

Dear Students, Families, and Staff,

Re: Term 2 Curbside Pick-up: Textbooks, Supplies, and Readers

August 31-September 11

*(*September 7 - schools closed for Labor Day and we will not be open for curbside pick-up).*

If you have any questions about Term 2 pick-up, please email Tammy Rose: tammyrose@berkeley.net.

How do I know if I need to pick-up any materials for Term 2 (Periods 0, 2, 4, and 6)?

Please check [this list](#) to see if there are required materials for your class/teacher. If **NONE** of your Term 2 classes are listed here on [this list](#), **you do not need to come.**

***You only need to come to campus if you have physical textbooks, readers, art supplies, lab supplies, or mathematics materials for Term 2.**

1. Reminder of [CDC Guidelines](#) and [City of Berkeley Shelter-in-place Order](#):

- Minimum 6 feet social distancing at all times.
- Must wear face covering.
- If you are sick or symptomatic you must stay home and if you can't make it during your designated time reach out to **Tammy Rose: tammyrose@berkeley.net**.

2. How does curbside pick-up work?

Please have the [student's first and last name and student ID number](#) written legibly on paper to hold up and show through your car windshield. Our volunteers will need to be able to see the first and last name clearly to get your textbooks at a safe 6ft distance.

- **If you have textbooks from last school year please bring them with you when you come to pick-up your textbooks. 9th grade students: you can also drop off any textbooks from your middle schools.**
- **Stop Point 1: Check-in.** Wait here until a staff member waves you forward; indicating someone has seen your name and is pulling together your textbooks. **PLEASE DO NOT ROLL YOUR WINDOWS DOWN.**
- **Stop Point 2: Textbook Pick-up.** Materials will be placed on a table and you will need to step out of your car to pick up your materials from the table in order to maintain a safe, 6ft distance.

- **Stop Point 3: Old Textbook Return.** You can drop off any textbooks from previous years at a table after the stop sign.

Please have your student's first and last name, and student ID#, written legibly on paper to hold up and show through your car windshield. If you are also looking for anything from your Term 1 classes, add the name of the material and the teacher & class. **For example: "First + Last Name, ID# Number, Mx. Jone's sketchbook, 3rd Period"**

Please drive slowly.

Watch for other cars pulling in or out.

Watch for volunteers and staff.

At the end of the pick up line, exit straight out on Milvia past the last station.

Thank you in advance for your patience with our new textbook process. Some of our orders were back logged and may not have been available previously.

Term 2: Textbook/materials pick-up August 31-September 11

ALL grades, 9th-12th, will be scheduled in alphabetical order. We are not scheduling by specific grade; please look for your last name in the chart below to determine your pick-up date & time. (This will allow siblings to come together.)

(All grades 9th-12th)	Monday 8/31	Tuesday 9/1	Wednesday 9/2	Thursday 9/3	Friday 9/4
1:30 - 2:30	Ab - Anders	Burn - Chau	Doo - Espin	Grah - Haj	Jok - Kig
2:30 - 3:30	Andr - Barn	Chav - Cont	Espir - Fle	Hal - Herm	Kil - Lai
3:30 - 4:30	Baro - Boj	Cook - Dav	Flo - Garcia	Hern - Humr	Lal - Lit
4:30 - 5:30	Bol - Burm	Day - Don	Gard - Grac	Hun - John	Liu - Marg

(All grades 9th-12th)	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11
1:30 - 2:30	Closed for	Mari - Mec	Orm - Perez	Sal - Sea	Tol - Vas

2:30 - 3:30	Labor Day	Med - Mond	Perr - Rai	See - Smy	Vav - Welle
3:30 - 4:30		Monr - Naf	Raj - Robe	Sn - Sull	Wells - Wong
4:30 - 5:30		Nag - Org	Robin - Sak	Sum - Toc	Wongm - Z

FAQs:

-What if I need school supplies?

Visit the [Berkeley Schools Fund Ed Hub](#). There are plenty of school supply bags for High School students with notebooks, calculators, compasses and more.

-What if I am unable to come in a car?

A BUSD volunteer representative will contact you about bringing materials to you. Please click on this [Task Runner Form Link](#). Please use this as a last resort as we have limited capacity. Please note: A friend or family member over 18 can pick up for you.

-Where should I go if I need a Chromebook?

Students who cannot have access to another technology device can now pick-up Chromebooks from the [Berkeley Schools Fund Ed Hub](#). Please note that the chromebook supplies are currently low. There are also a small number of hotspots for students who are on the free & reduced lunch list.

Reminder:

- Please have your student's first and last name, and student ID#, written legibly **on paper** to hold up and show through your car windshield. If you are looking for a specific item only, add the name of the material and the teacher & class. **For example: "First + Last Name, ID# Number, Mx. Jone's sketchbook, 3rd Period"**

Thank you,

Tammy Rose

