

April 24, 2020

Dear Ursa Minor families,

Thank you for your support and partnership these last weeks, as we all help students learn through the distance learning model that the COVID-19 pandemic has thrust us into. We know that students and families have been wondering about their personal belongings at school and I'm excited to share with you a plan for collecting those items.

During the week of May 4-8, families will be able to come to the school and have a curbside pickup of their child/children's belongings. Please read and follow the signs as you enter the parking lot. The general process will be as follows:

1. The school schedule to pick up student belongs is:
 - a. Tuesday, May 5 – 9:00 am – 12:30 pm - Student's Last Names A – M
12:30 – 4:00 pm – Student's Last Names N - Z
 - b. Wednesday, May 6 - 9:00 am – 12:30 pm - Student's Last Names N - Z
12:30 – 4:00 pm – Student's Last Names A - M
5:00 – 7:00 pm – Open
 - c. Thursday, May 7 – 9:00 am – 12:30 pm Student's Last Names A – M
12:30 – 4:00 pm Student's Last Names N - Z
2. Upon arrival, the family identifies themselves to a staff member who radios a team in the building.
3. The building team brings the student belongings outside to where the family collects the belongings.
4. Any library or text books being returned by the family will be dropped off in tubs at the curb before the family leaves.
5. Privately owned or rented 6th grade Band or Orchestra instruments currently at school will be returned to the family during this process. ASD-owned instruments currently at school will remain at school and considered returned. ASD-owned instruments currently at home should be returned to The Horn Doctor or Petr's Violin Shop during the week of May 4-8. Please see information from your child's Band or Orchestra teacher regarding this process. No Band or Orchestra instruments will be accepted by the school.

Teachers will do their best to identify students' belongings and will empty the contents of the students' desks or cubbies into large plastic bags. The bags will be labeled with the student's name, the teacher's name, and grade. Siblings' belongings will be grouped by oldest student's name and grade to help ensure the correct bag is given to the correct family.

Following the need to continue strict safety precautions, families will not be allowed into the building during this retrieval process. Thank you for your understanding.

If you have any questions about this process, please contact your child's teacher or myself.

Sincerely,

Wendy Brons, Principal
Ursa Minor