

Dear Solon Middle School Families,

The last day of instruction for Solon Middle School students will be Friday, May 29. We will use the following week, June 1-4, for students to drop off schoolbooks, Chromebooks and other materials, as well as pick up any personal items remaining at school.

Although this is still three weeks away, we want to make sure you are aware of this end-of-year plan and have time to look at your schedule to determine what time would be most convenient for you to bring your child to school that week. Please read each section carefully and share this with your child to ensure all materials are returned to school and that your child understands how the various stations will work.

Families will receive a message next week with a link to sign up for a 30-minute time slot between **1 p.m. and 6 p.m. the week of June 1-4.** Only 10 students in 7th grade and 10 in 8th grade will be permitted in the building at one time to allow for social distancing. Students must wear masks while in the building and are encouraged to bring their own masks. Masks will be made available for students who do not bring their own.

Drop-off and Pick-up Procedures:

Parents will drop off students to **enter the school through the north doors** that lead to the cafeteria. Hallways and stations will be set up so that students are able to maintain social distance. There will be signs in hallways and students 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. Our Solon Middle School staff will also be stationed throughout the building to help students navigate the steps and be sure they resist the urge to congregate or socialize. We know they miss each other and that this will be challenging. Please remind your child about the importance of this prior to your arrival and **explain how it protects the health and safety of students, families and staff.**

Stations:

Station 1: Lockers – Students will clean out their lockers. Staff will be monitoring the hallways to ensure social distancing. Please have your child bring a backpack or other larger bag to pack up and carry items.

Station 2: Specials classrooms – Students will pick up any specials class projects in the specials classrooms. Some projects may be placed in individual students' lockers prior to the pick-up days.

Station 3: Outside Main Office – Students will either drop off a borrowed school instrument or pick up their personal instrument if it is still at school.

Station 4: Library – Students will drop off any library books they still have in their possession. Our 8th graders ONLY will drop off their Chromebook and charger. Students currently in 7th grade will keep the same Chromebook over the summer for next year.

Station 5: Gym – Students will drop off textbooks on tables labeled by grade and subject. Any books from their language arts teachers' classroom library will be placed on tables labeled with teachers' names. We will have staff in the gym to help this move quickly and safely.

Station 6: Gym Lockers – If necessary, students will empty their gym lockers, with only one student entering the locker room at a time.

Station 7: Cafeteria – Students will pick up end-of-year awards, SMS yearbook (if ordered), 9th grade summer reading book orders (if ordered from Academic Boosters) and PTA gift for our 8th graders.

Fee Pay and Medication Pick-Up: Parents may enter the building through the **security entrance at the front of the school facing west** to pick up medications or pay any outstanding fees. Any medications students still have in the school clinic must be picked up by PARENTS ONLY. (Please be sure to refer to specific messages you may have received from the SMS office detailing the amount owed for course fees, technology fees or Chromebook repairs.)

All student belongings must be picked up by June 5.

If you have any questions at all, please be sure to contact me.

Scott Hatteberg

Principal, Solon Middle School