



Stemmers Run Middle School's STUDENT MATERIALS RETURN/RETRIEVAL PLAN

June 15 - 17, 2020



Dear Stemmers Run Middle School Families,

As you know, the abrupt closure of our school building and our inability to return to the building requires us to devise a plan which allows for student return of school materials, and retrieval of personal materials. Below you will find the details of Stemmers Run Middle's plan for this process. Our goal is to make this a one-time drop-off and pick-up of materials and belongings. Since we cannot have non-employees in our building, we will bag and label belongings from student lockers and return belongings as a part of this process. Please refer to the chart below for your assigned time. Also, please familiarize yourself with the station directions (next page) prior to your arrival time.

Items to be returned to the school:

- Books - Text Books and Library Books that students have completed reading.
- Borrowed musical instruments.
- Completed packets or work from the closure.
- Non-working computers or components.

Materials being returned to the school should be bagged and clearly labeled with your child's name, grade level, and contents. If returning specific texts or other content specific material(s), please label the item with the teacher's name.

PLEASE NOTE: STUDENT DEVICES SHOULD NOT BE RETURNED TO THE SCHOOL SO THAT STUDENTS MAY ENGAGE IN THE OPTIONAL *SUMMER LEARNING HIKE* or other summer assigned program.

If students were issued another computer during the closure, they should keep the working computer and charger, and return anything extra.

However, if your child is leaving BCPS (i.e., going to a private school, moving to another county/state), ALL SCHOOL ISSUED MATERIALS should be returned, including student devices.

Upon arrival to school, please stay in your vehicle and adhere to the following general guidelines as you drive through the stations:

- Face covering should be worn while moving through the return/retrieval stations.
- Remain in your vehicle unless you are directed to exit.
- If walking to school, please stay at least six feet away from other persons. Do not bring children or friends with you; leave young children at home under the supervision of other family members, if possible.
- If you are ill or under isolation or quarantine because of your own illness or that of a close contact, please do not come to school. Please contact your grade level administrator to make alternative arrangements.

Finally, due to the task of distributing items to over 800 students, we can only accommodate distributing items to a parent/guardian/contact of each student, **OR** directly to the student.

The distribution and collection schedule is provided below. **Please adhere to your assigned date and time frame.** If you have a child in more than one grade level, for your convenience, you may choose to pick up items during one time identified below.

Grade 6 Monday, June 15 (Last Names)	Grade 7 Tuesday, June 16 (Last Names)	Grade 8 Wednesday, June 17 (Last Names)	Make Up -Any Grade Thursday, June 18 (Last Names)
8:30 – 10:30 (A - M)	8:30 – 10:30 (A - M)	8:30 – 10:30 (A - M)	8:30 – 10:30 (A - M)
11:00 – 1:00 (N - Z)	11:00 – 1:00 (N - Z)	11:00 – 1:00 (N - Z)	11:00 – 1:00 (N - Z)

STATION INFORMATION:

- ✓ **PLEASE REMAIN IN VEHICLE AS YOU PROGRESS THROUGH EACH STATION.**
- ✓ **Follow the directions of posted staff members.**
- ✓ **Before arriving please clearly write out your child's first and last name on a piece of paper and place it on the passenger dashboard.**
- ✓ **If you are walking, you can walk from station to station, but please remain socially distant from staff as they assist you.**

Station 1 – Check-In (Beginning of Bus Loop)

- Please check in with the staff member standing at Station 1
- The staff member at Station 1 will check you in based on the name on your dash and radio ahead to prepare for your pick-up of materials.

Station 2 – Return of School Issued Materials (In front of the cafeteria)

- Ensure that all materials to be turned in are in a bag labeled with your child's name, grade, and a list of materials being returned.
- If returning items to a specific teacher, please label those items with the teacher's name.
- Hand the bag/materials to the staff member through the car window, or if you can open the trunk without getting out of the car, our staff can retrieve it for you.

Station 3 – Retrieval of Personal Items (Middle of the Bus loop)

- All personal items will be bagged and labeled with your child's name.
- Staff will place a bag with your child's items in the trunk or back seat of your car.
- Walking families will retrieve items from appropriately marked tables.
- We will have all student belongings organized in our building, but please understand that it may take a few minutes for our staff to get it outside to you.
- In addition to locker contents, we will also distribute yearbooks that have been purchased, and other personal items located throughout the school at this station.

We appreciate your patience and flexibility as we work to receive and distribute items as quickly and efficiently as possible. If you have any questions or need any additional assistance, please contact your grade level administrator.

6th Grade - Susan Messmore; smessmore@bcps.org

7th Grade - Dave Lige; dligel@bcps.org

8th Grade – Vincent Piscopo; vpiscopo@bcps.org