



Jules E. Mastbaum High School

SCHOOL DISTRICT OF PHILADELPHIA

**Mastbaum High School
3116 Frankford Avenue
Philadelphia, PA 19134**

Dear Mastbaum Families,

We are excited to launch the Chromebook Loaner Program to ensure that all District students have access to online materials while schools are closed due to the COVID-19 (coronavirus) pandemic. If your child does not have access to a device at home for learning, one can be provided through this program. There is no cost for this program and no obligation to participate. All devices must be returned once school reopens. If you are fortunate and have appropriate computer and internet access at home for your child, we ask that you please reserve the program for those who do not.

Maintaining the safety and well-being of our staff, students and families is a top priority. Please follow the instructions below to help maintain a safe environment while the devices are distributed:

- In order to minimize the number of people on site, we ask that **only the parent or legal guardian come to pick up the Chromebook**. Children are advised, if possible, to stay at home.
- **Bring a form of photo ID to verify that you are the parent or legal guardian (government-issued ID, student ID, Work ID).**
- If the parent/guardian is feeling sick, we ask that you stay home and send a healthy representative with your ID to your child's school to pick up the device.
- To help the process go quickly, please **keep conversation with staff to a minimum.**

Mastbaum High School's technology device distribution program is being hosted on:

- **Monday, April 6th from 9am - 12pm: 11th and 12th grade students.**
- **Tuesday April 7th from 9am - 12pm: 9th and 10th grade students.**

This will be a "walk-up" service for parents/guardians. Please bring some sort of bag to carry the Chromebook(s) home.



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Here's how the distribution process will work:

1. Enter into our back parking lot, accessible via Emerald Street. Park your car (if applicable) in the spaces provided.
2. Please line up SIX feet apart from each other at the loading dock entrance at the back of the parking lot. Staff will be on hand to ensure that proper social distancing occurs.
3. A School Police Officer will greet you when you reach the front of the line.
4. The School Police Officer will direct you to the distribution table, where staff will ask you to show your photo ID and share the name of the student(s) for whom you are picking up the device.
5. The greeter will verify that you are the parent or guardian and provide you with a loaner agreement. You should sign one form for each of your children.
6. A greeter wearing protective gloves/mask will come out to the table and ask you to place the signed form(s) in a box and hand you the Chromebook(s).
7. Once you have the Chromebook(s), you can return home.

Once again, as a reminder, this is a loaner program to ensure that students who do not have a computer at home for learning will have access to one while schools are closed. There is no cost for this program and no obligation to participate. All devices must be returned at the conclusion of the school closure period.

If you have any questions in advance of this process, please contact Principal David Lon at dllon@philasd.org

Sincerely,

David Lon, Principal