

End of the Year Student Item Pickup and iPad/Book Return **May 4, 2020**

Dear Parents, Caregivers, and Students,

As we wrap up this school year, we want to share our plans for **one parent per child/children** to come to the school to pick up your child's/children's personal items, medication, and return iPads (Only students not returning to Western for the 2020-2021 school year will return their iPads. Students returning to Western for the 2020-2021 school year will keep their iPads over the summer), textbooks, and/or library books. Picking up your child's/children's personal items is optional and not required. Any items or medications that are not picked up during the scheduled times will be saved and secured until next fall. For those needing to return school owned property (textbooks, library books, iPads for students not returning to Western for the 2020-2021 school year, and seniors), drop boxes will be available at each building's designated door on the dates listed below. We will have a staff member present to check in the items being returned. For iPads being returned, Ziploc bags will be available at the door for parents to place the iPad in the bag and to write your child's name and grade on the outside of the bag. Parents entering the buildings are asked to wear face coverings.

In addition, per the Executive Order from the Governor, all Western buildings, facilities, and grounds will remain closed to students through at least June 30, 2020, and will only be open to parents as indicated below.

Primary and Intermediate

Our Primary and Intermediate Teachers have done a great job bagging and labeling all students' personal items. In order to provide these items for parent pickup, all items for both buildings have been labeled with the student's name and will be placed in the Primary and Intermediate cafeterias for scheduled pickups. The pickup schedule will be on the following dates in 20 minute intervals, with no more than 10 parents per each 20-minute time slot. To select your scheduled pick up time, please click on the link provided for each date and select your time. Each link will only schedule 10 appointments. If the appointments are full for the date and time you have selected, you will need to choose another time, or date and time. For Primary pickup, parents will park in the parking lot to the south of the Primary and enter and exit door O. For the Intermediate pickup, parents will park in the lot on the north side of the Intermediate and enter and exit door D. A staff member will be at the door to make sure only those who are scheduled enter, and to make sure that we do not have over 10 people at one time. Parents waiting for your scheduled time should remain in your cars until your designated time.

Primary - Click to schedule your time slot: <https://calendly.com/westernprimary/item-collection>

- Wednesday, May 20 (door O) from 7:00 a.m. till 7:00 p.m.
- Thursday, May 21 (door O) from 7:00 a.m. till 7:00 p.m.
- Friday, May 22 (door O) from 7:00 a.m. till 7:00 p.m.

Intermediate – Click to schedule your time slot: <https://calendly.com/westernintermediate/item-collection>

- Wednesday, May 20 (door D) from 7:00 a.m. till 7:00 p.m.
- Thursday, May 21 (door D) from 7:00 a.m. till 7:00 p.m.
- Friday, May 22 (door D) from 7:00 a.m. till 7:00 p.m.

Middle School

Middle School Student Locker Cleanout - The pickup schedule will be by grade level on the following dates in 20 minute intervals, with no more than 10 parents per each 20-minute time slot. To select your scheduled pick up time, please click on the link provided for each grade level/date and select your time. Each link will only schedule 10 appointments. If the appointments are full for the date and time you have selected, you will need to choose another time. Parents will park in the designated parking lot and enter and exit the designated door. A staff member will be at the door to make sure only those who are scheduled enter, and to make sure that we do not have more than 10 people at one time. A staff member will also be present with a key to unlock your

child's locker. You will only need to know your child's locker number. Parents waiting for your scheduled time should remain in your cars until your designated time.

- Grade 6 - Wednesday, May 20 from 7:00 a.m. till 7:00 p.m. (park on the north side of the Middle School and enter door # 35. Click to Schedule: <https://calendly.com/westernmiddle/grade-6-item-pick-up>
- Grade 7 - Thursday, May 21 from 7:00 a.m. till 7:00 p.m. (park on the south side of the Middle School and enter door # 33. Click to Schedule: <https://calendly.com/westernmiddle/grade-7-item-pick-up>
- Grade 8 - Friday, May 22 from 7:00 a.m. till 7:00 p.m. (park on the south side of the Middle School and enter door # 32. Click to Schedule: <https://calendly.com/westernmiddle/grade-8-item-pick-up>

High School

High School Student Locker Cleanout - The pickup schedule will be by grade level on the following dates in 20 minute intervals, with no more than 10 parents per each 20-minute time slot. To select your scheduled pick up time, please click on the link provided for each grade level/date and select your time. Each link will only schedule 10 appointments. If the appointments are full for the date and time you have selected, you will need to choose another time. Parents will park on the north side of the high school and enter and exit through door #2 (High School Gym Entrance). A staff member will be at the door to make sure only those who are scheduled enter, and to make sure that we do not have more than 10 people at one time. A staff member will also be present with a key to unlock your child's locker. You will only need to know your child's locker number. Parents waiting for your scheduled time should remain in your cars until your designated time.

Note: Senior parents will also pick up your child's cap and gown and related graduation items, along with awards. Underclassmen awards for the 2019-2020 school year will be presented at an awards program in the fall when school resumes.

- Grade 12 - Wednesday, May 20 from 7:00 a.m. till 7:00 p.m. (park on the north side of the High School and enter at the gym lobby entrance, door # 2).
Click to Schedule: <https://calendly.com/westernhighschool/grade-12-item-pickup>
- Grade 11 - Thursday, May 21 from 7:00 a.m. till 7:00 p.m. (park on the north side of the High School and enter at the gym lobby entrance, door # 2).
Click to Schedule: <https://calendly.com/westernhighschool/grade-11-item-collection>
- Grade 10 - Friday, May 22 from 7:00 a.m. till 7:00 p.m. (park on the north side of the High School and enter at the gym lobby entrance, door # 2).
Click to Schedule: <https://calendly.com/westernhighschool/grade-10-item-pickup>
- Grade 9 – Tuesday, May 26 from 7:00 a.m. till 7:00 p.m. (park on the north side of the High School and enter at the gym lobby entrance, door # 2).
Click to Schedule: <https://calendly.com/westernhighschool/grade-9-item-pickup>

Thanks again to everyone for all that you are doing. I will continue to give updates throughout the summer as we know more and prepare for the 2020-2021 school year.

Sincerely,

Randy McCracken