

Collection and Distribution of Material Dates

DMS Collection and Distribution dates for families to pickup/drop-off items to the school.

- **Tuesday, August 25:** 12:00 to 3:00 pm
- **Wednesday, August 26:** 12:00 to 3:00 pm
- **Thursday, August 27:** 9:00 to 12:00 pm

These dates are specifically for students transitioning to high school and existing students in 7th and 8th grades.

Please know that our number one priority is to ensure the safety and well-being of every student, staff, and family member during this process. We ask that you adhere to the following guidelines:

1. Students and parents/guardians should remain in their cars during drop-off and pickup of materials. Students and parents/guardians who will walk/bike to the school should also adhere to social distancing expectations throughout the process and will be directed by HCPSS staff upon arrival.
2. Students and parents/guardians must wear masks and adhere to social distancing guidelines at all times.

Materials Drop Off

Materials must be returned to the school they were borrowed from (i.e. the student's 2019-2020 school). It is up to the discretion of each HCPSS school to set collection and distribution dates. All materials returned will sit for a four-day period as recommended by the Centers for Disease Control and Prevention before being inventoried. If your child attended a different school last year, please [go to that school's website](#) to view their collection plan. If your child attended our school last year, our collection plan is as follows:

Students leaving HCPSS, regardless of grade, will need to return HCPSS property to DMS except for instruments and Chromebooks. Rising 9th Graders will also need to return HCPSS DMS property except for Chromebooks.

Possible Items to "Drop-off"

- School Instruments (if not returning to HCPSS in the fall)
- Chromebook (if not returning to a HCPSS in the fall)
- Library Books/Textbooks
- **If students are returning to DMS** and have school system properties such as Chromebooks, band and orchestra instruments, or other materials and supplies belonging to HCPSS are being asked to hold onto the materials until school resumes in

school buildings. Once school resumes in school buildings, students will bring their school system property to DMS.

- To help expedite the process, the student's last name should be written on an 8x11 piece of paper and placed on the front dash of the car or held up as the student/parent approaches the check-in, so that it will be visible to staff.
- Items to be returned to (school) must be placed in a plastic/shopping/grocery bag or box labeled with the student's first and last name. (The bag/box will not be returned.) Include a printed **DMS Returned Book/ Materials Form** in the bag. This form can either be printed and filled in, or this information can simply be written on a sheet of paper.
- Students/parents must follow the directions of staff as they enter the school driveway. At the different stations, a staff member will provide student belongings/collect any school items. Each student/parent will travel through 3 stations during this process.
 - **Station 1** - Check-in (Front of school)
 - **Station 2** - Drop-off student belongings (Back playground)
 - **Station 3** - Pickup student belongings (Back playground)

Possible Items to "Pick Up"

- Items from lockers
- Yearbook (if pre-paid)

An additional distribution date will be scheduled for the week of **September 2** to disseminate instructional materials to students. More information is forthcoming.