

May 26, 2020

Dear SWHS Families,

South Windsor High School will be using the process below for students to acquire belongings and return school issued items. If you have any questions regarding the topics below, please direct them to Associate Principal Liz Devaney at ([edevaney@swindsor.k12.ct.us](mailto:edevaney@swindsor.k12.ct.us)) or Associate Principal Secretary Kate Schworm at ([kschworm@swindsor.k12.ct.us](mailto:kschworm@swindsor.k12.ct.us)).

**Safety Protocols:** In order to comply with social distancing guidelines:

- Any individual entering the building during an appointment time must wear a mask (for students who do not have a mask, a limited supply of one-time use disposable masks are available).
- During appointments, only one individual may enter the building.

## **Student *In-Building Pick-Up* Procedures**

**Gym Lockers:** If students have items in a gym locker, please make an appointment to collect those items. Any items *not* collected by June 16th will be donated.

**Medication:** If students have medication at school, a parent will be required to come in during a scheduled appointment time to pick up **any** medication. If medications are not picked up, non-controlled substances (Epi Pens, Inhalers, and any medication that is not controlled) will be destroyed on June 18.

## **Student *In-Building Drop-Off* Procedures**

**School Issued Instruments:** If you have a school-issued instrument please make an appointment to return it. These instruments need to be sent out for cleaning and must be returned before the group return dates.

**AP Materials :** If you were enrolled in an AP class during the 2019-2020 school year please make an appointment to return your textbook and any other school-issued supplies. These materials must be processed as quickly as possible and made available for the next group of AP students.

**SCHEDULING APPOINTMENTS:** In order to comply with “Stay Home and Stay Safe” and social-distancing measures, appointments will help us limit the amount of students in the high school at one time. **To request an appointment please use the following process:**

1. Student or parent/guardian should email the Associate Principal Secretary Kate Schworm at: [kschworm@swindsor.k12.ct.us](mailto:kschworm@swindsor.k12.ct.us) with the following information:
  - o Full name of student & grade level
  - o Name and phone number of person coming to school for pick-up
  - o Best time of day to acquire item(s): morning, afternoon, or either
  - o School item(s) needed and location in the building or if you are dropping off an item

2. Please email Ms. Schworm with the information above by **12 noon, Friday, May 29th**. Someone from SWHS will make direct contact with your family with the date/time to pick up the needed school material(s). Appointments will begin the week of June 1st and continue until all needs have been met.

## **Procedures For Item Returns, Yearbook Distribution, Summer Materials, & Academic Locker Items Pick-up**

**Safety Protocols:** In order to comply with social distancing guidelines...

- Returns, summer materials, and academic locker item pick-up will occur outside of the high school under the large tent adjacent to the auditorium.
- A traffic pattern will be established for drop-offs.
- Whenever possible, students and families will remain in their vehicles.
- When students arrive, they will remain in their cars and give their information to the individual checking items in, and will be provided with items they may be picking up.

**CURBSIDE DROP-OFF OPTION:** Students who are only returning items will be able to drive up and hand the item(s) to school personnel without needing to exit their car. All items must be clearly labeled with the student's first and last name.

**Academic Lockers:** Items will be taken out of school lockers by school personnel and put in a bag along with a student's lock. If a student's locker combination is not on file with the main office the lock will be cut. Students with items in academic lockers may pick up these items either through appointment OR during curbside drop off (see below). Textbooks that are left in lockers will **not** be returned to students, they will be considered "returned."

**Yearbook Distribution:** Seniors and underclassmen will have the opportunity to receive their yearbooks during the designated return times. If a student does not come to pick up their yearbook it will be held throughout the summer and will be distributed to students in the fall. If a senior does not pick up their yearbook it will be kept at SWHS until the student makes arrangements for pick up.

**Advanced Placement Students:** Students enrolled in AP courses for the 2020-21 school year will be provided information on acquiring summer materials in a future communication.

## **Drop Off/Pick-up Dates & Times:**

**Senior Return, Yearbook Distribution, and Locker Bag Pick-up:** Please know that seniors who have outstanding financial obligations (including textbooks), or those that have not turned in their Chromebook and charger will not receive their diploma. Please bring all items to SWHS during the designated return time slots.

### Senior Returns - Wednesday June 10th

Times	Senior Alphabetical Breakdown
8:00-10:00 am	A-B
12:00-2:00 pm	C-De
2:00-4:00 pm	Di-Gi
4:00-6:00 pm	Go-H
6:00-8:00 pm	I-L

### Senior Returns- Thursday June 11th

Times	Senior Alphabetical Breakdown
8:00-10:00 am	M-N
12:00-2:00 pm	O-P
2:00-4:00 pm	Q-San
4:00-6:00 pm	Sar-Sz
6:00-8:00 pm	T-Z

### Underclassmen Return, Yearbook Distribution, and Locker Bag Pick-up:

### June 12

Date and Time	Underclassmen Alphabetical Breakdown
8:00-10:00 am	A-Bach
12:00-2:00 pm	Bae-Bon
2:00-4:00 pm	Bor-Carv
4:00-6:00 pm	Cas-Cours

**June 15**

<b>Date and Time</b>	<b>Underclassmen Alphabetical Breakdown</b>
8:00-10:00 am	Court-Doh
12:00-2:00 pm	Dom-Fort
2:00-4:00 pm	Four-Grill
4:00-6:00 pm	Gris-Imo

**June 16th**

<b>Date and Time</b>	<b>Underclassmen Alphabetical Breakdown</b>
8:00-10:00 am	Isr-Kin
12:00-2:00 pm	Kle-Led
2:00-4:00 pm	Lee-Manh
4:00-6:00 pm	Mann-Miln

**June 19th**

<b>Date and Time</b>	<b>Underclassmen Alphabetical Breakdown</b>
8:00-10:00 am	Mir-O'Nei
12:00-2:00 pm	Obe-Pete
2:00-4:00 pm	Pet-Rich
4:00-6:00 pm	Rig-Santa

**June 22**

<b>Date and Time</b>	<b>Underclassmen Alphabetical Breakdown</b>
8:00-10:00 am	Sante-Siv
12:00-2:00 pm	Sko-Tay
2:00-4:00 pm	Ten-Vys
4:00-6:00 pm	W-Z