

The information contained below is primarily for our rising 7th and 8th grade families and students who attended Lime Kiln (LKMS) last year. If your child attended a different HCPSS school last year, including our new 6th grade students, we kindly ask that you visit that school's website to view their collection plan. We cannot accept items that belong to other HCPSS schools.

**Attention rising 7th and 8th grade families and students who attended LKMS last year:** Please read the information below regarding the procedures for dropping off materials. Before we can issue materials for this upcoming school year, we need to collect all items from 2019-20.

In summation, a "drive-through" system of item drop-off will take place in the LKMS parking lot. LKMS staff members will assist you once you arrive on campus. During the drop-off process, it is critical that students and families maintain all social distancing practices, wear masks, and remain in vehicles.

How and when do I return items? We have designated two days for drop-off:

- **Wednesday, August 19 from 8:00am - 11:00am**
- **Thursday, August 20 from 11:00am - 2:00pm**

**What items should be returned?**

**Instruments:**

You should **RETURN** your LKMS-owned instrument at this time if:

- You are not returning to LKMS for the 2020-21 school year.
- You are a student of LKMS but no longer enrolled in band or orchestra for the 2020-21 school year.

You should **KEEP** your LKMS-owned instrument at this time if you are still enrolled in band or orchestra at LKMS for the 2020-21 school year.

**Technology Devices - Chromebooks (Laptops) and Hotspots (Internet)**

You should **RETURN** all HCPSS-owned technology if your child is not returning to any HCPSS school for the 2020-21 school year.

You should **KEEP** all HCPSS- owned technology if your child is remaining in HCPSS (at LKMS or any HCPSS school) for the 2020-21 school year.

## **Books and Other Items**

You should **RETURN** all textbooks, ELA novels, and media center books that belong to Lime Kiln.

You should **RETURN** any other items that belong to Lime Kiln.

## **HOW WILL THE DROP-OFF OPERATE?**

All occupants of the car are asked to wear a facemask during the drop-off process. Please adhere to the following guidelines so that materials can be properly collected, quarantined, inventoried, and prepared for redistribution:

- Place all materials to be returned to LKMS in any type of bag(s) labeled with your child's first and last name. The bag(s) will not be returned to you.
- Include a "[Returned Materials Form](#)" in the bag(s). This form can be printed and completed, or you can write the information on a sheet of paper.
- Follow the established traffic pattern when you arrive.
- Have the bag(s) of materials easily accessible- trunk or back seat

## **What if my child did not attend Lime Kiln last year and has materials to return?**

We can only accept items from LKMS. If you have items from another HCPSS school (elementary or middle), you will need to return those items to the school your child attended last year.

## **What safety precautions are in place to protect families and school staff during drop-off?**

During the drive-through drop-off process, it is critical that students and families maintain social distancing practices, wear masks, and remain in vehicles at all times. We ask that everyone follow the directions of the staff members present to ensure safety.

Thank You!