

Plantation Middle School

STUDENT ITEM RETURN and/or RETRIEVE ITEM(S) PROCEDURES

Parents/Guardians:

Students who need to retrieve an item, need to return textbooks/library books, have band instruments to return, yearbook and/or medication retrieval, please adhere to the following schedule below in retrieving or returning your items. Students, who are remaining enrolled in Broward County Schools, do not need to return any laptops at this time.

To help us expedite the process, please label a sheet of paper and include your child's name, grade, and item they are returning or retrieving and place in your dashboard.

Parents should pull in through the front car loop. Parents do not need to get out of their cars (unless you are picking up medicine and if so, you will be escorted into the building by a staff member to retrieve those items). Students will get out of the car (eight students at a time) to return or retrieve their items and get back into their car once they finish. There will be a table inside the lobby for returning books and an area in the lobby to return your band instrument. If your child needs to retrieve an item from their classroom, they will be escorted by a staff member to the classroom and will be greeted at the lobby.

Currently yearbooks are scheduled to be delivered sometime on June 3. If yearbooks are delivered on time, we will be distributing them on June 4. If you are there to pick up your yearbook, please let the staff member know and we will deliver to you. Please bring your student ID and receipt if you have it.

Wednesday, June 3, 2020: 6th and 7th grade students only

8:30 a.m. – 9:30 a.m. 6th graders whose last names begin with **A through I**.
9:30 a.m. – 10:30 a.m. 6th graders whose last names begin with **J through R**.
10:30 a.m. – 11:30 a.m. 6th graders whose last names begin with **S through Z**.

12:30 p.m. – 1:30 p.m. 7th graders whose last names begin with **A through I**.
1:30 p.m. – 2:30 p.m. 7th graders whose last names begin with **J through R**.
2:30 p.m. – 3:30 p.m. 7th graders whose last names begin with **S through Z**.

Thursday, June 4, 2020: 8th grade students only

8:30 a.m. – 9:30 a.m. 8th graders whose last names begin with **A through I**.
9:30 a.m. – 10:30 a.m. 8th graders whose last names begin with **J through R**.
10:30 a.m. – 11:30 a.m. 8th graders whose last names begin with **S through Z**.

To keep everyone safe and mitigate risk please adhere to the following CDC guidelines:

- Wear a mask or face covering
- Stay a minimum of 6-feet apart
- 8 students will be permitted at a time to retrieve/return items; parents will be required to wait in their vehicles
- Refrain from lingering or socializing (no hanging out with friends)
- Adhere to the designated schedule

The above protocols were established in accordance with CDC guidelines for the express purpose of keeping your children and PLMS staff safe and secure at all times. Anyone violating these protocols will be asked to immediately leave campus. Thank you in advance for your cooperation and understanding.