TO: Caswell County Schools Parents and Guardians

FROM: Andrew Tyrrell, Assistant Superintendent

DATE: May 14, 2020

As you are aware, on Friday, April 24, 2020, Governor Roy Cooper declared that school facilities will remain closed for the remainder of this school year and students will continue with remote learning. Caswell County Schools will continue to implement the Remote Learning Plan for students until June 9, 2020. The Remote Learning Plan is available on the district’s website and the websites of individual schools.

Based on this decision, we have developed procedures and associated timelines to address Chromebook Return, Library Books and Textbook Return, and the picking up of student’s personal items from each school. These procedures will allow the district to prepare our schools, classrooms, resources, and technology for disinfecting and deep cleaning prior to returning to school and associated face-to-face-learning in the future. All parents and students should stay in the car (except for medication pick up) when returning Chromebooks, library books, school-issued textbooks, and picking up personal items.

Chromebook Return for Dillard Middle and Bartlett Yancey Senior High Schools

1. Chromebook returns for Dillard and BYSHS will occur during the week of June 8 – 10, 2020;

2. Parents will drive to a designated location at the school and return Chromebooks and chargers to school personnel during an assigned date and time to be determined by the principal;

3. Specific times of the return schedule will be shared with parents by the principal and posted on the school’s website;

4. School personnel will check off the name of the student returning the Chromebook;

5. Collected Chromebooks will be stored in a location designated by the principal for two weeks;

6. After the two-week period, Chromebooks will be disinfected by school personnel; and

7. Chromebooks will be checked back into the school’s tracking system.
**Library Books and School-Issued Textbooks**

1. Library books and school-issued textbooks for all Caswell County Schools will occur during the week of June 8 – 10, 2020;

2. Parents will drive to a designated location at the school and return library books and school-issued textbooks to school personnel during an assigned date and time to be determined by the principal. Bins will be made available for returning library books and textbooks;

3. After the two-week period, library books and school-issued textbooks will be disinfected by school personnel; and

4. The specific times of the return schedule will be shared with parents by the principal and posted on the school’s website.

**Student’s Personal Items and Band Instruments**

1. Student’s personal items and band instruments will be picked up from the school during the week of June 8 – 10, 2020;

2. Parents will drive to a designated location at the school and pick up student’s personal items and band instruments during an assigned date and time to be determined by the principal; and

3. The specific times of the pickup schedule will be shared with parents by the principal and posted on the school’s website.

**Student Medication Pick Up**

1. Parents may pick up student medications from the School Nurse’s Office during the week of June 8 – 10, 2020;

2. To maintain social distancing practices, parents are asked to call the school to make an appointment with the principal or school nurse for pick up;

3. Medication pick up may coincide with the return of Chromebooks, picking up student’s personal items, and the return of library books and textbooks;

4. If medication is needed prior to June 8, 2020, please contact the principal of your school to schedule an appointment; and

5. All returned medication must be signed for by the parent.