



Shaler Area School District District Property Drop-off / Personal Belonging Collection

Overview

Our goal is to make the “exchange of items” as smooth, safe and efficient as possible. The District Property Drop-off / Personal Belonging Collection will follow the schedule outlined below. **During this time, we ask that families bring any district-owned materials including but not limited to textbooks, sheet music, calculators, student parking passes, elevator fobs, athletic uniforms and library books.**

District-Owned Technology

We are asking families that requested district-owned equipment for the purpose of Remote Learning or are in Grades 7-11 and have a district-issued iPad keep that device at home over the summer. Collection of these items will occur at the beginning of next school year. **Grade 12 students must bring their district-issued iPad, case, cover, lightning cable and charging brick with them to the exchange day.**

Safety Precautions

We ask that families please follow the attached schedule and do not deviate from it in order to adhere to strict social distancing guidelines. The District is committed to not exceed 25% of the occupancy permitted for each building as directed by the Governor's Office. **Middle school and high school students will be asked to enter their buildings alone. Primary/Elementary students will be allowed to enter with one parent/guardian.** During pickup, parents and children will have to adhere to the following:

- Face masks (cloth or surgical) **must be worn at all times** while on school district property per PA Department of Health guidelines. If a face mask is not being worn upon entering the campus, families will not be granted access to the school building.
- Stay at least 6 feet (2 meters) from other people.
- No food or drinks will be permitted in the building.
- Restrooms will be closed.
- Refrain from touching unnecessary surfaces, consider wearing gloves.
- Bring a bag to empty the contents of your locker.
- **Do not** congregate with other students/families or staff in the building (including parking lots, classrooms, hallways and the main office).

Procedures

- **Students Sign-in and indicate location:** Parents / students will need to check in upon arrival at the school.
- **Locker Clean-out—Students:** You must enter the building through the entrance designated at the school. After checking in, please proceed directly to your assigned locker and cleanout your belongings; there will be trash cans in hallways to discard any items. In order for us to adhere to social distancing and to keep everyone safe, you must exit the building *prior* to the next scheduled time on the schedule.
- **Medication pickup—Parents Only:** A table will be set up in a designated area of each school to sign-out and pick up medications. Medications will only be released to a Parent/Guardian.

- Textbooks & Library Books: If you have books in your locker or at home please return them to designated areas for each school.
- After you have completed your locker clean out you MUST exit the building via the designated exit.
- Do not congregate with other families and children throughout the process.

Multiple Students In Same Building / Different Grade Level

If you have children in the same building but in different grade levels, we will allow families to pick up all children's belongings in one visit. Social distancing guidelines will need to be followed accordingly.

Yearbook Distribution

Elementary, Middle and High school yearbooks will be available for pickup at the school when students return to drop off books and pick up their belongings.

School Instruments/Music

If you are in a performing ensemble (band, choir, or orchestra), below are instructions for returning school-owned items. If you are a Senior, a student not continuing in a performing music class next year, or a student moving out of the District, you are required to return all school equipment. This includes instruments, uniforms, music, folders, stands and/or any other school property. If you are continuing with a performing class or ensemble for the 2020-2021 school year, you have the option of returning the equipment on your assigned day, or keeping it over the summer. If you decide to keep the equipment/music over the summer, you can coordinate returns or exchanges with your respective director at the beginning of next school year.

Building	Grade Level	Pickup/Drop-off Date	Entrance /Bld. Access
High School	Various Grades	June 3, 2020	Auditorium
High School	Various Grades	June 4, 2020	Auditorium
Elementary School	4-5	June 4, 2020	Main Office
Middle School	7-8	June 5, 2020	Main Office/Library Side
Elementary School	6	June 5, 2020	Main Office
Primary Schools	K-1	June 8, 2020	Follow Signs
Primary Schools	2-3	June 9, 2020	Follow Signs

June 3, 2020
Shaler Area High School
Grade 12 & Underclassman by Homeroom
- Please bring Student ID or Driver's license to pickup
[Click here to view map and checklist](#)

Grade	Homerooms	Report Time
Grade 12	12-1, 12-5, Life Skills (11/12)	8:00 am
Grade 12	12-9, 12-13, SATV	8:30 am
Grade 12	12-2, 12-6, Academy (12 th)	9:00 am
Grade 12	12-10, 12-14	9:30 am
Grade 12	12-3, 12-7	10:00 am
Grade 12	12-11, AM Beattie (12 th)	10:30 am
Grade 12	12-4, 12-8, 12-12	11:00 am
Grades 9-11	9-1, 10-1, 11-1	12:00 pm
Grades 9-11	9-2, 10-2, 11-2	12:45 pm
Grades 9-11	9-3, 10-3, 11-3	1:30 pm
Grades 9-11	9-4, 10-4, 11-4	2:15 pm
Grades 9-11	GATE-10, Academy, AM Beattie (11 th)	3:00 pm

