

BES End of Year Drop-Off Procedures

Prior to coming to campus, please place all items to be returned into the trunk of your car. Van? On the right side. Truck? In the bed of the truck on the right.



Step 1: Enter the Car Loop



Step 2: Display Student Name in Windshield

Please use your hang tag or a sheet of paper with your child's name on it on the windshield (not the dashboard)

***Stay in your car at all times to maintain social distancing.**



Step 3: Return Borrowed Laptops &

Chargers, Books and Other School Items that are in your trunk

1. Follow the staff's signals to pull forward and stop.
2. "Pop" trunk for staff member to collect laptop and school items.
3. Remember to bring both the charger and laptop for return.
4. Returned Library Books should be in a bag labeled REC or teacher borrowed books should be in a bag with the teacher's name on it.



Step 4: Wave Good-bye !

1. After a staff member removes your items to be returned, wait while they check the items.
2. When the staff member waves you forward, exit the car loop.
3. Return on the 29th for pick up of student items.



May 28, 2020

Tech Drop-Off/Book Return
(Alphabetical by Last Name of Family)

- A-G 9:00-10:00
- H-N 10:00-11:00
- O-Z 11:00- 12:00

1. Stay in your car to maintain social distancing.
2. Please make sure your car tag or your student's name is in your front window.
3. A staff member will remove the items from your trunk.