



BEN STEELE MIDDLE SCHOOL

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Joe M. Halligan – Principal

Angie Gray – Associate Principal

May 5th, 2020

To the Parents/Guardians of the Ben Steele Students:

We hope that this letter finds you all healthy and well. These past couple of months have been trying for everyone, and we have appreciated your continued support of our students. We understand the additional stress this distance learning platform has placed on parents and families, not to mention students, so thank you for doing what you can to allow the learning to continue.

As we launch into May with the knowledge that our students and staff will not be returning for “face to face” classroom instruction, we wanted to bring you up to speed on a few items and explain the procedures and expectations for wrapping up the school year. During this week, the week of May 4th – 8th, our teachers and staff will be in the building, in a limited capacity, preparing their classrooms for summer cleaning. To maintain appropriate social distancing and sanitation guidelines, we are not allowing students to come into the school to retrieve personal items from their lockers or their classrooms for the remainder of this week. Next week, as per the attached schedule, students will be allowed to retrieve all belongings to include locker materials (both hallway and gym locker) as well as musical instruments. *If your child has something in a teacher’s classroom that they would like to keep, please have them email their teachers so projects do not get thrown away.

By Monday, May 11th, all student lockers will be cleaned out, “bagged up” and organized in the Commons area by grade level and WIN Classroom. All students will be assigned a specific day and time (according to their WIN teacher) during which to come in and pick up materials. *We know that not all families will be available during their assigned time, so we will make special accommodations for those who cannot make it in. Those times will be available after hours, and into the following week(s). Please do your best to honor your assigned time and day, and in doing so help us maintain the appropriate social distancing guidelines currently in place. ****Please bring all Library books with you next week when you come to pick up your personal items. Our hope is to have all books returned by May 15th, in order to complete our end of year inventory.**

All student materials not picked up by the end of the week will remain in the Commons area. We will make phone calls to those student’s households in an attempt to set up a time for pick up. When the school year officially ends, we will set up times to return Chromebooks and other classroom instructional materials that have been checked out by students. Please feel free to hang on to, and utilize these resources until the last day of school!

Thank you again for your cooperation and support during this unprecedented time. There is no ideal way to complete this process and we can’t tell you how saddened we are to end the school year in this way. If you have any questions or concerns please contact the school office.

Stay well,

Mr. Halligan
Principal

Mrs. Gray
Associate Principal

Ben Steele Student Rotation for Materials Pick-Up

Week of May 11th – May 15th

Please refer to the following schedule when making plans to come into the school to pick up your materials. Simply find your child’s WIN teacher’s name, and the corresponding day and time, and come to the school at that time. *If you have multiple students at Ben Steele, you can bring them at one time, rather than coming at separate times, just let staff know when you enter the building.

	7:30 – 8:30	8:30 – 9:30	9:30 – 10:30	10:30 – 11:30	11:30 – 12:30	12:30 – 1:30	1:30 – 2:30	2:30 – 3:30
Monday	Berg	Haber	Potter	Roberts	S. Thompson	Urbaska	Samuelson	Daly
Tuesday	Allie	Walker	Doles	Kimmet	Curnow	Hale	Harrell	Kenney
Wednesday	Nevin	Robbins	Hanna	Hatler	C. Thompson	Deschane	Trudell	Love
Thursday	Busch	Knispel	McDowell	King	Bakken	Harmon	Lane	Thomas
Friday	Fox	Garton	Chirrick	Mainwaring	Lefler	McKay	Nafts	Richert

Parents, we ask that you drop your child off in front of the school (Door #1 - north side) and drive around to the back (south) parking lot to pick them up. All students will be exiting out of Door #7, which is our activities entrance/exit. Students will enter the school and staff members will be available to guide them through the process of picking up materials and making their way to the exit doors, all while maintaining appropriate social distancing standards. Because lockers have already been cleared out and “packaged up”, the entire process will only take a few minutes for each student. Upon arrival, students will be asked about materials left in classrooms that they may need or want. Please be prepared to tell staff if you have materials that need to be gathered from certain classrooms; ie. Go Math Workbooks, Vocabulary Notebooks, projects, etc.

Other important end of year events/dates are as follows:

Event	Date(s)
Locker Cleanout/Personal Belongings Pickup	May 11 th – 29 th
Rental Instruments Returned to Ben Steele *Please call before	Week of May 18 th
Yearbook Pick up by Appointment Only *Call 601.1600	Week of May 26 th
ALL Assignments Completed and Turned In	May 29 th at 3:40 PM
Chromebook/Instruments/Instructional Materials Return	June 1 st – TBD

***We will continue to send out information regarding 8th grade end of year information as it becomes available. Thank you for your support and encouragement of our teachers this week!**