the school is required to use the [Strong Schools NC Public Health Toolkit](#) to understand what health practices we must meet and to develop detailed plans for how to implement all required health practices described in the toolkit. CFCI is carefully balancing our top two priorities: providing the best possible education to our students, while at the same time ensuring the safety and security of our students and our faculty and staff members.

On Monday, August 10th, the CFCI Board of Directors, upon recommendation of the Return to School Governance committee, voted to extend Plan C (fully remote learning) through October 2nd, at which time we will have a scheduled October break. We will resume learning on Monday, October 12th.

Here are a few things to be aware of as we begin the new year:

In Person School Visits - Picking up Devices and/ or Meeting with Teachers/Staff: Over the next couple of weeks we will have students coming into the building for tech pick up, assessments and training on a very limited basis. All health protocols, social distancing, masks and cleaning requirements will be in place. If you are coming to school for something other than scheduled pick up/drop off of materials, we ask that you call ahead to schedule a time to come. Please call Ben or Christine at 910-362-0000. To be safe, please do not drop by or come into the building without an appointment. When coming into the building, please follow health and safety guidelines including: Wear a mask, Wait (maintain 6 ft between others), Wash your hands with hand sanitizer.

Launching Family Resource Center on [CFCI.net](#) this week in the parent section of our website which will give remote learning resources, including tech troubleshooting options, login instructions for curriculum, daily attendance information, etc. Many thanks to Lisa Cole, who has put together our new internal, teacher resources site, as well as the family resource site to help navigate remote learning for our community!

Technology Difficulties:

If you or your child experience technical difficulties and need support, see troubleshooting ideas on the Family Resource Center or email: techsupport@cfc.net or call: 910-362-0000 and ask for tech assistance. Please remember no question is too big or small and do not hesitate to reach out to us. Our turnaround time for support in most cases will be less than 12 hours. If you continue to experience difficulty, please reach out to Alan McNaughton at amcnaughton@cfc.net

[Please see our Technology Support Plan below for more information!](#)

Technology Agreements:

CFCI utilizes Google Apps for Education for students, teachers, and staff. The following services are available to each student and hosted by Google as part of the school's online presence in Google Apps for Education: Mail, Calendar, Docs (word processor, spreadsheet, and presentation software), and Classroom.

Parents/Guardians, and Students: Please fill out the following forms in order to have your student access the curriculum, materials and resources that teachers are using to teach remotely and hybrid this school year.

Chromebook Agreement Form

<https://docs.google.com/forms/d/1bdSCfswgavnnDFGUzuZwGcihhces4SF3RKswNSTi3QM/edit>

Internet and Email use: Students

<https://docs.google.com/forms/d/1cxTZAkiAgE1VTa1k48-DgWA8kOGjFzaQ0-62okXFSRs/edit>

Internet and Email use: Parents

https://docs.google.com/forms/d/1Una130cQbrHKB1g1YAugX7WY8a-Hp1loy8_rOeK3I3s/edit

Please know some of the expectations that will be important for families include:

All students, K-8 will be using Google Classroom to access curriculum and assignments. Parents will have access to their child's account information. Any activity in Google Classroom (and the entire Google Suite) is documented under the student's login and it would be inappropriate for a parent to communicate with the teacher or other students in their student's Google login. Parents should use their personal email to digitally communicate with the teacher. Student school email is for school login and access to remote learning tools only. It should not be used/accessed for any other reason.

In addition, please do not take photos or record any of the meetings that take place on Zoom or through synchronous learning with the classroom teachers. This would be considered an invasion of privacy.

Google Classroom - K-8 Learning Management System: After switching to remote learning at a moment's notice in the spring, we have learned quite a bit based on your feedback, students' feedback, and our own experiences. Our goal is to improve remote learning for our students by including a K-8 learning management system - Google Classroom. This platform will provide a one-stop destination for students and teachers to collaborate on teaching and learning, and will also provide one centralized place parents, guardians, and caregivers can go to stay in touch with what their children are learning in our school. Teachers will be sending you more information about how to access your child's google classroom soon.

Materials Pickup/Drop off -

Materials drop off and pick up will be as follows:

- Tuesday - Middle Grades
- Wednesday - Grades 4/5
- Thursday - Grades 2/3
- Friday - Grades K/1

For help with families having multiple pick up/drop offs, please pick up/drop off on your youngest child's day - as all materials will be available by then. Thank you.

