



May 12, 2020

Dear PHMS Families -

With guidance from the Morgan County Health Department, we have finalized the process for families to pick up student belongings and to return any school resources your student(s) may have at home.

To help minimize the number of people on any school campus at one time, we ask that families prepare items for quick drop-off. We will coordinate staggered arrival times. All parents/guardians and students will stay inside their cars throughout the drop-off/pickup process.

For any families whose children have school-issued Chromebooks, we will **NOT** be collecting Chromebooks and chargers for summer storage for students who are returning to PHMS in the fall. All returning students will use their same device for the 2020-21 school year. We do want to collect any device (with charger) for any student who is leaving the district.

**Before your arrival**, please do the following:

1. Collect all school materials that must be returned. This includes library books, hardback textbooks, and any books from the teacher's classroom library. Please note that any books that are consumable (can be written in) are for the students to keep and do not need to be returned.
2. Please have the students write their first and last name inside the front cover of any hardback textbook on the designated line if it is not already there.
3. Library books do not need to be marked. They will be scanned back into the library.
4. Place textbooks, classroom library books, and any other items that need to be returned to the teacher in a plastic grocery sack and mark the bag with your child's first and last name and teacher name.
5. Make sure there is an open area in your trunk or back seat where items can be placed in your car.

**Pick up/Drop off Process:**

Please follow the map to areas where you drop off items in designated bins/carts. Place a sign in their front window or passenger's side window with the student's name on it. You will stop at Door 16 where PHMS staff will retrieve items from your car. You will proceed to Door 19 to pick up items that have been removed from your child's locker and placed in a bag. Also, band/orchestra instruments that have been requested will be picked up here. These will be placed into your trunk or back seat.

**Other Items:**

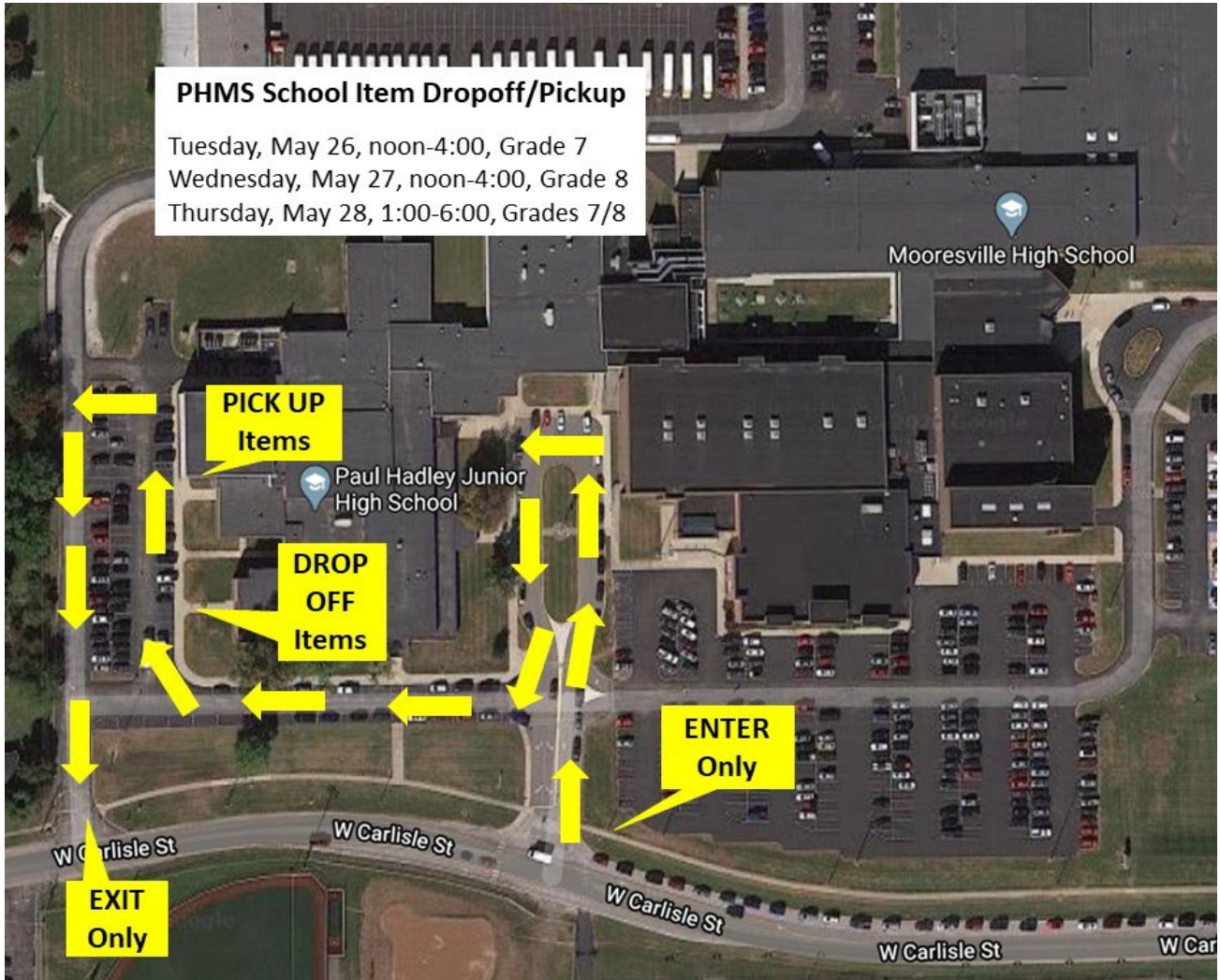
Should your child have medication at the school building, please contact the office to make arrangements to receive medication by May 19. Anyone picking up medication must produce a government-issued photo ID and sign for the item(s).

**Pickup Date and Times:**

- Tuesday, May 26, noon-4:00, Grade 7
- Wednesday, May 27, noon-4:00, Grade 8
- Thursday, May 28, 1:00-6:00, Grades 7/8

All unclaimed student items which have not been picked up, or about which we have not been contacted by May 29, will be disposed of or donated. Please note the school offices are not open; however, if you have

questions you may call the office and leave message on the receptionist line (dial "0"). We will return your call as soon as possible.



We appreciate your patience as we work through this unusual end to our school year. We also want to remind our families that, per Governor Holcomb's Executive Order, all of our school buildings, playgrounds, and athletic facilities will remain closed to the public through June 30, 2020.

Thank you for all you have done to help your child through the eLearning process these last several weeks. We look forward to seeing everyone (from a distance) very soon!

Sincerely,

Mrs. Windy McGowen  
Principal, PHMS