

March 16, 2020

Dear Audubon Families,

A Shelter-in-Place has been called as of 12:01 AM, March 17, 2020, through April 7, 2020 across six Bay Area Counties, including San Mateo. In order to follow these orders, our staff has been diligently working to complete Distant Learning Materials for our students.

Our new Launch Day to pick-up Distant Learning Material will be tomorrow, Tuesday, March 17 (See locations & schedule below). Students do not need to be present to pick-up materials, and families can pick-up materials for another student, if needed. If you do pick-up packets for a student who is not your child, please let the teacher know who that student is, so he/she can track who has received them.

For those families who are not able to pick-up Distant Learning Materials tomorrow, Mr. Garriss and I will be available in the office on Thursday, March 19, to distribute them to you.

Distant Learning Material Pick-up Locations:

- All teachers will distribute materials at or in front of their classrooms, with the exception of 4th grade.
- Please enter classrooms from outside doors to avoid going into buildings. Matthes Hall will be open, but we encourage families not to go into the library or pods.
- 4th Grade teachers will distribute materials from the MPR.

ADD SCHEDULE

Additional Information about Launch Day:

- Please practice 6 feet social distancing norms.
- Teachers will be handing-out materials in a grab-and-go manner allowing little time to have conferences with families, please email them if you have any specific questions.
- Teachers will be communicating to families/students during the Distant Learning window from March 20 - April 3. Please email your teacher, if you have questions about assignments.
- Plans for serving students with IEPs will be communicated directly to those families through case managers and IEP team members.
- Student support meetings such as an IEP, SST or 504 meetings will continue through teleconferencing.
- Child nutrition will provide “grab and go” meals from Monday, March 16 through Friday, April 3, from 11:30 am - 1:00 pm at four school sites: College Park Elementary School, Laurel Elementary School, Lead Elementary School and Foster City Elementary School.

Resources for families

- [At-Home Learning Tips for Families](#)
- [Teaching Children about Social Distancing](#)
- [Comcast Free Internet to Families](#)

It is very important that you read all district emails, as they are the main source of the latest information to assure clear and correct updates. Thank you for your support during this unprecedented time.

Best regards,

Jaime Soria and Doug Garriss