

Dear Heights High School Families,

The abruptness of the pandemic school closure required immediate exit for our students, and we realize that many personal items were left at the school as a result. The District is providing the opportunity for families to pick up items from the buildings such as medicine, instruments, jackets, boots, lunch boxes, textbooks or student workbooks, and any other instructional materials left in desks or lockers.

The high school item pickup and locker cleanout is scheduled on several dates from **May 15 through May 28**. The office administrative support staff will be at the building each day to assist with any questions you have pertaining to your child's well being during the closure.

To keep everyone safe, the following measures and schedules will take place:

1. All Instrumental Music students will pick up their items and return uniforms and instruments on **Friday, May 15**. See schedule below.
2. All other students will begin to pick up items on **Wednesday, May 20**. Students will have five days to retrieve items from the school based on an alphabetical schedule. See the scheduled times below.
3. A mask/lower face covering and gloves must be worn during the pickup. Families will not be permitted in the building without these items. Hand sanitizer will be made available throughout the process.
4. COVID-19 screening protocols state that temperature screening is a recommended practice, but is not required. Anyone who plans to enter the building to retrieve materials will be asked if they have a fever. Any person who reports having a fever will not be allowed entry.
5. To minimize the flow of people and adhere to social distancing, we request that **students enter the building to obtain materials from lockers. The parent/guardian should stay in the vehicle to reduce traffic in the building.** We will follow a one-time entry and exit protocol; once you have your belongings, you will not be allowed back into the building. Please make sure you take all your things with you.
6. **Students who attend Options will contact Dr. Brian Williams to retrieve items from the school.**
7. Educational materials will be packed in plastic bags. Garbage bins will be made available throughout the exit locations to discard rubbish.
8. Students will return all library books, instruments, and other school items. Monitored drop off stations will be set up throughout the building to collect

district materials (e.g. library books, textbooks, Chromebooks*, instruments, band and sports uniforms, etc.) Labels will be provided to tag returned items and document who returned the items for district records.

9. *Chromebooks
 - a. If students are returning to the district for the 20-21 school year, then they may keep the Chromebook to use as a learning tool over the summer. Please note that families will be financially responsible for any damages that the Chromebook incurs during this time.
 - b. All senior students are expected to return the Chromebooks to meet their financial obligations prior to graduation. Please return the Chromebook and charger to the designated table at the high school.
 - c. If you are moving, or if you do not want to keep the Chromebook over the summer, please return the Chromebook and charger to the designated table at the high school.
 - d. If you would like to return the Chromebook at the end of the month when school concludes, call the Technology Support line at 216-397-5910 to arrange to return the Chromebook to the Delisle Options Center (Door #7) on May 29 or June 1.
10. Students will retrieve materials and other items from the school based on an alphabetical schedule. No more than 10 students will be allowed in the building to accommodate social distancing guidelines.
 - a. Students will be provided with their locker number and combination. We will also have district staff to assist students in accessing their lockers.
 - b. Students will only have access to their own lockers. **We will not access other students' lockers to retrieve items.**
 - c. Students or parents will be **guided through specific routes** to enter and exit the building if the student is unavailable to come on the designated days (see below).
 - d. **ALL items not retrieved from the lockers will be discarded after the last pick-up date.**
11. Meal distribution will be available for students from 10:00 am to 1:00 pm (regular schedule) during the cleanout procedures at the normally located district designations.

Please note it is important for families to comply with the following schedule in order to adhere to social distancing guidelines:

INSTRUMENTAL MUSIC STUDENTS ONLY		
Time	Date	Alphabet
8:00 am-10:00 am	May 15, 2020	Last Name A-J
12:00pm- 2:00 pm	May 15, 2020	Last Name K -P
3:00pm - 5:00pm	May 15, 2020	Last Name Q-Z
NON-INSTRUMENTAL MUSIC STUDENTS		
Time	Date	Alphabet
8:00 am-10:00 am	May 20, 2020	Last Name A-E
10:30am-12:30 pm	May 20, 2020	Last Name F-J
1:00pm- 3:00 pm	May 20, 2020	Last Name K -O
3:30pm - 5:30pm	May 20, 2020	Last Name P-T
6:00pm - 8:00pm	May 20, 2020	Last Name U-Z
8:00 am-10:00 am	May 21, 2020	Last Name F-J
10:30am-12:30 pm	May 21, 2020	Last Name K-O
1:00pm- 3:00 pm	May 21, 2020	Last Name P-T
3:30pm - 5:30pm	May 21, 2020	Last Name U-Z
6:00pm - 8:00pm	May 21, 2020	Last Name A-E
8:00 am-10:00 am	May 26, 2020	Last Name K-O
10:30am-12:30 pm	May 26, 2020	Last Name P-T
1:00pm- 3:00 pm	May 26, 2020	Last Name U-Z
3:30pm - 5:30pm	May 26, 2020	Last Name A -E
6:00pm - 8:00pm	May 26, 2020	Last Name F-J

8:00 am-10:00 am	May 27, 2020	Last Name P-T
10:30am-12:30 pm	May 27, 2020	Last Name U-Z
1:00pm- 3:00 pm	May 27, 2020	Last Name A-E
3:30pm - 5:30pm	May 27, 2020	Last Name F-J
6:00pm - 8:00pm	May 27, 2020	Last Name K-O
8:00 am-10:00 am	May 28, 2020	Last Name U-Z
10:30am-12:30 pm	May 28, 2020	Last Name A-E
1:00pm- 3:00 pm	May 28, 2020	Last Name F-J
3:30pm - 5:30pm	May 28, 2020	Last Name K-O
6:00pm - 8:00pm	May 28, 2020	Last Name P-T

Students will retrieve items from the school by following the entrance and exit routes:

School Building	Entrance and Exit Locations
Heights High School	Enter through the parking lot entrance and exit through the cafeteria
ALL INSTRUMENTAL MUSIC STUDENTS ONLY	Enter through the music door (8) and exit through the cafeteria Student will drop off instruments and uniforms

Thank you for your understanding and cooperation during this period of national concern. Your patience and understanding are appreciated as we want to assure the safety of both you and our employees in gathering student materials. If you have any additional questions, please contact the building principals.

Stay safe and healthy,
 Superintendent Liz Kirby
 Assistant Superintendent Felisha Gould
 Principal Byron Hopkins