



## End of Year Closing Plan for Families:

### ***When will the process of school closing take place?***

Staff began the process of preparing for EOY closing this week. Teachers gathered student items and placed them in labeled paper bags. The bags were then placed carefully in the cafeteria to prepare for retrieval.

### ***Assigned Pick up days for Families by Track/Alpha:***

#### **Track 1&2 - Monday, June 1st:**

- Last Names **A-I**: 9:00 am - 11:00 am
- Last Names **J-R**: 11:30 am - 1:30 pm
- Last Names **S-Y**: 2:00 pm - 4:00 pm

#### **Track 3&4 - Tuesday, June 2nd:**

- Last Names **A-I**: 9:00 am - 11:00 am
- Last Names **J-R**: 11:30 am - 1:30 pm
- Last Names **S-Y**: 2:00 pm - 4:00 pm

#### **Final chance: All Tracks - Saturday, June 6th:**

- Last Names **A-I**: 9:00 am - 10:30 am
- Last Names **J-R**: 10:45 am - 12:15 pm
- Last Names **S-Y**: 12:30 pm - 2:00 pm

### ***What about medication pickup?***

- Two systematic medication pick up opportunities were offered to parents earlier in the pandemic. If you were unable to pick up medications at that time and would now like to pick up medications, please reach out to Lynn Comstock at [lcomstock@wcpss.net](mailto:lcomstock@wcpss.net). Our entire front office team is trained in medication administration and two members will make themselves available to support your request. Otherwise, medication may remain at school and will be kept locked in our health room cabinets, along with accompanying paperwork.



## ***Are we collecting Chromebooks, iPads, hotspots, and library books?***

- Devices, hotspots, and library books will be collected from students not returning to a WCPSS school next year. All other students can hold their devices and library books until further notice. We are prepared to receive library books if families may be inclined to return them, but it is not required at this time. There will be a collection bin for these items.

## ***All OGES families should adhere to the following guidelines:***

- Families are **required** to wear face coverings when engaging with the school staff or interacting in groups on school grounds. It is recommended families also wear gloves. Families will **only** have access to the multipurpose room. Families should limit the size of their group to no more than 2 people.
- We ask that you park in the front parking lot and plan to enter the school through the doors by the gym. You will not be able to go to any other locations inside the school
- Cones/markings on the ground will guide individuals for the purpose of physical distancing.
- Please adhere to social distancing guidelines when coming on school grounds.
- Lost and Found items will be on an outside table for parents to peruse at their leisure. Parents must wear masks and gloves and adhere to social distancing guidelines.
- All items returned to the school by families will be labeled and returned to the proper location.

## **Health Guidelines for School Closing**

### ***Will PPE be made available to schools to facilitate this process?***

At this point, face coverings are required, and everyone should have personal access to them. Gloves are recommended. Oak Grove will have plenty of hand sanitizer available.

### ***Will we check everyone's temperature during this process?***

It is not feasible to check everyone's temperature when logistically considering the number of people involved. If families and staff members are exhibiting symptoms and/or have a temperature, then they should abstain from taking part in this process at this time.