

Good afternoon Salk Students and Parents,

A copy of the student closure/check out plan has been sent to all Salk students and parents through emails that we have on file. In the plan, it identifies which groups of students (alpha by last name) who are scheduled to come to the school to complete the check out process on specific dates, day, and time. The plan is also included below.

Thank you for your patience and doing your best to follow the plan as outlined. It will assist us in maintaining social distancing protocols to help keep students, families, and staff safe through this process.

This closure/check out plan/schedule is intended for students to return any school textbooks, library books, team uniforms and school equipment as well as pick up students' personal items that have been cleared out of school and gym lockers. Students will have opportunity to take care of any outstanding fines through the Business Office during this time as well.

While it is our intent to move students through the process quickly and efficiently, please remember that we must practice social distancing requirements and recommendations. Thus, we anticipate that there may be a short line to get into the building. When visiting the school at the designated date/time, we recommend that students (and family members accompanying students) bring and wear personal protective equipment and follow social distancing guidelines of maintaining six foot spacing with others. Salk will have hand sanitizer available upon entry and exit of the building and highly recommend its use.

If you have any questions about the process, please email Mr. McFarland or myself at the following email addresses:

Matt McFarland matthewmc@spokaneschools.org

Roed Freeland roedf@spokaneschools.org

Thank you.

### **Salk Middle School Student Checkout Plan**

*Students will enter through the main front doors and exit through the cafeteria doors only. Students will not be permitted to go into any other parts of the building. Students will be "metered" coming into the building so that only a few students will be in the building at one time.*

- Scheduled for the last two weeks of school (June 8-19)
- **Seventh grade and sixth grade** in week one (June 8-June 12) with each day designated for a specific alpha range
  - Mon 6/8 A-F
  - Tue 6/9 G-K
  - Wed 6/10 L-O
  - Thu 6/11 P-S
  - Fri 6/12 T-Z
- **Eighth grade** in week two (June 15-June 19) with each day designated for a specific alpha range
  - Mon 6/15 A-F
  - Tue 6/16 G-K
  - Wed 6/17 L-O
  - Thu 6/18 P-S
  - Fri 6/19 T-Z

- 11:00 AM – 3:00 PM
- We will use a simple check sheet with four stations...initialed or stamped at each station (business office, library, cafeteria, technology)
  - All student lockers have been cleaned out (bags in cafeteria by last name alpha)
    - Fitness locker will be cleaned out of lockers by staff and personal items will be included with student bags in the cafeteria
    - Band/orchestra instruments and guitars will be collected by the music staff June 1 through June 5 (9:00 to 1:00) on Lindeke Street (drop and go).
      - Announcements will be made to families and students through Remind, email, and in Zoom meetings. Instruments will go through a disinfection process. Jeff McMurtery will send a list of returned/outstanding instruments to Alea Sullivan
  - Business office will check for any fees or fines owed when students check out
    - Athletic uniforms (collection box will be in Business office)
    - Textbook check-in (turned in at business office when students come in)
    - Library book check-in (turned in at library check-in station—main hall outside of art room)
    - Yearbook pick-up will be at a later time in July due to yearbook print shop closure.
      - (information will be posted on the website and sent out to students/families electronically as we approach delivery)
- The district has offered to make a “to go snack” for students. One will be given to each student after turning in completed check sheet (breakfast bar, fruit cup, and milk)
- Assigned staff (rotation of para’s, secretaries, and administrators) help monitor and limit the number of students in the school at one time--much like grocery stores have been doing.
  - Blue painters tape will be used to maintain 6 foot minimum spacing
- Any remaining student personal item bags...we will reach out to these students. If they do not pick them up, we will donate.
- Wearing masks and personal protective equipment while in the school will be recommended for students and families
- Hand sanitizer station will be located at the front door (and office) and cafeteria exit doors. We will request students and families use the sanitizer when entering and exiting the building

### **Athletic Team Equipment/Uniforms**

- Not to begin until after the governor’s order has been lifted
- Managed separately by each coach with Erik Johnson
- For extra safety (as per Becky Doughty) coaches/staff should wear gloves when handling and disinfecting uniforms and equipment
- Fines for missing uniforms/equipment submitted to business office per usual protocol by Friday, June 5

### **Band, Orchestra Instruments and Guitars**

- Band and orchestra instruments and guitars will be collected by the music staff June 1 through June 5 (9:00 to 1:00) on Lindeke Street (drop and go). Announcements will be made to families and students through Remind, email, and in Zoom meetings. Instruments will go through a disinfection process and sent in for repair if needed. Jeff McMurtery will send a fine list of returned/outstanding instruments to the Business Office by end of day June 5.

### **Technology**

- Students will be permitted to keep loaned technology through this summer. If students are leaving the school district, they should turn equipment in when they come to school for check out. We will have a technology station in the cafeteria.