Manhattan Elementary
End-of-the-Year Student Check-Out

Procedures

→ Check-out will take place in front of the K-4 school.
→ Students WILL NOT be permitted in the school buildings.
→ Teacher will be at tables along the sidewalk.
→ One family at a teacher’s table at a time.
→ Families will return all school issued materials and electronic devices at this time.
→ If a teacher is not at their table parents can ask the office to call the teacher’s room.

Safety Precautions

→ CDC Guidelines highly recommend everyone involved wear masks & gloves.
→ Students will approach, social distance at six feet apart & grab their bag.
→ Families, please clean items prior to return.

Schedule

Monday, June 1st
A-F From 9:00 – 11:00 am
G-L From 1:00 – 3:00 pm

Tuesday, June 2nd
M-R From 9:00 – 11:00 am
S-Z From 1:00 – 3:00 pm

In case of inclement weather, tables will be set up in the MPR. Parents and student can enter and leave through the front office doors. We ask that you don’t go down the hallways.
Dates: June 1st & 2nd

Times: Time windows assigned by Last Name (see chart below)

Process:
> Each family will check in at check-in table.
> Students turn in all materials they have had at home (*textbooks*, *teacher-owned novels*, *ChromeBooks*, *instruments*, etc...)
> Teachers will be located in a line of tables
> Students progress through tables to greet and see teachers – one family will be allowed at each table
> Students will be given a bag of their materials from school lockers.

Safety:
> Please sanitize items prior to returning them to school
> Masks and gloves are highly recommended for all in attendance, per CDC guidelines
> Please follow physical distancing (6 feet) guidelines

Locations:
> All teachers will be on the sidewalk in front of the main entrance – please park in the parking spaces – do not park against the curb
> 5th & 6th Grade students will collect bags at the far north doors between their classrooms and the playground
> 7th & 8th Grade students will collect bags at the main entrance

<table>
<thead>
<tr>
<th>Monday, June 1st</th>
<th>Tuesday, June 2nd</th>
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<tbody>
<tr>
<td>9:00 – 11:00: A – F</td>
<td>9:00 – 11:00: M – R</td>
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<tr>
<td>1:00 – 3:00: G – L</td>
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Manhattan High School
End Of Year Check Out Schedule & Procedures
(June 1st and 2nd)

In order to touch base with our students before summer and return school issued materials and devices we are hosting an end of year check out. Following are our planned procedures. Check Out Will Take Place In Front Of the High School, Students Will Not Be Permitted In the School Buildings.

PROCEDURES: Arena Style Check Out Process:
- Curbside pick up and drop off of school materials, in front of the high school.
- Students CHECK IN with the secretary at the first table, a checkout list of outstanding items will be provided.

<table>
<thead>
<tr>
<th>Turn In Items</th>
<th>Check Out Items</th>
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<tbody>
<tr>
<td>Text books</td>
<td>Locker, (locker room &amp; hallway)</td>
</tr>
<tr>
<td>Library books/ pay fines</td>
<td>Yearbooks</td>
</tr>
<tr>
<td>Computers/ chromebooks</td>
<td></td>
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<tr>
<td>Uniforms, athletic equipment</td>
<td></td>
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</tbody>
</table>

- Teachers will be at tables located along the sidewalk in front of the high school.
- Counselor will be at a table and available for scheduling questions.
- Bins located at tables for turning in items, (books/technology/gear)
- Lockers have been cleaned out, locker items will be returned in labeled bags.
- Return of band instruments will be arranged through the band instructor

SCHEDULE: Check Out By Last Name:

**Monday, June 1st: (A-F, G-L)**
A-F From (9:00am - 11:00pm)
G-L From (1:00pm - 3:00pm)

**Tuesday, June 2nd: (M-R, S-Z)**
M-R (9:00am - 11:00pm)
S-Z (1:00pm - 3:00pm)

SAFETY
Social distancing and public health precautions will be observed. Thank you in advance for cleaning and wiping down items prior to returning them to the school. CDC guidelines recommend wearing masks and gloves during check out.

*Seniors Check Out Following Graduation Rehearsal, May 27th, (12:15PM - 1:15PM)*