



May 14, 2020

Greetings Patriot Families,

We want to provide you with the end of year procedures for the drop off of school items (laptops/chargers & band instruments) and pick up of student items (Yearbooks, 3rd Qtr Honor Roll Certificates, Promotion Certificates, Sports Photos, Athletic Awards, etc.) as well as PE locker clean out. Please understand that with this process, it is important that we maintain the CDC guidelines, so our staff will remain six (6) feet apart from others, and wear masks and gloves. Families should remain in their vehicles at all times while on campus. If you will be walking to school to return or pick-up items, we ask that you call the school in advance to set an appointment time. We will adhere to the expectations of our district to keep everyone safe. Please refer to the schedule below for your child’s designated time to visit campus. We ask that you do your best to adhere to the schedule below to ensure a quick and smooth return/pick-up process for your family. If you have students in multiple grade levels, we will work to accommodate you during one time slot so you don’t have to return back to campus a second time.

Thursday, May 28 th	Friday, May 29 th
6 th Gr – 8AM to 10 AM	8 th Gr – 8AM to 10 AM
7 th Gr – 10 AM to 12 Noon	6 th Gr – 10 AM to 12 Noon
8 th Gr – 1PM to 3 PM	7 th Gr – 1PM to 3 PM

May 28th & May 29th

On Thursday, May 28th and Friday, May 29th, we are asking that everyone please follow the process and adhere to the times for drop off and pickup up of student items. This will save time and keep the process running smoothly.

1. Plan to drop/off pick up at the specified time for your child’s grade level. Drop off and pick up will be treated as a drive through service, and EVERYONE MUST REMAIN IN THEIR VEHICLES AT ALL TIMES.
2. **STOP 1:** *If you are a band student* and returning a band instrument, your first stop will be in the band parking lot. Mr. Harvey will contact you to set up appointment times, similar to the instrument pick-up process.
3. **STOP 2:** Pull to the front of the school (similar to parent pick-up at the end of the school day) and wait to be greeted by a staff member. Remember to remain in your vehicle at all times. At this stop you will return any devices and chargers that you borrowed and pick up any student items that belong to your child. If your child does not have a PE Locker then you are free to exit campus and we wish you a safe summer.
4. **STOP 3:** If your child has a PE Locker that needs to be cleaned out, you will then drive to the back of the school & follow the directions of the staff members located in the parking lot near the gym. Again, families **MUST** remain in the vehicle at all times. The student may exit the vehicle once the staff greets them & they have their mask that they brought from home securely fastened to their head. Students will be escorted to the locker room by a staff member and will have no more than 10 minutes to clean out their PE Locker. We recommend that the student brings a backpack or bag to put their belongings in from their locker. When your child returns back to the vehicle you are free to exit campus and enjoy the summer.

PE Locker Clean-Out Requirement: Students entering campus to clean out PE Lockers **MUST** wear a mask at all times, no exceptions. Students **MUST PROVIDE THEIR OWN MASK** from home.

NOTE: If you are unable to make the assigned May date, please contact the school and we will schedule an appointment for you to drop off any borrowed devices you may have and/or pick up your child’s items sometime during the first week of June.

Thank you for your continued support, and we wish you a happy and healthy summer!

Shelley Carrino
Principal