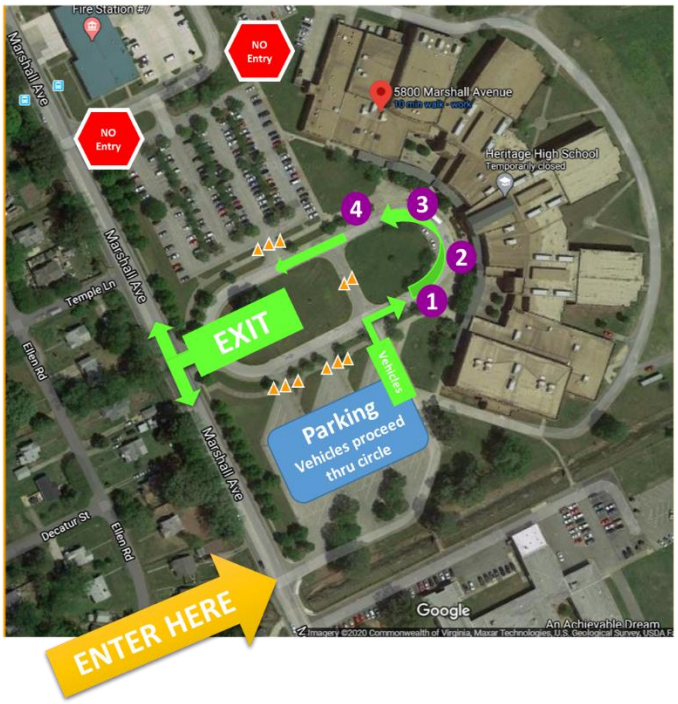
HERITAGE HIGH SCHOOL

Drop Off Logistics

HHS Grades 9-11 CHROMEBOOKS

As one of Newport News Public Schools 3 one-to-one high schools, students in grades 9-11 enrolled at Heritage High School are *not required* to return their assigned Chromebooks this summer.

Families who wish to return the Chromebook are more than welcome to do so during their scheduled appointment.



Student Drop-Off *June 8th – 10th 2020*

We look forward to seeing you the week of June 8th as you finish up the 2020 school year and prepare for your next steps. Below is some important information regarding returning items distributed by HHS.

To ensure the safety of HHS students, families and staff students or families will not be allowed to enter the building for any reason.

Drop Off: You will need to choose the best day and time to drop off HHS items and schedule an appointment by clicking here, using the link sent to your NNPS email or calling the main office at (757) 928-6100. Space is limited to 75 students per hour.

Appointment Times

Monday, June 8 12:00pm-4:00pm
Tuesday, June 9 8:00am-12:00pm
Wednesday, June 10 4:00pm-8:00pm
Thursday, June 11 10:00am-2:00pm

PLEASE ARRIVE DURING YOUR SCHEDULED TIME

Drop-Off/Pick-Up Stations

Station 1: Uniforms *(athletic items, band, chorus, JROTC)*
Station 2: Chromebooks, Chargers, Hotspots
Station 3: Textbooks
Station 4: Locker/Personal items & **Class Ring**

Logistics

- Arrive at the HHS Bus Lot during your scheduled time
- Follow the directions of security as they will ensure a safe and timely flow of traffic.
- If you arrive in a vehicle, you must remain in that vehicle at all times.
- Walkers will be given directions from security once on site.

Heritage High School
NEWPORT NEWS PUBLIC SCHOOLS

5800 Marshall Avenue
Newport News, Virginia 23605-2420 phone: 757-928-6100 ▪ fax: 757-247-9058

May 22, 2020

Re: Student Items Pick-Up/Drop-Off

Dear #5800Family,

I hope this letter finds you and your family well during this time. If you are in need of support or have questions, please do not hesitate to contact us via phone or use the "contact us" link on the Heritage High School webpage.

This letter is to inform you of the process and timeline for student pick up and drop of material for Heritage High School. Beginning Monday June 8, 2020 will be able schedule appointments via the link below to drop off materials distributed by Heritage High School. The appointment times are in 1-hour blocks and we are accepting 75 appointments per hour block. We have worked to ensure our times accommodate various work schedules. Enclosed you will find a **Logistics One Pager** with details for arrival and quick collection of items.

