



*Hanover Area School District
1600 Sans Souci Parkway
Hanover Twp., PA 18706
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Mr. Nathan Barrett, Superintendent

Chromebook Distribution

The Hanover Area School District will be distributing personal *Chromebooks* to all students K-12 (including those attending the *VLN Academy*) during the week of November 16-20. Distribution will take place daily from 11:00 a.m. until 6:00 p.m. at the JR/SR High School according to the following schedule:

Monday, November 16 – Hanover Green (Kindergarten / Grade 1)

Tuesday, November 17 – Lee Park (Grades 2-3) / Lyndwood (Grade 6)

Wednesday, November 18 – Memorial (Grades 4-5)

Thursday, November 19 – JR High School (Grades 7-9)

Friday, November 20 – SR High School (Grades 10-12)

Families with more than one child attending Hanover Area schools should report on the day assigned to their *youngest* child's school. Distribution will take place from 2 separate locations on the High School campus:

Modular Classrooms (adjacent to garage) – Grades K, 4, 6, 9, and 12

HS Gymnasium (rear exit doors) – Grades 1, 2, 3, 5, 7, 8, 10, and 11

What else do I need to know about the distribution?

- There is one Chromebook assigned to each child in the District.
- If you currently have a District computer and are exchanging it for a new Chromebook, you must bring the old computer with you to the distribution. Store it in your trunk for easy and safe retrieval. You **must** have the old computer to receive a new one.
- For your safety and that of our staff, you must wear a facemask and remain in your vehicle throughout the distribution.
- Before leaving the pick-up location, you must sign a Chromebook *receipt* and complete a *contact verification survey*, both of which will be collected by our staff. Additional information about your new Chromebook is available on the Hanover Area website.

How will I pick up my child's Chromebook?

To safely accommodate the large number of vehicles that are anticipated during the distribution, please observe the designated traffic procedures outlined below.

- 1) Enter school grounds through the *student entrance* located behind the High School.
- 2) Proceed halfway down the driveway, where a staff member will signal you to make a right-hand turn into the student parking lot.
- 3) Proceed single file through the parking lot toward the cafeteria entrance.
- 4) As you approach the end of the lane, a staff member will direct you to turn left toward the modular classrooms **or** right toward the back of the gymnasium—depending on the assigned pick-up location for your child's grade level.
- 5) Whichever direction you turn, follow the line of cars through a short maze of parking rows until you arrive at your designated pick-up site.
- 6) Remain in your vehicle and complete the necessary paperwork while waiting for a staff member to deliver your Chromebook. Pens will be available, although you are encouraged to bring your own.
- 7) Pop the trunk of your vehicle if you are returning a District computer. Remember, no new computer will be issued without the immediate return of the old one.
- 8) Upon delivery of your Chromebook, proceed single file toward the front of the High School along the main driveway.
- 9) Exit through the front gate and proceed toward the Sans Souci Parkway.
- 10) Enjoy your new Chromebook and remind your child to take good care of it so that it can serve as a *portable classroom* for years to come.

Happy Thanksgiving!