



# Public Schools of Plainfield

## New Jersey

### CEDARBROOK K-8 CENTER

Deitria Smith-Snead, Acting Principal

Juanpablo Jimenez., Vice Principal

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## Device Distribution Plan

Dates	Grades	Times
April 1, 2020	K, 1, 6	9-12, 1-3
April 2, 2020	2,3,7	9-12, 1-3
April 3, 2020	4,5,8	9-12, 1-3

- Devices will be given to families that have siblings in different grade levels.

**Distribution Protocols:** To provide a safe environment for all stakeholders, parents will drive up to the front driveway entrance and provide the names of student. Device will be handed to parent using proper safeguards (gloves, masks).

**Accountability/Sign Out:** Homeroom roster sheets will be used to take account of device being distributed. Students name will be checked off indicating that a device was provided. At no time there will be exchange of pen or paper with parent/guardian.

**Support/Resources Needed:** IT Department Support Staff; School Staff Volunteers ; 2 Security Officers; Custodial Staff; Safety Materials (medical gloves and mask)

**Supervision:** Principal and Vice Principal will be present to support and monitor.

**Communication:** Global Connect; School Website; Social Media Platforms; School Marquee