



April 1, 2020

Dear Parents and Guardians,

We are making plans for the second week of Continuous Learning for grade K-8. Elementary and middle school instruction will continue to be packet-based for the week of April 6-April 10. Instructional packets will be picked up at your student's school on Thursday, April 2.

K-8 instruction will be online in the future.

1. We will be distributing a Chromebook to each student in preparation for the transition to online learning.
2. A Chromebook Loan Agreement will be signed at that time. The parent/guardian needs to be present to sign the agreement.
3. We will work toward an internet solution for families that do not have home internet access over the next week.
4. You will receive a technology packet with directions for using the Chromebook and the programs for online learning.
5. Questions regarding log-ins, the Chromebook, or online learning, should be directed to your student's classroom teacher. The teacher will connect you with the person who can assist you.

School specific information with assigned pick-up times will follow in another message.

We understand that not everyone has internet access and are continuing to work through options for our K-8 families. Until we have an internet access solution for all K-8 students, packet instruction will continue.

We appreciate your partnership as we navigate the changes required to educate your student. If you need assistance with your student's work or clarification about assignments, please contact your student's classroom teacher.

Sincerely,

Linn Exline
Superintendent

Coronado Elementary Distribution Plan

Thursday, April 2, between the hours of 3pm and 6pm, Coronado Elementary will be distributing instructional packets for the week of April 6-10 and Chromebooks. We will be doing this by last name, alphabetical order. Keep in mind there are approximately 45 last names per distribution area. Everyone showing up right at the beginning of their time could create lengthy wait times. We plan to move things along as quickly as we can.

IMPORTANT: A parent or guardian must be present to sign documentation before the Chromebooks can be released. Chromebooks will be provided for all students. In order for USD 305 to provide tech support to families, students need to be using these Chromebooks.

Pickup times:

3:00-3:30 A-C

3:30-4:00 D-G

4:00-4:30 H-L

4:30-5:00 M

5:00-5:30 N-R

5:30-6:00 S-Z

We understand that not everyone may be able to come during his or her designated hour. While we ask that you do your best to do so, if you need to come during a different time due to scheduling conflicts, we will accommodate you.

Pickup Locations:

Kindergarten – Second Grade

Please pull in the front, turn right, and park in a stall in the south parking lot.

Third – Fifth Grade

Please pull in the front, turn left, and park in a stall in the bus drop-off area.

If you have a student in multiple grade levels, we will accommodate you in any of your students' designated areas.

Procedure:

- All individuals must stay in your vehicle, parked in a stall.
- A greeter will come to your car window and ask your students' names. They will communicate with a runner and we will bring your students' items to you.
- Please help us to keep traffic moving by only stopping if parked in a stall.
- Walk-ups will need to come to in front of main entrance for help.

Important Notes:

- It will be faster to stay in your vehicle and wait your turn when comparing it to a walk-up approach. This also helps us practice Social Distancing.
- If walking up, a helper will communicate with the "packet/pick-up table" your presence and items will be brought to you.
- If your student has library books, instruments, or picture packets you would like to return, we will take them at this time.

Cottonwood Elementary

Continuous Learning Materials and Chromebook Pick-Up Plan

Thursday, April 2 – distribution of Academic Packets, Technology Packets, and Chromebooks 12:00 p.m. to 6:00 p.m.

- **Cottonwood will use the doors students exit at the end of the day for the distribution of week 2 packets and Chromebooks.**
 - **Grades K-1 – west doors on Phillips St.**
 - **Grades 2-3 – north doors on Walnut St.**
 - **Grades 4-5 – east doors on Baker St.**

- **Parents will remain in vehicle while items are brought to their car. Parents can use one of the locations and staff will retrieve siblings items and take to vehicle. Parents will not leave vehicles.**

- **Alphabetical Parent Pick-up Schedule 12:00 p.m. to 6:00 p.m.**
 - **Last Name A-D 12:00-1:00**
 - **Last Name E-H 1:00-2:00**
 - **Last Name I-L 2:00-3:00**
 - **Last Name M-P 3:00-4:00**
 - **Last Name Q-T 4:00-5:00**
 - **Last Name U-Z 5:00-6:00**

Heusner Elementary

Chromebook and 2nd Learning Packet Distribution

Heusner will be distributing a **student issued Chromebook and a 2nd Learning Packet** on Thursday, April 2nd between the hours of 12:00PM and 5PM. The 2nd learning packet is for the week of April 6th through April 10th.

