

HARRY S TRUMAN ELEMENTARY
COMPUTER DEVICE/SCHOOL PROPERTY DROP-OFF AND PERSONAL ARTIFACT PICK-UP

All computer devices, chargers, and school property need to be returned to the school prior to the end of the school year.

Monday, June 1 - Last day of school for students

Friday, June 5 - All computer devices and school property is returned

What items need to be returned?

Some examples of items that need to be returned includes but is not limited to: laptops, electronic tablets, chargers, books and handbooks, Safety Patrol belts, musical instruments (only instruments issued by STSD), etc. Please place these items into a plastic bag and label the bag with the student first and last name and classroom teacher name (large instruments do not need to be placed into a bag).

What items need to be picked up?

Some examples of student artifacts that need to be picked up include but are not limited to: coats, backpacks, gloves, hats, artwork, recorders, items from desks, etc.

Where do I drop off my child's computer device and charger?

Drop-off and Pick-up will occur at each individual school where your student(s) are/is enrolled. Students enrolled at HST should return and pick up these items at Truman following the schedule and procedures outlined below.

When do I drop off my child's device?

To allow for parents with multiple children to drop off on the same day, drop-offs will occur at each school building for K-12 students as outlined below. Should you have children with different last names, please choose one date to drop-off and pick-up materials at each building where student(s) are enrolled.

HST DROP-OFF/PICK-UP SCHEDULE		
June 2 - LAST NAMES (A-G)	June 3 - Last Names (H-Q)	June 4 - Last Names (R-Z)
LAST NAMES (A-C) 8:00 - 11:00 AM	LAST NAMES (H-L) 8:00 - 11:00 AM	LAST NAMES (R-S) 8:00 - 11:00 AM
LAST NAMES (D-G) 12:00-3:00 PM	LAST NAMES (M-Q) 12:00-3:00 PM	LAST NAMES (T-Z) 12:00-3:00 PM

What if I can't drop off my child's computer devices and chargers on the specified day/time listed above?

The final day for computer device and charger collection will be June 5. If you can't return the computer device and charger during the indicated time based on last name listed above, please contact Mr. Brem zbrem@salisburydsd.org to indicate which other date listed above that you will be dropping-off/picking-up these items. Items must be returned during the window of June 2-5.

What will drop-off and pick-up look like?

Drop-off and Pick-up will be managed through a single lane drive thru system. Individuals dropping-off and picking-up items will remain in their vehicle during the entire process.

Stop #1 - School belongings will be checked in using a clipboard system. The items being returned should be placed into a clearly labeled plastic bag, then placed into a tote from your vehicle, and then taken into the school building by one of our staff.

Stop #2 - Student property will be returned to parents/guardians in a sealed bag (one bag per student). The items will be placed into the trunk or seat of your vehicle.

Procedures:

Place the items in a plastic bag with your student(s) first and last name, and teacher name clearly visible.

Clearly print your student(s) first and last name and teacher name in large print on a sheet of paper. Bring the paper with you to show staff, from inside your vehicle. With facial coverings, this will expedite the process of drop-off and pick-up.

Visit HST during the specified day based on last name as outlined on page 1.

All individuals inside the vehicle must wear a face covering.

Enter the Truman Elementary driveway via the entrance on Gaskill Ave.

Proceed towards the bus lane in a single file line (do not enter the parking lot!) If you are only dropping-off or picking-up items, please remain in a single file line. DO NOT PASS OTHER VEHICLES AT ANY POINT.

Bus Lane Stop #1 Drop-Off (marked with sign) Look for a **RED** tent. This is where electronic devices, chargers, and school property in bags will be returned to the school by being placed into a bin.

Bus Lane Stop #2 Pick-Up (marked with sign) Look for a **GREEN** tent. This is where student belongings will be returned to you. There will be one sealed bag per student placed in your trunk or vacant seat in the vehicle.

Exit the Bus lane maintaining a speed of 5mph or less