Dear Cockeysville Middle School Families,

One of our processes for closing this school year amid abruptly leaving the school building is returning personal belongings from lockers and returning school materials. Our goal is to make this a one-time drop off and pick up of materials.  Please refer to the chart below regarding items that will be returned to the school:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student** **Group** | **Textbooks** | **Music** | **Library Media** | **Physical Education/Athletics** | **Technology** | **Art** |
| Grades 6 -7 | Yes | No items | No items | No items | No items | No items |
| Grade 8 only | Yes | Borrowed musical instruments | Library books | Athletic UniformsAthletic equipment | No items | No items |

Due to the large amount of distribution, we will not be able to accommodate distributing several students’ personal belongings to one person.  You will only be able to pick up your child’s possessions. In order to protect yourself and our staff, please be sure to wear your face covering when you come to school. If you drive to the school, remain in your vehicle unless you are directed to exit. If you walk to school always stay at least six feet away from other persons. Do not bring children or friends with you; leave children at home under the supervision of other family members, if possible. Finally, if you are ill or under isolation or quarantine because of your own illness or that of a close contact, please do not come to school. Please contact the school principal to make alternative arrangements.

**The drive-through distribution will begin at the FAR entrance to our bus loop.** Our pick-up and distribution will be divided into three stations: **Check-in, Return of School Property, and Retrieval of Personal Items.** There will be staff and signage to help guide you through this process.

The guidelines for each station are listed below:

**STATION #1** **– Check-In**

* This first stop will be marked with an orange cone, a sign and will have a staff person checking your name to expedite the process.
* Families will print the student’s first/last name and grade level in dark ink on a large piece of paper and place it on the dashboard.

**STATION #2 – Return of School Property**

* Will be marked with an orange cone and a sign.
* Families will label the bag of items that are being returned to the school with the following information:
	+ First and Last Name
	+ Grade
	+ List of Materials in the Bag
* Remain in your car.
* If you are able to open your trunk without getting out of your car, our staff will retrieve your child’s school property from the trunk. (preferred)
* If you are unable to open your trunk without getting out of your car, our staff will retrieve your child’s school property from the back seat.
* Walking families will drop off bagged student items at the designated location.

**STATION #3 – Retrieval of Personal Items**

* Will be marked with an orange cone and a sign.
* Staff will place a bag with your child’s items to be returned in the same location (trunk or back seat).
* Walking families will retrieve items from appropriately marked tables.
* Students will have the opportunity to clear all financial obligations.

The one-time distribution and collection schedule is provided below. Please adhere to your assigned date and time frame:

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Grade Level** |
| Monday, June 15th | 9:00 AM – 11:00 AM | Grade 6 Students Last Names A – M |
| Monday, June 15th  | 11:30 AM – 1:30 PM | Grade 6 Students Last Names N – Z  |
| Tuesday, June 16th  | 9:00 AM – 11:00 AM | Grade 7 Students Last Names A – M |
| Tuesday, June 16th | 11:30 AM – 1:30 PM | Grade 7 Students Last Names N – Z |
| Tuesday, June 16th | 1:30 PM – 2:00 PM | All Students in CLS/FLS/SCLS programs **ONLY** |
| Wednesday, June 17th  | 9:00 AM – 11:00 AM | Grade 8 Students Last Names A – M  |
| Wednesday, June 17th | 11:30 AM – 1:30 PM | Grade 8 Students Last Names N – Z |
| Thursday, June 18th | 8:30 AM – 9:30 AM | Grade 6 Make-Up Time |
| Thursday, June 18th | 10:00 AM – 11:00 AM | Grade 7 Make-Up Time |
| Thursday, June 18th | 11:30 AM – 12:30 PM | Grade 8 Make-Up Time |

Thank you for your patience and cooperation with this process.  Should you have any questions please contact me via email.

**Sincerely,**

**Adam Carney**

**Principal**

**Cockeysville Middle School**

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