

Stephen Decatur High School

A Maryland **Blue Ribbon** School

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Berlin, Maryland 21811

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Principal: Thomas S. Sites
Co-Principals: Thomas C. Bunting, Katherine G. Cater, Leland D. Green, Trevor L Hill

August 20, 2020

TO STUDENTS AND PARENTS/GUARDIANS,

On Wednesday, August 26, 2020 Stephen Decatur High School will be having a **“DISTRIBUTION AND COLLECTION EVENT”**. During this time, we will be collecting **all Laptops / Power Blocks, and all forms that are included in this mailing**. In this mailing you will have a student schedule, emergency form, school messenger forms, medication forms, a semester one intent form and a user agreement form. In addition, a Buy Back Agreement Form is in this mailing if you wish to purchase your old laptop. The cost will be pro-rated based on the amount you have previously paid for the device. **Please make sure that you fill out all forms and bring them with you on August 26!** We will also be distributing new iPads to students at this time and you **MUST** hand in your completed User Agreement Form in order to receive your iPad. We will be set up for entering on the Seahawk Rd entrance to the front parking lot, and corresponding cones to indicate traffic flow. Please follow the pattern at a safe distance. **We will be abiding by “State Advocated Social Distancing Guidelines” and you will remain in your vehicle during this process.** A staff member, observing all safety protocols, will collect materials and collect/distribute all materials to/from your vehicle as you pull up to each station.

YOU WILL BE DIRECTED TO THE STATIONS SET UP TO DROP OFF AND PICK UP ITEMS IN THE FOLLOWING ORDER:

STATION 1: DROP OFF OF OLD STUDENT LAPTOPS/POWER CORDS and MAILED FORMS.

WE NEED YOU TO PLEASE FILL OUT **ALL INFORMATION THAT WAS MAILED HOME TO YOU** AND RETURN THOSE FORMS SO WE CAN UPDATE OUR SYSTEM AND KEEP YOU POSTED ON IMPORTANT DETAILS PERTAINING TO THE SCHOOL YEAR! WE ALSO NEED YOUR USER AGREEMENT ON FILE FOR YOU TO RECEIVE A STUDENT iPad.

STATION 2: PICK UP I-PADS

PLEASE REMAIN IN YOUR VEHICLE AND SOMEONE WILL BRING YOUR IPAD TO YOU!

PLEASE FOLLOW THE SCHEDULE ASSIGNED ACCORDING TO ALPHABET BELOW TO AVOID BACKUPS AND LONG WAITS:

8:30 AM – 11:00 AM (LAST NAME (A-K))

12:00 PM – 2:30 PM (LAST NAME (L-Z))

SHOULD YOU HAVE CONNECTION ISSUES OR ARE IN NEED OF A ‘HOT SPOT’, PLEASE E-MAIL Mrs. Cosby at MECosby@worcesterk12.org or call the SDHS Media Center at 410-632-1810.

In addition, PowerSchool ACCESS WILL NOT BE AVAILABLE TO STUDENTS OR PARENTS UNTIL SEPTEMBER 11.

THANK YOU FOR YOUR COOPERATION!

Thomas S. Sites
Principal
Stephen Decatur High School