

June 4, 2020

Dear Audubon Families,

The campus will be open next Monday, June 8, so that school materials can be returned and student personal items can be picked-up. Although we miss our students tremendously, for safety reasons we asked that children not come to campus. Please only send one adult from each family. On June 8, teachers will not be holding virtual meetings or providing lessons. Instead, a menu of activities will be posted on his/her GoogleClassroom.

Drop-off/Pick-up Locations:

- Your child’s teacher will email you the location to drop off/pick-up materials.
- All teachers will distribute materials in front of their classrooms, unless specified differently from your child’s teacher.
- Staff will be posted around campus assisting with directions.

MATERIALS TO BE RETURNED BY FAMILIES

- **Materials to be Returned to Teacher**
 - K-5 - Textbooks - **DO** return Math and Social Studies books
 - 3-5 Science books **DO NOT** need to be returned. Students can keep their science books because we are getting new science books for next year.
 - Classroom reading books
- **5th grade Instruments/Music Books** will be returned to the outside library entrance between RMs 9 & 10
- **School Library Books** will be returned to the outside library entrance between RMs 9 & 10
- **Chromebooks & Hotspots** do not need to be returned, unless your child is not returning to the district. If your child is moving to Bowditch, you will hold on to the Chromebook & Hotspot. If your child is moving from the district, please return Chromebook & Hotspot to the Audubon office.

MATERIALS TO BE PICKED UP BY FAMILIES

- **Personal belongings** from the classroom and desks
- **Student work**
- **Medications** will be picked-up in the Audubon Office
- **Lost & Found** will be outside the Audubon Office

Family Drop off/Pick up Schedule on Monday, June 8

Time to meet with your teachers	Last name starts with...
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9:00 - 10:00	A - I
10:00 - 11:00	J - R
11:00 - 12:00	S - Z
1:00 - 2:45 ~ Families unable to come at the times listed above may pick up items in the Activity Room.	
<i>For safety reasons we asked that children not come to campus. Please only send one adult from each family.</i>	

SOCIAL DISTANCE PROTOCOL

- Do not enter sites if you have any signs of illness
- Maintain a minimum 6 feet distance from others
- Do not shake hands or engage in any unnecessary physical contact
- Wear a face covering

IMPORTANT DATES-AT-A-GLANCE

- Tuesday, June 16--5th Grade Promotion
- Wednesday, June 17--Last day of school

Best Regards,

Jaime Soria & Doug Garriss