

Dear Orchard Middle School Families,

Everyone at Orchard misses our students! We are all disappointed to have to end the year without a traditional last day. But as the school year winds down, we need to plan because there are many things we need to do to bring the year to a close for our students. Please be sure to read each section carefully and follow all directions as outlined.

We will share more information about the other upcoming Virtual Awards Program soon so we can celebrate the accomplishments of our Orchard 5th and 6th graders.

The Last Day of Instruction for Orchard students will be Friday, May 29.

We will use the week of June 1-4 for closure activities and to allow for well-spaced schedules for the pick-up and drop-off of school materials, technology devices, personal items and projects.

At the beginning of next week, I will send you a link to sign up for an appointment time for your student to come to Orchard to drop off and pick up materials. The 30-minute appointment times will run from 1 p.m. to 6 p.m. each day June 1-4.

Entrance: Students ONLY will be permitted to enter the building during their assigned time, through their assigned entrance. Only one student per homeroom will be scheduled at one time.

- 5th graders enter through the 5th grade entrance
- 6th graders enter through the 6th grade entrance

Students will check in with an Orchard staff member at the door. They will receive a checklist detailing exactly where they need to go in the building to make their trip in and out as efficient and quick as possible. Social distancing will be maintained at all times and students must wear masks or face coverings.

Staff will be strategically stationed throughout the building to help students and be sure they resist the urge to congregate or socialize. We know they miss each other and that this will be challenging, so we will be sure to help with this! Please remind your child about this prior to your arrival. **This is for the health and safety of students, families and staff.**

Items to Return: Students must return all books, Chromebooks and chargers, and school band or orchestra instruments. They will place their science books, math books, classroom library books and guided reading books into the blue recycling bin outside their classroom teachers' doors. Any library books will be placed in marked boxes in the library.

Student Chromebook Return: Students will return their Chromebooks and chargers in the Orchard gym.

Student Music Instrument Drop-Off: Students with school-owned instruments will return them to the Orchard band room.

Materials Pick-Up: Our Orchard team will take students' personal items out of their desks and lockers and place everything into large bags marked with your child's name. All artwork and student awards will also be placed in the bags. Students will pick up the bags with their belongings in the library (5th graders) and cafeteria (6th graders).

PE Locker Clean-Out: Students will gather any items remaining from their gym class lockers. Please remind your child to also take their locks.

Medication Pick-Up: Any medications for students in the clinic, must be picked up by PARENTS ONLY. Parents may pick up medications during the 1-6 p.m. pick-up times at the playground doors on the west side of the school. Please wear a mask or face covering. The nurse will bring the medication to you. No parents will be admitted into the building past the medication pick-up station.

Lunch Account Balances: Just a reminder that all remaining balances in students' lunch accounts roll over to next year. You may check the balance on your child's EZpay account at any time. Remaining funds can be transferred to a sibling at any other school in the district or families may request a refund. To transfer funds to a sibling or to request a refund, click on the Contact Us Link in EZpay. Select Request Refund/Transfer and complete the online request form. Requests for refunds must be made prior to June 8.

I will send additional reminders about the procedures as we get closer to June. Please be sure to look for the sign-up for a June 1-4 appointment for your child next week. If you have any questions at all, please be sure to contact me.

Cari Mineard, Principal, Orchard Middle School
