

Dear Parents and Guardians of Middle School Students,

After continued processing with the most up-to-date information, here is the current plan for student iPad and materials turn-in. The dates and sign-up times stay as scheduled:

8th grade Monday, May 18th - arrive at the time you indicated on the [Google form](#)
7th grade Tuesday, May 19th - arrive at the time you indicated on the [Google form](#)
6th grade Wednesday, May 20th - arrive at the time you indicated on the [Google form](#)

Plan A: OUTDOOR DRIVE-THROUGH- Stay in cars

Weather with no precipitation, between 8:00 a.m. - 12:00 p.m. each day, May 18th, 19th, and/or 20th:

1. Drive in from the church entrance (see map below). Have English novels, library books, art supplies, and textbooks to return to school in the trunk or back of your car. Keep the iPad, brick, and cord inside your car. Pull up to the closest area behind the next car along the curb at the front of the school.
2. Stay in the car as a staff member approaches the passenger-side window. One staff member will remove return items from the trunk as the other staff member receives the iPad, charger, and brick from the passenger window. Please make sure your student has followed **all** [instructions on Canvas](#) for updating to the current iOS, wiping pass codes, etc., prior to your appointment time.
3. Staff members will inspect the iPad and record charges for a missing brick, charger, or damaged screen/cover. You will receive an email with annotated charges.
4. Staff members will hand you a bag of materials that may include a pre-purchased yearbook, awards, diploma, and end of year gifts.
5. Eighth grade students may exit the car with their diploma when indicated for a picture in front of the West entrance of the school. If you prefer, you can take a picture at home and send it to Ms. Floyd.
6. Teachers will be positioned along the driveway from the office entrance toward the dirt lot and the bank for an end-of-year curbside wave goodbye!
7. Please bring a mask in the car in case of inclement weather and a change to indoor materials drop-off, as outlined below in Plan B..



Plan B: Indoor 5-minute walk-through for one student or family member

If we have weather with precipitation, between 8:00 a.m. - 12:00 p.m. each day, May 18th, 19th, and/or 20th:

1. Drive in from the church entrance. Park in the fire lane as close to the car ahead of you as possible. A staff member will indicate when it is safe for one family member to leave the car, wearing a mask, with materials for return (iPad, brick, cord, English novels, library books, art materials, textbooks, etc.). Please make sure your student has followed [all instructions on Canvas](#) for updating to the current iOS, wiping pass codes, etc., prior to their appointment time.
2. We will take individual temperatures as the student or family member enters the school. Individuals with a normal temperature who can answer “no” to the following questions will be allowed in the building for check-in:
 - a. Are you showing symptoms of COVID-19 (fever, cough, shortness of breath, body aches) or have you tested positive for the disease?
 - b. Have you been in contact with someone who is being treated as if they have COVID-19, with or without positive test verification, within the last 14 days?
 - c. Are you at high risk?
3. Student or family member will enter the building at the main entrance.
4. Student or family member entering the building **must** wear a mask and use the provided hand sanitizer at the entrance and exit of the building.
5. Ten people maximum will be in the main-level hallway (including student or family member and staff members assisting with the check-in process)
6. Library books, text books, novels, & art supplies will be dropped off as the individual enters the building.
7. Staff members will ensure the individual remains 6 feet from others and wears a face mask.
8. Individuals will stop at the open iPad check-in station and drop off iPad, brick, and cord. An email will be sent to the family with any charges incurred for missing items or damages.
9. Individual will be given a bag with items for the student (yearbook, diploma, certificates, gifts, etc.)
10. Eighth graders will have a picture taken inside the vestibule with their diploma before exiting the building via the gym/MPR doors.

