

Nova Middle School

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

Parents/Guardians:

Students who need to return textbooks/library books, have band instruments to return, Spring Pictures and/or medication retrieval, please adhere to the following schedule below in retrieving or returning your items.

Parents do not need to get out of their cars (unless you are picking up medicine). Students will get out of the car (ten students at a time) to return or retrieve their items from the Media Center and get back into their car once they finish. Inside the Media Center, there will be one table for returning books, another for band instruments, and a third to pick up Spring Pictures.

Monday, June 8th 6th grade students only

9:00 a.m. – 10:00 a.m. 6th graders whose last names begin with **A through I**.

10:00 a.m. – 11:00 a.m. 6th graders whose last names begin with **J through R**.

11:00 a.m. – 12:00 p.m. 6th graders whose last names begin with **S through Z**.

Tuesday, June 9th 7th and 8th grade students only

9:00 a.m. – 10:00 a.m. 7th and 8th graders whose last names begin with **A through I**.

10:00 a.m. – 11:00 a.m. 7th and 8th graders whose last names begin with **J through R**.

11:00 a.m. – 12:00 p.m. 7th and 8th graders whose last names begin with **S through Z**.

Wednesday, June 10th Makeup Day

9:00 a.m. – 11:00 a.m. – All students in need of dropping off or pickup the above listed items

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

- Wear a mask
- Stay a minimum of 6-feet apart
- 10 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
- Adhere to the designated schedule

The above protocols were established in accordance with CDC guidelines for the express purpose of keeping your children and CSMS 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.