We will be doing pick up by grade level the same as we did last week. **However, we have adjusted the times for pick up.**

- **If you have a student in K, 1st and 2nd, you will come to the Front Loop at the designated time.**
- **If you have a student in 3rd, 4th, and 5th grade you will come to the North Loop at the designated time.**

The parent or guardian will have to be the person that picks up the Chromebook in order to sign the technology agreement. Keep in mind there are approximately 75-80 students for each grade level that will be picking up Chromebooks and learning packets during the allotted time. We plan to attend to three vehicles at a time to move things along as quickly as we can. You will be directed to pull forward and remain in your vehicle at all times. A greeter will come to your vehicle and ask: Teacher's Name and Student Name. Then a runner will gather the items and bring them to you. You will be asked to sign the technology agreement. Please be patient we will work as quickly as possible.

****If you have students in multiple grades you can choose either the Front or the North Loop. We will get Chromebooks and learning packets for all students in your family at one time.**

Front Drop Off Loop

12:00-1:30 Kindergarten
Grade

1:30-3:00 1st Grade

3:00-4:30 2nd Grade

North Drop Off Loop

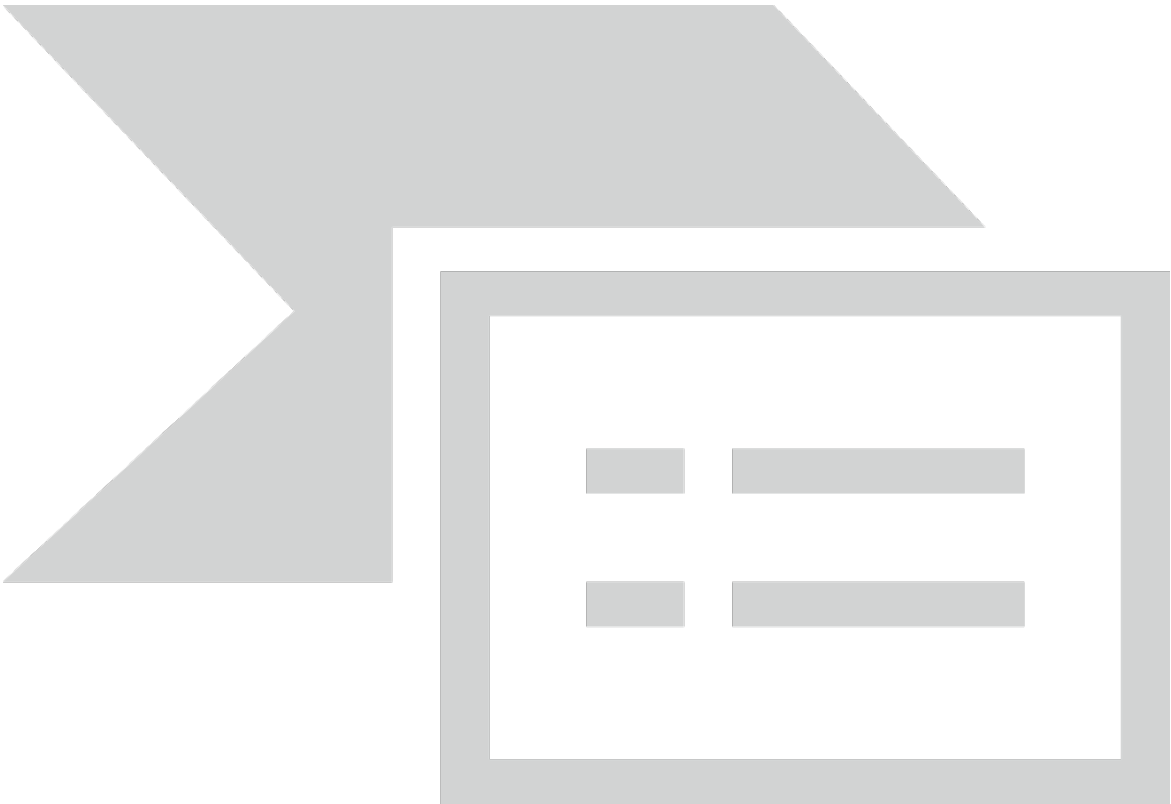
12:00-1:30 3rd

1:30-3:00 4th Grade

3:00-4:30 5th Grade

All traffic will need to go clockwise around the school. In order to avoid bottle-necking in the front, please don't come down Ellsworth. All cars will enter at Minneapolis and Quincy. There will be two lanes down Minneapolis. Parents with students in 3rd, 4th, or 5th grade that will be pulling in the North Loop and will need to stay in the lane to the right next to the curb. Parents with students in K, 1st and 2nd will drive in the middle lane on Minneapolis to Front Loop. Please be courteous to drivers and staff.

