



THE SCHOOL DISTRICT OF PHILADELPHIA
CHARLES W. HENRY ELEMENTARY SCHOOL
601 Carpenter Lane, Philadelphia, PA 19119

April 3, 2020

Dear Charles W. Henry Families,

I hope that you are healthy and well. As announced last week, the School District of Philadelphia remains closed indefinitely in response to COVID-19. The purpose of this letter is to share important updates as well as more information about our Chromebook distribution plan.

- C.W. Henry teachers have worked diligently to prepare assignments and provide instruction at a distance. This looks different for each class. At this time, assignments remain ungraded across all grade levels.
- Dr. Hite announced on **April 1** that we will shift to three marking periods, not four. When I receive more information about how we will close out the final marking period, I will share that information with the C.W. Henry community.
- As a reminder, C.W. Henry is closed for Spring Break from **April 6 - April 10**. During this time, teachers are not expected to share daily remote learning assignments as this is their scheduled vacation.

Chromebooks

We are excited to launch the Chromebook Loaner Program to ensure that all C.W. Henry students have access to online materials while schools are closed due to the COVID-19. There is no cost for this program and no obligation to participate. All devices must be returned to C.W. Henry when school reopens. If you have an appropriate computer and internet access at home for your child, we ask that you please reserve the program for those who do not.

Thank you to those who filled out our Chromebook request survey. The responses to this survey help us ensure that we have an appropriate number of Chromebooks available. If you did not submit the form and need to request a Chromebook for your student, it is not too late! [Click here to access the survey.](#)

We will begin walk-up Chromebook distribution during the **week of April 13** following the schedule below. **I ask that you please follow the schedule because we must regulate the number of people waiting in line at a time.** If you are picking up Chromebooks for multiple children in one household, you are able to pick up multiple Chromebooks at one time. Please bring a backpack or bag to transport the devices.



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Distribution Schedule

Date/ Grades	Schedule
Monday, April 13 <i>Kindergarten - Third grade</i>	<ul style="list-style-type: none">● 9 am - 11am, last name A - H● 11am - 1pm, last name I - P● 1pm - 3pm, last name Q - Z
Tuesday, April 14 <i>Fourth - Eighth grade</i>	<ul style="list-style-type: none">● 9 am - 11am, last name A - H● 11am - 1pm, last name I - P● 1pm - 3pm, last name Q - Z
Wednesday, April 15 <i>All grades</i>	Pick up will be available from 9am - 12pm for all grades. If you are not able to come on 4/13 or 4/14 you can pick-up on this day.

Here's an overview of the distribution process:

1. We are practicing social distancing throughout this handout process. Weather permitting, we will use the Lower School Yard. In case of rain, Chromebooks will be distributed from the lower school yard entrance of the Portables. Please line up 6 feet apart. There will be lines on the pavement to help you maintain appropriate distance.
2. There will be one distribution table. At the table, I will ask you to provide the name of the student(s) for whom you are picking up the device. In order to pick up, you must be an approved contact on the student's contact list. You must show a photo ID.
3. After showing your ID, you will receive a Chromebook loaner agreement. You will complete one form for each device you borrow.
4. I will review your form and record the ID number for each loaned Chromebook. You will pick up the Chromebook after your form is reviewed.

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. It is imperative that all devices are returned at the conclusion of the school closure period in the condition that they were borrowed.

Thank you,

Principal Davis