

Olmsted at Kensington

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Olmsted #156 Close-Out Plan

June 3, 2020

Dear Parents/Guardians,

I hope all of you are doing well. We are working hard to bring a successful close to this unique school year. Below you find some important end-of-the-year information that pertains to all Olmsted students. This includes important dates, pick-up and drop-off procedures, summer school updates and information about graduation.

Week of June 1- 5

- Volunteer staff members are coming to school to bag up student belongings. Student materials will be placed in plastic bags. These bagged items will be then placed back in student lockers for possible pick-up. Many students already cleaned their lockers out when they left in March. Many of the lockers have just papers on the bottom of the locker. If the locker is empty of all personal materials (books, clothes, sneakers) and has only papers in it, these papers will be thrown out and there is no need for students to come in on the assigned pick-up day.
- Instrumental music teachers will provide a list of instruments that need to be returned. These pertain to instruments belonging to seniors or students transferring to another school or out of district.
- Teachers who have equipment or instruments that belong to students will have these in the pick-up area. Students will pick these up on their assigned day.
- Nurse will provide a list of students with medications so the medications can be given to parents. Nurse will get the medications ready. These medications will be picked up when parents come for their child's locker belongings.

Week of June 8 – 11, 8:00 a.m.- 3:00 p.m.

Student Pickup/Drop Off *

Date	Grade Levels
June 8[GM1]	5 th & 6 th Graders
June 9	Freshman[GM2]
June 10	Juniors and Sophomores
June 11	Seniors
June 12	7 th & 8 th Graders

- Only seniors will enter the building. They will do so through the Main Door on Suffolk. There they will sign in. They will return laptops, textbooks and library books. They will also receive their cap and gown and pay any remaining balance of the graduation fee.
- Students in grades 5-11 will be able to pick up items, if they so desire. If not, their bagged items will remain stored until school reopens in the fall. These students will not enter the building. They will come to the side door on Hempstead, be greeted by a staff member who will walkie their name to staff in the

hallway who will get their bag and bring it to the door. Students, who we are moving or transferring to a non-Buffalo school must return instruments as well as laptops. Students remaining in a Buffalo Public School can keep their laptop over the summer. Instruments belonging to students can be picked up at this time. Please do not come in to retrieve one or two notebooks

- No textbooks or library books will be bagged during locker clean-out. These will be returned to the library or classrooms.
- Many students already cleared their lockers out when they left in March. As noted above many of the lockers have just papers on the bottom of the locker. If the locker is empty of all personal materials (books, clothes, sneakers) and has only papers in it, these papers will be thrown out. These students do not have to come in.
- All students will be checked off once they receive their bagged items. Laptop return will be noted on the sign-off list.
- Seniors can pick-up completed artwork. Underclassmen can get this artwork in September.

Student Schedule for each of the above dates:

8:00-9:00 a.m.: Last names A-E

9:00-10:00 a.m.: Last Names F-J

10:00-11:00 a.m.: Last names K-O

Break

11:30 a.m.-12:30 p.m.: Last names P-S

12:20 – 1:30 p.m.: Last Names T-V

1:30-2:30 p.m.: Last names W-Z

Social Distancing Guidelines

- A mask or face covering must be worn at all times by staff and students. Teachers working in individual classrooms do not need to wear a mask. When out in common areas, a mask is required.
- A distance of six feet is required for students waiting to get their belonging. Tape will mark off these spaces along sidewalks outside the building.
- Students are asked to wear gloves, if possible. They will also be asked to bring their own pens. Hand sanitizer will be available around the building
- If there are siblings, materials can be picked up at one time.

Textbooks and Library Books

- Bring all textbooks when you come for the pick-up. Make sure your names are on the textbooks
- Library books will be collected during pick-up. If you are unable to make the pick-up you can return your library book in September.

Yearbooks

- Yearbooks have been delayed. This is not a unique situation as schools across the state are experiencing this delay. A communication regarding yearbook pick-up will come, hopefully, later in June.

Moving Up Day

- 8th grade Moving Up Day will be Virtual. Arrangements for the pick-up of certificates and awards will be outlined in a letter to 8th grade parents.

High School Graduation

- Seniors will sign to note they received their cap and gown. On their assigned pick-up day
- Arrangements for high school graduation will be e-mailed to parents as well as students. It is very important that families follow the guidelines found in the letter. The ceremony will be a drive-by and take place over two days. This a unique time and everyone is on edge about having groups of people gathered together. Students with their parents/guardians will participate in the ceremony. Each graduate will come through with only one car. All socially distancing procedures will be followed.

End of Year Timeline

- Last Day of Instruction for Students June 17
- Teacher's Last Day June 22

Summer school this year will be virtual for those students who were not successful in meeting the requirements of their classes. As more information on summer school becomes available parents will be notified. Parents encourage your child to do their best. They have the opportunity to pass their classes and finish the year strong.

I want to thank you for your patience during this trying time. We are doing our best in a very difficult situation. If you have any questions, please feel free to contact me.

Sincerely,

Michael Gruber Ed.D.
Principal