Student Distribution Protocol Grades 9-12

August 24, 2020

Dear Overlea 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, 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Date/Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>9-12</td>
<td>September 9th 3:00 p.m.-6:00 p.m.</td>
<td>Front of Building-3 Stations</td>
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<tr>
<td>9-12</td>
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Please do not get out of your car. Drive thru to the appropriate station location at the direction of a staff member. **Remain in your vehicle with your windows up.**

- **Write your name on a piece of paper - MAKE A SIGN!** Please plan ahead to make sure your name is clearly written on a piece of paper that we can see through your window. This will help us move quickly, and we will be able to maintain appropriate social distancing.
- Roll down passenger side window- items will be retrieved and/or placed on back seat.
- Do not carpool with other students- one family per vehicle, please.

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

Monica C. Sample, Principal

msample@bcps.org
Station Rotation Process

STATION #1 – Check-In

- This first station will be marked with an orange cone and a sign and will have a staff person checking the student’s name to expedite the process.
- Families will print the student’s first/last name and grade level in dark ink on a large piece of paper and place it on the dashboard.
- Staff Member will direct family to proceed to station 2

STATION #2 – Materials Pickup

- Station #2 will be marked with an orange cone and signage.
- 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 – Secondary Device Sign-On

- Secondary students with a BCPS Windows device (students in Grades 9-12) will bring their charged device to distribution and sign-on to their device at the school while remaining in their car.
- If you are new to Overlea HS, or turned your device in last year, please visit our website at overleahs.bcps.org and complete the “OHS student technology inventory”.
- If you were issued a BCPS device, and it is missing, or broken, please contact the BCPS helpdesk at 443-809-4672. As we continue with remote learning this, a team of BCPS technicians are addressing all device repairs and replacements. AT THIS TIME, OVERLEA IS UNABLE TO PROVIDE COMPUTER REPLACEMENTS TO STUDENTS. THIS MUST BE FACILITATED VIA THE HELP DESK.

For your safety and the safety of our staff, we will be adhering to the following safety guidelines:

- Distribution and return of school materials will be done in a contactless manner
- The staff will only be able to distribute materials to one student and/hi or her family in the car; thus, the staff cannot accommodate the distribution of school materials to multiple students/families in a car. Only the parent/guardian and his/her child will be served within the vehicle.
- Due to safety and health regulations, walkers will not be permitted
- Please minimize the number of persons coming to the school. If another family member can watch young children, please leave them home.
- Face Covering is required to accept school materials
- If you have a fever or other signs of illness (cough, shortness of breath, chills, sore throat, GI issues, sudden loss of taste or smell), DO NOT come to the school. If you have been directed by the health department to self-quarantine, DO NOT come to the school.
- The school building is closed, and the restrooms will not be accessible.
- Wash your hands before you leave your home and as soon as you arrive home.
- This interaction is for the distribution of school materials only! No questions/concerns will be addressed during this process. If you have questions, please email your scholar’s teacher or the administrative team.