

Clayton Ridge Community School District

131 S. RIVER PARK DRIVE., GUTTENBERG, IOWA 52052

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PK-5 Principal/Superintendent

Shane Wahls

Business Manager

Dave Schlueter

6-12 Principal

Laura Bilden



Head of Schools IAVA

Steve Hoff

Dean of Students

Wade Marlow

9-12 Athletic Director

Ty Troutman

Dear Seniors, Parents, and Guardians,

The high school will be open for seniors to return school materials and gather personal belongings on **Tuesday, May 19th (9:00AM-6:00 PM), and Thursday, May 21st (9:00 AM-3:00 PM)**. The following procedures will be enacted to ensure the safety and health of all involved:

- Seniors should enter the building through the Commons event entrance and exit through the secure entrance.
- Only ten students will be allowed in the building at once.
- All students should use social distancing precautions
- **Students should be prepared to return all textbooks, library books, school laptops, and any other school property**
 - **Laptop Materials to be returned:**
 - Laptop
 - Computer case
 - Charger, extension cord and duckbill
 - Plastic covers
- Tables will be set up in the commons area where textbooks and computers will be returned. Devices will be inspected for damage at this time and then stored in plastic bags the school will provide. Please have computers turned on so inspections can occur quickly.
- Students should:
 - Remove all items from their lockers, so they are ready to be cleaned and disinfected.
 - Remove all items from locker rooms.
 - Collect artwork and shop projects.
 - Check-in with Mr. Radcliffe to do their senior interview.
 - Pick up any medication from Mrs. Kraus, the school nurse.
 - See Angel about outstanding bills, senior fees, or lunch accounts.
- Students and families will be billed for unreturned textbooks and school property in June.
- **Students who are feverish or symptomatic, or have been exposed to someone who has been sick should not enter the building.**

Kind Regards,
Laura Bilden
6-12 Principal