Heusner Elementary



Meadowlark Ridge Elementary

Dear Parents and Guardians,

Meadowlark Ridge will be distributing personal Chromebooks for student use Thursday, April 2 between the hours of 12pm and 3pm. We will be doing this by last name, alphabet order just like last time. Keep in mind there are approximately 75 last names per street distribution area. Everyone showing up right at 12pm will create lengthy wait times. We plan to attend to four vehicles at a time to move things along as quickly as we can.

- Last names A-D will line up, curbside on Glen.
- Last names E-H will line up, curbside on Fairdale.
- Last names I-O will line up, curbside on Northwood.
- Last names P-Z will line up, curbside on Beechwood.

Procedure:

- All vehicles will need to follow our ***one way all the way** guideline when pulling up for pickup.
- **All individuals must stay in your vehicle** and pull up along the curb.
- **A staff member will come to your car window and ask your last name and grade levels. They will bring your student's assigned Chromebook, a charger & learning packet to you. You will need to sign a technology agreement.** (School pictures for your child will be inside the Chromebook lid).
- **Do not** block intersections.
- Turning left at the intersection or going straight after receiving your items will allow traffic to keep moving.
- If you have students with more than one last name, you will need to report to the street assigned to that letter for each last name.
- Walk-ups will park in the North parking lot and report to the front of the school and meet with staff at the assigned table near the front door.
- **You are welcome to return library books and school-issued instruments.**

Important Notes:

