

# DEHTMS- STUDENT ITEMS COLLECTION/DISTRIBUTION PLAN (NEW DATES: 8/24 - 8/26)

PARENTS: Pre-planning is a critical part of this process. In order for us to keep a steady flow of traffic, we need everyone to please complete the steps listed below before you arrive on campus on your scheduled date/time. **The schedule is by last name and the grade your child is entering as follows:**

## 6TH GRADERS (MONDAY, 8/24)

<b>6TH - MONDAY 8/24/20 LAST NAME APPT TIMES</b>	8:00 - 9:00 A to B	9:00 - 10:00 C to E	10:00 - 11:00 F to Ha	11:00 -12:00 He to K	12:00 - 1:00 L to Mil	1:00 - 2:00 Min to Ri	2:00 - 3:00 Ro to So	3:00 - 4:00 Sp to Z
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## 7TH GRADERS (TUESDAY, 8/25)

<b>7TH - TUESDAY 8/25/20 LAST NAME APPT TIMES</b>	8:00 - 9:00 A to Br	9:00 - 10:00 Bu to De	10:00 - 11:00 Di to Go	11:00 -12:00 Gr to K	12:00 - 1:00 L to Mi	1:00 - 2:00 Mo to Rie	2:00 - 3:00 Rig to S	3:00 - 4:00 T to Z
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## 8TH GRADERS (WEDNESDAY, 8/26)

<b>8TH - WEDNESDAY 8/26/20 LAST NAME APPT TIMES</b>	8:00 - 9:00 A to Bo	9:00 - 10:00 Br to Cu	10:00 - 11:00 D to Gl	11:00 -12:00 Go to K	12:00 - 1:00 L to M	1:00 - 2:00 N to Ra	2:00 - 3:00 Re to S	3:00 - 4:00 T to Z
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## PRE-ARRIVAL TO-DO's (ACTIONS TO TAKE BEFORE ARRIVING AT DEHTMS)

- Print this packet of information (3 pages)
- Review the schedule above to confirm the day and time you are scheduled for arrival. Please stick to the schedule. NOTE: *The schedule was created with approximately 50 visitors per hour.*
- Check that you have all of your CDC items in your vehicle before leaving home. Masks, gloves, etc.
- Check that you have a valid ID and a pen/pencil to complete documents as needed
- Review your SchoolCashOnline.com acct. for outstanding obligations and pay online
- Fill out the page attached titled: **COMPLETE AND PLACE ON DASH**
- Place this form on dash by the passenger side window for quick reference
- Follow these steps when preparing items for return. These items will be collected at STATION 1.
  - Items being returned to the school should be placed in plastic bags and labeled with the student's name.
  - Fill out & attach **RETURN OF SCHOOL PROPERTY RECEIPT - SY21** to the bag.
  - Band instruments that cannot be bagged should be labeled with student name and grade
  - To minimize contact, please place the items being returned in the trunk of the vehicle. You may use the backseat in the event that the trunk cannot be opened without exiting the vehicle.
  - DEHTMS staff will sign the receipt you attached to the bag and leave the receipt in your trunk.

## UPON ARRIVAL

### IF ALL PRE-PLANNING STEPS HAVE TAKEN PLACE

- Stop at the check-in station
- The person checking you in will read the name of the student being checked in from the form on your dash to the staff members assisting and then direct you to STATION 1
- STATION 1 is the COLLECTION STATION. Upon arrival to Station 1 please open your trunk FROM INSIDE OF THE VEHICLE ONLY! If this is not possible, use the backseat. Please be advised that defective computers will be turned in at STATION 3.

