May 22, 2020

Dear Parents and Guardians,

We hope you and your families are doing well as we begin to close out the school year. We are writing to inform you of the procedures to retrieve any personal items your child left at school and for you to return any school-owned items that your child may have at home. In order for all students to have the materials they need through all instructional days, we will be scheduling this return for students beginning on June 5, 2020, and continuing during the week of June 8, 2020. The item return for seniors will take place on June 3-4, 2020.

Please see the schedule information below outlining the schedule for your designated pick-up/drop-off date and time. Dates and times have been assigned alphabetically by student last name in order to ensure safety as well as manage the flow of people across the district. It is imperative that you come only on the date listed on the schedule. However, there is a minimum of one-hour flex time each day from 6-7 p.m. available for any families who may not be able to make it at their designated time that day. We ask that in order to ensure a smooth process, you only use these flex times if absolutely necessary. If you are unable to attend during your scheduled time or one of the flex times, we will schedule an alternative date later in the summer. Please find the schedule here.

In order to prepare for the upcoming school year, we ask that all students in grades 2, 5, 8, and 12 return their technology with the rest of their school items (textbooks, novels, calculators, etc.). These devices are allocated based on the building, and your child will receive a new device when entering a new building. Please see the technology return information below if your child is in one of these grades.

Technology Information

Elementary iPad Collection Information

Intermediate and Middle Laptop Collection Information

High School Laptop Collection Information

Prior to arriving at school, we ask that parents please do the following:

- For each building you have children attending, please make a card or piece of paper with your child’s Last Name, First Name, Homeroom Teacher’s Last Name and Grade underneath it. If you have multiple children in one building, please create one card for each child with the name and respective homeroom teachers and grade levels. A printable PDF is available here if you’d like to use it.
Gather and bag all items your child needs to return to school (textbooks, library books, calculators, etc). Please label the bag with your child’s first and last name, homeroom teacher’s last name, and grade level.

If your child is in grades 2, 5, 8, or 12, please place your child’s technology items (including the charger and stylus if applicable) in a separate clear plastic bag labeled with the child’s name and homeroom teacher.

Please bring with you any athletic uniforms. There will be a dropbox available at both the high school and middle school.

We strongly recommend you place the bag(s) in the trunk of your vehicle so that when you arrive at the school, we can retrieve and return items while maintaining social distancing during this process to protect the safety of our families and staff.

Upon arrival at school, we ask that parents please do the following:

- Have your card with your child’s information ready to hand to our staff when you arrive.
- Please follow staff directions and signs to your designated pick-up/drop-off location (listed below) as we will do a drive-thru style drop-off/ pick-up.
- We ask that everyone please wear a mask.
- We ask that you DO NOT get out of your vehicle for any reason.
- After we have your information, our staff will gather your child’s bagged belongings and bring them to your vehicle.
- We will ask you to open your trunk when any school-issued items are being retrieved and when your child’s belongings are being returned to your vehicle. This procedure will help us maintain social distancing and protect the safety of our families and staff.
- We have done our best to pack up all items correctly that belong to your child. Please understand that in some cases, items did not have names on them. We apologize in advance for any mistakes that were made.

**Building Drop-Off/Pick-Up Locations:**

- **Elementary School:**
  - Both drop-off and pick-up will be in the front of the building bus drop-off lane
  - All traffic will be directed to travel one way across the front of the building
- **Intermediate School:**
  - Both drop-off and pick-up will be in the front of the building parent drop-off lane
  - All traffic will be directed to travel one way across the front of the building
- **Middle School:**
  - Drop-off will be in the front of the building parent drop-off lane
  - Pick-up will be on the side of the building by the gym/pool entrance
  - All traffic will be directed to travel one way around the building
  - Please follow the posted signs and proceed in a single lane as limited by traffic cones.
- **High School:**
  - Drop-off will be in front of the building by the fine arts wing
  - Pick-up will be in front of the building by the gymnasium
  - If your child has a musical instrument to drop-off/pick-up, please pull around to the band room BEFORE entering the remainder of the drop-off/pick-up flow
  - All traffic will be directed to travel one way across the front of the building
The mission of the South Fayette Township School District, in partnership with the community, is to cultivate academic, artistic, and athletic excellence of the whole child by fostering the skills to be confident, ethical, empathetic, and responsible global citizens.

We realize that returning and retrieving items to almost 3500 students on a single campus presents challenges. We appreciate your patience and cooperation with this process. If you have any questions about the process in your building, please email your building principal. Thank you for your assistance in making this process as smooth as possible.

Sincerely,

Dr. Ken Lockette, Superintendent of Schools