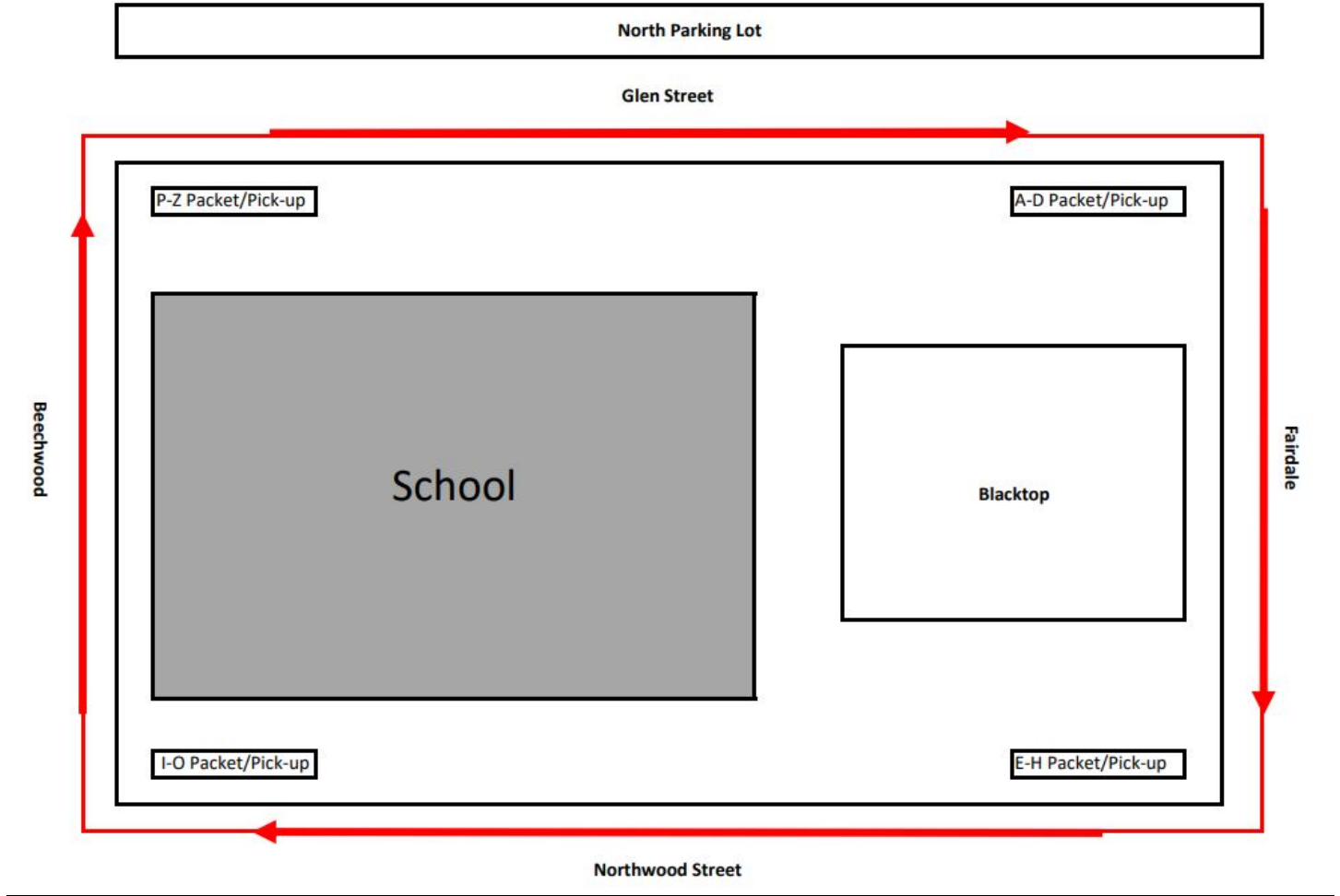
- We will not take walk-ups at the street packet/pick-up locations.
- We will not cross the street to attend to vehicles not following the **one way all the way** guideline.
- It will be faster to stay in your vehicle and wait your turn when comparing it to a walk-up approach. If walking up, the helper at the information table will communicate with the "packet/pick-up table" your presence and items will be brought to you.

If you need to collect a personal band instrument, please park in the North lot and report to the Information table to retrieve your instrument.

See maps below:

