

Dear Parents,

The last day for instruction in PSD elementary schools will be May 14. We hope your student will participate in the virtual field day on May 14th. There will be no new instruction or teacher directed meetings with students or work assigned beyond that day. Teachers will be available by email for questions until May 22. Report cards will not be printed but will be on Parent Vue beginning on May 22. We understand the end of this year may have caused some anxiety about being prepared for the fall. Rest assured, our teachers will be ready to meet students where they are, fill in gaps if needed, and review content before starting new grade level standards. Enjoy your summer, take care of your family, and know that we will navigate next year together with the collective goal of strong student growth and achievement both academically and emotionally!

Our staff has prepared a plan for picking up student materials on Tuesday, May 19. Please read expectations and procedures carefully.

Thank you for following the details. We will have hundreds of cars coming through. We will move the line along as best we can and will need your help and patience with this.

This is not how we wanted to end the year, but this will be a safe closure for all. We will see you soon.

Take care,

Landus

**Parent Information**  
**Item Pick-Up and Drop-Off Procedures and Safety Guidelines**  
 Tuesday, May 19<sup>th</sup>, 2020

| Safety Guidelines/Expectations  | Item Pick-up and Drop-Off Procedure   |                       |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
|---|---|-----------------------|------------------|---------------------|-----|-----|----------|-----|-----|-----------------------|------|-----|----------|------|-----|-----------------------|-------|-----|----------|-------|-----|-----------------------|-------|-----|----------|-------|-----|-----------------------|-------|-----------------------|----------|
| <p>One Parent (or adult) only per family, if possible, at item pick-up/drop-off. Students are NOT encouraged to come; we understand if this is unavoidable.</p> <p>5<sup>th</sup> grade students are invited to come and stay in their car with their family during the specially designated 5<sup>th</sup> grade time.</p> | <p>Arrive during scheduled time (if possible)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Time</u></th> <th style="text-align: left;"><u>Last Name</u></th> <th style="text-align: left;"><u>Pick up Lane</u></th> </tr> </thead> <tbody> <tr> <td>8-9</td> <td>A-C</td> <td>bus lane</td> </tr> <tr> <td>8-9</td> <td>D-F</td> <td>drop off/pick up lane</td> </tr> <tr> <td>9-10</td> <td>G-I</td> <td>bus lane</td> </tr> <tr> <td>9-10</td> <td>J-L</td> <td>drop off/pick up lane</td> </tr> <tr> <td>10-11</td> <td>M-O</td> <td>bus lane</td> </tr> <tr> <td>10-11</td> <td>P-R</td> <td>drop off/pick up lane</td> </tr> <tr> <td>11-12</td> <td>S-U</td> <td>bus lane</td> </tr> <tr> <td>11-12</td> <td>V-Z</td> <td>drop off/pick up lane</td> </tr> <tr> <td>12:30</td> <td>5<sup>th</sup> grade</td> <td>bus lane</td> </tr> </tbody> </table> <p>*bus lane – front of school<br/>           *drop off/pick up lane (go around back of middle school and pick up will be between the middle and elementary schools)</p> | <u>Time</u>           | <u>Last Name</u> | <u>Pick up Lane</u> | 8-9 | A-C | bus lane | 8-9 | D-F | drop off/pick up lane | 9-10 | G-I | bus lane | 9-10 | J-L | drop off/pick up lane | 10-11 | M-O | bus lane | 10-11 | P-R | drop off/pick up lane | 11-12 | S-U | bus lane | 11-12 | V-Z | drop off/pick up lane | 12:30 | 5 <sup>th</sup> grade | bus lane |
| <u>Time</u>   | <u>Last Name</u>  | <u>Pick up Lane</u>   |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 8-9   | A-C   | bus lane              |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 8-9   | D-F   | drop off/pick up lane |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 9-10  | G-I   | bus lane              |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 9-10  | J-L   | drop off/pick up lane |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 10-11   | M-O   | bus lane              |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 10-11   | P-R   | drop off/pick up lane |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 11-12   | S-U   | bus lane              |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 11-12   | V-Z   | drop off/pick up lane |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| 12:30   | 5 <sup>th</sup> grade   | bus lane              |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| <p>Everyone on school grounds MUST always wear a mask.</p>  | <p>Please do not walk to school. Families will drive through a pickup lane as designated in this chart by last names. Please only use this lane as this is where your child’s materials will be. Follow the staff directing traffic. Hold a sign up in your window with the first and last names of all children in your family. Pull forward as directed and do not get out of the car. Contents of desks, yearbooks if ordered, and art portfolios will be in a labeled bag. Roll down your window or open your trunk if possible. A staff member will deliver your bags to you.</p> <p>If you checked out a laptop or have library books to return, you will be directed to pull forward and where to lay them on a table or cart. Laptops and cords must be returned. Please label your laptop with student’s name and indicate if any repairs are needed in writing.</p>   |                       |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| <p>Practice social distancing and always remain 6 feet apart.</p>   | <p><u>Possible Items to return:</u> laptop and charger (PLEASE remember the charger!), library books, textbooks, guitars, other items that belong to CLPE</p>   |                       |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| <p>No students/parents allowed in building unless preapproved by administration</p>   | <p><u>Items to pick up:</u> medication, Student Bag will include items from student desk, art projects, yearbook if ordered.</p>  |                       |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| <p>Do not congregate or stop to chat with staff or other family members. Be on site the least amount of time as possible.</p>   | <ol style="list-style-type: none"> <li>1. Pick up student items in labeled bag</li> <li>2. Turn in items at designated table</li> <li>3. Quickly and safely collect and return items to keep process moving and keep all involved as safe as possible.</li> </ol>   |                       |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |
| <p>Do not come to school if you are sick or not feeling well.</p>   | <p>If for some reason you will not be coming to CLPE for pick up/drop off, communicate with your child’s teacher.</p>   |                       |                  |                     |     |     |          |     |     |                       |      |     |          |      |     |                       |       |     |          |       |     |                       |       |     |          |       |     |                       |       |                       |          |