

March 31, 2020

Greetings Frankford Families!

We are excited to launch the Chromebook Loaner Program to ensure that all District students have access to online materials while schools are closed due to the COVID-19 (coronavirus) pandemic. If your child does not have access to a device at home for learning, one can be provided through this program. There is no cost for this program and no obligation to participate. All devices must be returned once school reopens. If you are fortunate and have appropriate computer and internet access at home for your child, we ask that you please reserve the program for those who do not.

Maintaining the safety and well-being of our staff, students and families is a top priority. Please follow the instructions below to help maintain a safe environment while the devices are distributed:

- In order to minimize the number of people on site, we ask that **only the parent or legal guardian come to pick up the Chromebook**. Children are advised, if possible, to stay at home.
- **Bring a form of photo ID, and your child's school ID, to verify that you are the parent or legal guardian (government-issued ID, student ID, Work ID).**
- If the parent/guardian is feeling sick, we ask that you stay home and send a healthy representative with your ID to your child's school to pick up the device.
- To help the process go quickly, please **keep conversation with staff to a minimum.**

**Digital Device "Walk-Up" Distribution is on Wednesday, April 1st (for Seniors), Thursday, April 2nd (for Juniors), Friday, April 3rd (for Sophomores) and Monday, April 6th (for Freshman) We currently have rain dates on April 7th and April 8th. Distribution hours are from 9AM to 12PM on each day.**

The Frankford High School technology device distribution program being hosted [Wednesday, April 1st through Monday April 6th from 9AM to 12PM each day](#), will be a "walk-up" service for parents/guardians. Please bring a book bag or backpack to carry the Chromebook(s) home.

Here's how the distribution process will work:



1. Please line up 6 feet apart from each other outside the door on Oakland Street - closest to the Gym (before the gym doors). We will have cones placed to indicate safe social distancing guidelines.
2. A School Police Officer will greet you when you reach the front of the line.
3. The School Police Officer will direct you to the entrance area.
4. A greeter from inside the school will ask you to show your photo ID and child's school ID(s).
5. The greeter will verify that the child is currently on roll.
6. At the door, there will be a table with the loaner agreement. You should sign one form for each of your children.
7. A greeter wearing protective gloves/mask will come and place the Chromebook(s) and charger(s) on the table and ask you to place the signed form(s) into a box on the table.
8. Once you have the Chromebook(s), you can return home.

Once again, as a reminder, this is a loaner program to ensure that students who do not have a computer at home for learning will have access to one while schools are closed. There is no cost for this program and no obligation to participate. All devices must be returned at the conclusion of the school closure period.

Sincerely,



Dr. Calderone, Principal