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May 22, 2020

Dear Edison Middle School Families,

The purpose of this communication is to provide you with the organizational details for students to return any school-issued textbooks, novels, instruments, and/or equipment, as well as to pick up any personal belongings that they left behind in March. We have organized this schedule by grade-level so each grade-level's staff can take advantage of the opportunity to personally "send the students off" into summer with a smile and socially-distanced well-wishes.

For several weeks we have been working to identify school-issued items that students need to return to school, as well as to collect and bag the contents of students' hallway and gym lockers. A detailed document detailing what each student is required to return will be posted on the district website at www.edisonchargers.org, as well as emailed to all students. This document will be available on Tuesday, May 26th. Per the procedure and schedule below, we will be conducting a curbside return and pickup of items on Thursday, May 28th and Friday, May 29th.

Schedule

Thursday, May 28

Grade 4 - 9:00 - 11:00 AM
Grade 5 - 11:00 AM - 1:00 PM
Grade 6 - 1:00 - 3:00 PM

Friday, May 29

Grade 7 - 9:00 - 11:00 AM
Grade 8 - 11:00 AM - 1:00 PM
All students that can't make scheduled time - 1:00 - 3:00 PM



***See Drop Off and Pick Up Procedure on Back!**

Drop Off and Pick Up Procedure:

1. Enter Edison Middle School property from Memorial Drive
2. Line-up along the south side of the building
3. Drop off and pick up of items will occur in front of the Edison Middle School Library doors
4. Please do not exit your vehicle
5. Provide name(s) and grade level(s) of those students you are dropping items off for and picking items up for
6. Items for return will be collected and items to be picked up will be brought to your vehicle along the curb outside the library doors
7. Exit via Center Street

***Families with multiple students at EMS can return and collect all of their children's items in whichever of their children's time slots is most convenient for them. They do not need to come more than once, unless, of course they would like to see their grade-level teachers "send them off."**

****School issued Chromebooks and chargers issued to students in grades 4,5, and 6 must be returned.**

*****All 7th and 8th grade students will keep their Chromebooks over the summer. When school starts next fall, make sure you have it with you fully charged on the first day of school. All school Chromebook guidelines remain in effect when using the device during the summer. If you are not returning to Edison please return the Chromebook during your scheduled drop off and pick up time.**

******If you purchased a 2019-2020 EMS Yearbook, these will be passed out at this time as well.**

Failure to return school-issued items will result in fees being assessed onto student accounts for replacement costs. Any items that are not picked up will be stored for a limited time before they would potentially be disposed of.

If you have questions, please call the Edison Middle School office at (419)588-2079, or email me at cosmith@edisonchargers.org.

Thank you,

Cory J. Smith

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Principal