

Southern View Device Return and Student Item Pick up Days & Times

Schedule:

Wednesday, May 27 3 pm - 5 pm

Thursday, May 28, 1 pm - 3 pm

Friday, May 29, 10:30 am - 12:30 pm

What to Bring Back:

- 1. CHARGED and CLEANED device and cords**
- 2. Textbooks (Science or Social Studies ONLY) NOT Math books!!**
- 3. Classroom Library Books**
- 4. Any other School Items (i.e., nylon reading bags, class reading books etc.)**

How to Clean:

- 1. For everything EXCEPT screen:**
 - a. Paper towel or lint free cloth dampened with cleaning solution.**
 - b. Disinfectant wipe that has been wrung out.**
 - c. Wipes and towels should not be wet or dripping**
 - d. Gently wipe all surfaces except the screen.**

- 2. For Screen:**
 - a. Dampen a microfiber towel (no paper towels) with water, gently wipe the screen.**
 - b. No disinfectant wipes.**
 - c. Allow to air dry.**

Southern View Device Return

***Please be aware this process will take MUCH LONGER than the device roll-out.**

Southern View will use a drive through process where families will:

- 1. Return the technology device to a volunteer.**
 - a. The device will be powered on to make sure it is working.**
 - b. The volunteer will take the device into the building where it will be scanned into the information system.**
 - c. The staff member scanning the device will check for damage (broken case, missing keys, cracked screen, missing charger, damaged charging cord, etc.) and will add any damage to the device return document.**
- 2. Return any textbooks, library books, lit lab books to the volunteer.**
 - a. The books will be scanned into the information system return document.**

3. The staff member who scanned the items will print out the one-page receipt of items returned by the student.
4. A volunteer will take this page along with the student's personal belongings to the family's vehicle.
5. The family will exit the school grounds.

What you will get:

Student Items (from their desk)

Spring Pictures if available

Report Cards

Awards for students who earned them

Yearbooks (If they arrive in time) If the yearbook isn't available, you will be notified when to pick the yearbook up. 40 Yearbooks are available for \$10 dollars if you are interested. Money will be collected on a first come first serve basis. When the year book arrives, you will be notified to pick up yearbook from the school.

If you have medication at the school, this would also be a good time to pick that up as well. Please remind us of this when you drive up.

Note – If you have any special requests of an item(s), will you please notify your child's teacher or the office by email in advance, so we do not slow down the lines in any way. amiller@sps186.org

Lost and Found – Weather permitting, we plan to set up tables with lost and found items on the Eastside parking lot off of 6th street by the playground , as a quick stop if you want to check for any missing items.

Graduation ~ Weather permitting, a graduation sign in front of the school will be available for you to take a picture of your kindergarten or 5th grade graduate. Students will receive moving up certificates and t-shirts if you placed an order. Please follow social distancing guidelines established by the governor's and mayor's office. One student, and one adult per family to take the picture. Please email pictures to principal Miller@ amiller@sps186.org if you want your child to be included in a video honoring Kindergarten and 5th Grade Graduates.