

May 11, 2020

Dear Parents/Guardians/Students

We have been given permission to begin the process of collecting books and other items as well as allowing students to clean out their lockers, gym lockers, etc. In order to comply with social distancing standards and to protect both students and staff, we will utilize the following process:

**Dates for Cleanout/Book Return**

- Grade 12= May 18
  - Students last name A-G= 8:15 a.m.-9:15 a.m.
  - Students last name H-P= 9:30 a.m.-10:30 a.m.
  - Students last name Q-Z= 10:45 a.m.-11:45 a.m.
- Grade 11= May 19
  - Students last name A-G= 8:15 a.m.-9:15 a.m.
  - Students last name H-P= 9:30 a.m.-10:30 a.m.
  - Students last name Q-Z= 10:45 a.m.-11:45 a.m.
- Grade 10= May 20
  - Students last name A-G= 8:15 a.m.-9:15 a.m.
  - Students last name H-P= 9:30 a.m.-10:30 a.m.
  - Students last name Q-Z= 10:45 a.m.-11:45 a.m.

**Procedures**

As students arrive at MCHS, they should park in the student parking lot if they drive themselves. If parents are bringing them, please drop them off at the front of the school and park in the visitor spots across from the pillars. We ask that all students and parents follow these guidelines:

- Students MUST wear a face mask when they enter the building and must wear it the entire time they are in the building.
- Students MUST enter and exit the building at the entrances by the ticket booths.
- Only 25 students will be permitted in the building at a time. That is why we have given an hour for each group so that staggered arrival times are possible.
- Only the student (and no other student or adult), is permitted to go to their locker and clean it out. There will be garbage bags on each floor for students to throw away trash, etc.
- Students should then report to their various classrooms to return books to each teacher. Please wait outside the room in the hall if there is another student in the room returning books, materials. Only one student at a time will be permitted in the classrooms.
- Once finished returning all materials, students are asked to immediately exit the building.
- Student athletes should stop at the Athletic Director's Office to pick up awards.

I realize that is a very unconventional way to return books and materials and to retrieve personal belongings, however it is the best remedy we have given the restrictions in place due to the pandemic. If these dates and times don't work, please email me at ([mac11@mcsk12.org](mailto:mac11@mcsk12.org)) and I will help you make other arrangements to take care of this important business. If you have any questions or concerns, please call the high school at 717-242-0240. Despite the fact that the time frames are short and our interactions will be very limited, I look forward to being able to say hello to all of you. As always, please stay safe and healthy.

Mark A. Crosson  
Principal  
Mifflin County High School