

Forge Families,

Here is our roll-out plan for Chromebook distribution.

1. Chromebooks will be distributed to all students.
2. We are working on solutions for our five families that have indicated that they do not have Internet access. I have been in contact with each of you.
3. Please make every effort to make it to the designated distribution center during the allotted time. We have a backup plan for those that are unable to make it, but we are aiming to deliver 90% of machines through the standard method.
4. An adult will need to sign an agreement sheet and will receive a sheet of paper that indicates our Technology Use, Rules, and Etiquette addendum in the school handbook.
5. Please be mindful that the use of these machines should be for school work only.
6. Families may be held responsible for any damage incurred during this time. Please take precautions and work on setting strict routines with your children about placement and charging rules.
7. Be patient. With your kids. With your teachers. With each other. This is all new and we're navigating this together. We have taken some guidance from schools in China that have been operating online with students for six weeks. We get the benefit of learning from their mistakes, but our community presents other unique needs.

### **Distribution Plan**

- Please come only during assigned times.
- If you arrive early, please find a place to patiently wait until your time comes.
- This will be a drive-thru distribution. Please wait in your vehicle and staff will assist.

#### Middleton Location--FORGE INTERNATIONAL--WEDNESDAY 3/18

Last Names A-E @ 10:30am

Last Names F-J @ 11:00am

Last Names K-O @ 11:30am

Last Names P-Z @ 12:00pm

#### Caldwell Location--CALDWELL POOL--THURSDAY 3/19

Last Names A-J @ 10:30am

Last Names K-Z @ 11:00am

#### Emmett Location--ALBERTSON'S PARKING LOT BUS STOP--THURSDAY 3/19

Last Names A-J @ 10:30am

Last Names K-Z @ 11:00am

It is possible that we may not need to utilize online learning options and will return to school on March 30th, but we would rather be prepared. In the event we do return to school on March 30th, please plan to bring the Chromebooks back to school on that day.

Thank you,

Micah J. Doramus

Head of School