

KHS families—We know you are anxious to retrieve belongings from the building and receive yearbooks. Our building has been closed to the public, but we will be able to allow staged entry the week of May 26. We have made efforts to allow this to happen, yet we remain committed to keeping our staff and students safe while continuing social distancing directives. In an effort to do this and decrease traffic in the building, we ask that the following guidelines be followed:

- Allotted times are listed below and will be strictly enforced.
- Students should not bring family/friends and report directly to their assigned locker bay.
- Trash cans will be available but students should bring a bag/box to transport belongings.
- Empty lockers and exit the area immediately. Return any items that belong to KHS.
- Textbooks will be returned to the LIBRARY and not classrooms.
- ***There should be no loitering/congregating in the building.*** Staff and security will be monitoring activity and time in the building.
- Students are responsible for providing their own mask if they wish to wear one.

Please note the following procedures for returning items:

TEXTBOOKS: Return all textbooks, assignment books, calculators or other classroom items by way of the BACK hallway library door. The front library door will be closed **Please insert a slip of paper in the front of each book so that it shows the student name, teacher and class period for inventory purposes.

Art students: Drive around to the back parking lot and Mr. Gentry will meet you at the OUTSIDE door.

Band: Report to the OUTSIDE door to the band room at the front of the building. The directors will meet you there.

Chromebooks: Return Chromebook device and charging cable to Mr. Ellis/Newberry in the front lobby.

DECA: Return notebooks to the DECA table in the Commons.

Driver's Ed students: Certificates will be available from Coaches Taylor and Henson in the Commons.

ROTC: Report to Byington Solway location and your instructors will meet you there.

Sports uniforms: Coaches for teams needing to return items will have tables in the Commons.

YEARBOOK PICK UP: Students who have ordered and paid for a yearbook will report to room #111 (first room on the first hall to the left upon entering building) to get their books. Ms. Baker will be at the door to the room and will issue the book. Students will sign indicating receipt.

We look forward to seeing our students at their allotted time. Please contact your teacher/coach regarding the return of any item not listed.

Freshmen-Tuesday, May 26

Boys—10:00 AM-12:00 PM

Girls—12:00 PM-2:00 PM

Seniors-Wednesday, May 27

Last names A-L—10:00 AM-12:00 PM

Last names M-Z—12:00 PM-2:00 PM

Juniors-Thursday, May 28

Last names A-L—10:00 AM-12:00 PM

Last names M-Z—12:00 PM-2:00 PM

Sophomores-Friday, May 29

Last names A-L—10:00 AM-12:00 PM

Last names M-Z—12:00 PM-2:00 PM