



May 11, 2020

RE: MS/HS End of Year Procedure

Dear Parents, Guardians, and Students,

The end of the school year is quickly approaching. We want to coordinate the return of textbooks, library books, Chromebooks, instruments, athletic uniforms, and any other school property that students have at home. We also want to make it possible for students to gather any personal belongings that may still be at school since we closed the building in March.

Therefore, we have established the following plan for this to take place:

1. **Middle School students** will be allowed in the building on **Monday, May 18.**
 - a. 6th Grade Students – Please come between 10 am and Noon.
 - b. 7th Grade Students – Please come between Noon and 2:00 pm
 - c. 8th Grade Students- Please come between 2:00 pm and 4:00 pm
2. **High School students** will be allowed in the building on **Tuesday, May 19.**
 - a. Sophomores – Please come between 10 am and Noon
 - b. Freshmen – Please come between Noon and 2:00 pm
 - c. Juniors/Seniors – Please come between 2:00 and 4:00 pm
3. **The gym lobby doors on the south side of the school are where you will enter.**

Here are guidelines on the procedure for coming to school during your time slot:

1. **If you have been ill recently, have a fever, cough, or any other symptoms of Covid-19 or have been exposed to someone who has Covid-19, DO NOT COME TO SCHOOL. We will make other arrangements at a later time when it is safe.**
2. Only one person should enter the school, either the student or a parent. We will also have workers regulating the number of people in the building at a time.
3. The person entering the school should wear a mask/face covering.
4. Upon entering the gym lobby, please sanitize your hands with hand sanitizer that will be provided. Please only touch surfaces within school when necessary.
5. Please have any athletic uniforms in a bag marked with the student's name on it.
6. Students who checked out a Chromebook will check those back in in the lobby.
7. Classrooms will be open. Please return all textbooks to the room of the appropriate teacher. Please have a slip of paper with your name on it placed inside of all books you return, kind of like a bookmark.
8. Please bring bags of your own big enough to gather all personal belongings still in the school.
9. All materials should be removed from lockers, both inside and out. This includes any decals attached to lockers.
10. Please complete all tasks as quickly as possible to keep the flow moving for others who also need to enter the building.
11. Please sanitize your hands once again as you leave.