

Dear Clarksville Families,

In preparation for the 2020-2021 school year, we want to share information related to the distribution of Chromebooks and other consumable instructional materials for use this school year and the collection of last year materials still in your possession. We want to make sure that this process is as smooth and simple as possible for families.

All students attending Clarksville ES in the 2020-2021 school year will need a Chromebook issued by us. Even if you own a personal computer, you will need an HCPSS issued Chromebook. We have pre-assigned the devices to your children.

If you already have an HCPSS issued Chromebook, you will not need to pick up a computer. However you will need to pick up your consumable grade-level instructional materials.

Please know that our number one priority is to ensure the safety and well-being of every student, staff, and family member during this process. We ask that you adhere to the guidelines and procedures that are listed below.

- Students and parents/guardians should remain in their cars during this process.
- Students and parents/guardians must wear masks and adhere to social distancing guidelines at all times.
- Please have your family's name written in large letters visible in the passenger's door.
- A member of the CES staff will bring the Chromebook(s)/consumable materials into your vehicle.
- Please open the trunk of the vehicle, and the staff member will place the items in the trunk.
- Students may not pick up materials for any other individual.
- Students and families must wear facemasks during your turn at the pick up/drop off stations.
- Items to be returned to CES must be placed in a plastic/shopping/grocery bag or box labeled with the student's first and last name. (The bag/box will not be returned.)

- Staff members will be present at each station to collect or provide student belongings or items.
- Attached is the map of CES pick up/drop off route for your reference.

We will be holding our collection and distribution days on **Wednesday, September 2nd** and **Thursday, September 3rd**. Please see the schedule below for pick up/drop-off times. We have provided a schedule for families based on alphabetical order by last names. However, we do realize that we have many families with time constraints. We have provided open times during the lunch hour for your convenience. During this time slot, families with last names A thru Z, in any grade-level, can pick up their materials.

Collection and Distribution Schedule :

9/2 :

Last Names A-F 9:00-10:00 AM

Last Names G-L 10:00-11:00 PM

****OPEN TIME 12:00-1:00 PM**

Last Names M-R 2:00-3:00 PM

Last Names S-Z 3:00-4:00 PM

9/3 :

Last Names S-Z 9:00-10:00 AM

Last Names M-R 10:00-11:00 PM

****OPEN TIME 12:00-1:00 PM**

Last Names G-L 2:00-3:00 PM

Last Names A-F 3:00-4:00 PM

****OPEN TIME is provided each day for families to come during the lunch time hour.**

Station #1 : Chromebook/Consumable Materials Distribution

Station #2 : Media Books/Musical Instruments Drop-Off

**If you also have items to return to Clarksville ES,
please continue to read below.**

Materials Drop-Off Stations for Media Books/Musical instruments

If you have materials to return to Clarksville ES, please bring those with you to be collected. Please put all materials in a bag with the name of the child/children and the contents of the bag.

Materials must be returned to the school they were borrowed from (i.e. the student's 2019-2020 school). All materials returned will sit for a four-day period as recommended by the Centers for Disease Control and Prevention prior to being inventoried. If your child attended a different school last year, please go to that school's website to view their collection plan. Materials to return include but are not limited to: media books, HCPSS instruments (if the student isn't playing this year or needs to size up), and books/materials borrowed from teachers.