

January 29, 2021

Dear Western Tech Students and Families,

To ensure a successful start to the 2nd semester, we recognize that there are materials that students will need in order to engage in virtual instruction. In addition, the students will need to turn in their first semester books. Due to the large amount of materials that need to be collected and distributed, we will not begin collection or distribution until February 8th. At the bottom of this letter are the dates for each grade level for planning purposes. Students in our CLS program will not need to drop off or pick-up items.

To protect yourself and our staff, please be sure to wear a face covering when you come to school. If you drive to the school, remain in your vehicle unless you are directed to step out. If you walk to school, please follow the designated signs to drop-off and pick-up the materials. While at school, please remain at least six feet away from other people. Do not bring friends with you, and please leave elementary children at home under the supervision of other family members, if possible. Finally, if you are ill or under isolation or quarantine because of your own illness or close contact with an individual with COVID-19, please do not come to school. Contact the school to make alternative arrangements.

All textbooks from marking period 1 and 2 must be turned in before you receive your textbooks for the 3rd marking period. Please contact Ms. Martinez (jallen3@bcps.org) or Ms. Kutch (tkutch@bcps.org) in advance if you have lost a school-related item. Arrangements can be made to satisfy your financial obligation. Please note that all students who have AP course materials, do not need to turn them in until the end of the school year in order to prepare for the AP exams. Attached is a list of books for courses that can help your student with collection of the books that need to be turned in. Also, this list can help you determine if your child needs to pick up any books for 2nd semester. Below is an example of a student's schedule identifying materials to be dropped off and items to be picked up. Please review your student's schedule and attached list to determine specific drop off and pickup item(s) for your child.

Example - Using attached Material/Book List

First semester	Materials to drop off	Second Semester	Materials to pick-up
Spanish 1: Confair	None	Living Systems: Helcoski	None
Fitness Foundations: Rowe	None	Geometry Honors: Jett	Green Geometry book
Gt Government: Slepisky	Government Textbook	Gt English 9: Higgins	To Kill A Mockingbird
Cosmetology 9: Cooney	None	Engineering Principles: Renaud	Pick-up kit

The drive-through distribution site will be located at Western Tech. Our pick-up/drop off distribution will be divided into three stations. There will be staff and signage to help guide you through this process. We request that you adhere to the date and time period designated for you to pick up your school materials.

Date	Grade Level	Time
Monday, February 8, 2021	9 th Grade Students	1:00 pm - 5:00 pm
Tuesday, February 9, 2021	10 th Grade Students	1:00 pm - 5:00 pm
Wednesday, February 10, 2021	11 th /12 th Grade Students	8:30 am – 3:00 pm
Thursday, February 11, 2021	By appointment only	8:00 am - 12:00 pm

If you have you have any questions, please email Ms. Martinez at jallen3@bcps.org.

Sincerely,

Buddy Parker, Principal
Western Tech