

Dear Hawthorn Community:

I hope this letter finds you and your family safe and well. We have developed a plan for parents/guardians to pick up belongings their children left behind in March, as well as drop off items that belong to the District. The safety of students, families, and staff is our top priority. It is important that everyone follows social distancing guidelines throughout this process.

Pick up and returns will happen via drive-up. Staff will bring your child's belongings in a bag to your car and collect any items that need to be returned back to the school. This will afford parents/guardians to only need to make one trip to school to both pick up their child's personal items and return materials. The pick-up/drop-off hours will be from 7:30 a.m. to 11:00 a.m. at each school on the following dates:

- Friday, May 22: For students with last names that begin with A - D
- Tuesday, May 26: For students with last names that begin with E - J
- Wednesday, May 27: For students with last names that begin with K - M
- Thursday, May 28: For students with last names that begin with N - R
- Monday, June 1: For students with last names that begin with S - Z

Two additional days have been scheduled for those who can't attend the above dates. They will take place on:

- Tuesday, June 2 from 4:00 to 6:00 p.m.
- Wednesday, June 3 from 4:00 to 6:00 p.m.

Please contact your principal if none of these dates work for you. In the near future, your principal will send drive-up directions and details specific to your child's school through SchoolMessenger. In the meantime, here are some important guidelines for parents/guardians so that we may expedite the process and keep everyone safe:

- You are strongly encouraged to arrive at the site alone (no children), wearing masks and gloves.
- You must know the name of your child's classroom teacher (for elementary students) or advisory/homeroom teacher (for middle school students). Please use a dark marker to write this information, along with your child's name and grade level, on a white sheet of paper. Place the paper on your dashboard during pick up.
- If you have transportation needs, please contact the principal or assistant principal of your child's school to make a plan.
- Any items not picked up will be donated or disposed of.
- Bring your students' library books, textbooks, athletic team uniforms, instruments, etc. for drop-off. Please have these items in a bag labeled with your child's name

and classroom teacher (for elementary) or advisory/homeroom teacher (for middle school).

- Keep all district-issued electronic devices, chargers and cases. (Information regarding eighth grade is forthcoming.)
- If your student left items in his/her locker, these items will be returned to you. Student medications, epipens, inhalers, etc. will be signed-out to you.
- For everyone's safety, staff will be practicing social distancing. They will be wearing masks and gloves. Please remain in your vehicles and refrain from hugs, handshakes, high-fives, fist bumps, etc.

Please contact the principal or assistant principal at your child's school if you have any questions.

Thank you for your patience and cooperation during this unprecedented and unpredictable time. All of our Hawthorn District 73 staff members greatly miss our students and families. We are looking forward to seeing everyone again.

Sincerely,

Peter Hannigan, Ed.D
Superintendent