

Blue Knights Academy  
Chromebook Distribution Plan

Dear Parents and Guardians,

Thursday, April 30th from 8:30 am-12:30 pm and 4:00 pm-6:00 pm **and** Friday, May 1st 8:30 am- 12:30 pm, Blue Knights Academy will begin laptop distribution. Lunch/Breakfast distribution will still take place next door at Mount Vernon Elementary School.

**In an effort to ensure that we are following COVID 19 guidelines and an efficient laptop distribution process, it is very important that we all review and adhere to the procedures outlined below.**

**Criteria for Retrieving Laptops**

- Laptops will only be distributed to the student or parent/guardian listed in PowerSchool. No one on the Emergency List may pick up a laptop.
- Students who have free and reduced lunch status will be loaned laptops first. (Others can retrieve laptops on a first come first served basis.)
- Only 1 laptop per 3 Irvington Public School students in each household.
- Parents and guardians must present a picture State ID.
- Keep a safe distance of 6 feet apart from parents and guardians in line and staff distributing materials, by observing to cones.
- Arrive to school wearing a mask and gloves. Without a mask and gloves, you will not be served.

**Procedure for Retrieving Laptops**

**1<sup>st</sup>** When you approach BKA Main Entrance, ring the bell and wait for the door to be opened. If someone is in front of you, observe the 6 feet social distancing guidelines by standing by the cones.

**2<sup>nd</sup>** Enter the building and walk to the table at the top of the stairs next to the Metal Detectors

**3<sup>rd</sup>** Place your Id on the table, and complete the Chromebook Loan Agreement Form.

**4<sup>th</sup>** Once you have completed the form, step back from the table and back down the stairs towards the door.

**5<sup>th</sup>**. A staff member will retrieve the signed contract and check the ID.

**6<sup>th</sup>** .The staff member will then record the information.

**7<sup>th</sup>**. The staff member will bring a Chromebook sign-out log and place it on the table.

**8<sup>th</sup>** The student or parent/guardian will complete the sign-out log documenting the retrieval of the Chromebook. Once completed, return to the bottom of the stairs to observe 6 feet social distancing rules.

**9<sup>th</sup>**. The staff member will place the assigned Chromebook on the table and retrieve the sign-out log.

**10<sup>th</sup>**. The student or parent/guardian will return to the table, pick up the Chromebook and exit the building.

Thank you for your patience and support.

Continue to be safe and well.

H. Ato-Bakari Chase,

Principal