

Sawgrass Springs Middle School

Student Item Return and/or Retrieve Item(s) Procedures

Parents/Guardians:

I hope all of you are safe and healthy. SSMS will be opening our school on Tuesday, June 2nd for students to pick up, or drop off, any items to campus. These items may include PE clothes in lockers, textbooks/library books, band/orchestra instruments, sports uniforms, chorus music, and/or medication. These items do not include laptops or iPads. We will have security and support staff on campus to open particular areas for access. We will allow 10 students / parents on campus at a time. Students must follow all of the CDC Guidelines at the bottom of this page to be allowed on campus. We will ask all families to drive into the parent pick up line and wait until a staff member asks students to exit the vehicle.

For students who are dropping off items: We will have tables set up in the cafeteria for drop off. Please label all items with your name, grade level, and student number and place items on tables by grade level.

For those of you picking up items from school: We will have staff members positioned at the car loop, front doors, and in the various rooms where things may need to be picked up. Please complete the following survey if you will need to pick up items from school: <https://tinyurl.com/y95zwwq5y>

Students will get out of the car (ten students at a time) to return or retrieve their items and get back into their car once they finish. Please bring your student ID.

If your child needs to retrieve an item from their classroom, they will be escorted by a staff member to the classroom from the front door.

Also, please remember that we will open the school at some point next year for those items that are not crucial at this time. Please bring your child to school at the allocated times below to avoid congestion:

Tuesday, June 2nd: 8th grade students in the morning

- 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.**

Tuesday, June 2nd : 6th and 7th grade students in the afternoon

- 12:30 p.m. – 1:30 p.m. 6th and 7th graders whose last names begin with **A through I.**
- 1:30 p.m. – 2:30 p.m. 6th and 7th graders whose last names begin with **J through R.**
- 2:30 p.m. – 3:30 p.m. 6th and 7th 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
- 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 SSMS 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.