Week of May 18th, 2020

Hello Cowboy Community. I want to share some details for the week of May 18th. We have a scheduled opportunity each day for parents/students to do curbside drop off and pickup for various items. There will be two separate driveways for different purposes.

**LAPTOP/CHARGER DROP OFF**

**Location:** **The driveway behind the school building** (\*Waiting on details from CMCSS technology department for specific instructions. Another message will be sent out before the 18th. ) This is strictly for dropping off laptops/chargers. **Who needs to drop theirs off??**

* 8th grade laptop/charger drop off (all 8th grade students)
* Any student (6th and 7th) grade who receives a message from technology that their 2016 computer/charger needs to be turned in.\*\*
* Any student who is planning to move over the summer. \*\*
* \*\*6th and 7th grade students may keep their laptops over the summer unless contacted by the technology department to return 2016 computers/chargers.

**PICK UP AND MISCELLANEOUS DROP OFF**

**Location: The main driveway entering from Richview Road. (No entry from Memorial Drive)** Pull up alongside the curb all the way to the stop sign (or as far as traffic allows). This line is for:

**Dropping off:** textbooks, library books, band instruments (if school owned and moving), any other items belonging to the school (ex: volleyball or basketball uniforms, something borrowed from a teacher, etc.)

**Picking up:** Locker items (will be bagged and labeled), laptops/chargers left in the building (except for 8th grade and students with 2016 computers), yearbooks, etc. \*\*If you want to purchase a yearbook, you may get one at this time. $35, cash only, exact change. If you are not sure if you ordered a yearbook or not, please reach out to Maureen Griffin.

**(continued on next page)**

**Requests to help make the process move smoothly.**

1. Place a piece of paper on the right side of your dash with your child’s name and grade level in large, visible print.
2. Stay in your car and pay attention to the flow of traffic. No visitors should get out of their vehicles. A staff member will come to your car to see what you need and deliver your items to you. Staff members will be wearing masks and also wearing gloves when handling student materials.
3. Follow the provided schedule to keep our numbers of visitors at a manageable level.
4. Be patient, and understand you may need to go through two different lines if you are dropping off laptops and picking up/dropping off other items. The technology line behind the building (for drop off only) will likely be quicker. It does not matter which line you go to first.

**SCHEDULE FOR CURBSIDE DROP OFF/PICK UP**

**Scheduled by initial of LAST name. Please follow this schedule unless absolutely not possible to do so.**

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| --- | --- | --- | --- | --- | --- |
| **Time** | **Mon. 5/18** | **Tues. 5/19** | **Wed. 5/20** | **Thurs. 5/21** | **Fri. 5/22** |
| **8:00-9:00** | A | D | H | M | S |
| **9:00-10:00** | A | D | H | M | S |
| **10:00-11:00** | B | E/F | H | M | S |
| **11:00-12:00** | B | E/F | K, L | P | T/U |
| **12:00-1:00** | B | G | K,L | P | T, U, W |
| **1:00-2:00** | B | G | K,L | Q, R | W |
| **2:00-3:00** | C | I, J, N | O, Y, Z | Q, R | W |
| **3:00-4:00** | C | I, J, N | O, Y, Z | V | W |