

RMS Materials Return

Please plan to turn in ANY RMS materials that are in your student's possession: laptop, power cord, stylus, textbooks, library books, sports uniforms, musical instruments, sheet music, and materials borrowed from the school or teachers. Please come to RMS at the date and times assigned below so that we can attempt to comply with CDC recommendations for social distancing.

Date	Time	Grade Level
Tuesday, June 16	A-G: 8 AM – 10 AM H-O: 10 AM – 12 PM P-Z: 12 PM – 3 PM	6 th Grade
Wednesday, June 17	A-G: 8 AM – 10 AM H-O: 10 AM – 12 PM P-Z: 12 PM – 3 PM	7 th Grade
Thursday, June 18	A-G: 8 AM – 10 AM H-O: 10 AM – 12 PM P-Z: 12 PM – 3 PM	8 th Grade

If you are unable to make these times, we have scheduled an evening drop off on Wednesday, June 17th between 3PM – 7PM and Friday, June 19th 8AM – 12PM. If you are unable to make any of these times and dates, please contact Ms. Metcalf at emetcalf@lwsd.org or Mr. Williams at awilliams@lwsd.org.

How to prepare your laptop for return:

- ✓ Wrap and secure the power cord with the Velcro strap so it doesn't cover the barcode.
- ✓ Verify the student's name is on the bottom of the laptop; write on a piece of tape if needed.
- ✓ If the stylus is no longer attached, please tape it to the top of the device.
- ✓ Clean all *decorative* stickers and residue from the laptop.

When arriving at RMS:

- ✓ Enter through the gym foyer doors.
- ✓ Please bring one adult per family if necessary.
- ✓ Wear protective masks and other equipment.
- ✓ Practice social distancing.

Fines for Damaged/Lost Equipment:

- ✓ Laptops, textbooks, athletic gear, instruments, etc. not returned will result in a fine on your student's account. Equipment returned over the summer may not be checked in and fines may not be deleted until August or September.
- ✓ LWSD tech support will inspect, repair and reimage laptops during the summer. They will document any damage and you will be notified of any fines.
- ✓ If you purchased laptop insurance and your laptop is damaged, please contact Worth Insurance to send it in, and email Ms. Metcalf at emetcalf@lwsd.org before June 19th to notify her that you will not be returning the laptop to RMS. *Please note: Worth Insurance does not cover a lost stylus.*