



CITRUS ELEMENTARY SCHOOL
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 Robert L. Walker, Acting Principal

Citrus Elementary Property Recovery Plan

Pre-Recovery

Administrators and school-based employees are packaging up student belongings this week. These items will be placed in a garbage bag or grocery store bag. Each bag will be labelled with student name, teacher name, and grade

Bag Contents

All belongings shall contain identifiable student items. Additional items may include:

- Student photos, certificates/letters if applicable and end of year forms.
- Notices may be taped/stapled to bags if they have medication needing to be picked up or library books needing to be returned. Please have your books with you ready to return.

Distribution Days

Monday, May 18- KG

Tuesday, May 19th- 1st Grade

Wednesday, May 20th- 2nd Grade

Thursday, May 21st- 3rd Grade

Friday, May 22nd- 4th Grade

Tuesday, May 26th- 5th Grade

Any family with 2 or more students should report to their first assigned pick up window, then provide other student names

Example: A parent with a 2nd and 4th grader will report on Wednesday during the second grade window and pick up for both students.

Time	Monday, 5/18 KG	Tuesday, 5/19 1 st	Wednesday, 5/20 2 nd	Thursday, 5/21 3 rd	Friday, 5/22 4 th	Tuesday, 5/26 5 th
9:00am	Prep	Prep	Prep	Prep	Prep	Prep
10:00am– 11:30am	Gregory- A Ray- B	Berger- A Ford- B	Cesaro- A Hanna- B	Clarke- A Davis- B	Cafazzo- A Elkins- B	Renna- A Smith- B
11:30am- 1:00pm	Ruiz- A Webb- B	Gatlin- A Smith- B	Kennon- A Linehan- B	Alfano- A Rivera- B	Kearns- A Laytart- B	Soto- A Sukhu- B
1:00pm- 2:00pm		Turner-A,B	Melchert- A,B	Thompson- A,B	Witt- A,B	
10:00pm- 12:00pm	Prophete					Summerville

Orange County Public Schools

“The Orange County School Board is an equal opportunity agency.”

Drive Through Procedures

Property recovery and item return will take place at the PE Pavilion. For safety reasons, vehicles will have to follow the opposite route than that of usual drop-off/pick-up. Vehicles will enter where they traditionally exit, and exit where they traditionally enter. This places the driver closest to the PE Pavilion side. **See below map.**

- Parents will drive up to one of two stations labelled A and B located at the PE Pavilion. Classes have been assigned a specific station, noted in the above chart. Drivers are to roll down their window, provide staff the name of student(s) dropping off and/or collecting. They are to stop at an assigned station, place any items needing to be returned on table (pre-bagged), wait for personal property to be placed on the table (if applicable), sign paperwork indicating that they came to the appointment, and proceed slowly to the exit after directed by a staff member.
- Anyone picking up medication will pull forward to the medication staging area. The students' names will be radioed to the clinic, who will then report to the medication staging area to provide.

Walk-Up Procedures

Property recovery and item return will take place at the PE Pavilion. Parents will follow procedures similar to that of drop-off/pick-up.

- A separate table near the north entrance to the PE Pavilion for walkers or bicyclist. Follow the same process as above and focus on social distancing. Sidewalks will be taped off on in 6' increments for stop and wait locations.
- Anyone picking up medication will remain at the table. The students' names will be radioed to the clinic, who will then report to the area to provide.







Safety Protocols

- Vehicles enter through the North side of the parent pick up area as the car driver's window MUST be on the same side as our sidewalk.
- Maintain the flow of traffic.
- This is a drive thru process only. NO PARKING will be allowed. Participants are not to get out of vehicles.
- Areas will be clearly labelled with signs: Station A and Station B. Vehicles report to respective pick up area assigned.
- Face coverings are strongly encourage by staff and families.
- Avoid touching face or phone with hands or gloved hands.

****Route Map on Next Page****

Route Map



- | | | | |
|---|-------------------------|---|-------------------------|
|  | Flow of Traffic |  | Stations A & B |
|  | Traffic Cones |  | Staff - No Entrance |
|  | STOP. Wait for opening. |  | Medication Staging Area |