

Plan for **STUDENTS** picking up and returning items to the building, yearbooks, and instruments. These items could be in school locker, band/orchestra locker, locker rooms, etc. Additionally, many students have purchased a yearbook.

Wednesday, May 13<sup>th</sup> 11:00 am- 12:30 pm 8<sup>th</sup> grade

Thursday, May 14<sup>th</sup> 11:00 am- 12:30 pm 7<sup>th</sup> grade

Thursday, May 14<sup>th</sup> 5:00pm-7:00 pm Evening pick-up and Drop Off for all grades

Friday, May 15<sup>th</sup> 11:00 am-12:30 pm 6<sup>th</sup> grade

### **6<sup>th</sup> Grade -**

#### **Student Belongings Pick-up and/or Drop off School Items Located at the 6<sup>th</sup> Grade Entrance on the South Side Closest to 39<sup>th</sup> Street**

Please come the designated entrance and remain in your vehicle, just the same as during lunch and packet pick-up. An administrator wearing a mask and gloves will meet your vehicle. Students and parents are NOT permitted in the building. Student items from their lockers will be obtained from the lockers. When you arrive, please give the administrator your name, and locker number. Students will need to know their locker number. The administrator will retrieve the student's items. Students also need to return school issued items to the building. Textbooks, library books, uniforms, district issued technology, and other school related equipment must be returned. Please place all returned items in a plastic bag with the student's name.

#### **Textbook, Library Book drop-off and Yearbook Pick-Up Located at the Main Entrance**

Please pull to the front of the building and remain in your car. An administrator wearing a mask and gloves will come to the car and ask for the student's name. Yearbook pick-up is only for students who pre-purchased/ordered a yearbook. Any student who would like to purchase a yearbook may do so through Jostens.com. Yearbooks will only be available to purchase online. No yearbooks will be available to purchase at the school and no money will be exchanged during this process.

#### **Band/Orchestra Instrument Pick-Up or Return Located at the North Gate Entrance off of 40<sup>th</sup> Street by Gym on the North Side of the Building.**

Please come the designated entrance and remain in your vehicle. An administrator, band or orchestra director wearing a mask and gloves will meet your vehicle.

## **7<sup>th</sup> Grade and 8<sup>th</sup> Grade-**

### **Textbook, Library Book drop-off, and Yearbook Pick-Up Located at the Main Entrance**

Please pull to the front of the building and remain in your car. An administrator wearing a mask and gloves will come to the car and ask for the student's name. Yearbook pick-up is only for students who pre-purchased/ordered a yearbook. Any student who would like to purchase a yearbook may do so through Jostens.com. No yearbooks will be available to purchase at the school and no money will be exchanged during this process.

## **All Grades-**

1. Student's belongings from their lockers, locker rooms, band/orchestra instruments will be bagged and marked with the student's name. Students must know their locker number.
2. At the time of item pick-up student's parents will come to the designated entrance, and remain in their vehicle, just as they did during lunch and packet pick-up. An administrator wearing a mask and gloves will be there to meet their vehicle. Students and parents are NOT permitted in the building.
3. Student items, (which include locker items, rented instruments, yearbooks previously purchased) are sorted by name and grade level will be staged at the designated entrance. When the parents arrive they will give the administrator their name and grade level. The administrator will then retrieve the student's items from the building.

Students also need to return school issued items to the building. Uniforms, textbooks, district issued technology, musical instruments, and other school related equipment must be returned.

1. Students/parents will be allowed to return items to the designated drop of area at their designated time. No students will enter the building.
2. Please place all returned items in a plastic bag with the student's name.
3. The item will be placed in a bin, sanitized, and taken to a location in the building to be "quarantined" for 14 days.

