

Coral Springs Middle School

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

Parents/Guardians:

Hope you and your families are healthy and well. I understand some students may have items to return and/or retrieve. Students who are enrolled in Physical Education classes, need to return textbooks/library books, have band instruments to return or band awards to pick-up, and/or medication retrieval, please adhere to the following schedule below in retrieving or returning your items.

Tables will be set up in front of the school and labeled alphabetically. 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 (ten students will be directed at a time) to return or retrieve their items and get back into their car once they finish. There will be a table for returning books, PE items will spread out on tables by alphabet, and there will be an area in the courtyard to return your band instrument. To help us expediate the process, please label a sheet of paper and include your child's name, grade, and item they are returning and/or retrieving and place it in your dashboard.

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 courtyard gate. Please let the staff member know once your car gets to the courtyard gate.

Monday, June 8th 6th 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**.

Tuesday, June 9th 7th grade students only

8:30 a.m. – 9:30 a.m. 7th graders whose last names begin with **A through I**.
9:30 a.m. – 10:30 a.m. 7th graders whose last names begin with **J through R**.
10:30 a.m. – 11:30 a.m. 7th graders whose last names begin with **S through Z**.

Wednesday, June 10th 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**.

Thursday, June 11th: This time slot is reserved for anyone unable to attend the above times.

Tables and items will be set up in front of the school between 8:30 a.m. and 10:30 a.m.

***Also, please remember that we will store items that are not picked up and you will have an opportunity to get them at a later date. ***

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.