

Ridgely Middle School

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August 27, 2020

Dear Ridgely Middle School Families,

To ensure a successful start to the school year, we recognize that there are **some students that still need to receive a BCPS issued device. If your child has already been issued a device, no action is required.** Due to the large number of families that will be picking up devices, we will not be able to accommodate distributing devices for multiple families to one person.

In order to protect yourself and our staff, please be sure to wear a face covering when you come to school. If you drive to the school, remain in your vehicle unless you are directed to exit. If you walk to school, please follow the designated signs to pick-up the devices. While at school, please remain at least six feet away from other people. Do not bring friends with you; leave elementary children at home under the supervision of other family members, if possible. Finally, if you are ill or under isolation or quarantine because of your own illness or close contact with an individual with COVID-19, please do not come to school. Please contact the school to make alternate arrangements.

The drive-through distribution site will be in the Charmuth parking lot. Our pick-up/distribution will be divided into two stations: **check-in and device distribution.** There will be staff and signage to help guide you through this process.

Stations may vary slightly, but the general guidelines for each station are listed below:

STATION #1 – Check-In

- Please have the **first and last name(s) of your student(s) and grade** clearly written on a piece of paper. A staff person will check your name and direct you to the next station.

STATION #2 – Device Distribution and Secondary Device Sign-On

- Remain in your car.
- If you can open your trunk without getting out of your car, our staff will place your child's device in the trunk of the car. (preferred)
- If you are unable to open your trunk without getting out of your car, our staff will place your child's device on the back seat.
- Walking families will retrieve student devices in the designated location.

Please review the schedule below to determine the appropriate time to arrive:

Wednesday, September 2:

- 9:00 am -11:00 am - Sixth grade students that do not have a BCPS issued device
- 11:00 am -12:00 pm - Seventh and eighth grade students who are new to BCPS

Thursday, September 3:

- 3:00 pm -5:00 pm - Sixth grade students that do not have a BCPS issued device
- 5:00 pm - 6:00 pm - Seventh and eighth grade students who are new to BCPS

Thank you for your patience and cooperation with this process. Should you have any questions please contact me via email.

Seth Barish, Principal
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