

PUBLIC SCHOOLS OF EDISON TOWNSHIP

Woodrow Wilson

50 Woodrow Wilson Drive, Edison, NJ 08820



Middle School

JENNIFER BLEVINS, Principal

RENU MENDIRATTA, Asst. Principal

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Dear Parents and Guardians,

I am writing to share with you the Student Close Out Procedures for Woodrow Wilson Middle School. The close out will be conducted in **THREE PHASES**.

PHASE 1: Thursday, June 11th - For 6th and 7th graders that responded to the Student Closeout Survey that they **DID NOT** need to enter the building.

- Outside Drop Off Only - Items to be collected include Textbooks, ELA Books, and/ or Library Books
- [Appointment Schedule](#)

PHASE 2: Friday, June 12th - For 6th and 7th graders that responded to the Student Closeout Survey that they **DID** need to enter the building to retrieve belongings.

- Outside Drop Off AND Building Collection - Items to be collected include Textbooks, ELA Books, and/or Library Books. Building entrance will be permitted to retrieve P.E. and/ or Hallway Locker Belongings.
- [Appointment Schedule](#)

PHASE 3: Monday, June 15th and Tuesday, June 16th - For all 8th graders

- All 8th graders
- Outside Drop Off AND Building Collection - Items to be collected include Textbooks, ELA Books, and/or Library Books. Chromebooks will be collected. Building entrance will be permitted to retrieve P.E. and/ or Hallway Locker Belongings. Hallway Locks and Student IDs need to be turned in.
- Special presentation of 8th grade gifts and a few surprises!
- [Appointment Schedule June 15th](#)
- [Appointment Schedule June 16th](#)

The schedule has been created so that all guidelines for social distancing are met. All students must wear a mask when entering the building (bandanas and scarves covering the nose and mouth are permissible). Procedures will be developed so that no student will come in direct contact with another person. Students will be given a limited time to gather their belongings. Parents will not be allowed to accompany students into the building. If belongings are not picked up by June 19, they will be put in the disposal for sanitary reasons.

Technology:

- Grades 6 & 7--Your child's district-issued device will be carried into the next grade so your child will keep the device over the summer. Insurance is available (see below).
- Grade 8--Your child's district-issued device must be returned to the school. Eighth graders will receive a MacBook in September.
- All students not returning to WWMS in September must return the district-issued device. Please email catherine.tambini@edison.k12.nj.us to arrange for transfer out paperwork.
- The help desk will be active over the summer to aid in any technology issues. Please use this email if you should need assistance: help.desk@edison.k12.nj.us
- You may choose to purchase optional insurance for the device which will cover all repairs and replacements for the entire year (including this summer) July 1, 2020 through June 30, 2021. For information on optional insurance, click [here](#).

Field Trips:

- 7th Grade and MUN - a check issued by the district will be mailed in July to your home address.
- 8th Grade - money/ check will be given to you on June 15th/ June 16th.

Yearbooks:

- Yearbooks will be received by the end of July. The school will notify you when they are available to pick up.
- Virtual Yearbook signings will be available. More information to follow.

Items to be returned:

- Textbooks/ ELA Books--The student's name and homeroom must be written on the inside cover of all textbooks. This [form](#) must accompany each textbook.
- Library books--Please return all library books. This [form](#) must accompany all library book returns.
- Locks (Hallway locker) -- 8th grade only
- School-issued Student IDs - 8th grade only
- Chromebooks - 8th grade only. This [form](#) must accompany your Chromebook.

Additional Information:

- [Art](#)
- [Band/ Orchestra](#)

If you have any questions, please contact me via email.

Sincerely,
Mrs. Blevins

"Reach for the Stars"