

Parents and Community Members,

Here are the updates for the end of year processes and timelines that we will follow. I am hoping this helps you see the light at the end of the tunnel. Sorry it is a bit long, but I want to share everything with you that pertains to the ending of the year. For most, we have about 2 weeks of lessons left.

1. First, here are the dates for the students and teachers to finish the year.
  - Friday, May 8<sup>th</sup> is the last day seniors should be given new assignments.
  - Monday, May 11<sup>th</sup> and Tuesday, May 12<sup>th</sup> are times for teachers and Seniors to finalize any outstanding lessons.
  - Wednesday, May 13<sup>th</sup> is Senior only check out day. See below for details (#2).
  - Friday, May 15<sup>th</sup> is the last day for all other students (PK - 11<sup>th</sup>) to be given new assignments
  - The days of May 18<sup>th</sup> – 21<sup>st</sup> are times for teachers and PK – 11<sup>th</sup> grade students to finalize all assignments, do locker clean out and turn in items. See below for details (#3).
  - Monday, May 25<sup>th</sup> is Memorial Day
  - Tuesday, May 26<sup>th</sup> is the last Elmwood Food support for free and reduced students. See below for details (#4).
2. On Wednesday, May 13<sup>th</sup>, only Seniors will come to school sometime between 9 AM- 3 PM to return all of the school owned books and technology. While here, they will clean out their lockers and complete the senior sign off sheet, which addresses money and items that students have failed to return to us. We are asking teachers (who deal with seniors) and a handful of aides to come to work this day. Teachers will be collecting materials, while aides will be directing traffic—keeping social distancing, keeping people moving, etc. We want the seniors to only be in the building for 15 to 30 minutes. All staff and senior students will be asked to wear a mask and to honor social distancing, as is required in the Governor's order while in the building. Finally, we are asking senior students to come alone, or with one parent at most. We need to control the number in the building.
3. From Monday, May 18<sup>th</sup> until Thursday, May 21<sup>st</sup> we will start the locker clean out and collection process for all other students. During this time, students need to return any school issued textbooks or library books. In addition, grades 1 to 4 will return their technology to the school. Grades 5 through 11 will keep their technology for the summer. This way in the fall, the older students will have the needed technology in case we would need to start the year in a non-traditional way. While at the school dropping off material, they will be able to clean out their lockers/desks as well.

Students will come to school sometime between 9 AM and 3 PM based on the specified rotation dates listed below. We are asking teachers and all aides to come to work these four days. Teachers will be collecting materials, while aides will be directing traffic—keeping social distancing, keeping people moving, etc. We want the students only to be in the building for 15 minutes. All staff and students will be asked to wear a mask and to honor social distancing, as is required in the Governor’s order while in the building. Finally, we are asking each student to come with one parent and only those brothers/sisters who also need to collect everything so that we can keep the number of people in the building to a minimum.

Here is the date for students to take care of the above. If this time does not work with your family, please email Mr. Borton at [bortt@elmls.net](mailto:bortt@elmls.net). He will work with you to find an alternative time. If your family has kids with multiple last names, please pick one of the times assigned to you and bring all students at once.

Monday, May 18 <sup>th</sup>	Student’s last name begins with A, B, C, D, E, F
Tuesday, May 19 <sup>th</sup>	Student’s last name begins with G, H, I, J, K, L
Wednesday, May 20 <sup>th</sup>	Student’s last name begins with M, N, O, P, Q, R
Thursday, May 21 <sup>st</sup>	Student’s last name begins with S, T, U, V, W, X, Y,Z

4. On Tuesday, May 26<sup>th</sup>, the cafeteria will issue the final meals for the community. As I write this, we do not have the authority to run a summer program. We do understand the need, so the Elmwood food bank will continue to provide food assistance into the summer at this time. The only difference is that the community food bank will only be open on Thursday nights from 7 to 8 PM once we get into June.

Tony Borton

Superintendent