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Ross Hogan
Principal

Meri Lederer
Interim Coordinator of Student Support Services

May 22nd, 2020

Dear Parents/Guardians:

Over the course of next week, teachers will be collecting together student belongings in their classrooms. Each student's belongings will be placed in a bag, labeled and made available for parent pick-up. Each class will be given a designated time for pick-up between Tuesday, June 2nd and Thursday, June 4th. Please see the schedule below.

We will be using the following protocol so as to ensure a safe environment for all:

1. We will be distributing materials out of the Duzine gym. Please drive up to the front entrance of the building and remain in your car.
2. A staff member will greet you and ask for your child's name and classroom teacher. Upon receiving the name, the staff member will retrieve your child's belongings.
3. The staff member will then place the items in your backseat or trunk, whichever you prefer. We ask that you stay in your car during this process.
4. If you have more than one child at Duzine, you may pick up all of the belongings at once during one of your children's designated times.

If your child has books or other materials that have been borrowed from a classroom or library you may drop these off at this time. Please place them in a bag and label the bag with the teacher's name.

Student Materials Pick-Up Schedule

Tuesday, June 2nd, 2020

9:00-9:45am – Ms. Andino-Skinner & Ms. Herrington

10:00am-10:45am – Ms. Biffar

11:00am-11:45am – Mr. Biffar

12:00pm-12:45pm – Ms. Bodo

1:00pm-1:45pm – Ms. Burdett

2:00pm-2:45pm – Ms. Chiger

3:00pm-3:45pm – Ms. Doherty

Wednesday, June 3rd

9:00am-9:45am – Mr. Elkin & Ms. Garitta / Ms. Lown

10:00am-10:45am – Ms. Favale & Ms. Hasbrouck

11:00am-11:45am – Ms. Gulitti & Ms. Bryant

12:00pm-12:45pm – Ms. King

1:00pm-1:45pm – Ms. Kobza

2:00pm-2:45pm – Ms. Manning

3:00pm-3:45pm – Ms. McIntyre & Ms. Bristol

Thursday, June 4th

9:00am-9:45am – Ms. Profaci & Mr. Lofgren / Ms. Gigliotti

10:00am-10:45am – Ms. Sheppard & Ms. Keyser

11:00am-11:45am – Ms. Taliaferro & Ms. Kosinetz

12:00pm-12:45pm – Ms. Tomasetti

1:00pm-1:45pm – Ms. Veeder

2:00pm-2:45pm – Ms. Zinn

Thank you in advance for your patience and cooperation during this time.

Sincerely,



Ross Hogan
Principal, Duzine Elementary School