



**Southwood Middle School**  
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*David Benson, Principal*  
*Dr. Tracy Lett, Assistant Principal*  
*Dr. Adrienne Merritt, Assistant Principal*

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Dear Southwood Parents/Guardians,

As always, we sincerely hope that your family is well during this unprecedented time in our lives. I am sending this communication to give you all the essential updates and details of how we are going to wrap up the 2019-20 school year.

### **Fee Payment and Refunds**

The main office will be open to collect outstanding fees and distribute refunds for **all grade levels** on the following dates:

- Thursday, May 14th, 1:00-6:00pm
- Tuesday, May 19th, 10:00-3:00pm
- Wednesday, May 20th, 1:00-6:00pm

In addition, we will accept fee payments during your child's Chromebook Return date as well. (See Chromebooks and Locker section below).

### **Chromebook Return and Locker Clean Out Dates**

On the following dates and times, your child will be able to return their Chromebook, clean out their locker and pick up graduation items (if they are an 8th grader). All fees must be paid in order to receive graduation items (8th) and register for next year (6th and 7th). Please feel free to contact Ms. Crayton, Ms. Warren or myself if you are unsure what fees may be owed.

**Due to Social Distancing guidelines set forth by the state and supported by CCH160, we will only allow 10 students into the building at any given time. Students must wear a face mask to enter the building. All students will enter and exit through the 8th grade entrance, Door #2. If parents are paying fees during this time, they should enter through Door #1.**

### **Dates and Entry Times for All Grade Levels**

**8th Grade:** Thursday, May 21st and Friday May 22nd  
**6th Grade:** Tuesday, May 26th and Wednesday, May 27th  
**7th grade:** Thursday, May 28th and Friday, May 29th

Designated Entry Times (**by student last name**)

**10:00-11:15** Students with last name starting with A-E  
**11:15-12:30** Students with last name starting with F-L  
**12:30-1:45** Students with last name starting with M-P  
**1:45-3:00** Students with last name starting with Q-Z

When we have more than 10 students in the building, we will ask the student to wait outside the Door #2 entrance until they are waved in by an administrator. We also ask that only students enter the building unless parents are paying fees in the main office, again Door #1. If a family has multiple students at Southwood, then please pick one day rather than coming to Southwood twice. We will have garbage bags as needed, tables will be marked for returning any school items, and Chromebooks will

be checked by the technology department in the cafeteria. The process should take 5 minutes per child. We will also have a master list of student combinations as many students may have forgotten their locker combinations after several months.

### **Remote Learning Ending and Grades**

Remote Learning will end for 6th and 7th grade on May 22nd while 8th grade will conclude on May 20th. Teachers will give additional time (see Team Syllabus) to complete any missing assignments before grades are finalized.

Each student's grades will be entered as Pass or Incomplete based on the established 70% completion threshold. Grades will be finalized on May 27th for 8th grade and May 29th for 6th and 7th.

### **Summer School and ESY**

Southwood Staff is comprising lists of students who will be recommended for Summer School for District 160 or Rich Township. Hillcrest and Bremen Township have reportedly cancelled all summer programs.

Thank you again for supporting and partnering with us during this health crisis. We were impressed by the level of student engagement and quality of instructional opportunities given during Remote Learning. We are saddened that we can't give a proper send off for our students, but we need to ensure the safety and well being of our school community. **Please see the attached document regarding 8th grade Virtual Graduation if you are a parent of an 8th grader.**

Regards,  
Mr. Dave Benson  
Southwood Principal