



## Drop Off and Pick Up Procedures 2020-2021

Parents and Guardians,

The first week back to school will begin on Tuesday, September 8, 2020. Students will be permitted to dress down for the first two weeks of school. Appropriate attire is required (shorts must be appropriate length, no tank tops, no flip flops). All students in grades K-8 must wear masks, not face shields, per Governor DeWine. Students will have their temperature taken (in their vehicle or on the bus) upon arrival at school. All students will also have a specific door to enter and exit to assist with social distancing.

### **Drop off:**

We will be having a staggered start to school for the first week of school. The week of September 8<sup>th</sup> – September 11<sup>th</sup>, students will attend school each day based on their last name:

|                                    |   |
|------------------------------------|---|
| Students with the last name of A-K | Tuesday, September 8 <sup>th</sup> & Thursday, September 10 <sup>th</sup> |
| Students with the last name of L-Z | Wednesday, September 9 <sup>th</sup> & Friday, September 11 <sup>th</sup> |

### **Drop off locations:**

There will be two drop off locations: the lower lot (only students in grades K-3) and the upper lot (only students in grades 4-8). Students will remain in their vehicle until their temperature is taken. Once cleared, the student is then to walk to their assigned door (see below – under pick up locations – for building entry locations). **Drop off time daily is between 7:15 a.m. and 7:45 a.m.**

### **Pick up:**

Students will be picked up at the given time, based on their last name:

|                                    |                       |
|------------------------------------|-----------------------|
| Students with the last name of A-D | 1:50 p.m.             |
| Students with the last name of E-J | 2:00 p.m.             |
| Students with the last name of K-O | 2:10 p.m.             |
| Bus Riders                         | 2:10 p.m. - 2:15 p.m. |
| Students with the last name of P-S | 2:20 p.m.             |
| Students with the last name of T-Z | 2:30 p.m.             |

### **Pick up locations:**

Pick up locations are as follows:

|   |  |
|---|--|
| Kindergarten & 1 <sup>st</sup>          | corner door (under canopy) in lower lot (aftercare door)   |
| 2 <sup>nd</sup> grade                   | middle door in lower lot                                   |
| 3 <sup>rd</sup> grade                   | gym door in lower lot                                      |
| 4 <sup>th</sup> & 5 <sup>th</sup> grade | main office door   |
| 6 <sup>th</sup> grade                   | back of Gutman Hall door (at the end of the covered patio) |
| 7 <sup>th</sup> & 8 <sup>th</sup> grade | Junior High door   |

**Families with multiple children:** If you have children in different grades, please pick up your student in grade 7 or 8 at the Junior High door FIRST, then proceed to the main office doors to pick up your student in grades 4, 5, or 6 NEXT, then LASTLY proceed to the lower lot for your student in grades K, 1, 2, or 3.

**Tardiness:** Students who arrive to school after 7:50 a.m. will need to remain in their vehicle until their temperature is taken. If a faculty member does not come out to the parking lot to take your child's temperature, please call the school at 330-792-4544 to notify the office that you are in the parking lot.

*~Thank you for your patience and understanding during this time as we try to maintain social distancing and safety for everyone~*