

**Bell High School**  
**No Contact Senior Check-Out Procedures and Cap and Gown Distribution**  
Athletic Uniforms, Textbooks, Calculators and Chromebook Return

**Procedures:**

1. Before leaving the home do the following:
  - a. Properly identify items to be returned and place in three separate bags (a bag for each station) in the trunk of your vehicle. Properly label each bag with Station Number and 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 A HOLD ON YOUR DIPLOMA.**
3. All members in the vehicle must wear face coverings and gloves at all times.
4. From Florence drive northbound on Flora Ave. Prior to the cap and gown pick up there will be four stations.
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 a 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 (Gate between Home Bleachers and Field House)**

- Return all Athletic Uniforms/equipment
- Show identification to collect locker items.

**Station 2 (Pool Gate)**

- Textbooks Collection
- Show identification to collect CTE Projects.

**Station 3 (Flora Gate)**

- Chromebook with power cord and calculator collection

**Station 4 (Corner of Flora and Bell) – Collection of IDs or a Copy of ID**

- A staff member will collect identification for the purpose of getting cap and gown ready for pick-up.

**Station 5 (Front of School)**

- A staff member will place your cap and gown, stole, cord(s), awards (if any), a senior gift and return your ID in the trunk of the vehicle.

6. Once you have received your cap and gown drive off and allowed the next graduate to receive his/her graduation items.

Students, please plan to arrive during your designated Academy 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.**

**Schedule for Class of 2020**

**Magnet - June 9, 2020**

A - L 12:00 pm to 1:00 pm  
M - Z 1:00 pm to 2:00 pm

**Global – June 10, 2020**

A - L 11:30 am to 12:30 pm  
M - Z 12:30 pm to 1:30 pm

**MTCA – June 9, 2020**

A - L 2:00 pm to 2:45 pm  
M - Z 2:45 pm to 3:30 pm

**ALPHA – June 10, 2020**

A - L 1:30 pm to 2:15 pm  
M - Z 2:15 pm to 3:00 pm