

Schley County Elementary School Student Collection/Distribution Procedures

Below are the days, times, and grade levels for student collection/distribution of items. This will be a “drive through” format in order to keep all parties involved as safe as possible. Parents/Guardians, in order to make this process as efficient as possible, we ask that all student items to return are gathered and ready to hand to your child’s teacher. We will have their personal items gathered and ready to hand to your student. These items will include: any personal items left in the room/desk, Life Touch pictures, and report card (as long as there are no fines or no missing/damaged technology). *For families with multiple siblings, please attend the date of the oldest sibling and inform the office of the date and siblings.*

Wednesday, May 20 from 3:00 P.M. – 7:00 P.M.

Who: 5th grade & Kindergarten Students

Where: 5th grade collection/distribution will be located on the **SCE bus ramp**. **Kindergarten** collection/distribution will be located on the **SCE car rider loop**.

What: Collect/Distribute school items (class books, library books, computers/chargers, pay fines, receive personal items).

How: 5th grade teachers will be on the **SCE bus ramp**. Teachers will be located towards the end of the **SCE bus ramp**, please pull to the end with your items to return ready to hand to your teacher. We ask that all parties remain in your vehicle.

Kindergarten teachers will be located on the **SCE car rider loop**, please pull to the end with your items to return ready to hand to your teacher. We ask that all parties remain in your vehicle.

Thursday, May 21 from 3:00 P.M. – 7:00 P.M.

Who: 4th grade & 1st grade Students

Where: 4th grade collection/distribution will be located at the **Front of the SCE**. **1st grade** collection/distribution will be located on the **SCE car rider loop**.

What: Collect/Distribute school items (class books, library books, computers/chargers, pay fines, receive personal items).

How: 4th grade teachers will be at the **Front of the SCE**, please pull to the teachers with your items to return ready to hand to your teacher. We ask that all parties remain in your vehicle. **1st grade** teachers will be located on the **SCE car rider loop**, please pull to the end with your items to return ready to hand to your teacher. We ask that all parties remain in your vehicle.

Tuesday, May 26 from 3:00 P.M. – 7:00 P.M.

Who: 3rd grade & 2nd grade Students

Where: 3rd grade collection/distribution will be located at the **Front of the SCE.**
2nd grade collection/distribution will be located on the **SCE car rider loop.**

What: Collect/Distribute school items (class books, library books, computers/chargers, pay fines, receive personal items).

How: 3rd grade teachers will be at the **Front of the SCE**, please pull to the teachers with your items to return ready to hand to your teacher. We ask that all parties remain in your vehicle. **2nd grade** teachers will be located on the **SCE car rider loop**, please pull to the end with your items to return ready to hand to your teacher. We ask that all parties remain in your vehicle.