



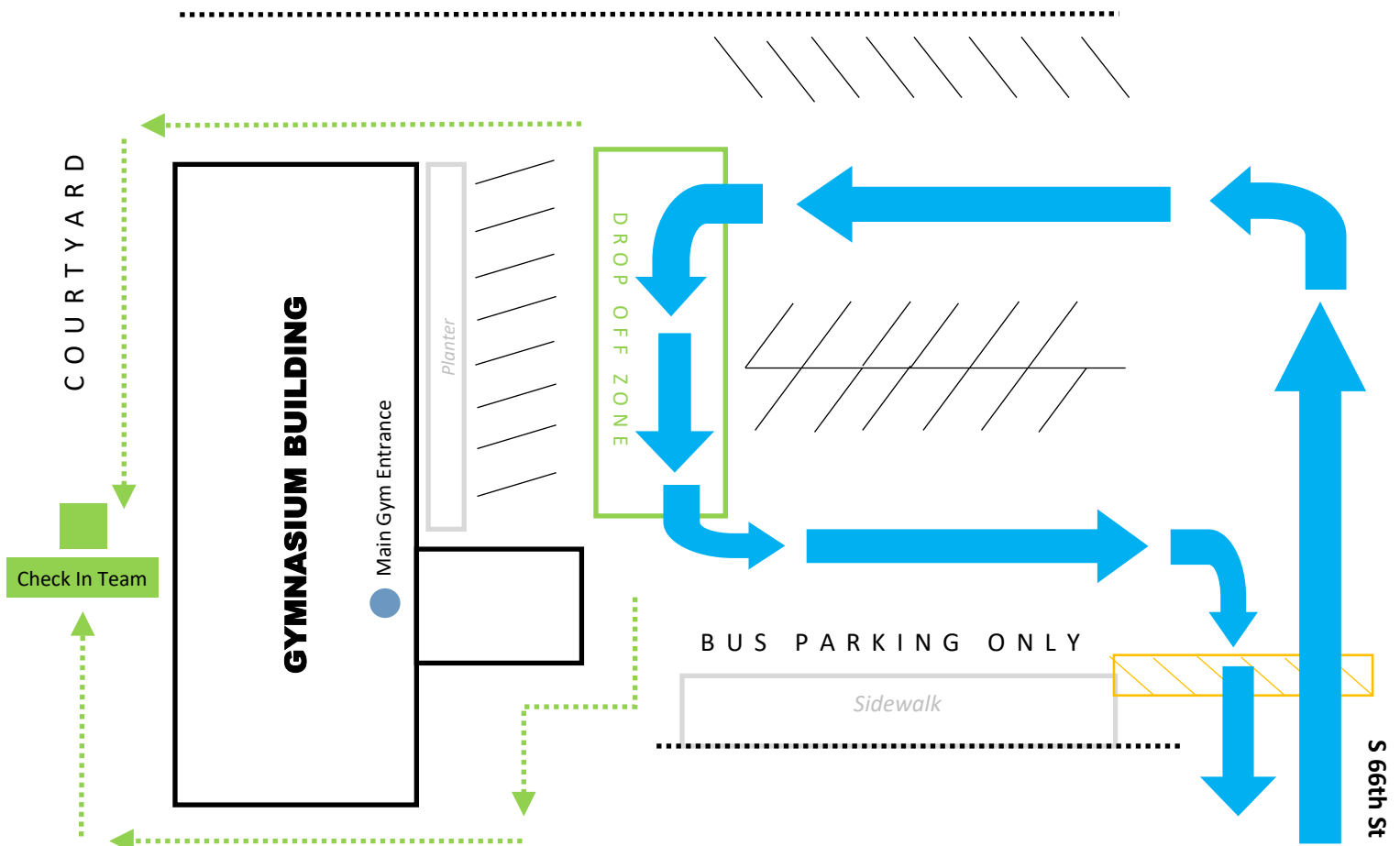
High School Drop off and Pick up Procedures

Dropping off a High School Student:

- Arrive between 7:40am and 7:55am; please do not drop off before 7:40am
- Enter through the 66th Street entrance
- For the safety of all our students, students should exit vehicles only in the “Drop Off/Pick Up Zone”
- Students will be symptom and temperature checked at the black tent *IN THE COURTYARD* each day. High school students must walk around the building to the courtyard. Only middle school students will enter through the gym building. Each secondary student will complete their own symptom check form at the check in station.
- All students must receive a symptom check sheet before proceeding to their first period classroom.
- Exit through the 66th Street gate of the parking lot.
- Students will enter the building and immediately go to the classroom. They should avoid gathering in the hallways.

Picking up a High School Student:

- End of the school day is 2:45pm for all secondary students. Due to COVID restrictions we ask that all secondary students are picked up by 3:30pm to avoid extra students on campus.
- For the safety of all our students, students should be picked up only in the “Drop Off/Pick Up Zone”
- Secondary pick up is not monitored by TBS faculty or staff members. Please remind your student to follow all protocols while waiting to be picked up.
- If your student is not available to be picked up when you arrive, please either park or circle around the parking lot again to avoid backups.
- Exit through the 66th Street gate of the parking lot.



Important Additional Information:

- ✓ ALL secondary students MUST be dropped off and picked up in the 66th Street/gym parking lot due to COVID check in procedures. If you have an elementary student, please drop them off separately in the 64th Street parking lot.
- ✓ Elementary Students will not be released to middle school siblings. A high school sibling will be allowed to pick up their elementary sibling in the 64th Street parking lot. Elementary students must be checked out with a teacher.
- ✓ If you arrive after 8:00am, please park in the parking lot located on 64th street and walk your student in through the main school entrance. Secondary students will be checked in through the secondary office. Please do not walk through the campus to be checked in.