

# Pikesville Middle School

443-809-1207

7701 Seven Mile Lane • Baltimore, Maryland 21208

Fax: 443-809-1259

August 27, 2020

Dear Pikesville Middle School Families,

Hello and welcome to the start of a new, dynamic and unique school year. To begin the 2020-2021 academic school year, we are distributing materials to students. Students will be able to pick-up school supplies, supplies specific for various contents, and student devices if a student does not currently have a BCPS issued device. Our goal is to make this as painless as possible with a one-time drop-off and pick-up of materials.

The one-time distribution and collection schedule is provided below. Please adhere to your assigned date and time frame:

Date	Time	Grade Level
Thursday, September 3	9:00 am-3:00 pm	All 6 <sup>th</sup> Grade and Newly Enrolled Students
Tuesday, September 8	9:00 am-3:00 pm	7 <sup>th</sup> Grade
Wednesday, September 9	9:00 am-3:00 pm	8 <sup>th</sup> Grade
Thursday, September 10	5:00 pm-7:30 pm	Make-up day for anyone who did not pick on the assigned day. All Grades

We understand that our pickup schedule occurs during the first week of school; however, we want to ensure you that teachers will spend the first week on (1) team building and (2) teaching students how to be organized in a virtual world. Our goal is to ensure all students have the necessary content materials by the end of the first week, and we are waiting for some items to arrive. Parents can pick up items without bringing their children. Due to the enormous volume of distribution, we will not be able to accommodate distributing multiple student materials to one person. As such, you will only be able to pick-up your child's possessions.

**In order to protect yourself and our staff, please wear a face mask covering your nose and mouth when you come to the school. If you drive to the school, remain in your vehicle unless you are directed otherwise. If you walk to school, always remain at least six feet away from others.**



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Do not bring children or friends with you and leave children at home under the supervision of other family members, if possible. Finally, if you are ill, under isolation or quarantine due to COVID-19 related protocols, please do not come to school. Please contact the school to make alternative arrangements.

**The drive-through distribution site will be implemented in the school parking lot. Signs for each station will be posted and parents must follow the signs in sequential order during the pick-up and drop-off.** Our pick-up and distribution will be divided into four stations: **Check-in, Pick-up content materials, Pick-up school supplies (if needed) and Student Device pick-up.** There will be staff and signage to help guide you through this process.

The guidelines for each station are listed below:

### **STATION #1 – Check-In**

- This stop will be marked with an orange cone and a sign.
- We will have a staff person checking your name to expedite the process.
- **Families will print the student's first/last name and grade level in dark ink on a large piece of paper and place it on the dashboard prior to arriving at school.**

### **STATION #2 – Content Materials**

- This stop will be marked with an orange cone and a sign.
- Students will receive content materials based on their assigned classes.
- Remain in your car.
- **If you can open your trunk without getting out of your car, our staff will put the content materials in the trunk. (preferred)**
- If you are unable to open your trunk without getting out of your car, our staff will put the content materials on the back seat.
- Walking families will drop-off bagged student items at the designated location.

### **STATION #3 – School Supplies**

- This stop will be marked with an orange cone and a sign.
- If school supplies are needed, students may get supplies. We have a limited number of supplies, so we ask that you only get supplies if they are needed.
- **If you can open your trunk without getting out of your car, our staff will put the school supplies in the trunk. (preferred)**



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- If you are unable to open your trunk without getting out of your car, our staff will put the content materials on the back seat.
- Walking families will retrieve items from appropriately marked tables.
- Students will have the opportunity to clear all financial obligations.

#### **STATION #4 – Student Devices**

- This stop will be marked with an orange cone and a sign.
- If you are in grade 6 and you did not receive a device last year.
- If you are newly enrolled in BCPS.
- **Staff will place the student device in the trunk or back seat. Families remain in their vehicle**
- **When you receive the device, pull over to the parking lot area and complete these steps:**

Students with an HP Revolve or HP Probook (students in grades 7-12) should do the following prior to 9/8/20 in order to update their device and be able to access software for the coming year. (this is particularly important for CTE students)

- Go onsite to a BCPS property and locate an area outside of the building where the BCPS Secure Wi-Fi is accessible or a Baltimore County Public Library (if open).
- Log into the BCPS issued device and ensure it is connected to the BCPS Secure Wi-Fi.
- Allow the computer to perform updates and provide additional policies. This may take 10-15 minutes. Wait patiently and do nothing.
- Restart the computer, while still onsite.
- Log in again and ensure it is connected to the Wi-Fi.
- Go to <https://portal.manage.microsoft.com> Software will not be available prior to school starting. Please click on the device button shown on the website and if the student's device is listed, shut down the computer and leave the BCPS property.

Thank you for your patience and cooperation with this process. Should you have any questions please contact me via email.

Thank you,



Kalisha Miller, Principal

[kmiller2@bcps.org](mailto:kmiller2@bcps.org)



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