June 4, 2020
Shaler Area High School
Underclassman continued by Homeroom
- Please bring Student ID or Driver's license to pickup
[Click here to view map and checklist](#)

Grade	Homerooms	Report Time
Grades 9-11	9-5, 10-5, 11-5, Life Skills (9/10)	8:00 am
Grades 9-11	9-6, 10-6, 11-6, SATV	8:45 am
Grades 9-11	9-7, 10-7, 11-7	9:30 am
Grades 9-11	9-8, 10-8, 11-8	10:15 am
Grades 9-11	9-9, 10-9, 11-9	11:00 am
Grades 9-11	9-10, 10-10, 11-10	12:00 pm
Grades 9-11	9-11, 10-11, 11-11	12:45 pm

Grades 9-11	9-12, 10-12, 11-12	1:30 pm
Grades 9-11	9-13, 10-13, 11-13, GATE-9 (A-K)	2:15 pm
Grades 9-11	9-14, 10-14, 11-14, GATE-9 (M-W)	3:00 pm

June 4, 2020 Shaler Area Elementary School Grades 4-5		
Grade	Last Name	Time
Grade 4	A-E	8:00 am - 8:45 am
Grade 4	F-K	9:00 am - 9:45 am
Grade 4	L-Q	10:00 am - 10:45 am
Grade 4	R-Z	11:00 am - 11:45 am
Grade 5	A-E	Noon - 12:45 pm
Grade 5	F-K	1:00 pm - 1:45 pm
Grade 5	L-Q	2:00 pm - 2:45 pm
Grade 5	R-Z	3:00 pm - 3:45 pm

June 5, 2020 Shaler Area Middle School Grades 7-8		
Grade	Last Name	Time
Grade 7	A, G, M, O, T, U	8:00 am - 8:45 am
Grade 7	B, I, J, L, R, W	9:00 am - 9:45 am
Grade 7	C, F, H, N, P, Y, Z	10:00 am - 10:45 am
Grade 7	D, E, K, Q, S, V	11:00 am - 11:45 am
Grade 8	A, G, M, O, T, U	Noon - 12:45 pm
Grade 8	B, I, J, L, R, W	1:00 pm - 1:45 pm
Grade 8	C, F, H, N, P, Y, Z	2:00 pm - 2:45 pm
Grade 8	D, E, K, Q, S, V	3:00 pm - 3:45 pm

<u>June 5, 2020</u> Shaler Area Elementary School Grades 6		
Grade	Last Name	Time
Grade 6	A-E	8:00 am - 8:45 am
Grade 6	F-K	9:00 am - 9:45 am
Grade 6	L-Q	10:00 am - 10:45 am
Grade 6	R-Z	11:00 am - 11:45 am

<u>June 8, 2020</u> Burchfield, Marzolf, Reserve and Scott Primary Schools Grades K-1		
Grade	Last Name	Time
Kindergarten	A-E	8:00 am - 8:45 am
Kindergarten	F-K	9:00 am - 9:45 am
Kindergarten	L-Q	10:00 am - 10:45 am
Kindergarten	R-Z	11:00 am - 11:45 am
Grade 1	A-E	Noon - 12:45 pm
Grade 1	F-K	1:00 pm - 1:45 pm
Grade 1	L-Q	2:00 pm - 2:45 pm
Grade 1	R-Z	3:00 pm - 3:45 pm

<u>June 9, 2020</u> Burchfield, Marzolf, Reserve and Scott Primary Schools Grades 2-3		
Grade	Last Name	Time
Grade 2	A-E	8:00 am - 8:45 am
Grade 2	F-K	9:00 am - 9:45 am
Grade 2	L-Q	10:00 am - 10:45 am
Grade 2	R-Z	11:00 am - 11:45 am
Grade 3	A-E	Noon - 12:45 pm

Grade 3	F-K	1:00 pm - 1:45 pm
Grade 3	L-Q	2:00 pm - 2:45 pm
Grade 3	R-Z	3:00 pm - 3:45 pm

Makeup Dates

We are asking families to make every attempt to attend the assigned pickup day as scheduled above. However, we do understand that other commitments may prohibit that from occurring. Make-up dates will be scheduled for a future date and communicated via BlackboardConnect and the District Website.

Questions

If you have questions regarding the pickup/drop-off schedule, please contact your child's school principal via email and visit www.sasd.k12.pa.us/covid-19.aspx for updated information.

We thank you again for your continued patience and cooperation as we work through this unprecedented time. As a reminder, the last day of school for all students in the Shaler Area SD is Friday, June 5, 2020. Early Dismissals, previously scheduled for June 3-5, 2020 have been canceled.

Sincerely yours,

Sean C. Aiken
Superintendent

Bryan E. O'Black, Ed.D.
Assistant Superintendent