May 14, 2020

Dear Panther families,

This letter will be sharing the procedures for the drop off of school-issued items such as technology, library books, instrument, uniforms, etc. and the pick-up of awards, student items as well as gym locker clean out. Please understand that with this process, it is important that we maintain the CDC guidelines, so our staff will remain six (6) feet apart from others and wear masks and gloves. We will adhere to the expectations of our district to keep everyone safe.

Students will only be admitted on campus by appointment via sign-up genius, Thursday, May 28 from 8:00 am-5:30 pm and Friday, May 29 from 8:00 am-12:00 pm. We will use the sign-up genius link at the bottom of this letter for students to establish an appointment. Recognizing that some families have multiple PVMS students, each student will need to establish their own appointment time.

Please do not establish an appointment if you are just picking up a yearbook. Yearbooks are scheduled to leave the production plant in Texas the week of June 8. Therefore, we will be handing out yearbooks that were purchased on Friday, June 19 from 8:00 am-1:00 pm in the front car rider loop. Year 3 students that do not want to schedule an appointment on May 28 or May 29 to just pick up their Year 3 t-shirt may also pick this up on Tuesday, June 19. More information regarding the yearbook distribution will be shared as we get closer to June 19.

To ensure an efficient and successful drop off of school-issued items and the pick-up of student items as well as gym locker clean out please do the following:

* Establish an appointment via sign-up genius.
* Arrive on time to secured 5/28 or 5/29 appointment.
* Park in the Staff Parking lot to the north of PVMS and stay in car until your secured appt. time.
* Stay in car until your secured appointment time.
* Exit car w/ all your school-issued items (computer/charging cord, instrument, etc.) at one time.
* Recommended: a mask, gloves and bag(s) to put your items in.
* Check-in w/ staff member at the gate while maintaining social distancing.
* Appointments are 20 min., use time wisely. Principled behaviors will be expected at all times.
* Parents/guardians will remain in their vehicle at all times.
* Only student with appointment will be permitted in the building.
* Missed appointment on May 28 must be rescheduled via sign-up genius.

Please note that on May 28 and 29 many of our feeder elementary schools will also be facilitating drop off of school-issued items and the pick-up of student items. In an effort to support families, we are providing extended time opportunities on May 28. Please leave enough time in front of your secured appointment as Parkway Boulevard may also be busy and congested with PVES families. Parking will only be permissible in the PVMS Staff Parking Lot. Please do not deter from the procedures and park in the front of the school and/or the bus parking lot area. Attention to detail and following directions are imperative so that procedures can be facilitated with efficiency and safety. Any classroom and/or locker items that are not picked up on May 28 or May 29 will be disposed of responsibly.

Sign-up genius link for students to establish an appointment. One student per appointment.

<https://www.signupgenius.com/go/60B0F4CA9A62BABFA7-may28>