

**In the event that the school is in a shelter in place and students need to be picked up from school, the Pick-up Procedures are as follows:**

Preschool parents/guardians pick up at preschool gate

TK-1<sup>st</sup> grade pick up students at the Kindergarten gate

2<sup>nd</sup> and 3<sup>rd</sup> grade pick up students in front office

4<sup>th</sup> and 5<sup>th</sup> grade pick up students in MPR

**All persons picking up students must bring identification.**