May 19, 2020

Dear Parents,

This school year has been one to remember! We appreciate your patience and support as we transitioned to online learning so that our students could continue to gain the required knowledge and skills through virtual instruction and activities. As the 2019-2020 school year comes to a close, we want to inform you of a few events as part of our modified year-end process due to COVID-19. This email is long, but there are many events happening between May 21 – June 1. Please read thoroughly and adhere to all guidelines for the safety and health of all students, parents, faculty and staff members.

- **Material(s) Return - May 21-22:** Library books, 5th grade novels, dry cleaned chorus and orchestra shirts, patrol belts
- **Awards, Graduation, and End of Year Ceremonies - Online:** Individual teachers will be communicating their own dates/times with parents.
- **Grab-N-Go – May 26 - 29:** This process will allow you to receive students’ personal items and see your classroom teacher if you come at your child’s grade level date and time.
- **Farewell Parade - June 1:** An opportunity for our students, teachers, and staff to celebrate the last day of school while following all social distancing guidelines.
- **Report Cards will be mailed out to families on June 1 by HISD Print Shop.**

**MATERIAL RETURN PROCEDURES:**

**Before pickup:**
- Gather all school items such as library books, 5th grade novels, dry cleaned chorus/orchestra shirts, and patrol belts that need to be returned to school
- On a piece of paper, write in large, dark lettering the student’s name and teacher’s name and make sure this is attached by a rubber band or paperclip to each of the item(s) being returned.
When you arrive at school:

- May 21 and May 22 from 8:30 a.m. – 2:00 p.m. There will be a cart/box with the sign “Return library books here” (a separate cart will be available for each item to be collected such as: 5th grade novels, chorus and orchestra shirts, and patrol belts). Place your child’s materials on the respective cart.
- **On Thursday, May 21 Only** – Ms. Rodiek and Ms. Smith will be in the bus lane to collect the dry cleaned shirts from 9:00 – 10:00. Before you leave your home, place the shirt in your trunk. When you drive up to Ms. Rodiek and Ms. Smith’s tables, please put your car in park and pop open your trunk using the button on the inside of the vehicle and they will collect the chorus or orchestra shirt from the trunk.
- **On Thursday, May 21 Only** - Ms. Jang will be in the bus lane to collect patrol belts from 9:00 – 10:00. Before you leave your home, place the patrol belt in your trunk. When you drive up to Ms. Jang’s table, please put your car in park and pop open your trunk using the button on the inside of the vehicle and she will collect the patrol belt from the trunk.
- If you can’t stop by at this time to see Ms. Rodie, Ms. Smith and Ms. Jang, then you can still drop off the shirt and/or patrol belt on the labeled cart anytime May 21 and May 22 8:30 a.m. – 2:00 p.m.

**GRAB-N-GO PROCEDURES:**

**Before pickup:**

- Clear enough space in trunk so staff members can easily place students’ belongings in trunk.
- If you have an end of year gift for your child’s teacher, then place it in the trunk.
- **If you have multiple students at Bush, you can come up on each day/time to see your child’s teacher or if you want to pick up for all students in one trip, come to the later (latest) pickup day/time.** For example, if you have a kindergarten student and a 4th grade student, come to pick up both students’ belongings at the 4th grade time. If only coming for the latest pick up, then your kindergarten student would not be able to see the kindergarten teachers. Please do not plan to come at the kindergarten date and time and try to pick the 4th grade materials as they will not be ready for distribution.

**When you arrive at school:**

- Please use the bus lane.
- Stay in your car! Drive up to the white table identified with your teacher’s name. Wave at your teachers. You cannot hug, fist-bump or get out of your car. We can’t have any direct person to person distribution of materials. As much as we have missed the students, this is VERY Important as we are REQUIRED to observe all social distancing and CDC guidelines.
- Masks and gloves are required to be worn by the teachers and staff.
• When you drive up to the teacher’s table, please put your car in park and pop open your trunk using the button on the inside of the vehicle and staff members will place your student’s belongings in the trunk.
• Pull all the way forward to the car in front of you so staff members can serve as many families as possible.

**Grab-N-Go Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 26</td>
<td>8:30 – 9:30</td>
<td>First</td>
</tr>
<tr>
<td></td>
<td>1:00 – 2:00</td>
<td>PK, K, Mi, Busse</td>
</tr>
<tr>
<td>Wednesday, May 27</td>
<td>8:30 – 9:30</td>
<td>Second</td>
</tr>
<tr>
<td></td>
<td>1:00 – 2:00</td>
<td>Third</td>
</tr>
<tr>
<td>Thursday, May 28</td>
<td>8:30 – 9:30</td>
<td>Fourth</td>
</tr>
<tr>
<td>Friday, May 29</td>
<td>10:30 – 11:30</td>
<td>Fifth</td>
</tr>
</tbody>
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**FAREWELL PARADE** – June 1st 9:30 am – 10:30 am

• Please come join us for our Farewell Parade! All teachers and staff members will be stationed along the carpool and bus lane to wave good-bye to our families as they drive through the lanes. We would love to see you and your students one last time this school year!
• Families are welcome to decorate their cars to celebrate the last day of the 2019-20 school year!
• **Parade Route:** Families in cars will drive westbound on Westerloch and enter the carpool lane, then exit the carpool lane, take a right at the stop sign onto Parkway Plaza and then enter the bus lane and exit onto Parkway Plaza. You cannot hug, high-five, fist-bump or get out of your car. We must follow all social distancing and CDC health guidelines.

Thank you for your continued support throughout this unprecedented time. As we close the 2019-20 school year, we look forward to being “Wild about Learning at Bush Elementary” during the 2020-21 school year!

Stay safe and healthy!
Theresa Rose