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*Michelle Dutrow, Superintendent*

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May 15, 2020

Dear Parents/Guardians:

Happy Friday! We have finally made it to the final three weeks of our school year. We applaud your dedication, patience, and effort in helping us to provide your child with modified learning over these past two months. For those of you who have hung in there to the very end with the at-home instruction – kudos! What a learning experience it has been for all of us!

As we move into our period of school closure, today's communication provides our outline for students returning to school to drop-off school property and retrieve personal belongings. Due to our continued status in Phase II (Yellow), we have developed a plan to stagger the number of students/parents in our building at any one given time. Following is our scheduled followed by some parameters to guide this activity:

### **Friday, May 22, 2020**

**HS – 12<sup>th</sup> grade                      HS Gymnasium**

*Schedule:*

9 – 10:30 AM – Last names Bell to Hoover  
10:30 AM – 12 PM – Last names Jones to Owens  
1:30 – 3 PM – Last names Reed to Zimmerman

### **Tuesday, May 26, 2020**

**Elementary – 4<sup>th</sup> grade                      Drive-thru @ Elementary Entrance**

*Schedule:*

9 – 10:15 AM – S. Buck  
10:15 AM – 11:30 AM – Reams  
1:30 – 2:45 PM – Timblin

**MS- 8<sup>th</sup> grade                      MS Gymnasium**

*Schedule:*

9 – 10:15 AM – Last names Alexander to Godin  
10:15 AM – 11:30 AM – Last names Graham to Phillips  
1:30 – 2:45 PM – Last names Price to Zitsch

**HS – 11<sup>th</sup> grade                      HS Gymnasium**

*Schedule:*

9 – 10:15 AM – Last names Anderson to Harvey  
10:15 AM – 11:30 AM – Last names Herring to Nearhood  
1:30 – 2:45 PM – Last names Oswalt to Zetts

**Wednesday, May 27, 2020**

**Elementary – 3<sup>rd</sup> grade                      Drive-thru @ Elementary Entrance**

*Schedule:*

9 – 10:30 AM – M. Koleno  
10:30 AM – 12 PM – MacTavish  
1:30 – 3 PM – Gibson

**MS – 7<sup>th</sup> grade                      MS Gymnasium**

*Schedule:*

9 – 10:30 AM – Last names Amos to Gray  
10:30 AM – 12 PM – Last names Gregory to McKinney  
1:30 – 3 PM – Last names Meek to Wooster

**HS – 10<sup>th</sup> grade                      HS Gymnasium**

*Schedule:*

9 – 10:30 AM – Last name Bailor to Frank  
10:30 AM – 12 PM – Last name Frantz to Nelson  
1:30 – 3 PM – Last name Pennell to Zetts

**Thursday, May 28, 2020**

**Elementary – 2<sup>nd</sup> grade                      Drive-thru @ Elementary Entrance**

*Schedule:*

9 – 10:15 AM – McDowell  
10:15 AM – 11:30 AM – O'Hare  
12:30 – 1:45 PM – Lutchko  
1:45 – 3 PM - Lumadue

**MS – 6<sup>th</sup> grade                      MS Gymnasium**

*Schedule:*

9 – 10:30 AM – Last names Alley to Holt  
10:30 AM – 12 PM – Last names Hoover to Parks  
1:30 – 3 PM – Last name Pennell to Young

**HS – 9<sup>th</sup> grade****HS Gymnasium***Schedule:*

9 – 10:30 AM – Last name Alexander to Gregory  
 10:30 AM – 12 PM – Last name Guerra to Moriarity  
 1:30 – 3 PM – Last name Musselman to Wooster

**Friday, May 29, 2020****Elementary – 1<sup>st</sup> grade****Drive-thru @ Elementary Entrance***Schedule:*

9 – 10:15 AM – McClelland  
 10:15 AM – 11:30 AM – Galley  
 1 – 2:15 PM – Hubler  
 2:15 – 3:30 PM - Yingling

**MS – 5<sup>th</sup> grade****MS Gymnasium***Schedule:*

9 – 10:15 AM – Last names Bender to Howell  
 10:15 AM – 11:30 AM – Last names Hubler to Myers  
 1:30 – 2:45 PM – Last name Peters to Zelenky

**Monday, June 1, 2020****Elementary – PreK & K****Drive-thru @ Elementary Entrance***Schedule:*

9 – 10:15 AM – Walton  
 10:15 AM – 11:30 AM – Lindstrom  
 12:30 – 1:45 PM – J. Koleno & C. Koleno  
 1:45 – 3 PM – J. Buck & Petriskey

**Drop-off Items:**

Final Instructional Packet – Elementary and MS/HS (packet format)  
 Library Books – Name and grade level  
 Uniforms – Name, grade, sport  
 Computer Devices – Name and grade  
 Instruments – Name, grade, instrument name  
 Textbook – Name, grade, class, teacher name  
 Locker Locks (if school-owned)

## **Pick-up Items:**

Lockers – clean out all items (MS/HS)

Gym Lockers – clean out all items (MS/HS)

Desk Belongings – items have been bagged (Elementary)

Medicine - please notify the Nurse's Office @ 345-5627 ext. 1031

## **Notes:**

- Elementary Pick-up / Drop-off will be in a drive-thru format. No parents or students will be entering the building. Your child's teacher will be present at the Drive-thru to see your child, give them their belongings along with a few goodies, and wish them a happy summer break! Bringing your child with you is at your discretion and not a requirement.
- MS/HS Pick-up / Drop-off will be held inside the building. MS teachers will be present to assist with the gathering of property and wish them a happy summer break! Select HS teachers have been assigned one day to be present to assist with the gathering of property and wish them a happy summer break!
- All MS/HS students and parents entering the building must wear a mask at all times. It is at parent discretion as to whether you bring your child, send your child, or leave your child at home on the scheduled date and time. If you choose to come to the school without your child, please be sure to bring your child's locker combination so that you can clean out his/her locker.
- If you have multiple children attending the district, you may choose to come on each scheduled date and time or on one of the scheduled dates and time. Please understand that if you plan to come on a date other than the one assigned for a particular child, and your child is in Elementary or Middle School, they will not be able to see their homeroom teacher.

In follow-up parent communications, I will provide you with additional information about end-of-year activities we have planned for the students during the final two weeks of school along with a summer feeding program update.

Everyone here at West Branch looks forward to seeing as many of our students as possible during the drop-off/pick-up days. Until then, stay healthy and stay safe!

Take Care,  
Michelle Dutrow