



Kenmore East High School

An International Baccalaureate World School



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Bulldogs,

I hope you and your families are safe and preparing for the final push to the end of this unique school year. I would like to provide you with a few updates on some very important end of the year information for all Kenmore East students. This includes key dates, pick-up and drop-off procedures, summer school updates, and plans for graduation.

Important Dates

Student Pickup/Dropoff/Locker Cleanout Plan - June 8 - 11, 8:00 a.m. - 3:30 p.m.

DATE	GRADE LEVEL(S)
June 8	Seniors
June 9	Juniors and Sophomores
June 10	Freshmen
June 11	8th Graders
June 15 and 16	Technology drop off - separate locations (see below)

Student Schedule for Each of the above dates (June 8-11):

8:00 - 9:00 a.m.: Last names **A - E**

9:00 - 10:00 a.m.: Last names **F - J**

10:00-11:00 a.m.: Last names **K - O**

BREAK

12:00-1:00 p.m.: Last names **P-S**

1:00 - 2:00 p.m.: Last names **T- V**

2:00 -3:00 p.m.: Last names **W - Z**

***Please note:** The technology dropoff has a different breakdown (see below).

Students - you will be allowed in the building for 15 minutes at a time to clean out your lockers and physical education lockers, with no more than **30** students permitted at any time. Please adhere to your allotted day and time to make the procedure run as smoothly as possible. (**NOTE:** If any families have siblings who are in different grade levels, we will allow them to report together to minimize family trips to the building, and to make the closeout procedures more convenient for you. However, please stick to the alphabetical assignment).

- Students must enter **Door #1** (by the main office), and exit through **Door #22** (by the cafeteria).
- There will be social distancing guidelines enforced in the line in the parking lot, as well as in the building. (If you have been to Home Depot recently, it will look kind of like their system).
- **Social Distancing Guidelines:**
 - All students will be required to sign in and out of the building.
 - Please wear a mask or a face covering at all times.
 - Please maintain a proper distance of six feet from any other individuals.
 - If possible, please wear gloves to pick up and drop off materials (hand sanitizer will be available throughout the building).
 - Students should bring a large book bag or shopping bag to retrieve materials from their personal and physical education lockers.
 - To minimize time spent in the building, we will have stations set up outside for your convenience (see below). There will also be staff on hand to assist you.

Stations:

	Location	Purpose	Contact(s)
1	Cafeteria	Textbook/Library Books/	Mrs. Thielman/Mrs. Young
2	Loading Dock (by the main office)	Athletics	Mr. Badgley
3	Door # 1	Graduation/Medicine	Mr. Greco, Mrs. Baumgartner, Mrs. Martin/Mrs. Miller
4	Door # 4 (by the field hockey field)	Join the Winners Refunds/ Calculators	Mr. Bourke/Mr. Gustafson
5	Door # 6 - Porch (across from Gino's)	Art and Music	Mrs. Neuhaus/Mrs. Carr

Technology Return (Devices and HotSpots)

- All devices must be returned on **June 15th and 16th** at the Meal Distribution Sites. Please go to the site where you picked up your device.
 - Holmes Elementary, Hoover Middle or Franklin Back Parking Lot
 - June 15th 8-11 a.m. **Alpha A-F** June 16th 8-11 a.m. **Alpha M-R**
 - June 15th 1-4 p.m. **Alpha G-L** June 16th 12-3 p.m. **Alpha S-Z**
 - Please bring your district provided chromebook, iPad and/or hotspot to one of the following locations:
 - Hoover Middle Door #25
 - Franklin Elementary Parking Lot
 - Holmes Elementary Door #1
 - If you anticipate your high school student will be attending summer school, please retain your device.** We will collect devices from summer school students at the end of the summer school period. If your student is not recommended for summer school and you have retained your device, we will provide instructions for these devices to be returned.
 - If you have lost the device, please notify our technology department at 871-2050 Lost or severely damaged devices may be subject to a replacement fee.

Textbooks/Library Books:

- Please drop all of your textbooks and library books off at the **cafeteria**. There will be staff available to assist you.
- If you are able or want to return your library books during student materials pickup we will collect them. If you are unable to make it to the pickup, they can be returned to school in September.
- No fees will be charged to graduating seniors.

Music Department:

-Return all Chorus, Orchestra & Band Folders containing original music. Photocopies may be kept.

-Musical Instruments: Who needs to return?

- All Grade 12 students need to return their instruments, folders, and music.
- Any students not planning to take instrumental music next year need to return their instruments.
- Any students who have indicated they plan to move need to return their instruments.

Directions

- Ensure your name is on the instrument. A piece of masking tape will work, a tag on the handle, etc.

Art Department

- Seniors must return equipment & pick up completed artwork
- Underclassmen will return equipment in September & also collect stored artwork in September.
- If you have any cameras or other equipment you need to return, this can be done at the porch.

Yearbooks

- Yearbooks across the country have been delayed. Please expect a separate communication regarding yearbook pickups later in June.

End of year academic timeline:

9-12 Summer School Information Available	June 1 (online courses only)
Student Last Day of Instruction (End of Marking Period 4)	June 10
Teachers' Last Day	June 17
Report Cards Printed/Mailed/Posted	June 19

We will begin planning a **virtual summer school** or credit recovery program for those who are unsuccessful in classes this year. We will keep you updated on this program as more information becomes available. Please realize that not all courses can be offered over the summer session, but we will do our best to meet the needs of as many students as possible. Parents - please encourage your children to finish the school year strong.

Thank you for being patient with us as we continue to work through these challenging times. As always, please reach out if you have any questions or concerns.

Sincerely,

Patrick Heyden
Principal