

Good Evening BMS Families:

I hope you and your families are doing well as we enter the last stage of distance learning this year! We are now in the process of end of year procedures for our BMS students to collect and retrieve items at BMS. I have attached the grade-level schedule and the assigned student times to the school messenger. In accordance with student and staff safety and social distance guidelines, we will adhere to specific guidelines for this year's close out procedures including the following:

Safety Guidelines:

- Only BMS students will be allowed in the building during this time. No Exceptions.
- Please adhere to the 15 minute block and keep a safe distance away from others while in the building. All students must adhere to the proposed schedule. (Any conflicts must be emailed and approved by administration prior to any change in the schedule).
- We are requiring face coverings/masks to be worn at all times while in the building. Gloves are optional. Students are responsible for having their own protective gear.
- The only entrances/exits open will be the Lower B & C (Main Office and across from the main office).
- There can be no congregating (hanging-out) in the hallways, gym locker rooms or outside the building.
- Maintain social distancing expectations in the hallways and throughout the building.

Locker Clean Out Guidelines:

- Place textbooks directly in front of your locker for custodians to pick up after you exit. Take all personal items home.
- Place all garbage and discarded items in garbage cans placed in the hallways.

English Classroom Library Books:

- Any English classroom library book you borrowed from your English teacher will be placed in a crate in the middle of the hallway. Crates will be labeled by English teacher.

Locker Clean Out Student Schedule:

Grade 8	Mon. June 1st 9am-1pm	Tues. June 2nd 9am-1pm	Weds. June 3rd 9am-1pm	<i>Check your assigned date/time</i>
Grade 7	Mon. June 8th 9am-1pm	Tues. June 9th 9am-1pm	Weds. June 10th 9 am-11 am	<i>Check your assigned date/time</i>
Grade 6	Weds. June 10th 11am-1pm	Thurs. June 11th 9am-1pm	Fri. June 12th 9am-1pm	<i>Check your assigned date/time</i>

Students Who Do Not Need to Retrieve Items from Lockers and Textbook Drop Off Only:

- ❑ If you do not need to enter the building and go to your locker, we will place a table outside the building near the main office for drop off during the same designated dates and times.

Phys. Ed. Locker Cleanout:

- ❑ If you did not clean out your P.E. locker prior to the closing of the building, only those students will be permitted to go into the locker rooms and claim their belongings. Once you clean out your hallway locker, you may walk to the locker room, take whatever you need, then walk to the front of the building. You may **NOT** exit from the back of the building.

Media Center Books:

- ❑ The media center book bin has been placed outside in front of the building. Please drop off only Media Center Books in this bin. This will allow our media specialist/secretary to review our current circulation of books.

Medication with the School Nurse:

- ❑ A parent must pick up medication and can do so during your child's locker clean out designated time on June 10th. While your child is cleaning out his/her locker, please park on the side of the building by the nurse's office to pick up the medication curbside. A student is **Not** permitted to pick up medication. This **Must** be done by the parent/guardian.

School-Owned Instruments:

- ❑ If you currently have a school-owned instrument, and you are an 8th grader or a student who will not be continuing in band at BMS next year, your school-owned instruments must be returned before the end of the year. On your assigned day, you may drop your instrument off on the table set-up outside the main office. Please label with your name. If you have any questions about school-owned instrument returns, please email Mr. Stella or Mrs. Sack as soon as possible.

8th Graders Only- Re-registration:

- ❑ All 8th graders (going to PHHS, Vo-Tech or magnet schools) **must send Re-registration forms** with (3) proofs of residency by June 5 to jdinapoli@pthsd.net.
- ❑ If you are unable to send electronically, a crate will be located outside the main office window and will be available to hand in forms during 8th grade Locker Cleanout. The form is also attached.

On behalf of our BMS administration and staff, we thank you for your on-going support and appreciate your assistance in speaking with your child regarding clean out procedures.

Sincerely,
Natalie Betz