

PSD Student Belonging Pick-Up Overview

Overview

As a result of the governors extension of the “Safer at Home” order, parents and students will continue to not have access to the school buildings. As a result, we will be coordinating curbside pick-up of all student materials. In order to accommodate families that have students at multiple buildings all schools will be coordinating pick up efforts.

Drop off/Pick-Up of Materials

Student Belongings

School staff will be packing up all student belongings. Items currently in classrooms, cubbies, school lockers, and gym lockers will be bagged up, labeled by student name and staged for pick-up.

***ACMS Only - All gym lockers for 7-8th graders will be left as until a time when students can safely enter the building. If you are in need of an item from a gym locker, please contact ACMS office secretary at carrcyn2@pewaukeeschools.org

Student Medication

We will have school nurses available for pick up of student medication. Please bring a photo ID if you will be picking up student medication. Per BOE policy, student medication needs to be picked up by a parent or guardian.

Library/Classroom Texts

Library or classroom materials currently in possession by students and not needed for the remainder of the year, may be returned during curbside pick up. These materials can be dropped off at each specific school during curbside pick-up.

We will have another drop off date at the end of the year for collection of materials still needed for remote learning.

***ACMS Only - All students in Musical Production need to return their scripts to the Wizard of Oz Jr. as these are rented from a 3rd party organization.

Band Instruments

School owned band instruments should remain with students at home until the end of the year. We will have another drop off date at the end of the year for collection of instruments.

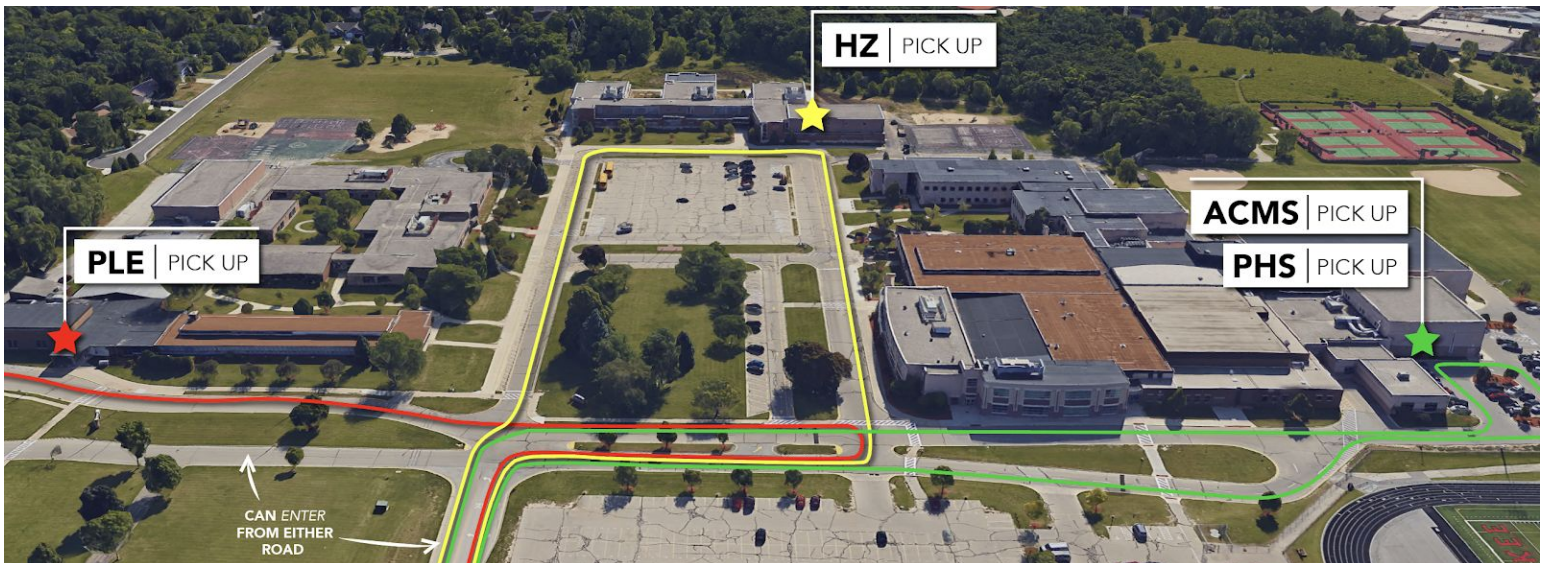
Curbside Pick-Up Locations

Student materials will be staged and ready for pick up at the following locations. Parents should remain in their vehicles and school staff will deliver belongings to vehicles.

Asa Clark Middle School and PHS - Door #50 (West End of PHS - By Auxiliary Gym)

Horizon Elementary School - Gym Door (West Entrance) - Door #61

Pewaukee Lake Elementary District Office Doors (West End of PLE, where material distribution was held in March - Door #13)



Please view the map above regarding the recommended traffic flow through campus as you pick up belongings:

-Asa and PHS Only (West Loop) - Exits using **Pirate Pass**

-HRZ Only (Outer Loop) - Exits using **Pirate Pass**

-PLE Only - (U-Turn on Lake St.) - Exits using **Lake St.**

-Asa/Horizon (West Loop and Outer Loop) - Exits using **Pirate Pass**

-Asa/PLE (West Loop and Inner Loop) - Exits using **Lake St.**

-Asa/Horizon/PLE (West Loop and Outer Loop) - Exits using **Lake St.**

Pick Up Dates

In order to best accommodate families and also manage the traffic flow on campus, we ask that all families adhere to the pick-up dates/times outlined below. Please keep in mind that this structure is meant to minimize trips to campus for families who have students in multiple buildings. We will begin curbside pick-up of student belongings on May 18th and will continue through the week. Pick-up dates are assigned by last name and will occur each day between 7:45 AM and 4:00 PM. Please see details below regarding pick up date assignments.

Monday May 18th	Tuesday May 19th	Wednesday May 20th	Thursday May 21st	Friday May 22nd
Student Last Name A through E	Student Last Name F through J	Student Last Name K through N	Student Last Name O through R	Student Last Name S through Z