

Red Clay Plan for Parents Picking up Student Materials and Dropping off School Materials

Requirements for parents/guardians/students

- All parents/guardians/students must comply with the governor's order for face coverings and the district is requiring gloves
 - Families are limited to one guardian and one student- exception if multiple children in the same school (a designated time will be assigned)
- All parents/guardians/students must bring their Chromebook and loaned instrument (if applicable)
- All parents/guardians/students must follow the directions for entering/exiting the building.
- All parents/guardians/students must follow internal directions to get to their designated retrieval area
- All parents/guardians/students must retrieve their belongings and exit the building expeditiously.
- All parents/guardians/students must exit the parking lots immediately.
- All parents/guardians/students shall return Chromebooks and/or instruments.
- This is not a time to say good-bye to a teacher or mingle with classmates. If you do not have personal items to retrieve please exit upon returning Chromebook and/or Instruments.

Dickinson's Plan for Parents/Students/Guardians Picking up Student Materials and Dropping off School Materials

- While in the building, all individuals are expected to follow the above-mentioned "Red Clay Guidelines" in an effort to be safe, respectful of others, and responsible.
- **If your student needs to retrieve items from lockers/classroom spaces or needs to drop off an instrument:**
 - Please arrive at school within the designated time frame, as indicated in the tables below.
 - All high school students will be asked to enter the building through the cafeteria lobby doors and follow the designated path thereafter.
 - Point of exit will be different; please follow instructions of staff members.
 - All middle school students will be asked to enter the building through the auditorium doors (the usual way they enter in the mornings) and follow the designated path thereafter.
 - Point of exit may be different; please follow instructions of staff members.
- **If the only thing to return is a Chromebook (and related equipment) or student textbooks:**
 - All grade levels (6th-12th): on the designated date/time, please enter through the **CAFETERIA** entrance and follow the markers for the line
 - You will exit from the rear of the cafeteria and not the lobby doors.
- **Chromebook return is the final thing for students to do. Therefore, if there is a need to clear out lockers or retrieve things from a classroom, that must be done first. All students/parents/guardians will exit either from the rear door in the cafeteria or through the auxiliary gym door.**
 - **Chromebook Return Stations**
 - #1: Check-in: you will provide the Technology Staff member with your student's name and will receive a Chromebook Check-in Form to complete (please see the additional attachment, with a reference form. All forms will be pre-printed with individual student information).
 - #2: Chromebook bags: you will receive a large Ziploc bag, into which you will be asked to place the Chromebook and the Check-in Form. If there is any damage to the Chromebook, please designate that with one of our brightly-colored red stickers.
 - #3: Textbook return: if you have textbooks, please return them here
 - #4: Final drop-off of Chromebook to be scanned in by Mr. Izzo
- Students/Parents/Guardians are asked to follow the instructions of staff members while inside the building.

- Entry doors will be monitored by staff members, in an effort to control both the spacing of individuals lined up near the door, as well as the number of people entering the building at one time.
- For those of you with students in multiple grades, we have designated a special time for that. Please view the table below.
- If you require additional assistance in order to retrieve or drop off items, please contact your grade-level administrator (contact information is listed below).
- This is our best effort to minimize the amount of people in the school building at one time. Please be mindful of that and make every attempt to arrive at school within the designated times.

The John Dickinson School Date/Time Windows

Tuesday, June 2nd: 12th grade

Parent/Student/Guardian will arrive as such:

Last Name A-C	8:30-9:30
Last Name D-J	9:45-10:45
Last Name K-N	11:00-12:00
Lunch	12:00-1:00
Last Name O-S	1:15-2:15
Last Name T-Z	2:30-3:30

Wednesday, June 3rd: make-up day for 12th grade

Please contact Mr. Saunders at damon.saunders@redclay.k12.de.us to schedule a time between 8:30-3:30 to drop off/pick up the necessary items.

Friday, June 5th: 8th grade

Parent/Student/Guardian will arrive as such:

Last Name A-C	8:30-9:30
Last Name D-J	9:45-10:45
Last Name K-R	11:00-12:00
Lunch	12:00-1:00
Last Name S-Z	1:15-2:15
Families with students in multiple grades (across grade levels 6-12)	2:30-3:30

Monday, June 8th: 11th grade

Parent/Student/Guardian will arrive as such:

Last Name A-C	8:30-9:30
Last Name D-J	9:45-10:45
Last Name K-N	11:00-12:00
Lunch	12:00-1:00
Last Name O-S	1:15-2:15
Last Name T-Z	2:30-3:30

Tuesday, June 9th: 7th grade

Parent/Student/Guardian will arrive as such:

Last Name A-C	8:30-9:30
Last Name D-J	9:45-10:45
Last Name K-N	11:00-12:00
Lunch	12:00-1:00
Last Name O-S	1:15-2:15
Last Name T-Z	2:30-3:30

Wednesday, June 10th: 10th grade

Parent/Student/Guardian will arrive as such:

Last Name A-C	8:30-9:30
Last Name D-J	9:45-10:45
Last Name K-N	11:00-12:00
Lunch	12:00-1:00
Last Name O-S	1:15-2:15
Last Name T-Z	2:30-3:30

Thursday, June 11th: 6th grade

Parent/Student/Guardian will arrive as such:

Last Name A-C	8:30-9:30
Last Name D-J	9:45-10:45
Last Name K-N	11:00-12:00
Lunch	12:00-1:00
Last Name O-S	1:15-2:15
Last Name T-Z	2:30-3:30

Friday, June 12th: 9th grade

Parent/Student/Guardian will arrive as such:

Last Name A-C	8:30-9:30
Last Name D-J	9:45-10:45
Last Name K-N	11:00-12:00
Lunch	12:00-1:00
Last Name O-S	1:15-2:15
Last Name T-Z	2:30-3:30

Monday, June 15th - Friday, June 19th: 6th-11th make-up dates

For grade 11: please contact Mr. Saunders at damon.saunders@redclay.k12.de.us to schedule a time between 8:30-3:30 to drop off/pick up the necessary items.

For grade 10: please contact Mr. Johnson at rob.johnson@redclay.k12.de.us to schedule a time between 8:30-3:30 to drop off/pick up the necessary items.

For grade 9: please contact Mr. Keen at matthew.keen@redclay.k12.de.us to schedule a time between 8:30-3:30 to drop off/pick up the necessary items.

For grades 6-8: please contact Mrs. Campbell at joy.campbell@redclay.k12.de.us to schedule a time between 8:30-3:30 to drop off/pick up the necessary items.