



**SOUTHWESTERN**

**SOUTHWESTERN MIDDLE SCHOOL**

June 1, 2020

Dear Southwestern Families,

As we approach our final instructional days of this school year, the middle school is scheduling an exchange time for all students to turn in items (texts, computers, chargers, stylus, musical instruments, etc) and get their belongings from their locker(s) and homerooms.

Our teachers have collected, bagged, and labeled all student items and these have been sitting in the MS gym since late May/early June. I say this because Coronavirus will not live on items for this length of time, to this time of pick-up.

Due to the pandemic, we are going to exchange items by grade level. The schedule is as follows:

Monday, June 15<sup>th</sup>, 12:00 – 4:00 pm: Grade 6

Tuesday, June 16<sup>th</sup>, 12:00 – 4:00 pm: Grade 7

Wednesday, June 17<sup>th</sup>, 12:00 – 4:00 pm: Grade 8

If you are a family with children in multiple grade levels in the middle school, please know that you may exchange all of your items with one stop. Also, if a time/date above does not work for you, call and we will certainly work with you to ensure this exchange.

The procedure for this to happen must meet the requirements of the governor during this COVID-19 outbreak, so we are asking all families to enter the campus at the Southwestern Drive entrance and pull up to a spot on the west side of the MS building (close to the business office entrance) where a team of people will take your name and relay information to others to get your belongings. You will not be getting out of your vehicle, but rather moving forward toward the cafeteria doors to make the switch of items. We will bring your items to you as well as documenting what we are getting from you. **We will need your computer, charger, and stylus to complete necessary upgrades for next school year. Please hold on to the computer bag. It is imperative we get these items back at this time of exchange so this process can take place.**

In order to ensure efficiency and make this process less enduring, we will have your items ready from the time we take your name until you drive to the cafeteria doors. This is the point of the actual exchange. Please know that our team will be masked and do our best to comply in social distancing. When this process is complete, we ask that you drive around the MS and exit from the Hunt Road exit. This will help decrease a chance of bottle-necking the campus on Southwestern Drive.

We appreciate all of your hard work though this difficult time. Please come prepared so we can better assist you and others during this process. Thank you so much! Go Trojans!

Sincerely,

A handwritten signature in blue ink that reads "Richard Rybicki". The signature is fluid and cursive.

Rich Rybicki, Principal