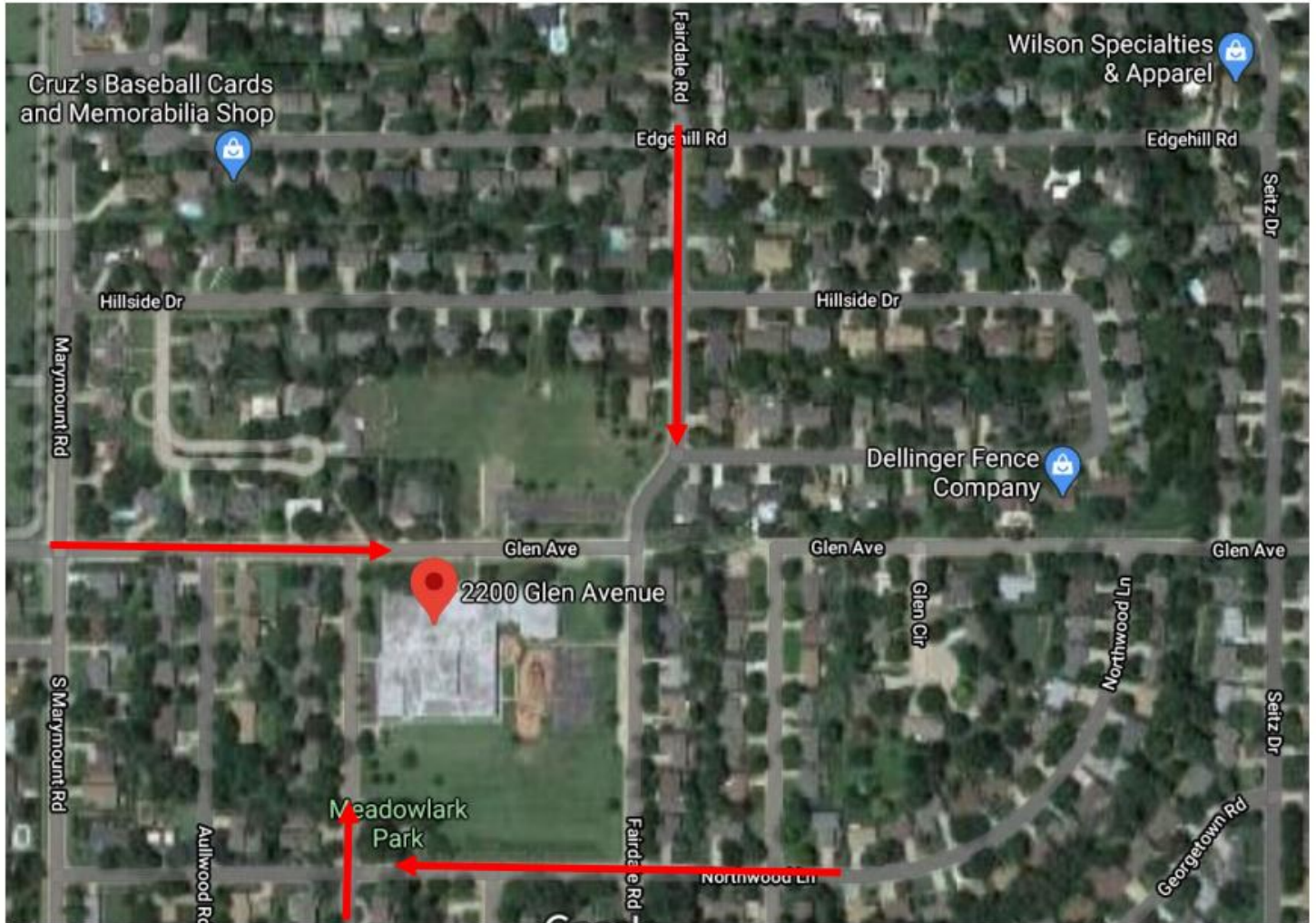
Meadowlark Ridge Elementary

Street Map with Alphabet for Distribution of Materials



Meadowlark Ridge Elementary

Google Map Aerial View



Parents/Guardians: Please see aerial route. We would like you to come from the street "outside" of the school block. For example, if you are to pick your items up on Fairdale, do not take Glen to get there as Glen will be full of cars for pick-up. Turning left after pick-up will assist in avoiding bottlenecks.

