



Glenn Hills High School

Principal - Dr. Johnnie M. Wright

Assistant Principals - Valerie Smith, Derrias Priestley & Karif Williams

GLENN HILLS HIGH SCHOOL YEAR-END CLOSEOUT PROCEDURES

Student Pickup Procedures:

The staging area will be a circle that begins at the front of the school and wraps around in front of the new gym and exits back down the hill. School personnel will not be allowed to park in these areas on these days so as not to disrupt the flow of traffic.

- **Upon arriving on campus, students/parents are not allowed to exit their cars.**
- **Grade levels will be provided specific dates and times to report:**
 - **12th Grade: Friday, May 22, 2020 from 9:00-11:00.**
Seniors will receive their Senior Swag bag compiled by the administration on this date.
 - **11th Grade: Tuesday, May 26, 2020 from 9:00-11:00.**
 - **10th Grade: Wednesday, May 27, 2020 from 9:00-11:00.**
 - **9th Grade: Thursday, May 28, 2020 9:00-11:00.**
- **Locker Content Return Staging Area (in front of the school):**
Locker cleanouts will be conducted by the custodial staff the week of May 4 (completed). All locker contents, with the exception of items that belong to the school (textbooks, calculators, novels, etc.), will be bagged with an identifying demographic label (student name, locker number, homeroom teacher) affixed to the outside of the bag. Upon arrival, students will provide their name and their homeroom teachers. Their bagged contents will be retrieved and placed in the car.

- **Nurse Staging Area (in front of the school):** All medication will be bagged with an identifying label (student name and homeroom teacher) affixed to the outside of the bag. Medications will be moved from the nurse locked station upstairs and secured in the administrative vault for easy retrieval. Medication will only be returned to an adult with proper identification.
- **Refund Staging Area (in front of the school):** Refunds will be processed by the school bookkeeper and affixed in a sealed envelope. Refunds that are not picked up on the specified publicized date will be mailed. Prior to mailing the checks, address verification will be completed.
- **Media Center Staging Area (in front of the new gym):** Laptops and books that are being returned to the school will be placed on carts and returned to the media center by the custodians. All laptops **MUST** be returned with the charging cord. Ms. Travis will have a computer station set up so that she can immediately check the laptops back into the system.
- **Athletic/NJROTC Staging Area (in front of the new gym):** Students uniforms that are being returned to the school (athletic/ROTC/CTAE blazers, etc.) are to be bagged in a clear bag with the student's name clearly visible on the outside. This will be communicated to parents via shout point and the NJROTC command will notify parents of the process via phone call and text as well

