

Student/Parent Building Clean-Out/Medication Retrieval Procedures and Expectations

The Shelton Public Schools realizes that students need additional time to retrieve personal items from school buildings during this school closure. The following procedures and expectations were developed in conjunction with several members of the Shelton Public Schools Health Emergency Planning Committee. Expectations and the designated schedule are listed below. School administrators and Shelton Public Schools security officers will be on hand to facilitate the clean-outs and to ensure that expectations are being adhered to. As the health and safety of our employees, students, parents and the community are paramount, anyone not following expectations will be asked to leave the facility.

Student/parent procedures and expectations

- Per Connecticut guidelines, any student/parent who is sick, is known or suspected to have been exposed to COVID-19 should not report to the school at the designated time.
- Students will only be allowed to enter the building during the designated time. There will be no exceptions.
- Per Connecticut law, every student/parent must wear a face mask/covering when reporting to school. Face mask/covering will not be provided; students/parents must provide their own face mask/covering. Anyone without a face mask/covering will not be allowed to enter the building.
- Students must appropriately wear a face mask/covering from the time they enter the building until the time they exit the building.
- Parents with proper face mask/covering will be allowed to enter the elementary schools to assist their children in retrieving their belongings if necessary. Parents will not be allowed into Perry Hill, SIS or SHS for any reason.
- Students are strongly encouraged to bring your own bags/boxes to carry your belongings. Students will be allowed in the building one time so it is imperative they are prepared to carry out all their belongings.
- Students will be entering their school's main entrance and exiting a side entrance. The exit doors will be communicated to students/parents when they report to the school.
- Social distancing guidelines must be adhered to at all times while on the school campus.
- A limited number of students will be allowed into the building at one time.
- While in the building a distance of six feet between people must be maintained.
- No in-person contact or physical contact of any kind will be allowed.
- Parents must report during the designated time to pick up any medications. Parents will not be allowed in the building but will sign off for receipt of the medication at the front door. Any medication not picked up on these designated days will be disposed of.
- **No food, drink, staff appreciation gifts or items of any kind will be allowed in the building.**
- Elementary students will pick up the Governor's Summer Reading Challenge bookmark that will be on their desk.

- *While students may see employees in the buildings, employees are there to clean out their rooms. Students may say a quick “hello”; this is not the time for conversations and to socialize. Employees are not being rude, they have a limited amount of time to complete a large task.*
- Any parent who needs to withdraw a child should contact your building principal.
- **Any items left at school after the “last call” day will be disposed of.**
- **Items that belong to the district, such as books, uniforms, library books, chromebooks, will NOT be collected at this time.**

Student/Parent Building Clean-Out Schedule
Designated time for each session: 1:00 - 3:00 p.m. only

Monday, May 18 all elementary schools

Tuesday, May 19

Perry Hill - grade 5 students

SIS - grade 7 students

SHS - grade 9 students

Wednesday, May 20

Perry Hill - grade 6 students

SIS - grade 8 students

SHS - grade 10 students

Thursday, May 21

Perry Hill - last call for all students who were unable to report during designated times

SIS - last call for all students who were unable to report during designated times

SHS - grade 11 and Transition Program students

Friday, May 22

Elementary - last call for all students who were unable to report during designated times

SHS - grade 12 students

Tuesday, May 26

SHS and Transition Program - last call for all students who were unable to report during designated times

June 1 - buildings closed; summer cleaning starts