- ❑ Staff will remove the items you bagged for return and leave you the confirmation receipt in your trunk. At this time you will be sent to STATION 2.
- ❑ STATION 2 is the DISTRIBUTION STATION. Items being distributed will be placed in your open trunk. These items include schedules, textbooks, yearbooks from last school year, P.E. locker items, P.T.S.A. spirit gear, etc.
- ❑ STATION 3 is for Chromebooks and/or special needs situations. **You do not need to stop at this station if you have a computer with a camera & microphone to access the Distance Learning platform.** At this point you can follow the traffic flow to exit campus. **IMPORTANT!!! Guidelines prohibit exiting vehicles and/or parking on campus. Thank you in advance for your cooperation in keeping everyone safe.**

**IF NO PRE-PLANNING HAS TAKEN PLACE** - Prior to arriving at the check-in point (when feasible) you will be given a paper copy of the documents to complete. **NOTE: You may be asked to move from the carline to complete forms to avoid holding up traffic. Once complete you will follow the identical steps listed above**

**IMPORTANT TO REMEMBER:**

1. When arriving on campus, guests are required to have an ID.
2. Please move through the line as quickly as possible so we can meet the time constraints of 50 + cars per hour.
3. Students/parents must remain in their vehicles at all times and follow the traffic pattern.
4. Please follow CDC guidelines by wearing a face covering, practicing social distancing and frequently washing their hands.
5. Please email any questions/concerns to Rachel Capitano at [rachel.capitano@palmbeachschools.org](mailto:rachel.capitano@palmbeachschools.org)

# COMPLETE AND PLACE ON DASH

STUDENT NAME: \_\_\_\_\_

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## **COLLECTION STATION 1: I AM RETURNING THE FOLLOWING ITEMS:**

- \_\_\_\_\_ NONE
- \_\_\_\_\_ BAND INSTRUMENT - TYPE: \_\_\_\_\_
- \_\_\_\_\_ BOOK(s) DESCRIBE: \_\_\_\_\_
- \_\_\_\_\_ PE/ATHLETIC UNIFORMS
- \_\_\_\_\_ OTHER. DESCRIBE: \_\_\_\_\_

## **DISTRIBUTION (PICK-UP) STATION 2: I AM PICKING UP THE FOLLOWING ITEMS:**

- \_\_\_\_\_ SCHEDULE
- \_\_\_\_\_ CONSUMABLE TEXTBOOKS (**ALL FAMILIES**)
- \_\_\_\_\_ YEARBOOK purchased last school year
- \_\_\_\_\_ P.E. items left from SY20
- \_\_\_\_\_ P.T.S.A. Spirit Gear
- \_\_\_\_\_ OTHER. DESCRIBE: \_\_\_\_\_

## **DISTRIBUTION/COLLECTION STATION 3: STOP AT THIS STATION IF:**

- \_\_\_\_\_ MY CHILD NEEDS A CHROMEBOOK/DEVICE WITH A CAMERA & MICROPHONE TO ACCESS DISTANCE LEARNING.
- \_\_\_\_\_ I NEED TO COLLECT CONFIDENTIAL ITEMS THAT WERE LEFT ON CAMPUS LAST YEAR (I.E MEDS, ETC.)

# DON ESTRIDGE HIGH TECH MIDDLE SCHOOL

## RETURN OF SCHOOL PROPERTY RECEIPT SY20

Please tape this document to the exterior of the bag of items you are returning and place in the trunk (or backseat - if the trunk cannot be opened without exiting the vehicle). We will confirm receipt by signing this form and leaving the form in your car.

### ITEM(S) RETURNED (PLEASE DESCRIBE)

Item 1. \_\_\_\_\_ Return confirmed by: \_\_\_\_\_

Item 2. \_\_\_\_\_ Return confirmed by: \_\_\_\_\_

Item 3. \_\_\_\_\_ Return confirmed by: \_\_\_\_\_

Item 4. \_\_\_\_\_ Return confirmed by: \_\_\_\_\_

Item 5. \_\_\_\_\_ Return confirmed by: \_\_\_\_\_

Please keep this confirmation document for your records in the case of a discrepancy in the future. Should a discrepancy exist we will request this receipt from you.

Thank you!