Return and Retrieval Process for Sollers Point Technical 9 - 12

Dear Sollers Point Technical High Families,

One of our processes for closing this school year amid abruptly leaving the school building is returning personal belongings from lockers and returning school materials. Our goal is to make this a one-time drop off and pick up of materials. Please refer to the chart below regarding items that will be returned to Sollers Point Technical:

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Textbooks</th>
<th>Music</th>
<th>Library Media</th>
<th>Physical Education/Athletics</th>
<th>Technology</th>
<th>Art</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 9-12</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Due to the large amount of distribution, we will not be able to accommodate distributing several students’ personal belongings to one person. You will only be able to pick up your child’s possessions.

In order to protect yourself and our staff, please be sure to wear your face covering when you come to school. If you drive to the school, remain in your vehicle unless you are directed to exit. If you walk to school always stay at least six feet away from other persons. Do not bring children or friends with you; leave children at home under the supervision of other family members, if possible. Finally, if you are ill or under isolation or quarantine because of your own illness or that of a close contact, please do not come to school. Please contact the school principal to make alternative arrangements.

The drive-through distribution site will be located at the far end of the bus loop in front of the white building and construction pavilion. See map. Our pick-up and distribution will be divided into three stations: Check-in, Return of School Property (Books), and Retrieval of Personal Items. There will be staff and signage to help guide you through this process.

Stations may vary slightly, but the general guidelines for each station are listed below:

**STATION #1 – Check-In**

- This first stop will be marked with an orange cone, a sign and will have a staff person checking your name to expedite the process.
- Families will print the student’s first/last name, grade level and CTE magnet program in dark ink on a large piece of paper and place it on the dashboard.

**STATION #2 – Return of School Property**

- Will be marked with an orange cone and a sign.
- Families will label the bag of items that are being returned to the school with the following information:
  - First and Last Name
• Grade and CTE Magnet Program
• List of Materials in the Bag
• Remain in your car.
• If you are able to open your trunk without getting out of your car, our staff will retrieve your
child's school property from the trunk. (preferred)
• If you are unable to open your trunk without getting out of your car, our staff will retrieve your
child's school property from the back seat.
• Walking families will drop off bagged student items at the designated location.

STATION #3 – Retrieval of Personal Items
• Will be marked with an orange cone and a sign.
• Staff will place a bag with your child's items to be returned in the same location (trunk or back
seat).
• Walking families will retrieve items from appropriately marked tables.
• Students will have the opportunity to clear all financial obligations.

Sollers Point Tech Distribution Process: June 15 - 19th
• Monday, June 15: 8 am - 12 noon
  o Grade 10 and 11 Auto, Diesel and Construction

• Tuesday, June 16: 8 am - 12 noon
  o Grade 10 and 11 Cosmetology, Culinary, Baking & Pastry, Biomedical Science
  o Grade 12 Cosmetology ONLY

• Wednesday, June 17: 8 am - 12 noon
  o Grade 10 and 11 Health Professions, Computer Science, IT-Networking

• Thursday, June 18: 8 am - 12 noon
  o Grade 9 and All other Grade 12 programs except Cosmetology

• Friday, June 19: 8 am - 12 noon
  o Make-Up Day for Grade 9, 10, 11 and 12

Please refer to the English version of this letter for the one-time distribution and collection schedule.
Please adhere to your assigned date and time frame. Thank you for your patience and cooperation with
this process. Should you have any questions please contact me via email.

Principal Weglein, mweglein@bcps.org
SOLLERS POINT TECHNICAL HIGH
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