Oakdale Elementary

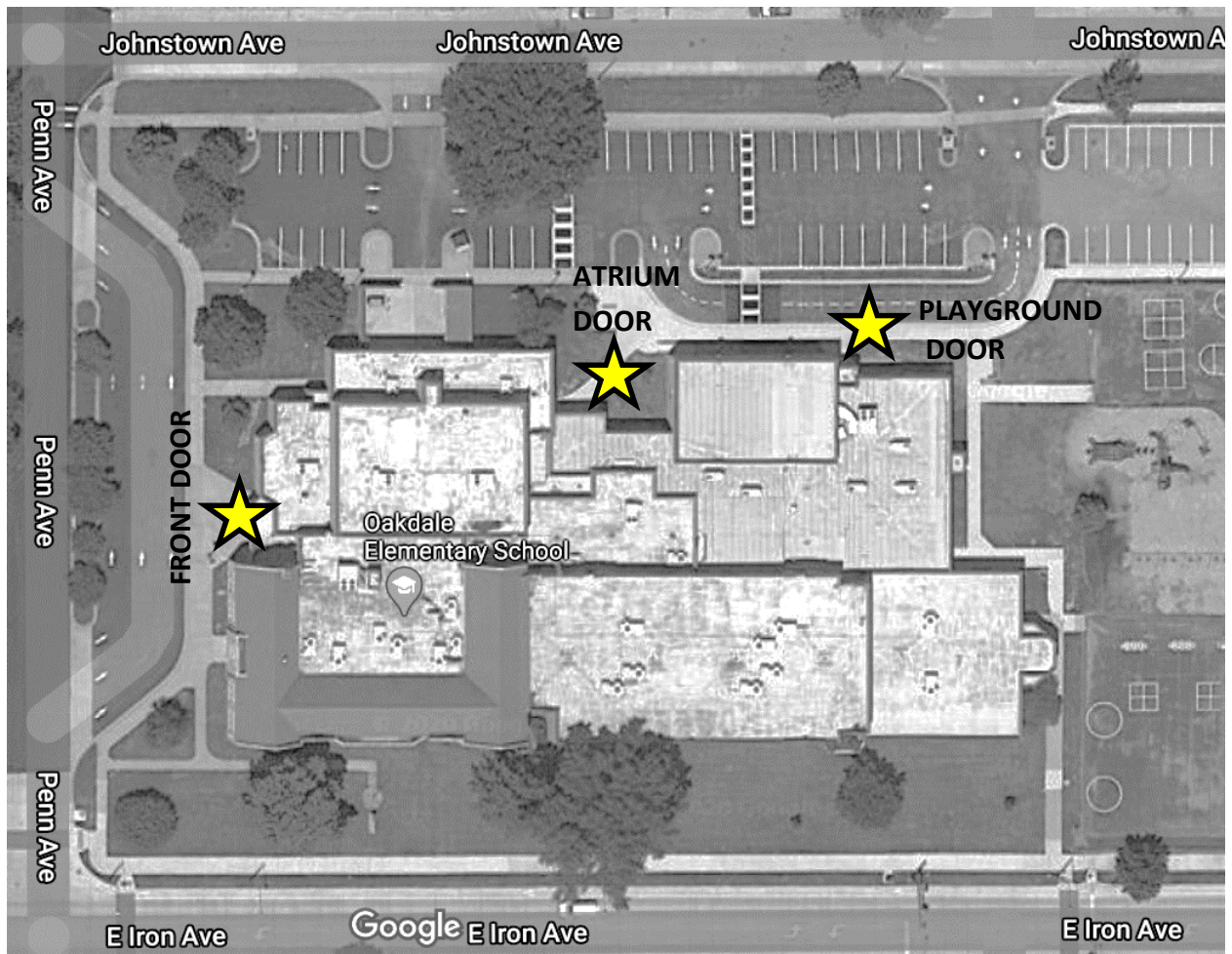
Oakdale families will be picking up learning packets for Week 2 on Thursday, April 2. At this time, Chromebooks will also be distributed for students. A parent or guardian will need to be present at the time of pick up to sign the Chromebook Loan Agreement.

