

April 24, 2020

Dear Mountain View 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. The process will be very similar to the one we just completed for distributing chromebook computers for student learning:

1. The school schedules a pick up day and time with the family.
2. Dates and times will be determined alphabetically by student last names.
3. Upon arrival, the family identifies themselves to a staff member who radios a team in the building.
4. The building team brings the student belongings outside to a collection table where the family collects the belongings.
5. Any library or text books being returned by the family will be dropped off in tubs at the curb before the family leaves.

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 and the teacher's name 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.

**Please watch our website, Facebook page, and Remind texts for more information about dates and times for item pickup.**

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

Sincerely,

Christopher Woodward, Principal  
Mountain View Elementary