August 27, 2020

Dear Perry Hall High School Families,

In order to ensure a successful start to the school year, we recognize that there are materials that students will need in order to engage in virtual instruction. Due to the large amount of materials that will be distributed for first semester (first and second marking periods), we will not be able to accommodate distributing materials 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. 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 alternative arrangements.

The materials distribution site will be located under the awning at the fine arts lobby entrance near the tennis courts. Our pick-up/distribution will be divided into three stations: Check-In, Materials Pick-Up, and Device (Windows) Update. 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**
- Park in the faculty parking lot closest to the building near the tennis courts. Please have the first and last name(s) of your student(s) and grade clearly written on a piece of paper. A staff member will meet you at the bottom of the steps near the fine arts lobby awning, check your name, and direct you to Station #2 when it becomes available. While waiting to check-in, please make sure to socially distance from others in the line.

**STATION #2 – Materials Pick-Up**
- A staff member will greet you. Please let the staff member know if you have had a recent schedule change. It may be helpful to bring your phone, if possible, to locate your schedule in Schoology and compare to the printed schedule that will be available. The staff member will go inside the building to get your materials while you wait outside. There is no public access to the building. Restrooms are closed. Your materials will be given to you inside a drawstring bag. There are several helpful flyers in the bag, including how to request technology support, an update on fall athletics, and information from the PTSA. *Please keep the bag to bring back materials returning to the school at the end of first semester.*

**STATION #3 – Device (Windows) Update**
- If you have not already done so, secondary students with a Windows device (Grades 7-12) need to bring their charged devices and connect to the BCPS Secure Wi-Fi network in order to receive critical updates, renew their Windows license, and update additional settings in preparation for virtual learning. This can be done at any BCPS school or public library. You may need to bring your device close to the building to access the Wi-Fi. Specific directions were sent in a Schoology update by Dr. Harden.
In order to control traffic and the number of families on school property, we ask that you adhere to the schedule below for your assigned date. The date you are assigned is based on the student’s last name. If you have an unavoidable conflict with your assigned time, you may come at one of the other designated dates/times but following this schedule should minimize wait time.

*Parents of instrumental music students (Chamber Orchestra, Concert Orchestra, Guitar, Symphonic Band Brass, Symphonic Winds, and Wind Ensemble) are asked to wait until Thursday or Friday to pick up materials. This gives the student’s music teacher time on the first day of class to find out which students need an instrument and prep them for distribution.

The 7:00 AM – 9:00 AM time slot is ideal for parents on their way to or from work. Since students will be joining their virtual classes in Schoology and engaging in schoolwork starting at 8:00 AM, no student should miss class to come pick up materials. The 3:00 PM – 7:00 PM window is available for parents or students to come pick up materials.

Thank you for your patience and cooperation with this process. Should you have any questions or need to make alternative arrangements, please contact our office secretary, Ms. Mollie Kessel, at mkessel2@bcps.org.

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