We will be utilizing 3 separate doors for materials distribution, like we did last time: our front door that faces Penn Ave. where our bus drive typically is (**Front Door**), our new atrium entry off of Johnstown Ave. that students enter through in the morning (**Atrium Door**), and the dismissal door that 2nd grade uses by the playground off of Johnstown Ave (**Playground Door**). A map for a visual is attached.

Families will drive up and remain in their vehicle.

Families will be able to pick up based on last name at the following times and door locations:

A-B	8:00 AM – 10:00 AM	Front Door
C-D	8:00 AM – 10:00 AM	Atrium Door
E-F	8:00 AM – 10:00 AM	Playground Door
S-T	10:00 AM – 12:00 PM	Atrium Door
U-Z	10:00 AM – 12:00 PM	Playground Door
I-J	12:00 PM – 2:00 PM	Atrium Door
K-L	12:00 PM – 2:00 PM	Playground Door
M	2:00 PM – 4:00 PM	Front Door
N-P	2:00 PM – 4:00 PM	Atrium Door
Q-R	2:00 PM – 4:00 PM	Playground Door
G-H	4:00 PM – 6:00 PM	Front Door



Schilling Elementary

Distribution of Materials for April 2nd

Thursday, April 2nd, 2020

DISTRIBUTION OF CHROMEBOOKS AND PACKETS

Parents: We will be having a second round of distribution of packets and a computer. We will have one paper for you to sign to check out the computer when you pull up. You will get a second copy for your records. **This must be signed by the parent or legal guardian to receive the computer.** Please do not send older brothers and sisters to pick up. This time you only have to tell us your last name and we will have everything organized by family. Here are the times for distribution on **Thursday, April 2nd:**

8:00- 10:00 AM	North Drive	Parents whose last name starts with A-D
8:00-10:00 AM	South Drive	Parents whose last name starts with E-H
11:00-1:00 PM	NO PICKUP	LUNCHES ARE BEING SERVED AT THIS TIME
1:30-3:30 PM	North Drive	Parents whose last name starts with I-M
1:30-3:30 PM	South Drive	Parents whose last name starts with N-Q
3:30-5:30 PM	North Drive	Parents whose last name starts with R-U
3:30-5:30 PM	South Drive	Parents whose last name starts with V-Z

Stewart Elementary

Material Roll Out for Stewart Families

Thursday, April 2, 2020

Pick Up Times

7:30 AM-9:00 AM Oldest Stewart student with the last name **A-G**

11:00 AM-12:30 PM Oldest Stewart student with the last name **H-Q**

5:00 PM-6:30 PM Oldest Stewart student with the last name **R-Z**

If you cannot come during your scheduled time, please select another time frame that works for you. Before you drive away, please check your materials to ensure we've given you the correct items (We want to get this right!).

You should receive

- A Chromebook and charger for each child
- A packet for Week Two Instruction for each child (Did you get the right grade level?)
- Specials Packet for each child
- A copy of the Loan Agreement
- A packet of Parent Supports for Technology with Q/A

***Please pull in the **South entrance off Belmont and Roach** and stop at the Check In. We'll gather your information then have you park curbside while we gather your materials. Please do not get out of your car, let us cater to you!

Sunset Elementary

Dear Sunset Families,

Instructional packets and Chromebooks will be picked up at Sunset on Thursday, April 2. Please see detailed information below. We appreciate your partnership and hope that you are doing well!

Sincerely,

Lonny Schropp
Principal

Sunset Elementary School

Thursday, April 2, 2020

Week 2 Instructional Packet/Chromebook

Pick-Up Information

Information

- On Thursday, April 2, 2020, Sunset families will pick up packets and Chromebooks
- Families that have more than one student at Sunset will pick up items for all of their students **at the oldest Sunset student's grade location.**
- Please stay in your car. Pick up will be curbside.
- We will be distributing a Chromebook to each student in preparation for the transition to online learning.
- A Chromebook Loan Agreement will be signed at the time of pick-up. **The parent/guardian needs to be present to sign the agreement.**
- You will receive a technology packet with directions for using the Chromebook and the programs for online learning.

