



May 12, 2020

Dear Newby Families -

With guidance from the Morgan County Health Department, we have finalized the process for families to pick up student belongings and to return any school resources your student(s) may have at home.

To help minimize the number of people on any school campus at one time, we ask that families prepare items for quick drop-off. We will coordinate staggered arrival times. All parents/guardians and students will stay inside their cars throughout the drop-off/pickup process.

Before your arrival, please do the following:

1. Collect all school materials that must be returned. This includes library books, hardback textbooks, and any books from the teacher's classroom library. Please note that any books that are consumable (can be written in) are for the students to keep and do not need to be returned.
2. Please have the students write their first and last name inside the front cover of any hardback textbook on the designated line if it is not already there.
3. Please have students place a post-it note with their teacher's last name inside the front cover of any teacher's classroom library book.
4. Library books do not need to be marked. They will be scanned back into the library.
5. Place textbooks, classroom library books, and any other items that need to be returned to the teacher in a plastic grocery sack and mark the bag with your child's first and last name and teacher name. Keep school library books separate. They will be placed on a library cart. The grocery sack of items will be placed in a bin.
6. Make sure there is an open area in your trunk or back seat where items can be placed in your car.

Pick up/Drop off Process:

Please follow the map to areas where you drop off items in designated bins/carts. You will give a staff member the student's name for item retrieval and pull forward to receive those items. All items to be picked up have been removed from your child's classroom or locker and placed in a bag. These will be placed into your trunk or back seat.

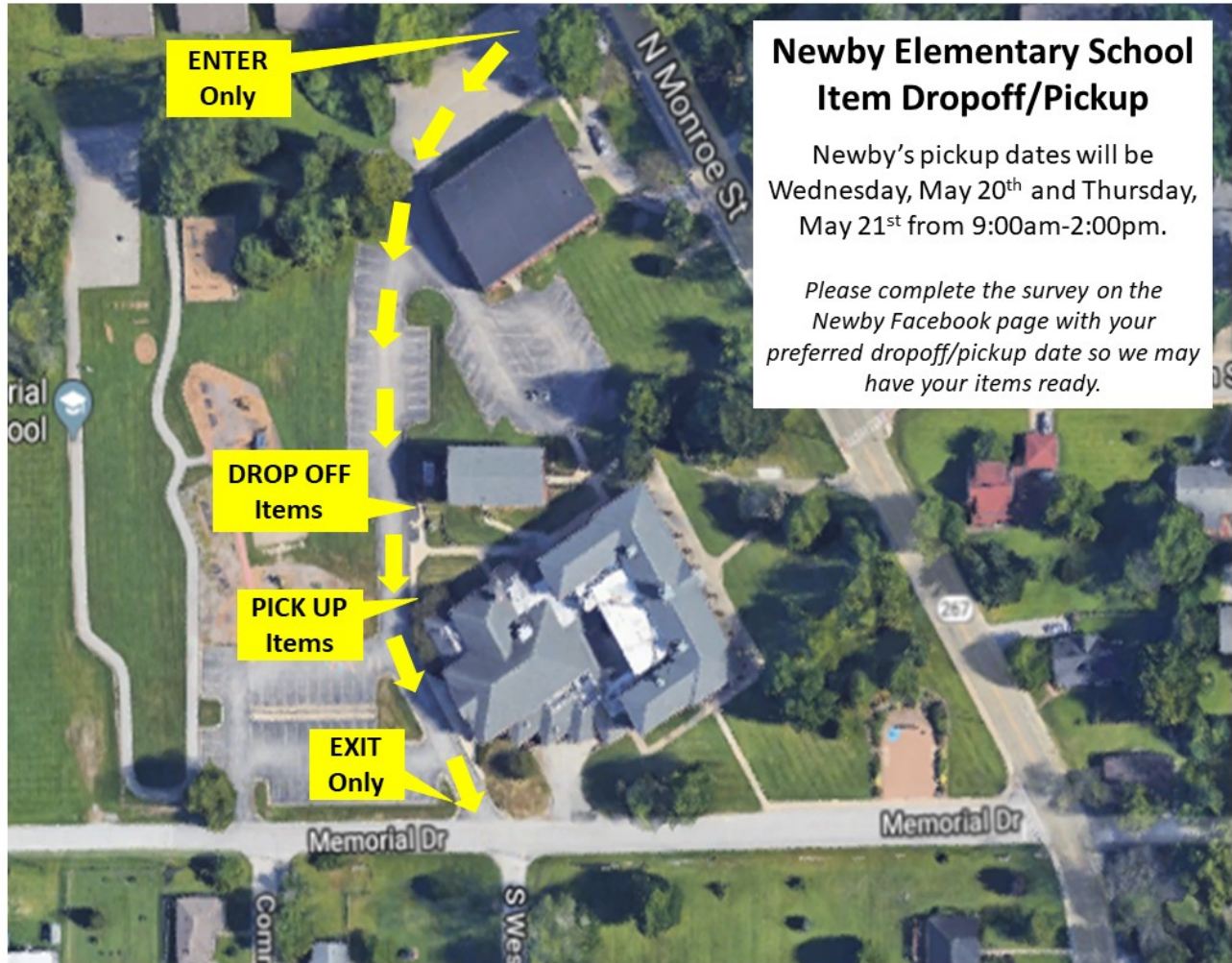
Other Items:

All K-6 yearbooks have been delayed in printing. These will be distributed in the fall. Those families who have Bradford Woods funds will receive a refund of the fees. Any remaining funds at that have been collected by the school but unused, such as canceled field trip or activity funds, will be deposited into your child's school account for the 2020-21 school year unless we are contacted by May 20 to make other arrangements. Should your child have medication at the school building, please contact the office to make arrangements to receive medication. Anyone picking up medication must produce a government-issued photo ID and sign for the item(s).

All unclaimed student items which have not been picked up, or about which we have not been contacted by May 29, will be disposed of or donated. Please note the school offices are not open; however, if you have questions you may call the office and leave message on the receptionist line (dial "0"). We will return your call as soon as possible.

Pickup Dates, Times and Location:

Newby's pickup dates will be Wednesday, May 20th and Thursday, May 21st from 9:00-2:00. Please complete our [Dropoff/Pickup Form](#) to let us know which day you'll stop by so we may have your items ready. Upon your arrival a staff member will ask you the name(s) of the student belongings you need. After giving us a name, we will ask that you pull forward to our drop off location and begin putting all drop off items in the designated areas. Have a trunk or door open for a staff member to drop off belongings in your vehicle. Please follow the directions on the map below.



We appreciate your patience as we work through this unusual end to our school year. We also want to remind our families that, per Governor Holcomb's Executive Order, all of our school buildings, playgrounds, and athletic facilities will remain closed to the public through June 30, 2020.

Thank you for all you have done to help your child through the eLearning process these last several weeks. We look forward to seeing everyone (from a distance) very soon!

Sincerely,

Rob Adamson
Principal