Click to Schedule Appointment or call the HHS main office at (757) 928-6100

Below is the schedule for June 8th –10th, 2020:

June 8, 2020 Monday	June 9, 2020 Tuesday	June 10, 2020 Wednesday
12:00 PM - 4:00 PM	8:00 AM - 12:00 PM	4:00 PM - 8:00 PM

HHS Grades 9-11 CHROMEBOOKS: As one of Newport News Public Schools 3 one-to-one high schools, students in grades 9-11 enrolled at Heritage High School are *not required* to return their assigned Chromebooks this summer. Families who wish to return their Chromebooks are more than welcome to do so during their scheduled appointment.

Class Rings: Class of 2021 students who have ordered, and completed payment for, a class ring will be able to pick them up during their appointment time. A picture ID and signature will be required to pick up the ring.

I hope that this information provides a clear explanation of the process we will use for our students. If you have additional questions that have not been addressed, please call our main office at (757) 928-6100 or submit your questions via the "contact us" link on the Heritage High School website.

We are working to provide a well-organized process and appreciate your patience with our team.

Sincerely,

Shameka N. Gerald
Proud Principal

Heritage High School

Student Pick-Up/Drop-Off Frequently Asked Questions

We are working to provide as much information as possible related to student pick-up/drop-off. The list of questions below does not represent an exhaustive list of questions or situations that may arise during this time. Please do not hesitate to contact us directly if your questions are not answered below.

How many people can accompany me?

- Only one vehicle per current HHS student will be permitted on campus.
- Return of Items: We ask that no guests accompany students to return items unless absolutely necessary.

Can I ride with a friend?

- We do not encourage ride sharing and strongly recommend cloth face coverings if you choose to share a vehicle.
- Only vehicles carrying current HHS students or parent/guardian that are arriving at their assigned time will be allowed to access the campus.

Can I walk?

- Of course. Upon arrival a member of our #5800Family security team will provide direction upon your arrival.

How do I schedule an appointment?

- *Via phone*: Call the Heritage High School Main office at (757) 928-6100.
- *Online*: Click Here For your convenience, we are happy to offer self-service scheduling via Calendly. Scheduled appointments will be placed on the HHS school leadership team calendar. Once all appointments have been scheduled, the time slot will no longer be visible.
- Please refrain from scheduling multiple appointments. All duplicated appointments will be removed.
- If you are unable to keep your appointment, please cancel so that another #5800Family member may schedule during that time.

How may appointments will be accepted?

- We have calculated that 25 appointments per hour will allow our team to collect, record, and store materials collected. Each day we will be able to accommodate approximately 100 students.

Will "Same Day" appointments be accepted?

- Due safety measures that must be taken, same day appointment or "walk-ins" will not be accepted.

I selected my 1-hour time slot will it take that long?

- We hope not ☺ We wanted to provide an arrival window for our #5800Families because we know things can happen on the way. We ask that you arrive **during** your appointment timeframe.
- Transactions are completed on a first come first served basis during your appointment time.
- Please do not arrive before or after your appointment time to ensure our process remains organized.

Does it matter if I call or schedule online?

- No. When you contact our offices we also use the link to schedule your appointment. This keeps all of our information in the same place.

How will you record that I returned items?

- Our team is prepared to record your name, student ID, and the items you are returning.
    - Technology items will be scanned by a member of the technology team
    - Uniforms and athletic equipment will be checked off by our athletics or JROTC staff at it is placed in the appropriate bins by the student.
    - Textbook return will be recorded as the books are placed on a flatbed by the student.

What about the items left in lockers?

- Approximately 50 lockers were requested by students during 2019-2020 school year. Assigned lockers will be cleared by a member of the security team.
    - Items will be placed in a bag, the bag will be sealed, and the name/student ID of the assigned student will be placed on the bag.
    - As students complete their drop off of items, a member of the security team will have the bag available at station 4.
    - All staff members will be following appropriate safety guidelines (masks, gloves, etc.)

What if I cannot make it during the times listed?

- We ask that you make every effort to schedule an appointment during the times listed.

I left items in my teacher's classroom. Will I be able to get them?

- Unfortunately, items left in classrooms will not be able to be retrieved. Our faculty has not returned to the building and we are unable to retrieve items that may have been forgotten in classrooms at this time. If you have a specific concern regarding an item that may in a classroom, please contact your classroom teacher directly.

What safety measures must be taken?

- Masks or facial covering and gloves are highly recommended
- Please adhere to social distancing guidelines of 6 feet
- Please remain in your vehicle or designated area until directed into the circle by a member of the security team
- Please place items in the receptacles as a member of the #5800Family records your returned items
- Once you have completed all transactions, please exit campus to ensure we quickly service all students