



St. James Middle School



Named a "School to Watch" by National Forum 2014 - 2020

Mr. Daniel Plaza
8th Grade Assistant Principal

Mrs. Gale Lowery
Guidance Director

Mrs. Olga G. Toggas
Principal

Ms. Kelly Garrity
Instructional Coach

Ms. Donna Jacobs
7th Grade Assistant Principal

May 18, 2020

Dear St. James Middle School parents,

We hope that all of you are well during this difficult time. Friday, May 15, 2020 was the last day that any new assignments were posted in Google Classroom. Students will have through the last day of school to submit completed assignments. There is time to be able to receive additional support from teachers to submit missing assignments. For students who currently have zeros in the gradebook, grades will increase when assignments are submitted and graded. There will not be any deductions for the late submission of assignments.

All students will have the opportunity to improve their current grades on assignments that have already been submitted. By the end of May, students will notice their grades increasing as they continue to work with teachers to reflect on the growth that they have experienced through eLearning.

To safely end the year, we will facilitate a curbside student check-out process. Dates, times, and stations are described below. We appreciate your patience as we work together to check-out our 928 SJM Sharks during the last week of May. We truly miss seeing our sharks and we are so proud of the amazing learning experiences that took place since March 13, 2020 through the teamwork of parents, students, and teachers. Sharks, you were made for a time such as this . . . and you will never be forgotten at SJM.

Curbside End-of-Year Student Check-Out

Date	Time	Student Group
Tuesday, May 26, 2020	12:00 - 6:00 PM	<ul style="list-style-type: none"> 8th grade students passing all 6 classes <ul style="list-style-type: none"> Call and email will be sent by principal to parent contact in PowerSchool on Friday evening, May 22, 2020
Wednesday, May 27, 2020	7:00 - 10:00AM 3:00 - 6:00PM	<ul style="list-style-type: none"> 7th grade students passing all 6 classes <ul style="list-style-type: none"> Call and email will be sent by principal to parent contact in PowerSchool on Friday evening, May 22, 2020
Thursday, May 28, 2020	7:00 - 10:00AM 3:00 - 6:00PM	<ul style="list-style-type: none"> 8th grade students 7th grade students passing all classes
Friday, May 29, 2020	9:00 - 3:00PM	<ul style="list-style-type: none"> 7th grade students Make-up day for all students

- Please be prepared to show your identification if you are picking up personal items for students.
- Only PowerSchool contacts listed in PowerSchool may acquire personal items.



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Curbside End-of-Year Student Check-Out

The following stations will be set up in the **SJM car rider loop** and gym parking lot to ensure social distancing and limited contact. SJM staff members will work at each station to deliver items to and from vehicles. No parent/student will exit vehicles during check-out.

Enter Car Rider Loop for SJE and SJM

Station Number	Description of SJM Student Check-Out
<p>1. Student Check-In</p> <ul style="list-style-type: none"> SJM left turn "island" 	<ul style="list-style-type: none"> Cars enter the SJE and SJM car loop area. At the SJM left turn "island", the SJM staff member will ask for the first and last name of the student. The first and last name of the student will be communicated on the Walkie Talkie to each of the stations below. A piece of paper with the last name and first initial (Doe, J.) will be placed in the front dashboard of the car.
<p>2. Instrument Return and/or sign-out</p> <ul style="list-style-type: none"> Band/Orchestra room door 	<ul style="list-style-type: none"> Vehicles that include students who are checking-out and returning instruments will be met by the Orchestra teacher or Band teacher at the Band/Orchestra exterior door. All other vehicles may bypass and head to the middle school car loop. Instruments being signed out will have been sanitized by the band and orchestra directors prior to pick-up.
<p>3. Personal Item pick-up</p> <ul style="list-style-type: none"> Middle School Car Loop 	<ul style="list-style-type: none"> Please be prepared to show identification if you are picking up personal items. Only PowerSchool contacts listed in PowerSchool may acquire personal items. PE/Student locker items will be bagged and labeled by name and grade level. Personal belongings will be walked out to the vehicle via D Wing.
<p>4. Return device and charger, textbook, and library book</p> <ul style="list-style-type: none"> Middle School Car Loop 	<ul style="list-style-type: none"> Students will return their school issued device and charger. The device will be reviewed for damages Students will return library books and any checked-out textbooks. Students and parents will be provided with hard copies paperwork regarding: <ul style="list-style-type: none"> Device damage fees Unreturned/damaged library book fees Lunch account balances
<p>5. Medication/ Sports Equipment</p> <ul style="list-style-type: none"> Middle School Car Loop 	<ul style="list-style-type: none"> Please be prepared to show your identification if you are picking up medication. Only PowerSchool contacts listed in PowerSchool may acquire personal items. Medications will be signed out by the nurse and returned to the parent. Uniforms and sports equipment can be returned and/or provided. Students/parents who wish to drop off good-bye notes/cards/letters/items for teachers may do so at this station. Thank you for clearly labeling items.
<p>6. Certificates, Art Work, and Yearbooks</p> <ul style="list-style-type: none"> A Wing entrance 	<ul style="list-style-type: none"> Yearbooks will be distributed to those who made purchases via MyPaymentsPlus. Superb Shark and additional awards certificates earned by students throughout the year will be walked to the vehicle by a staff member.