



May 18, 2020

Dear ALH Staff, Students, and Families,

I hope this letter finds you and your loved ones safe and well. It is difficult to believe that we are actually nearing the end of the month of May, and that we have only four weeks left in what has evolved into a very challenging academic school year. That being said, ALH staff and leadership have found ourselves, as every school has, struggling with ensuring that we are making the right decisions and, in some cases, faced with the realization that we do not always know what is right without the benefit of reflection and hindsight. We have, however, worked tirelessly to consider all factors in our decision-making process, and keeping in mind, that the health and safety of our entire community are paramount. As such, the information provided in this enclosure outlines end of year procedures and dates for student personal property return, Chromebook collection, uniform donation, senior photos, and graduation.

ALH leadership consistently monitored the COVID-19 situation, weighing all options, and ultimately developed contingency plans, all while attempting to remain optimistic that orders regarding social distancing and restrictions on large gatherings would be adjusted to accommodate our important and well-deserved ceremonial celebrations, including prom and graduation.

Regretfully, these restrictions remain in place and no anticipated timeline for relaxing these restrictions is available. Thus, we have necessarily come to the conclusion that prom must be canceled and that this year's graduation ceremony will be virtual. To our 2020 graduates, we understand that this has not turned out to be the end of senior year crescendo that you all had hoped for and looked forward to, but I want to acknowledge and thank you for your steadfast resolve and resiliency as individuals and as a class, as well as your ability to remain optimistic in the face of ongoing adversity and sacrifice. You do not yet know how much this matters now, and how much more it will matter in the future.

As we continue to move forward with planning and finalizing details for our virtual graduation ceremony, we will continue to communicate with students and families, however, please refer to the details provided here for the current schedule and overview for events/activities. Please also know that we are committed to doing everything possible to create a memorable end-of-year experience to mark the achievements of our Class of 2020.

Sincerely,

A handwritten signature in black ink that reads "Cariña D. Cook".

Cariña D. Cook,
Principal/CEO

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Last of classes for seniors: Friday, June 12th

Last day of classes for grades 9-11: Friday, June 19th

Please refer to the schedule outlined below for student collection of personal property from lockers, Chromebook return, uniform donation, and senior photos. Feel free to contact Mr. Arno, School & Community Safety Coordinator, with any questions at (518) 694-5300, or marno@albanyleadershiphigh.org:

Cohort	Date	Time
Seniors: Last Names Beginning A-D	June 15, 2020	9:00AM – 3:00PM
Seniors: Last Names Beginning E-K	June 16, 2020	9:00AM – 3:00PM
Seniors: Last Names Beginning L-S	June 17, 2020	9:00AM – 3:00PM
Seniors: Last Names Beginning T-Z	June 18, 2020	9:00AM – 3:00PM
Juniors	June 22, 2020	9:00AM – 3:00PM
Sophomores	June 23, 2020	9:00AM – 3:00PM
Freshmen	June 24, 2020	9:00AM – 3:00PM

Personal Property Return

- Students are highly encouraged to pick up personal property left in their lockers.
- Personal property has been collected and packaged for student pickup.
- Student property will be retained until June 30th - unclaimed property will be donated or discarded.

Chromebook Collection

- Students who were issued a Chromebook during the closure must return the Chromebook to ALH.
- Students who signed out a Chromebook must return the Chromebook in order to collect personal belongings.
- Seniors who signed out a Chromebook must return the Chromebook to obtain their diploma.
- *Please note that an unreturned Chromebook will be deactivated by ALH remotely and therefore deemed of no use to anyone.*

Uniform Donation

- Students are asked to donate unneeded and gently used uniforms to ALH.
- All uniforms will be accepted (shirts, sweaters, fleeces, pants & skirts) – Sweaters & Fleeces are needed.

