

May 26, 2020

Dear OHS Families,

I am writing to follow up on the details for the OHS curbside pickup of student items and drop-off of school property. The information in this message is specific to Oregon High School families. An email with the process for Kindergarten - Grade 8 schools was sent previously from Dr. Brian Busler. The process for retrieving student items from schools and returning school property to school buildings is outlined below.

Curbside pick-up / drop-off

Please make every effort possible to come during the times assigned to your grade level. If you absolutely cannot make it or someone in your family is ill, you may send someone else to pick up / drop off your items OR [complete this form](#) to request an alternate time.

Grades 9 - 11: June 9 and June 11 (anytime between 11:00 am - 7:00 pm)

Grade 12: June 9 (anytime between 11:00 am - 3:00 pm)

Grade	What Am I Picking Up?	What Should I Drop-Off
Grades 9 - 11	<p>"Essential" items from lockers based on request. You must make this request via the Request for Locker Items form by June 2nd to ensure items are available.</p> <p>Medications All over-the-counter medicines, epipens, and/or inhalers will be placed in bags and labeled. A parent / guardian must be present to retrieve any other prescription medications.</p>	<p>Students in <u>all grades</u> should return....</p> <p>Learning materials (e.g., library books, classroom books, textbooks).</p> <p>Technology (Chromebooks, power cords, Mi-Fi devices) <u>unless you anticipate needing it for Summer School.</u></p> <p>School-owned instruments and music sheets (<u>if you are a senior or a student that is NOT continuing in the Fall</u>) - additional details on rental returns will be sent from music instructors. DO NOT return instruments rented from vendors (Voight, Ward-Brodt) to schools.</p> <p>School-issued clothing (e.g., choir shirts).</p>
Grade 12	<p>Items from lockers</p> <p>Cap & Gown</p> <p>Yearbook (available for Seniors only at this time)</p> <p>Miscellaneous (e.g., department awards, NHS cords)</p> <p>Medications - All over-the-counter</p>	

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What to do BEFORE the Curbside Pick-up & Drop-off Event

Help us make the Curbside Pick-up & Drop-off event as efficient as possible by completing the steps below before you arrive:

- Place a piece of paper with your child’s first/last name and grade in your windshield. You may print this [windshield label](#) or use it as a guide.
- Place any items you are returning to school (e.g., books, Chromebook, school-owned clothing) in a bag and label it with your child’s name and grade.
- Place the labeled bag in your trunk.

Procedures for safe Curbside Pick-up & Drop-off

If a family has an ill member, please DO NOT attend. You may send someone else to pick up / drop off your items OR [complete this form](#) to make other arrangements.

- Staff will have assembled student items from lockers into labeled bags (these bags will be left untouched for 72 hours before the pick-up day).
 - Grade 9-11 students must submit a [Request for Locker Items form](#) by June 2nd if they have an “essential” item in their locker that they need. All contents of the locker will be bagged and ready for the designated pick up dates. If students don’t need an “essential” item, all items will remain in the lockers.
 - All Grade 12 students must pick up graduation materials and personal bagged items between 11-3 on June 9th.
- Drive through the designated pickup lane.
- Please remain within your vehicle in the pickup lane and wait for your turn.
- When it is your turn, a staff member will radio the information to “runners,” who will retrieve your child’s items.
- Open your trunk/hatchback and staff will place belongings in the trunk and remove any items you are dropping off.

Pickup Location Entrance

Enter drive through lanes via the Athletic entrance by Tennis Courts / Football field ([enter via N. Perry Pkwy](#))

Thank you for your patience and assistance as we work together to ensure students can access all belongings safely and efficiently.

Jim Pliner - OHS Principal