

May 29, 2020

Dear Parents/Guardians,

On April 9, Dr. Hite shared the news that our school buildings would remain closed for the rest of the school year and that the school-sponsored social events you have been looking forward to all year, such as proms and graduation, would be cancelled due to the COVID-19 pandemic. Even though these events cannot move forward in a traditional way, we remain fully committed to safely celebrating the Class of 2020 .

On June 9th, at 11:00 am, there will be District-wide virtual graduation with the afterparty from 7:00 -8:30 pm on the same day. Customizable and shareable invitations are now available on our <https://www.philasd.org/2020grad/> webpage.

In addition to these plans, individual high schools may choose to host their own virtual graduation or party for their students in June. School staff will provide more information if they are pursuing this option. With safety as our top priority, no in-person events for seniors will be planned by the District or your school until further notice.

As you are also aware, senior activities that you may have paid for in advance have been canceled because of COVID 19. We are committed to providing you with an appropriate refund. The information below outlines the approach that the District is taking regarding the reimbursements and distribution of items.

### **Refund**

John Bartram High School has worked with our senior sponsor and school operations officer along with the finance department of the School District of Philadelphia to determine your refund amount. There are four factors that are being considered for the refund:

1. **Dues paid** - This is the amount of money you have paid for senior dues this year.
2. **Personalized Items** - These are items that are specific to this school year and were to be paid for as part of your senior dues (T-Shirts and Yearbooks). **You will not be refunded monies that went toward those purchases, as that money has already been spent and you will receive those goods.** If you have not paid senior dues already and would like to purchase a yearbook and t-shirt, the cost will be \$45.00 for both items together. If you would like to just purchase a t-shirt, the cost will be \$10.00. You can purchase these items when you pick up your cap and gowns. The yearbook will be delivered in mid-June and you will be notified when you can it up. The t-shirt will be available the day of purchase. We will accept cash or money order made out to John Bartram High School for these items.
3. **Non-Personalized Items** – Caps and Gowns have been ordered for every senior. They will be given at no cost to seniors. If you have paid your senior dues, your refund amount will include cost for caps and gowns.

4. **Events** - Dues were also collected for events that are no longer happening due to COVID 19. Examples of these events are prom, graduation venues and senior luncheons. You will receive a refund for all parts of dues that were collected for these events.

### **Format**

Dues will be repaid with a check from your school. We have worked with Wells Fargo Bank to ensure that any family who wishes to cash the refund check will be able to do so at a Wells Fargo branch without any service charge.

### **Timing**

**The School District of Philadelphia has given schools specific dates and instructions for picking up the caps and gowns, purchasing additional items, refund check distribution and returning Chrome books.** John Bartram High School has come up with a plan to ensure that we are safely following these guidelines. Below are the dates and times for pickup of these items. We are asking that you follow these dates and times below for your last name, that you maintain social distancing when you enter the building and that you wear a mask when you come to the school.

#### **Friday, June 5<sup>th</sup>                      Last names beginning with:**

10:00 a.m. to 11:00 a.m.      A-E

11:00 a.m. to 12:00 p.m.      F-I

12:00 p.m. to 1:00 p.m.      J-M

#### **Monday, June 8<sup>th</sup>**

10:00 a.m. to 11:00 a.m.      N-R

11:00 a.m. to 12:00 p.m.      S-V

12:00 p.m. to 1:00 p.m.      W-Z

There will be 4 tables set up 6 feet apart in the main hallway to ensure that we have you in and out of the building quickly.

**Ms. Hayward and Mr. Chapman will be greeting you at the door.**

|                 |   |                   |
|-----------------|---|-------------------|
| <b>Table 1</b>  | <b>Purchase of items (yearbook and t-shirt)</b> | <b>Ms. Kellie</b> |
| <b>Table 2</b>  | <b>Chromebook Returns</b>                       | <b>Ms. Brophy</b> |
| <b>Table 3</b>  | <b>Refunds</b>                                  | <b>Ms. Vetere</b> |
| <b>Table 4</b>  | <b>Cap and Gowns Distribution</b>               | <b>Ms. Adams</b>  |
| <b>Boys Gym</b> | <b>Senior Survey Check in</b>                   | <b>Ms. Mbele</b>  |

Again, we are asking all seniors to return their Chromebooks. This is important because these Chromebooks are used by all students who currently and will be attending John Bartram High School.

If you have questions and/or concerns, you can contact me at [brjohnson@philasd.org](mailto:brjohnson@philasd.org) or Ms. Kellie at [kmchugh@philasd.org](mailto:kmchugh@philasd.org).

We thank you for your understanding and look forward to virtually celebrating our seniors in June.

Sincerely,

A handwritten signature in black ink that reads "Brian R. Johnson". The signature is written in a cursive style with a long horizontal flourish at the end.

Brian Johnson

Principal, John Bartram High School