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Gift Card Raffle:

- All students who return a school issued Chromebook or donate a uniform item will be entered into a raffle to win a **\$100 Visa Gift Card**. Multiple gift cards will be awarded!
- Students who have signed out a Chromebook must return the Chromebook to be eligible for the raffle.
- Students who return a Chromebook or donate a uniform on their assigned day will be entered into the raffle three times – tripling the chance to win!
- Students who are unable to return items on their assigned day must return their item and will be entered into the raffle once.
- The winners will be notified on July 1st.

SENIORS ONLY!

During a senior's assigned return time:

- Senior Photos will be taken!
 - Although we are unable to take a picture of our graduates crossing the stage, we will be taking pictures of them in their caps & gowns to add to our graduation website.
- Seniors must come to school photo ready!
 - Students will not be allowed to enter the school.
- Graduation attire (i.e. Caps & Gowns) will be distributed.
- Diplomas will be distributed to seniors who have met graduation requirements!
- Seniors who signed out a Chromebook must return the Chromebook to obtain their diploma.

Seniors with scheduling conflicts or photo questions must contact Mrs. Orcutt at 518-694-5300 x225 or norcutt@albanyleadershiphigh.org.

Return and Collection Guidelines

To ensure safety it is important that:

- Students return to school at their assigned times.
- Students and visitors will not be permitted to enter the building.
- Students and visitors must wear a face covering while on school property.
- Students and visitors must abide by social distancing guidelines.

Summer School Chromebook Sign Out

- Students required to attend summer school will be personally contacted at the end of June.
- Students in need of a Chromebook for summer school will return to the school to sign out a Chromebook during summer school registration on June 29th and June 30th.
- Additional information about summer school will be shared in June.

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Graduation

Virtual graduation ceremony will be held on June 26th, at 6:00 p.m.

Each student will receive her own personal webpage that can include messages from family, friends and faculty. In addition, this will include commencement speeches. Don't worry- if you're not able to attend at this time, the link will be provided to watch when you are available. We will send out the specific link for your student via email. Please ensure we have your most up-to-date email address so you are able to add items to your senior's page and share this with family and friends.

Senior Parade

ALH is coming to see you! We will be stopping by your home with a small gift and celebratory moment of recognition. We will let you know the day and approximate time of our arrival in advance. We look forward to seeing you!

Senior Day Celebration

While it is not our typical full day of fun for our seniors, we are not going to let social distancing stop us from celebrating. We will have a Google Meet for seniors and staff to join on May 29th, at 2:00 p.m. We will be sharing out where our seniors are going to college, as well as senior and staff superlatives. It is sure to be a good time! If you are unable to make it at this time, we will be recording it and you will have access to this after.

Cap & Gown Pick-Up and Photos

While we may not be able to get a photo of each senior crossing the stage, we want to get a photo of each senior in her cap & gown to post on our graduation website. During the week of June 15th, seniors will come to ALH to have her photo taken in a cap & gown. If you have ordered and paid for your own, you will be able to use these. If you did not order and pay for your own, we will have extras available at the school for photos. Please be assured that these will not be worn by more than one student. We will be able to utilize these photos for the graduation ceremony and to send out to families.

We will be practicing social distancing and ensuring that we are doing all we can to keep our students and staff safe. Because of this, we are asking families to stay in their cars if dropping off or waiting.

Seniors: Please come ready to photograph!

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Prom and Graduation Outfits

We know that our seniors are always excited to dress up for prom and graduation. Although we are unable to be in person for this, we welcome students to share photos. Please submit a video or photo of your prom or graduation outfit. We will compile them into a video to capture the style of the entire class. All social distancing rules must be followed in creating videos. We will NOT use any videos that have more than 1 senior in the same frame, unless you are members of the same family. Videos canNOT be more than 5 seconds in duration. Any audio on the original video may be muted in final production. Final versions of the videos will be shared with the senior class through email and posted to our website. Please send these to ALHCommunications@albanyleadershiphigh.org.

Class of 2020 Alumni Event

We want to celebrate our seniors in person once it is safe to do so. We are looking into hosting an event during the 2020 winter break for our seniors. We will take input from the students and work with them to create an event that will celebrate all of their accomplishments.

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