

Pickup of Student Belongings Planned for June 18th - 24th

With school buildings closed for the remainder of the academic school year, the Cortland Enlarged City School District recognizes that some students may have personal belongings in the buildings that they need to collect. Students also have school equipment and materials that need to be return at the close of the academic year, such as computers, calculators, and textbooks.

A schedule has been constructed to allow safe access to the Junior High School and High School. Below is a schedule of collection dates and procedures that will be followed to ensure safety and social distancing guidelines:

Dates	Department(s)
June 18th and 19th	Families whose oldest student's last name begins with A - F from 8 a.m. to 2:30 p.m.
June 22nd and June 23rd	Families whose oldest student's last name begins with G - O from 8 a.m. to 2:30 p.m.
June 24th and June 25th	Families whose oldest student's last name begins with P - Z from 8 a.m. to 2:30 p.m.

Pick up procedures:

- Staff and students **must** wear a mask and practice social distancing protocols.
- If you are displaying any symptoms of COVID 19, please do not come in. Make other arrangements through the school for a later date.
- Only students will be allowed to enter the building.
- All students will enter through the Main Office Entrance.
- The sidewalk will be marked with tape or chalk at six feet intervals.
- Students should wait in cars if the line is more than five or six students long.
- The front door will be unlocked
- Ten students will be allowed into the building at a time.
- Students will be directed to go to their hall lockers first and then PE lockers.
- Students will leave lockers open once they are cleaned out.
- Textbooks, library books, graphing calculators, uniforms, or any other district purchased items will need to be placed on tables that are located throughout the hallways.
- There will be post-it notes and pens on all the tables. Please write your name on anything that is left on the table so the district knows who has returned items.
- There will be tables for computers and mifi devices in the West Commons; a staff member will be there to sign your device back in.
- Classrooms will not be open. If a student has any personal belongings in a classroom, please contact the teacher and they will arrange for the items to be delivered to the students home.

- Students will exit through the Evening Entrance.

Medicine

- Will be arranged by appointment with your school nurse.