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Theodore Schor Middle School

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Beginning on Tuesday June 9th, we will begin the process of returning student personal items and prescription medications as well as collecting textbooks, library books, instruments, and any other items belonging to the school district. We have developed the following plan to try to incorporate all of this into one occurrence so you do not have to make several trips to the building. In order to make this process move smoothly and orderly, we will not be answering any questions about promotion, the end of school year or what instruction will look like in September.

When you come to pick up and drop off materials:

- Please place all school owned materials in a plastic bag clearly marking the bag with your child's name, grade, and homeroom.
- All staff will be wearing a mask and we request that you do the same.
- If your child was issued an instrument from the school to borrow this year, please label the instrument with your child's name and music teacher on a piece of masking tape or a taped piece of paper on the outside of the case. Make sure all pieces are secure inside the case.
- Prior to coming to the school, prepare a piece of notebook sized paper with your child's Full Name, Grade, and Homeroom Number. Please make sure the size of the writing can be seen from a distance. Place this paper in your front windshield on the passenger side. Since the items you will be picking up are grouped by grade and HR, not knowing this information may cause a delay or the need for a return trip to the school
- As you enter the parking lot you will be provided with further instructions as to how to proceed.
- Please note that we have been very careful when we removed the personal belongings and PE belongings from the lockers that were assigned to your child. When you get the materials home, if they do not belong to your child, this is because he/she changed their locker and did not report that they took a different locker. If this is the case, kindly contact the school to arrange to return these items to the school .We will make every effort to locate your child's belongings and get them to you.

We have divided up the students by grade and we will distribute these items as per the following process:

- You should plan to come to school between 12:00PM and 1:30PM.
- June 9th will be reserved for seventh grade. I will also be distributing refunds for the seventh grade school trip at this time.
- On June 10th, the sixth grade should report and on June 11th the eighth grade will pick up their materials. Friday, June 12th will be a makeup day for those of you who could not come on your designated day.
- If these items are not picked up on the designated days, they will be donated to a charity unless I receive an email at rhueston@pway.org asking me to hold the items until you can pick them up.
- HIPPA laws do not allow me to return prescription medications. Only the nurse is authorized to do this so if medications are not picked up on the designated drop off days, they will be destroyed unless you make separate arrangements with the nurse. All prescription medications in the nurse's office will be discarded if not picked-up as well. However, all items must be picked-up by the end of the school year or they will be discarded on June 25th.

If you have any questions, please feel free to contact me at the email address listed above. As there is no one in the office, make sure to include a phone number where you can be reached in the email.