

May 18, 2020

Dear JCY Family,

We have received district guidance on a process and timeline for your student to retrieve their personal belongings that may have been left at the school upon our sudden school building closure in March. This process will occur on Thursday, August 6- Friday, August 7. The procedures for this process are outlined below. Please make sure to review the guidance listed below detailing our processes for item return and retrieval while adhering to social distancing standards and ensuring an efficient, touch-free process.

To ensure the safety of our staff, students and their families, please adhere to the schedule at the end of the letter. This time on campus is not a time to socialize with students and staff or to conference with teachers and administrators.

Returning JCY Issued Items

Items to be returned include (but are not limited to):

- Media Center Books
- Athletic Uniforms (Please ensure the uniform is bagged with your name and sport)
- Fine Arts Instruments (Please ensure your instrument is tagged with your name)
- Laptops and accessories (charger) - **ONLY IF THE STUDENT IS LEAVING ATLANTA PUBLIC SCHOOLS**

Process for Returning JCY Issued Items

- Families will drive to the bus lane to drop off items at each designated station.
- When you approach the bus lane, you will be met by JCY staff and receive an Item Return Form to complete.
- Please remain in your car and hand the item through your window to the staff member collecting each item.
- After turning in all items, your form will be submitted to JCY office staff for inventory purposes. You will be allowed to take a picture of the form for your personal electronic record of the form.
- Students needing to access the building to retrieve items from the hallway locker and/or gym locker will receive a Building Access Ticket for approved entry. Please proceed to the back of the school and park in the gym parking lot if you need to pick up personal belongings.
- All students were instructed to clean out their lockers prior to leaving on Friday, March 13. Building access will be only for students who still have items in their lockers.

Process for Cleaning Out Lockers

- Only the student is permitted to enter the building to gather personal belongings. A parent or guardian may enter ONLY if the student is not able to be present.
- To ensure proper social distancing, only five (5) students per grade level will enter the building at a time.
- The student will bring the “Building Access Ticket” to the back door, which will allow them to gain access to the building. Students without a ticket will be redirected back to their vehicle and asked to go through the bus lane to complete the returning of items process.
- Students should bring a trash bag, book bags or a box to assist with carrying items if needed.
- Students will enter the building through the back door that leads to the bottom of the 8th grade hall and staff will be in place to direct the student to his/her grade level hallway/locker.
- When entering or waiting to enter the building, students will remain six (6) feet apart from each other and minimize contact with others.
- Students will have 10 minutes to clean out their lockers.
- After retrieving their items all students will exit through the courtyard, proceed to their vehicle, and leave the school grounds.
- Students are only permitted to go to their lockers while on campus.
- **WE STRONGLY ENCOURAGE ALL STUDENTS TO HAVE ON A MASK WHEN ENTERING THE BUILDING.**

Process for 8th Graders to Pick Up Awards

We expect 8th grade awards to be available for pick up on this day as well. This will be a stop when driving through the bus lane. Awards will be handed to the student in the car.

Students who are unable to come at their designated times to return school issued items, must make an appointment to return items on designated days to be announced. A member of our staff will contact you to set an appointment. These appointments will be limited. **All items not retrieved from hallway and gym/athletic lockers by end of day on August 7 will be discarded as we make way for new students for the new year.**

We thank you, in advance, for your support to ensure a smooth return of student items and to ensure the safety of all involved. If you have any questions, please feel free to contact our administrative staff.

Young Middle School Student Check-out Schedule

Grade Level/Team	Date and Time
<p style="text-align: center;">GRADE 8 (Rising 9th Graders)</p>	<p style="text-align: center;"><u>Thursday, August 6</u></p> <p>9-10 AM: Last Names starting with A-D</p> <p>10:30-11:30 AM: Last Names starting with E-H</p> <p>12:00-1:00 PM: Last Names starting with I-L</p> <p>1:30-2:30 PM: Last Names starting with M-P</p> <p>3:00-4:00 PM: Last Names starting with Q-T</p> <p>4:30-5:30 PM: Last Names starting with U-Z</p> <p style="text-align: center;">Only 5 students will be admitted in the building and on the hall at any given time.</p>
	<p style="text-align: center;"><u>Friday, August 7</u></p> <p>9-10 AM: Last Names starting with A-D</p> <p>10:30-11:30 AM: Last Names starting with E-H</p> <p>12:00-1:00 PM: Last Names starting with I-L</p> <p>1:30-2:30 PM: Last Names starting with M-P</p> <p>3:00-4:00 PM: Last Names starting with Q-T</p> <p>4:30-5:30 PM: Last Names starting with U-Z</p> <p style="text-align: center;">Only 5 students will be admitted in the building and on the hall at any given time.</p>
<p style="text-align: center;">GRADE 6 and 7</p>	