

# Berlyn Elementary School

## March 30, 2020 Chromebook/Packet Distribution Plan

	<b>Who</b>	<b>Steps</b>
<b>Device Group 1</b>	Those who indicated on the Pink Emergency Forms they have WIFI and need a device (1 for every 2 students in a household)	<ul style="list-style-type: none"> <li>•Phone message will be sent Friday 3/27/2020 at 3:00 pm</li> <li>•Families will pick up device in <b>MPR</b> Monday or Tuesday between 10:00-1:00</li> </ul>
<b>Device Group 2</b>	Those without a Pink Emergency Form  (Verify access to WiFi and then device will be checked out (1 device for every 2 students in the household))	<ul style="list-style-type: none"> <li>•Phone message will be sent Friday 3/27/2020 at 4:00 pm</li> <li>To be completed in/outside <b>Room D3</b> Monday or Tuesday between 10:00-1:00</li> <li>•Fill out a Pink Emergency Contact Form for each student.</li> </ul>
<b>Device Group 3</b>	Those who indicated on the Pink Emergency Form that they have access to WiFi and a device.	<ul style="list-style-type: none"> <li>•Phone message will be sent Wednesday 3/25/2020 at 5:00 pm</li> <li>•Contact Katie Bartosh 909-986-8995, option 5 or email Katie.bartosh@omsd.net to discuss needs or request a device.</li> <li>•Next steps will be communicated at that time.</li> </ul>
<b>Instructional Packet/ Materials Distribution</b>	Students who DO NOT have WIFI access/not receiving Chromebook  OR  Students whose teacher has indicated needs a packet based on their instructional level	<ul style="list-style-type: none"> <li>•Phone message will be sent Wednesday 3/25/2020 at 6:00pm</li> <li>•Contact Katie Bartosh 909-986-8995, option 5 or email Katie.bartosh@omsd.net to discuss needs or request a device.</li> <li>•Next steps will be communicated at that time.</li> <li>•Packet of work will be available for your student in the MPR March 30-April 1 between 10:00-1:00pm</li> </ul>

If you have any questions, please contact your students teacher or

Katie Bartosh, Principal 909-986-8995, option 5 or Katie.bartosh@omsd.net