

## Resource Distribution Procedure

Steps	Procedural Notes
1.	Students/parents/guardians will utilize the south student parking lot
2.	Students/parents/guardians will enter into the Small Gym (observe all social distancing/face covering guidelines within the building)
3.	Students will receive schedules and individual folders from the Counseling Center Station which will guide station visitation
4.	Core classes, PLTW, and Special Services resources will be distributed first from the Small Gym
5.	Students will then transition into the Big Gym in order to receive resources from the Elective Department
6.	Once students have received all necessary resources, they will exit the Big Gym and leave via the courtyard or be directed to the South Commons in order to receive Technology Department resources (e.g. laptop, hot spot, etc.) as designated by the color of their folder
7.	Students receiving technology will verify functionality and log-in/security information via technology support and then exit the building