



# William H. Ray School

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Monday, April 13, 2020

Ray Families,

With the start of Remote Learning, we will begin distribution of student technology on Wednesday, April 15. Parents should have already reached out to their homeroom / Diverse Learner teachers in order to communicate the need for a device – **please do so if you have not already.**

**Note: Ray is not a 1-1 campus and we do not have enough devices for every student. In addition, we do not have any new technology. We are prioritizing and distributing technology based on the technology needs shared by parents in the hope that we can support the majority of our students.**

### Distribution Schedule

	Wednesday, April 15	Thursday, April 16	Friday, April 17
9 am – 10 am	Diverse / ESL Learners	Diverse / ESL Learners	Diverse / ESL Learners
10 am – 11 am	8 <sup>th</sup> grade	3 <sup>rd</sup> grade	6 <sup>th</sup> grade
11 am – 12 pm	7 <sup>th</sup> grade	2 <sup>nd</sup> grade	5 <sup>th</sup> grade
12 pm – 1 pm	Pre-K & KDG	1 <sup>st</sup> grades	4 <sup>th</sup> grade

In order to reduce crowds and to maintain social distancing, please arrive during the times listed for your student’s grade. Based on indicated need, we can support requests on each day during each block of time without running out of devices. If you are unable to come during the assigned time, we will prioritize distribution based on the aforementioned schedule and then support others.

### Distribution Requirements

- ✓ Pick-up will occur at the Annex glass doors closest to the main building (not the doors used for food pick-up near the cafeteria). Parents will come to the building via Kimbark Avenue.
  - One parent will be able to enter the building at a time
  - Parents waiting will line up at the numbers posted on the fence
- ✓ **ONLY** parents or legal guardians may pick up devices. To verify identify, bring a state-issued ID or recent (within two months) utility bill to the school.
  - Without a parent / guardian present and a form of identification we **cannot** issue technology
- ✓ Parents or guardians will sign the “Mobile Device Use Agreement”

### Technology Resources / Support

- ✓ Devices will come with a charger
- ✓ Parents will receive a “Checklist for Remote Learning Success” one-page document (directions for internet access and CPS IT Parent Tech support are both listed)
  - Note: the school is not able to repair devices; if there is an issue with the device (not apps), email administration and we will schedule a time to swap out devices – providing there are enough