

Overview End of Year School Materials Collection Process

We have outlined the process and procedure for dropping off school issued technology for all students within the district. Even if your child is planning on participating in summer school, the district still needs to collect all technology equipment (including chargers) for cleaning and maintenance. ***All technology equipment in the district will be collected at the high school.***

At the high school and middle school level, the district also needs to collect textbooks, class novels, and library books. In addition, the high school and middle school have cleaned out students' lockers and bagged personal items for parents or students to pick up when they are in the process of dropping off their technology equipment.

At Elementary/OSC we also need to collect textbooks, class novels, and library books. In addition, we have cleaned out student's cubbies and bagged personal items for parents or students to pick up.

At the Primary School we will have yearbooks ready for pick up if one was ordered. We will also collect any books that have not been turned in.

Please note that the technology return is the same regardless of which building your child or children attend in the district, but the other material collection and handing out of materials from lockers is different depending on your building. Please make note of these differences below.

Technology Return

All technology (iPads, Chromebooks, Hotspots - including associated chargers) in the district will be returned at the high school at entrance Door V, which is near the gymnasium.

The road circling the back of the High School will be temporarily turned into a one-way road. Please enter the driveway by the tennis courts and come down in front of the fieldhouse to the gym entrance doors, Door V.

Drivers/Passengers are to pull up in front of the entrance and stay in their vehicle. Once stopped they are to release their trunk lid/hatch so school staff can remove the devices from the rear of the vehicle. If the vehicle does not have a trunk/hatch that can be released from inside the vehicle, school staff can release the trunk/hatch from outside to remove the devices.

All electronic devices will need to be placed in a plastic bag with its charger. Multiple devices can be placed in a single plastic bag if it is more convenient. Textbooks and other school related items will need to be in a separate plastic bag from electronic devices.

Parents of K-8 students will then proceed slowly around the high school and leave using the driveway nearest the Performing Arts Center and return to Sauk Street.

Parents of HS students or high school students will continue around the high school but then will follow the High School materials drop off information listed below.

The collection and handing out of these materials will happen during the following times:

Dates: Monday, June 1

Times: 10am to 6pm

Location: High School

Dates: Tuesday, June 2

Times: 12pm to 8pm

Location: High School

Dates: Wednesday, June 3

Times: 10am to 6pm

Location: High School

Building Specific Materials Pick-up/Drop-off - Click on the link for building specific information

[High School Materials](#)

[Middle School Materials](#)

[Elementary/OSC Materials](#)

[Primary School Materials](#)