

## Lamar CISD COVID-19 End-of-Year Process

As we come to the end of the 2019-2020 school year, we're preparing to close out schools for summer break. Due to COVID-19, the end-of-year process will be modified this year. Please read the full list of year-end procedures below, including picking up students' personal items and returning school-owned items.

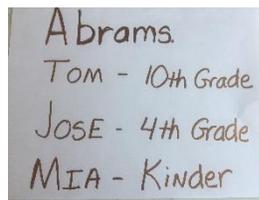
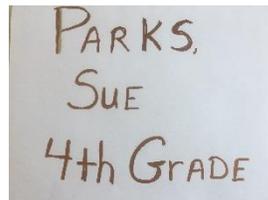
### **Before Coming to Campus:**

Gather all items that need to be returned to the school such as **library books, textbooks** and **technology devices**. Place all items in a bag or box and place it in the trunk of your car. Clearly label the bag with your child's name, grade and teacher (grades PK-8).

*(Note: If your student needs the school's technology device over the summer break, you can keep the device and return it to campus before the fall semester starts, or when your student no longer needs the item).*

You must also identify your car with your child's last name, first name and grade level. Elementary may use their existing car rider tags or system already in place. If you don't have a tag, use an 8.5 x 11 sheet of paper and write your student(s) last name, first name and grade level in dark lettering. Place the paper on the inside of the passenger-side window, or however your campus instructs car riders to display their tag.

Example:



School staff will also gather students' belongings left in desks and lockers and place in bags to prepare for distribution to parents. All schools in the District will follow the pick up/drop off schedule below to return school-owned items and collect students' belongings from the campus.

Specific information for secondary athletic and fine arts lockers, equipment, etc. is provided below.

### Pick Up/Drop Off Schedule:

Below is the schedule to pick up your child's personal items and return school-owned materials. Please choose **one day and one time slot** according to your last name. If these times don't work, please reach out to your campus principal and an alternate date and time for pick-up will be provided.

At the assigned date and time, report to your child's school and follow the procedure outlined below (utilize signage at your campus to direct you to the correct stations).

### District Schedule for Return and Pick-up of Items

	June 2	June 3	June 4	June 5
	<b>Family Last Name: Choose one day/time to pick up and drop off materials</b>			
8:30-10:15 a.m.	A-D	S-Z	L-R	By appointment if needed
10:30 a.m.-12:15 p.m.	E-K	A-D	S-Z	
12:30-2:15 p.m.	L-R	E-K	A-D	
2:30-4:15 p.m.	S-Z	L-R	E-K	

### Pick Up/Drop Off Procedure:

When you arrive at the campus, please utilize the following procedures:

- Do not park or roll down the window.
- Stay inside the car at all times. Waving is encouraged, however, students should not hug, fist-bump or get out of the car.
- Observe social distancing and CDC guidelines.
- People in the car are encouraged to wear a mask.
- Make sure the paper containing the student name and grade is hanging on the inside of the passenger-side window or designated location and is visible to the person standing outside of the building.
- Open your trunk from the inside and school staff will remove the District-owned items.  
***For safety reasons, make sure the car is in park before opening the trunk/hatch.***
- If the trunk can't be opened from inside the car, or it is a truck, roll down the passenger-side window so that the bag or box can be passed through to school staff.
- Once the items have been retrieved from your car, follow signage at your student's campus to direct you to the next station.
- At the next station, school staff will place your child's locker/classroom items in the trunk of your vehicle or pass the items to you through the passenger window.
- Pull forward so the next car can be served.

### Student Medication Procedure:

The school nurse will notify parents the week of May 25 regarding pick-up of their student's medication from the campus. This should be by appointment or during the assigned time based on last name.

The medication will be placed in a bag with the student's name on it and handed to the parent or guardian by the nurse at the scheduled pick up/drop off time. Medications will not be placed in the student's backpacks or bags with their other supplies. Items not picked up will follow regular protocols.

### **Athletics and Fine Arts Returns:**

Lamar CISD secondary students with school-owned instruments, athletic equipment and uniforms from athletics and fine arts programs will return their items during the week of May 25. Career and Technical Education (CTE) and JROTC equipment will also be returned with the athletics and fine arts equipment:

- Tuesday, May 26 from 8 – 10 a.m.
- Wednesday, May 27 from 1 – 3 p.m.
- Thursday, May 28 from 6 – 8 p.m.

Students in these programs will be contacted before May 25 with specific instructions for returning items.

The drop-off location for all athletic equipment will be at the campus fieldhouse and the designated drop-off location for all musical instruments/fine arts items will be at the front of the school or exterior door near the music rooms. Music directors and coaches will be on duty at the designated drop-off location.

All school equipment and uniform items should be placed into a garbage bag with the student name on the outside via masking tape, if possible. Similar to the school-owned material drop off, families should place the bags in their trunks or hand the bags to staff through the passenger-side window. Parents will also receive their student's personal items from their athletic lockers.