

Smitha Middle School

Student Checkout



Check-Out Times:

Check-Out Day & Time	Last Name
Monday, May 18, 9am to 12pm	Last Names A - C
Monday, May 18, 1pm to 4pm	Last Names D – G
Tuesday, May 19, 9am to 12pm	Last Names H – L
Tuesday, May 19, 1pm to 4pm	Last Names M – P
Wednesday, May 20, 9am to 12pm	Last Names Q – S
Wednesday, May 20, 1pm to 4pm	Last Names T - Z

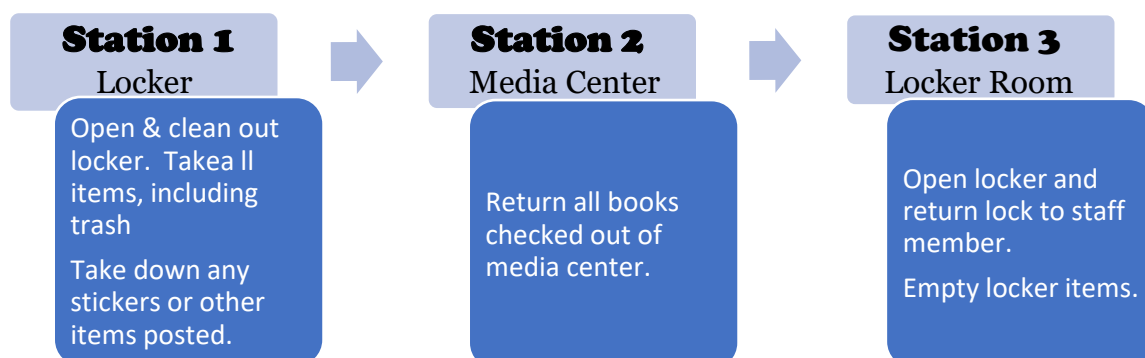
* Students within a family that have different last names should come at the time of the last name that comes first in the alphabet.

Directions:

- Families should park in the parking lot. Adult family members, and other individuals who do not attend Smitha MS, are asked to stay in their cars. Only Smitha students will be allowed in the building.
- Students line up at the front entrance to the building and continue down the sidewalk toward Powder Springs Road. This will be marked, and school personnel will be in the area to assist.
- Students will check-in at the main entrance to the building.
- 10-15 students per a grade level will be in the building at any one time retrieving items. It will be a “one in, one out” policy, i.e once one student exits the building, another will enter.
- Students will proceed “one-way” through the building to collect and return items (see below).
- Students should work quickly to empty their locker and move to each location.
- Students need bring a bag or a container to collect their belongings; this includes the entire contents of their lockers. Students must discard all trash off-campus.
- Students will returned books to media center and loaned instruments on this day.
- Staff will be stationed throughout the building to monitor and assist students with this process.

Expectations:

- Students can only come at their scheduled time to pick up items. Students arriving at times other than their scheduled time will be turned away. There will be another day and time when students who could not collect/return items at their scheduled time. This information will be provided at a later date.
- Follow social distancing of 6 feet apart while in line outside of school, and at the various stations in the building. These distances will be marked plainly outside on the sidewalk and in the building with tape on the floor. **It is highly recommended that all students wear a face mask/covering.**
- Students must observe the “one-way” flow of traffic upon entering the building and stay on the right-hand side of the hallway at all times. Students will first go to their lockers, then proceed to the media center to return books, and finally to the locker room area to retrieve PE items.
- Once students have gone to all stations, they must immediately exit the building using the theater lobby doors.



Band & Orchestra Instruments:

- Band and Orchestra drop off will be a separate line. Students who need to drop off an instrument can either choose to do this first or complete once they have retrieved their personal items from the building.
- Band instrument drop-off will be completed at the theater stage doors leading to the parking lot. **Look for the Smitha flag.**
- Orchestra instrument drop-off will be at the back door to the orchestra room. This door is down the sidewalk from the theater stage doors and nearest the bus port drive. **Again, look for the Smitha flag.**
- Both of these lines will be marked and will be “one in, one out.”

Items Not Picked Up:

- All students and their families should make every effort possible to pick up their items at the scheduled time. With over 1000 students needing to retrieve their items, coming at your scheduled time guarantees you the best opportunity to pick-up and drop-off items needed in a safe manner.
- A time will be arranged for those students who were unable to pick-up and drop-off items. This final time when students are able to complete this process will be announced at a later date.

All students are expected to follow and comply with the directions and expectations given.