



May 5, 2020

Dear Elementary Parents & Staff,

In light of all the current health restrictions, we have determined a way to close out the school year while staying compliant with protective guidelines. Next week, a drive-thru, drop-off check out will be conducted in front of the school. This will give our elementary families and students the opportunity to say goodbye to their teachers and turn in end-of-year MA items such as textbooks, etc.

We ask that you strictly adhere to the following protocols to ensure everyone's health & safety:

- 1) Please follow the assigned schedule listed below based on your child's teacher (if you have children in more than one grade/class, please use the scheduled day/time that's most convenient for you):

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>TEACHERS</u>
Monday	May 11	9-12	Hall, Cooke, Knepper, Thomas, Baranski
Tuesday	May 12	12-3	Leach, Lokowich, Blair, Maddox, Hutto
Wednesday	May 13	9-12	Barrette, LoBosco, DeAngelo, Throgmorton, Caplinger
Thursday	May 14	12-3	Pendleton, Sigfrids, DiFabio, Dickey, Heinz

- 2) Enter the MA parking area using the Church (East) Entrance.....VERY IMPORTANT as teachers will only be allowed on the sidewalk directly adjacent to the school
- 3) Please stay in your vehicle at all times
- 4) Put items to be returned in bags or boxes and place them in the trunk or back of your vehicle
- 5) Allow the MA staff time to unload those items while you stay inside your vehicle

It is unfortunate that we cannot celebrate the end of the year as we normally would, and we will sincerely miss the opportunity to honor all students' achievements in person. Please know that everyone involved will ensure this check-out process is as celebratory as possible 😊

Until next week!

Mr. R.

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