

HHS End of Year Procedures:

Grades 9-11

Thurs, May 28, Fri, May 29, and Mon, June 1 9:00 – 2:00

To maintain safety, please adhere to the following procedures.

- Students will be assigned a **specific date and time** (see schedule below) to return all school materials, including chromebooks, library books, text books, keys and locks, and pickup personal belongings.
- Students are asked to restrict their movements to
 - Collecting PE clothes. Please bring an index card or piece of paper with your combination written on it. After removing your possessions, place the padlock and the combination card/paper inside your locker.
 - Returning locker and/or elevator keys. Please place items in an envelope with your name. Drop envelopes into designated depository inside the gym door.
 - Returning chromebooks, hotspots, & library books to the student center
 - Emptying locker & returning all textbooks to appropriate classroom
 - Conducting business quickly and efficiently, keeping the mandated 6' social distance, and exiting promptly when finished.

JUNIOR PICKUP & RETURN SCHEDULE *Thurs, May 28, 2020*

Time	Students with last name beginning
09:00 – 10:00	A-Da
10:00 – 11:00	De-Hol
11:00 – 12:00	Holt-L
12:00 – 01:00	M-Ra
01:00 – 02:00	Ri-Z

SOPHOMORE PICKUP & RETURN SCHEDULE *Fri, May 29, 2020*

Time	Students with last name beginning
09:00 – 10:00	A-F
10:00 – 11:00	G-L
11:00 – 12:00	M-P
12:00 – 01:00	R-Sn
01:00 – 02:00	So-Z

FRESHMAN PICKUP & RETURN SCHEDULE *Mon, June 1, 2020*

Time	Students with last name beginning
09:00 – 10:00	A-De
10:00 – 11:00	Di-Ho
11:00 – 12:00	Hr-Mc
12:00 – 01:00	Me-Sm
01:00 – 02:00	Sn-Z