

Hereford Middle School

443-809-7902

712 Corbett Road · Monkton, Maryland 21111

Fax: 443-809-7904

Dear Hereford Middle School Families,

To ensure a successful start to the school year, we recognize that there are materials that students will need to engage in virtual instruction. 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. 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 materials. 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 drive-through distribution site will be located in the bus loop at Hereford Middle School. Our pick-up/distribution will be divided into three stations: **Check-in, Materials pick-up, and Device distribution.** There will be staff and signage to help guide you through this process.

Saturday, August 29 8 am-11 am	Tuesday, September 1 2-5 pm	Thursday, September 3 2-5 pm	Friday, September 4 2-5 pm
Students who do not have a BCPS device	8 th Grade	7 th Grade	6 th Grade

STATION #1 – Check-In

- Please have the last and first name(s) of your student(s) and Grade clearly written on a piece of paper with a dark marker. Also, write the name of your student’s Language Arts teacher and the Mod the student has Language Arts. A staff member will check your name and direct you to the next station.

STATION #2 – Materials pick-up

- Families will retrieve student materials/resources.
- Remain in your car.

- If you are able to open your trunk without getting out of your car, our staff will place your child's materials 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 materials on the back seat.

STATION #3 – Device Distribution (this station is for students who do not have a device)

- Families will retrieve student devices.
- Stop at one of the three device stations.
- A staff member will provide you with directions.
- Students will need to log in to their device and restart the device at this station prior to leaving. School staff will have student login information.

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

Julie Dellone

jdellone@bcps.org

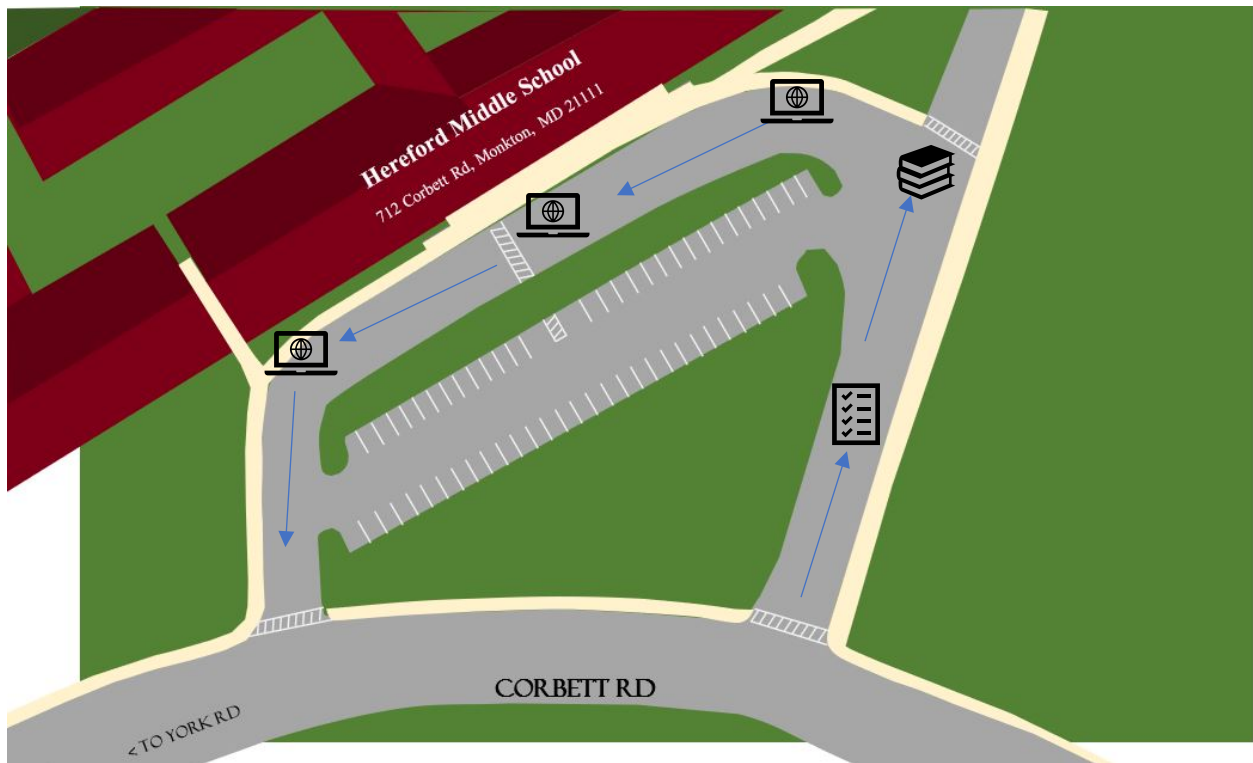


Diagram of bus loop

Sample car sign the document attached to the email.