



## Quitman County PreK-12 School At-Home Assignments Drop-Off Procedures



April 15, 2020

We want to thank you so much for your patience during these times. We have formulated a plan that will allow you to drop off your child's/children's school work at the Main Entrance starting Tuesday, April 21, 2020.

It is the desire of the Quitman County Schools that you will drop off the schoolwork while you are out taking care of an essential task and not specifically for this so as to be in accordance with state and local guidelines. The plan is as follows:

1. Prior to driving up to the School's Main Entrance, ensure that all of your child's work is in the appropriate folder and that his/her name is on the work along with the teacher's name for each assignment.
2. Drive up to the drop-box at the School's Main Entrance. (Only one person is allowed at the drop-box at a time).
3. Exit your car and get one of the bags to put your child's work in.
4. Tie the bag together and write your child's name on the bag along with the grade and teacher's name. (One bag per child so if you have more than one in your family, please use separate bags).
5. Place the bag in the drop box. (It will be taken out by someone on the Administration Team and handled from there).
6. After this is accomplished, please return to your car and leave the campus so that the next parent can drop off his/her child's/children's packet(s).

While there will be someone at the school during this time, that individual will be there to assist with the process only. Please continue to direct concerns to your child's/children's teachers and to check the School's website/Facebook page.

\* Please use the form online with work 3/17-4/17, as a checklist to ensure that you have enclosed all of your child's/children's schoolwork. Work submitted online to the teacher does not need to be resubmitted in the packet.

### The Dates and times for drop-offs are listed below:

Date	Time
Tuesday April 21, 2020	8:30 AM - 10:30 AM
Tuesday April 21, 2020	4:00 PM - 6:00 PM
Thursday April 23, 2020	8:30 AM - 10:30 AM
Thursday, April 23, 2020	4:00 PM - 6:00 PM

