



IRVINGTON PUBLIC SCHOOLS

Union Avenue Middle School

Müller Pierre, Principal

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Ms. S. Hill
Assistant Principal

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Chromebooks Distribution Plan

Location: Union Avenue Staff Parking Lot at the New Gym Entrance

Dates: Thursday, April 30th from 8:30 AM to 12 PM and 4 PM to 6 PM
Friday, May 1st from 8:30 AM to 12 PM

Supplies:

- 3 tables (1 table for Chromebooks; 1 for the User Agreement Form; and 1 for the return of Packets)
- Cones, 6 feet distancing signs, tape to mark direction
- Gloves, masks
- Student labels for Chromebooks
- Report Cards and envelopes

Procedure:

- Parent/student will provide his or her name at 6-ft distancing mark and drop off packet at Table 1, show identification and complete and submit the form at table 2 and retrieve the Chromebook at table 3
- Report cards will be arranged in alphabetical order by student names and handed out to the parent/guardian
- School personnel will monitor the lines for social distancing and replenish Chromebooks and boxes for packets when necessary

Inclement Weather:

Tables will be placed inside the new gym at 6 feet apart for social distancing. The steps listed under Procedures will be followed inside the new gym.

Note: Due to Covid-19 precautionary measures, everyone including parents and guardians must wear masks and gloves.