

Gunn EOY Drop-off/Pick-up Process

YOU MUST BRING AND WEAR A MASK AT ALL TIMES

Drop-off Dates & Times (Students will come to drop-off based on last name)

June 4th (Seniors Only)

8:00am- 9:00am	A-Che
9:00am- 10:00am	Chi-Gri
10:00am- 11:00am	Gu-Lee
11:00am- 12:00pm	Lel-Mo
12:00pm- 1:00pm	Mu-She
1:00pm- 2:00pm	Shi- Wan
2:00pm- 3:00pm	Wang-Z

June 9th (Juniors)

8:00am- 9:00am	A-Cha
9:00am- 10:00am	Che-Fa
10:00am- 11:00am	Fe-Ja
11:00am- 12:00pm	Je-Ma
12:00pm- 1:00pm	Me-Ram
1:00pm- 2:00pm	Ran-Tam
2:00pm- 3:00pm	Tan-Z

June 8th Freshman & Sophomore Drop-off & PE Locker Clean Out

***See Below for times and details**

June 10th (Sophomores Make-up)

8:00am- 12:00pm	All Students
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June 11th (Freshman Make-up)

8:00am- 12:00pm	All Students
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Drop-off Items:

- Books
- Chromebooks (12th graders, non-returning)
- Athletic Uniforms
- Cameras & Tripods*
- Choir Tux Jackets/Donations/music*
- Art Supplies*
- Instruments (seniors and non-returning members only), Music Folder, Music*

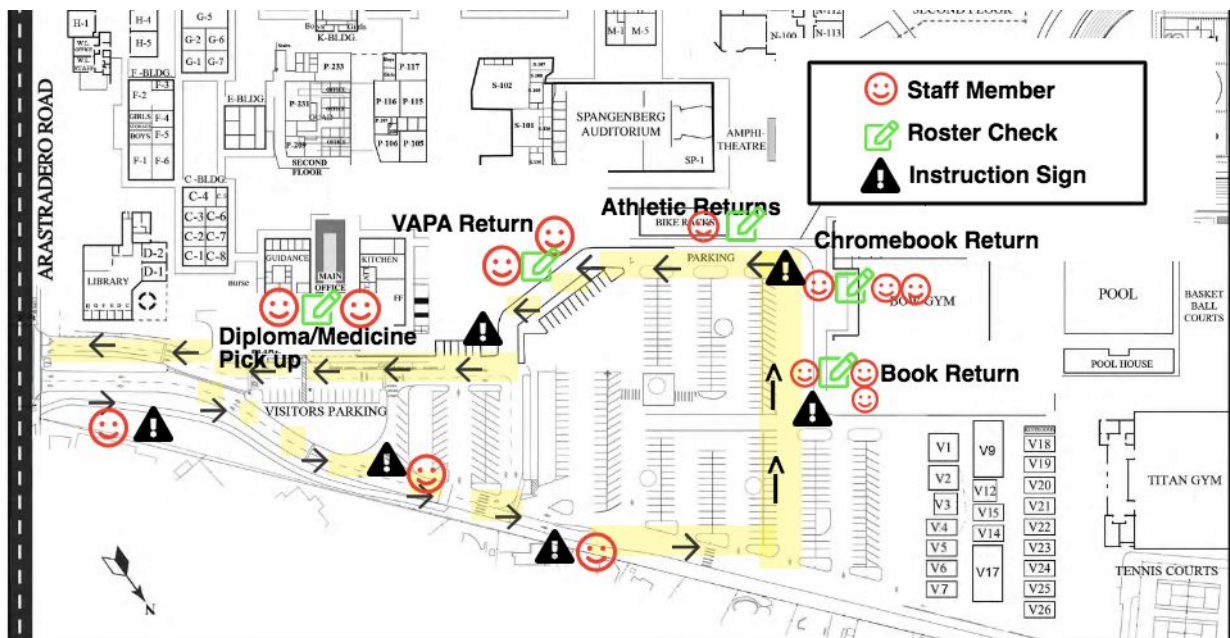
Have each set of items bagged separately with Your Name and Grade Labeled on them

* Please contact your teacher if you have any questions or are unsure of what is to be turned in.

Drop- off Drive-thru Procedures:

- Students arrive at school in vehicles with all returning **items separately bagged and labeled with your name and grade in the trunk** of their car.

- Student must have their **Name and Grade** on a **Sheet of Paper Visible in the Front Window, Passenger-side of the car**
- Car pulls in queue for Returning **Station 1 (Books Drop-off)**
- Staff 1 looks up student on roster while Staff 2 removes items from trunk and places them on pushcart
- Car pulls in queue for Returning **Station 2 (Chromebooks Drop-off)**
- (Seniors Only) Staff 1 places a **Green Sticky Note** on trunk when items are returned to indicate they are **CLEAR to get their diploma**
- Car pulls to **Station 3 (Athletic Returns)**
- Car pulls to **Station 4 (VAPA Returns)**
- Staff 1 looks up student on roster while Staff 2 removes items from trunk and places them on flatbed cart
- Car pulls to **Station 5 (Diploma & Medicine Pick-up)**
- Staff 1 checks for Green Sticky, then checks-off student on roster and places diploma, cap and gown, and/or medicine in trunk and closes trunk
- Car leaves campus



Bob Marley

12th grade

June 4th Senior Art Pick-up

If you have art that you need to pick up, please follow this protocol:

- After dropping items off in the main drop, drive to the Miranda drop-off and down the driveway to the art building area
 - Check in with teacher
 - Teacher will gather your items
 - Take your items and return to your vehicle immediately
 - Place items in the trunk of your car
 - Leave campus immediately
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Freshman & Sophomore PE Locker Drop off, Clean Out/Pick-up Items:

* Please report to the waiting area outside of Bow Gym during your designated time.

June 8th

8:00- 9:00am	Last names	A - Ch
9:00- 10:00am	Last names	Ch - D
10:00- 11:00am	Last names	E - Ha
11:00- 12:00pm	Last Names	He - Ki
12:00- 1:00pm	Last Names	Ko - L
1:00- 2:00pm	Last Names	M - Pi
2:00- 3:00pm	Last names	Po - Si
3:00- 4:00pm	Last names	So - V
4:00- 5:00pm	Last names	W - Z

If you are NOT returning to campus next year (graduating or going to another school) and need something you have left in a space/classroom on campus, please contact Ms. Reynolds at mareynolds@pausd.org.

PE Locker Pick-up Procedure:

- Cars Park in Parking Lot
- Student brings Books and Athletic Equipment for Drop-off
- Student enters line at Bow Gym for appropriate Locker Room
 - Student checks books and equipment in with staff before entering Bow Gym
 - Student follows path and places books and athletic returns in designated areas
 - Student enters line for locker room and is noted on roster
 - Student takes bag and gathers locker contents
 - Student checks out with staff member
 - Student returns to car and places bag in trunk
 - Student leaves campus immediately

