

Seniors and Senior Parents,

Seniors have been scheduled the opportunity to come to campus to return textbooks and other school items the weeks of May 18 – May 21. A schedule and detailed process are outlined below. In order to protect the health of all of our students and staff, please read and follow the schedule and process as outlined. We encourage only our students to enter the buildings for the return process. Please do not bring additional people (guests or siblings) with you. If you have any questions, please contact me at oahl@rhmail.org. Thank you and we look forward to seeing our Seniors again.

As a student or parent/guardian, you can help us protect the health and well-being of all students and staff in our buildings by following these guidelines:

- ***If you have a fever or are experiencing symptoms of a respiratory infection (e.g., cough, sore throat, fever or difficulty breathing), or have come in contact with possible COVID-19 patients, please notify your principal to arrange another time to come to the school to pick up your items.***
- ***Plan to come to your scheduled drop off/pick up time, so that there are not any extra people in the building at a time. We will be limiting the number of people in buildings at one time.***
- ***If you have a face mask or face covering, we recommend wearing it as an added precaution. Our school staff will all be wearing masks.***

Follow CDC recommendations for preventing illness, such as proper hand washing with soap and water, avoiding close contact with people who are sick, disinfecting frequently touched surfaces, and covering your mouth and nose with a tissue when you cough or sneeze.

We thank you in advance for your cooperation in helping us keep all our students and staff safe and healthy during this time.

Schedule for student pick-up/drop-off:

<u>Dates</u>	<u>Grades</u>	<u>Time</u>	<u>Alphabet</u>
5/18	12	9-1030	A-F
5/18	12	1030-1200	G-L
5/18	12	1200-130	M-R
5/18	12	130-300	S-Z
5/19	12	9-1030	S-Z
5/19	12	1030-1200	A-F
5/19	12	1200-130	G-L
5/19	12	130-300	M-R
5/20	12	900-1030	M-R
5/20	12	1030-1200	S-Z
5/20	12	1200-130	A-F
5/20	12	130-300	G-L
5/21	12	900-1030	G-L
5/21	12	1030-1200	M-R
5/21	12	1200-130	S-Z
5/21	12	130-300	A-F

Process:

The students will need to enter the building and will flow through to different stations that will be spread out:

- 1) **Textbook** return will be in the Book Room in B-Building. Books need to be returned here so we can scan and confirm that each student is turning in the correct textbook for inventory and fee accuracy. Book will be taken, scanned and placed on the shelf.
- 2) **Athletic Uniform** Return will be in the café. Staff will be present to collect all items owed to the athletic department.
- 3) **Make-Up School Hour Check** station will be in the Lobby of A-Building. Ms. Stilwell will check and confirm any make-up hour issues for the Fall 2019 semester.
- 4) **Paper Packet** return station. A drop box for Paper Assignments – A-Building Lobby area. (Envelopes will be available for students to return paper packets to teachers. Students will write their name, Teacher name, and Subject on each envelope.)
- 5) **Fines and Fees** Station will be on the Back Hall of A-Building near Office entrance. Students will take care of all fines and fees. (All fines and fees must be cleared in order for student to participate in the Graduation Ceremony.)
- 6) **AFJROTC Uniform** and supply return. Students must return all items to AJROTC staff.
- 7) **Yearbook** distribution station will be on the Back Hall of A-Building near Media Center exit. Students can pick up pre-purchased yearbooks.
- 8) **Teacher issued items**. A station will be located in the Media Center for students to return any books, packets, or items issued by teachers. Includes novels, AP packets, choral music, art supplies, etc.
- 9) **Library Book** Return Station. This will be located in the Media Center at the circulation desk.
- 10) **Laptop** return station will be at the Media Center entrance. (**All Seniors must return Laptops and chargers.**)
- 11) **Locker cleanout** station in A-Lobby near exit. Students will check with staff to get to school and athletic lockers to clean out.
- 12) **Students will exit building to parking lot and leave campus.**
- 13) **Band Students Only**. Any Band student needing to return an instrument or pick up belongings from the Band Room will be allowed to return to their car and then drive around to the Band Room side door to take care of this.

ATTENTION ALL SENIORS! Please complete the attached form by May 29th. ALL seniors--yes, ALL seniors--must fill this out.

Completing this form will be how you request a final transcript and immunizations be sent to the college you will attend. All colleges will require a final transcript.

It also helps us track scholarships earned and know what your plans are after high school (college, work, military, etc.).

<https://tinyurl.com/RHHS2020Survey>

We look forward to seeing each of you the weeks of May 18 – May 21.

Arthur W Ahl II

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Principal – Rock Hill HS

President – SCHSL

Board of Directors – NASSP

