

Bell High School
No Contact End of School Year Collection and Return Procedures
Collection of Athletic Uniforms, Textbooks, and Calculators
& Return of Locker Items

Procedures:

1. Before leaving the home do the following:
 - a. Properly identify items to be returned and place in bags (a bag for each station) in the trunk of your vehicle. Properly label each bag with your full name and birthdate.
 - b. Be sure to bring your school ID or copy of your ID.
 - c. Place a 8.5 by 11 sheet of paper with YOUR LAST NAME, FIRST NAME on the dashboard of your car.
2. **MAKE SURE TO RETURN ALL OWED ITEMS TO AVOID FINANCIAL CHARGES.**
3. All members in the vehicle must wear face coverings and gloves at all times.
4. From Florence Ave drive northbound on Flora Ave to Station 1.
5. **For the safety of all there should be no physical contact with any staff member during this process.** If items need to be returned or collected at the station, have the trunk of the vehicle open to allow a staff member access to the item or to provide an item to you.

Station 1 (Tennis Court Gate)

- **Return all Athletic Uniforms/ equipment and show identification to collect locker items and CTE projects.**

Station 2 (Pool Gate)

- **Textbooks and calculator Returns.**

6. Once you have turned in all your items and received your personal belongings drive off and allowed the next student to return and receive their items.

Students, please plan to arrive during your designated grade level date and time. If you are not able to make it or do not have transportation please contact the Main Office at (323) 832-4700 to schedule an appointment. **There will be no walk-on assistance during the Drive-thru.**

9th, 10th & 11th Grade Schedule

9th Grade – June 5th

A – L 12:00 pm to 2:15 pm
M – Z 2:15 pm to 4:30 pm

10th Grade – June 8th

A – L 12:00 pm to 2:00 pm
M – Z 2:00 pm to 4:00 pm

11th Grade – June 11th

A – L 12:00 pm to 1:30 pm
M – Z 1:30 pm to 3:00 pm