5/7/2020

Hello Kennedy Families,

I hope this communication finds you healthy and safe. Writing this letter is extremely difficult since there is not a single person that could have anticipated the unforeseen circumstances that have changed the landscape of our school year. Everyone at Kennedy misses your students and wants nothing more to be back in school in a normal routine. Thank you for your continued patience, support, and academic work you are doing at home with your students. While the bulleted points below detail the plan to pick up student materials, it in not yet the end of the school year. Kennedy staff and the Dubuque Community School District will continue to provide academic resources and opportunities through June 3rd, the last scheduled day of student attendance.

On May 14th and May 15th, parents are invited to campus to pick up student materials that are still left in the building. Please follow and respect this plan as it is written. It has been designed with safety and efficiency in mind. I also ask for your patience and grace if there are hiccups in the plan. This is obviously the first time this plan has been put into place.

* On Thursday, May 7th at 7:00 AM the online scheduler will open so you may schedule a time to arrive at Kennedy to pick up student materials. The scheduler will close Monday, May 11th at 8:00 AM. We will schedule seven families to arrive in the Kennedy bus lane every 10 minutes. Times will be available on Thursday, May 14th from 2:00 PM until 7:00 PM and Friday, May 15th from 8:00 AM until 1:00 PM.

You can find the scheduling link on the Kennedy homepage or by clicking <https://www.myschoolsystems.com/dubuque/kennedy/conferences.php?where_from=student&language=english>. **To log onto the scheduling program, you will use the last name and first name of either the youngest student or only student in your family that attends Kennedy. The password is the first name of the youngest or only student. Each family only needs to schedule one time to pick up everything that belongs to your family.**

* When you arrive during your scheduled time at Kennedy please pull in the bus lane, a staff member will meet you at your vehicle. Please provide your family name and the staff member will retrieve all of the belongings for your family. **For safety reasons, please do not allow anyone to exit your vehicle.**
* Please gather any Kennedy materials that you may have at your home. This may be library books, read at home books out of classroom libraries, Keystone books, musical instruments, etc. and bring those to Kennedy during your assigned drop off time. Please clearly label these materials with your student’s name and their teacher’s name. We will collect these items when you pull in the bus lane.
* If your student still has medication in the health office, someone will be contacting you next week to verify the medication that is in the office and determine if you would like the medication returned when you arrive at Kennedy or would like Kennedy health office staff to properly dispose of the medication.

Please contact me directly with any questions you may have. Thank you in advance for helping make this process go as smooth and efficient as possible.

Sincerely

Nick Hess

Principal

Kennedy Elementary School

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