Family Pick-Up Schedule

Families may pick one time from the schedule (morning, afternoon or evening) depending on the first letter of your student's last name.

For example: If your student's last name is "Apple", you could choose 7:30-8 am, 1:00-1:30 pm or 4:30-5 pm

Morning - 7:30 – 9:00 am

Afternoon 1:00 – 2:30 pm

Evening – 4:30 –6:00pm

Last Name

Last Name

Last Name

7:30 – 8:00 – A – F

1:00 – 1:30 - A – F

4:30 – 5:00 – A - F

8:00 – 8:30 – G – N

2:00 – 2:30 – G –N

5:00 – 5:30 – G – N

8:30 – 9:00 – O – Z

2:30 – 3:00 - O– Z

5:30 – 6:00 - O - Z

Pick-Up Locations

Kindergarten and 1st Grade – Curbside, Pontiac Street.

PreK, 2nd and 3rd Grade – Curbside, Front Circle Drive

4th and 5th Grade – Curbside, SW side of the school on Republic Street

Lakewood Middle School

Lakewood Families,

Chromebooks, student packets, a technology packet, chargers and the Chromebook loan agreement will be distributed tomorrow, April 2nd from 8am -2pm.

A parent/legal guardian needs to be present to sign the Chromebook Loan Agreement

Schedule:

8AM-10AM A-G

10AM-12PM H-N

12PM-2PM O-Z

LOCATION OF PICK UP:

6th GRADE - 100 pod, grade 6 entrance (Front of building, Door #5)

7th GRADE - Bike rack entrance (South side of building, Door #31)

8th GRADE - Bus drop off door (North side of building, Door #12)

- *If you have multiple students you are picking up for in different grades, only use one pick up location. We will accommodate you.*

Pick up will look very similar to what we did last week in getting items back to students and picking up the first packet. If the time listed will not work for you please contact the school to let them know and we will work something out.

Please let me know if you have any questions.

Bonnie Welty

Principal

South Middle School

Packet and Chromebook Pick-Up Instructions

WHEN: Thursday, April 2

WHAT: Pick-Up Chromebook/Charger, Learning Packet, Tech Packet, Technology Agreement (will be signed and given back to staff)

HOW: We will use the same routes that we used for the Materials Distribution last week. See locations below.

LOCATION OF PICK UP:

6th GRADE - Simmons Street: Front Circle Drive - Door #4

7th GRADE - Leslie Street - Curbside - Door #31

8th GRADE - 4th Street - Back Parking Lot - Door #23

- **If you have multiple students you are picking up for in different grades, only use one pick up location. We will accommodate you.**

GUIDELINES FOR PICK UP: Pull into designated location. **Stay in the vehicle.** Roll down the window and give your name to the SMS staff member. Staff members will bring materials to your vehicle. You will also sign a technology/device agreement. We will provide the pen, and you will keep the pen.

TIMES - 7:30 AM - 11:00 AM, 1:00 PM - 5:30 PM

There is no pickup during lunch between 11:30 - 12:30

FAQ:

What if we do not have the internet at our house?

- Please contact the school at Cheryl.Myers@usd305.com ?

What if we do not need a school-issued chromebook because we have a device at home our student will be using?

- You **do not** need to check out a school-issued chromebook or fill out the agreement. You will only be picking up the learning packet. Please inform the staff member with the clipboard.

What is the "Tech Packet"?

- The Tech Packet is a family friendly how-to for the chromebook.

When does virtual learning start for my student at South Middle School?

- We are hoping to be ready with virtual learning on Tuesday, April 14. Between now and then, students will be completing the two packets.

What is the login information for my student?

- firstname.lastname@students.usd305.com - and the password is the same one they set up and have been using during the school year.
- Your student's Advisory teacher will schedule a Zoom (Tuesday, April 7 at 9:00 AM)
- If the login does not work, contact your student's Advisory teacher and they will contact Helpdesk