When picking up or dropping off materials in the lobby of the school, please remember to follow all health and safety guidelines including: Wear a mask, Wait (maintain 6 ft social distancing) and Wash with hand sanitizer.

Attendance Expectations: [Attendance Form link](#) - Please fill out daily. The first day of required attendance (via remote learning) this year is Tuesday, August 11. According to the NC Department of Public Instruction all K-8 students are required to be counted in attendance daily. During remote instruction they will be marked "Present Remote" as long as the form has been filled out. If your child is unable to complete work because they are sick, you will need to call the school or email your child's teacher. If you are experiencing technical difficulties or are otherwise unable to fill out the form online, please call [CFCI's Attendance Phone Line](#): 910-362-0000 x 208 and leave a message which should include: Child's Full Name; Grade; Homeroom Teacher and if they are to be marked "Present Remote" or "Absent".

Childcare: [Alphabest enrollment link](#) - If you need childcare during remote learning days, please contact Alphabest right away or click the link to enroll your child. Alphabest needs a minimum of 10 children in order to operate the program, so if you are interested or know someone who might be, please sign up today.

Opt-In Directory: We will be working over the next couple of weeks on an opt-in directory for families in order to better connect with other families in the community. This could be to help children socialize or it could be to create learning pods (opportunities to help small groups of children learn together in a cohort). Please be on the lookout for more information in the coming weeks.

Specialist Newsletter: Please make note of the specialists newsletter which includes schedules and links to their classroom Zoom Meetings.

Interventions/EC Support: Student Support Specialists will be reaching out individually to families over the next two weeks to connect on support and service needs for this year. Some roles have changed this year among this team!

- Dr. Alan McNaughton, Coordinator of Student Services & MTSS Coordinator
- Kelly Rooney, EC Support
- Jenny Campbell, Behavior Support & School Social Worker
- Michal Cohen, School Counselor
- Lisa Cole, Academic Support

Parking Lot Update: Demolition will begin on the new parking lot this week. Expect to begin to see crews up on the Shipyard Blvd side of our property beginning on Tuesday or Wednesday. Exciting times as we begin to see our parking lot and the new 4-8 playground take shape over the next few months.

While knowing that we are in the midst of a pandemic and that there is still so much we do not know about COVID-19, our entire team continues to work hard to create and implement our plans. I understand how frustrating it can be for our students, their families and our staff members to have questions about this coming school year still unanswered. Please know we are doing our best to make

timely and well-informed decisions, and to communicate information to you as clearly and as quickly as we can.

We will continue sending you more details over the next few weeks to keep you informed but please know if you have questions or concerns or ideas for how to improve our remote instruction, do not hesitate to contact your child's homeroom teacher, or anyone on the team. You can also fill out the [Return to School Questions/Concerns/Comments form](#) we created a couple of weeks ago to ask questions, express concerns and provide feedback. We look forward to a productive and engaging year!

Thank you for your understanding and for your ongoing support of our students and staff. Looking forward to an amazing year!

Sincerely,

Kim McCormick, Interim Director - CFCI

kmccormick@cfc.net

508-667-1085

Technology Support Plan

Tips for Parents:

When do I contact the teacher?

- Is your question regarding CURRICULUM or a teacher ASSIGNMENT?
- Is the link your teacher assigned blocked?
- Are you having issues logging in to a website that you regularly use in the classroom?

When do I contact the HelpDesk?

- Mechanical/device Issues
- Computer Login Issues
- Broken device/replacement inquiries

How to Access the [Help Desk Ticket](#):

What happens when I file a Help Desk ticket?

- You WILL need to sign up and create your own account. After that, it will walk you through step by step. (There is a verification where a link will be sent to your email)
- Paul Allen, Network Administrator, will address mechanical/server/support issues
- Mr. Paul will create a group and email the group when a Tech Issue comes up that the Support Team can help take care of quickly
- **Screenshots of the issue will expedite the process. PLEASE include whenever possible!**

For all Help Desk Tickets, please allow 24 Hours for response (unless it is a weekend). We promise, we are working on this!

TIPS for self-troubleshooting:

Zscaler (firewall) Login Issues: You must use FULL email address (ie: student22@cfci.net)

Chromebook Login: You do NOT put @cfci.net (ie: student22)