

May 29, 2020

Dear Parents/Guardians,

In order to finalize the year for our students and families, we have developed building appropriate plans to pass out all the student's belongings or any materials that may be left in the classrooms, along with collect items that should be returned to the school.

We want to make this process as efficient as possible for our families, but also adhere to the social guidelines laid out in the executive order. *We want all parents, students, and staff to be safe and healthy.* To accomplish this, the process for parents will be as follows:

Zemmer Item Pickup/Dropoff

8th Grade Students - Tues, June 9; 12-4 PM

9th Grade Students - Wed, June 10; 12-4 PM

8th or 9th Grade Students – Thurs, June 11; 12-4 PM

Pull into the **North Lot Loop (Rear Entrance)**.

- **If you are only picking up items (not dropping off items)** please stay in the car loop, pull up to Zemmer staff and give them your student's name **and what you are picking up** (school locker, gym locker, art class, etc). We will retrieve items, label them, and set them on a table for you to exit your vehicle and pickup.
- **If you are dropping off items (Chromebook, Band Materials, Textbooks, Library Books, Uniforms, etc.)** we will have stations set up in the middle of the parking lot. Please park your vehicle and take items to appropriate station where staff will be available to assist you. Please remember to adhere to social distancing guidelines.
- **If you are dropping off AND picking up**, please drop off items first and then re-enter the pickup loop when finished.

Sincerely,

Jeff Stanton, Principal
Zemmer 8/9 Campus