

Miller Place High School

Dear Parent/Guardian,

In our efforts to abide by social distancing protocols and provide a safe, systematic approach to students retrieving their personal belongings, the following procedures below have been established for locker cleanout. For quick reference, the last page provides a schedule with the required timeframes for all grades and students. To limit the number of trips necessary, the administration will accommodate those households with which multiple children attend the high school. Upon arrival please let administration know which child's schedule time you are using, and we will assist with allowing all your children to enter at one time. Please call the main office if further clarity or concern is needed.

All students must know the ending/last number of their locker number.

School Tool has this information in the event your child is uncertain. Under your child's personal information, the locker number is listed. Also, if the combination has been forgotten, the combination will show if you hover over the actual lock icon with the mouse.

Another option: If your child's schedule is printed, the locker number automatically prints on the schedule as well.

Example: Locker: 0072**6** The last number is "6" and will provide the student time frame to come and retrieve personal belongings and return items to the high school.

Overall Procedure & Protocols:

- Grade levels will enter and exit through different areas of the building (cafeteria and security vestibule). Specific area for each grade is shown below.
- Students will be required to bring and wear their own masks within the building. Masks must always be worn. Only students are able to enter the building to abide by the social distancing guidelines.
- Students will be admitted into the building 10 at a time through the specific location noted below.
- Students need to bring a bag(s) to clean out personal items from their academic lockers.
- Students must return textbooks. Leave all textbooks in their locker. Please write student's name in the textbook prior to coming to the school.
- Students will return library books at their entry point. A box will be designated for this purpose.
- Students may retrieve items from the Locker Rooms. Items left in your locker have already been bagged. Loose items that were not in a locker, are bagged at the front of the locker room.

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Athletic Information:

**All athletic uniforms need to be returned. Student names must be pinned on the uniform or place the uniform in a labeled plastic bag. A bin will be designated at each entry point for uniform collection.*

Music Information:

**Seniors participating in the Senior Showcase in late July may return their school-owned instruments following that performance. **

- Underclassman that borrowed an instrument from the building will keep them until September. Any senior, or student that is anticipating moving and had borrowed an instrument from the district, will need to label the instrument and these instruments will be returned at the student designated entry point.
- If repairs are needed on school-owned instruments, please notify the administrator upon entering and a repair sheet will be filled-out and taped to the instrument. If a replacement instrument is needed for the summer, please notify your music teacher immediately.
- Band Students Only: All student folders that contain original music provided by the District needs to be collected. Please only return the music, cleanout other material and be sure your name is on the folder. These folders will be collected at your entry point.
- Any student that needs to retrieve an instrument will be let into the music rooms.

Grades 9 and 12- students must enter and exit the same door

- Monday, June 8 & Tuesday, June 9, 2020
 - 9th graders will enter through the security vestibule.
 - 12th graders will enter through the cafeteria doors. *Seniors only, please take your lock.*
 - Times are designated based on the last/ending digit of their locker number (see chart below).
 - Friday, June 12th (by appointment only): Students that were not able to get to the building on their assigned day.

Grades 10 and 11- students must enter and exit the same door

- Wednesday, June 10 & Thursday, June 11, 2020
 - 10th graders will enter through the security vestibule.
 - 11th graders will enter through the cafeteria doors.
 - Times are designated based on the last/ending digit of their locker number (see chart below).
 - Friday, June 12th (by appointment only): Students that were not able to get to the building on their assigned day.

All students must know the ending/last number of their locker number.

Example: Locker: 00726 The last number is “6” and will provide the student time frame to come and retrieve personal belongings and return items to the high school.

Monday, June 8th, 2020		
9th Grade- Security Vestibule	Ending Locker Number	12th Grade- Cafeteria
8:30-9:00	0	8:30-9:00
9:00-9:30	1	9:00-9:30
9:30-10:00	2	9:30-10:00
10:00-10:30	3	10:00-10:30
10:30-11:00	4	10:30-11:00
11:00-11:30	5	11:00-11:30
11:30-12:00	6	11:30-12:00
12:00-12:30	7	12:00-12:30
12:30-1:00	8	12:30-1:00
1:00-1:30	9	1:00-1:30
Tuesday, June 9th, 2020		
9th Grade- Security Vestibule	Ending Locker Number	12th Grade- Cafeteria
8:30-9:00	9 *	8:30-9:00
9:00-9:30	8 *	9:00-9:30
9:30-10:00	7 *	9:30-10:00
10:00-10:30	6 *	10:00-10:30
10:30-11:00	5 *	10:30-11:00
11:00-11:30	4 *	11:00-11:30
11:30-12:00	3 *	11:30-12:00
12:00-12:30	2 *	12:00-12:30
12:30-1:00	1 *	12:30-1:00
1:00-1:30	0 *	1:00-1:30
Wednesday, June 10th, 2020		
10th Grade- Security Vestibule	Ending Locker Number	11th Grade- Cafeteria
8:30-9:00	0	8:30-9:00
9:00-9:30	1	9:00-9:30
9:30-10:00	2	9:30-10:00
10:00-10:30	3	10:00-10:30
10:30-11:00	4	10:30-11:00
11:00-11:30	5	11:00-11:30
11:30-12:00	6	11:30-12:00
12:00-12:30	7	12:00-12:30
12:30-1:00	8	12:30-1:00
1:00-1:30	9	1:00-1:30
Thursday, June 11th, 2020		
10th Grade- Security Vestibule	Ending Locker Number	11th Grade- Cafeteria
8:30-9:00	9 *	8:30-9:00
9:00-9:30	8 *	9:00-9:30
9:30-10:00	7 *	9:30-10:00
10:00-10:30	6 *	10:00-10:30
10:30-11:00	5 *	10:30-11:00
11:00-11:30	4 *	11:00-11:30
11:30-12:00	3 *	11:30-12:00
12:00-12:30	2 *	12:00-12:30
12:30-1:00	1 *	12:30-1:00
1:00-1:30	0 *	1:00-1:30
Friday, June 12th - Grades 9-12 by appointment only		

*Locker number countdown switched to allow equity in times for students to retrieve items