Dear Parents:

Of course, we could have never predicted on March 13th that students would not return for the remainder of the semester. With the school year winding down, we want to provide a safe way for you and/or your daughter to return to campus and obtain any items she left behind while also returning items belonging to Assumption.

As the state begins to re-open in phases, directives to continue practicing social distancing and wearing masks remain in place to help reduce the spread of the coronavirus. With the safety of our entire community in mind, we have developed a plan which we believe will be efficient, effective, and most importantly keep people safe and limit the risk of spreading the disease.

As you can imagine, this is a very large undertaking with 950 students, but we believe this plan will be successful by following this process:

* Gather any items to return to school including athletic uniforms, library books, or anything borrowed from a teacher.
* Place items in a bag labeled with your daughter’s name and grade and if borrowed from a teacher – include the teacher’s name. Please make sure to have separate bags for each teacher in order to ensure the item gets to the appropriate person.
* Consider donating any uniform or spirit wear items that your daughter no longer needs. These donations are used to help students in a variety of ways. Any uniform or spirit wear donations should be bagged separately and labelled Guidance Donation-Used Uniforms.
* Place these bagged items in your trunk or back seat.
* When arriving, please enter via Tyler Lane, pull into the CAC parking lot and loop around the CAC heading into the normal carpool line. Please pull past the gym and stop at the courtyard opening. There will be signs to direct you. We ask that everyone stay in his/her car.
* A staff member or APO volunteer will meet you at your car, obtain the student’s name, and pick up the bagged items to be returned to school.
* The staff member or volunteer will then return any items belonging to your daughter and place them in your trunk or backseat. You then can exit onto Bardstown Road.
* **Current freshmen, sophomores, and juniors do not need to return their tablets.** As announced earlier, these students may keep their tablets for the summer. Our plan is to reimage these tablets in the fall.
* **Current seniors must return their tablets**. Directions for doing so are included here and have been communicated to your daughter via email. [Graduating Senior Tablet PC Return and Purchase Information](https://assumptionhighschool-my.sharepoint.com/:v:/g/personal/kelly_hovekamp_ahsrockets_org/EQWiPeWqR31HhMbSjYcxXZoBzwYmY9GjMurPdTJQ21mZFw?e=SqFRef). Seniors will still be able to purchase their tablet PC’s after they have been reimaged and directions and dates for doing so will be announced soon.
* For everyone’s safety, each person bringing items to and from cars will be wearing gloves and a mask.

To keep this process running smoothly, we have assigned days and times to each student as outlined below. If you have multiple students attending Assumption, we will bag these items together, and you/your daughters may come on the day and time assigned to your oldest daughter.

We appreciate your understanding and cooperation to make this process successful! If you have any questions or cannot make your assigned time, please contact Amy Schelb at 458-9551, option 0. Also, please know that we have worked diligently to gather student belongings from lockers and classrooms and keep them organized. However, we recognize that there may be some mix ups. In the event your daughter is missing something or receives an item that does not belong to her, please let us know by contacting Amy Schelb.

We hope you and your family continue to stay safe and healthy during this time. Thank you for all your support and we look forward to the day we can all be together again.

Sincerely,

Mary Lang and Martha Tedesco

President and Principal

**Assigned Days and Times Below:**

**Monday, June 1st: Seniors**

* 10:00-10:30 A-B
* 10:30-11:00 C-G
* 11:00-11:30 H-L
* 11:30-12:00 M-P
* 12:00-12:30 Q-S
* 12:30-1:00 T-Z

**Tuesday, June 2nd: Juniors**

* 10:00-10:30 A-C
* 10:30-11:00 D-H
* 11:00-11:30 I-M
* 11:30-12:00 N-R
* 12:00-12:30 S-Z

**Wednesday, June 3rd: Sophomores**

* 1:00- 1:30 A-C
* 1:30-2:00 D-G
* 2:00-2:30 H-K
* 2:30-3:00 L-O
* 3:00-3:30 P-R
* 3:30-4:00 S-Z

**Thursday, June 4th: Freshmen**

* 1:00- 1:30 A-C
* 1:30-2:00 D-G
* 2:00-2:30 H-K
* 2:30-3:00 L-O
* 3:00-3:30 P-R
* 3:30-4:00 S-Z