

JESUP COMMUNITY SCHOOLS



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May 19, 2020

Dear Jesup Elementary Parents:

We now have a plan in place across the district for you to turn in any school materials you may have and to pick up your child's school belongings. Items such as library books, borrowed electronic devices and borrowed classroom materials should be returned during the dates and times listed below. In order to make this process convenient, you will also be able to pick up your child's school belongings at the same time without leaving your vehicle. The dates and times are:

- **Wednesday, May 27th from Noon-8:00 P.M.**
- **Thursday, May 28th from 8:00 A.M. – Noon**

All materials will be returned and picked up at the main elementary doors located at the far west end of the elementary building. You are asked to pull up into the drop-off lane in front of the building and stay in your vehicle. (Both sides of the lane can be used.) A staff member outside will take your name and collect materials you are returning as well as retrieve your child's materials from the building. All materials will be picked up and delivered right to your vehicle.

If you have children who are students in middle school or high school, you will need to go to each building to turn in and collect materials. We will not be grouping materials by family across buildings.

If you have any questions, please feel free to contact me at bpottebaum@jesup.k12.ia.us or Heather Hansen at hhansen@jesup.k12.ia.us. You can also contact me at 563-880-3157. We appreciate your patience and feedback during this shutdown and we look forward to seeing you next week.

Sincerely,
Brian Pottebaum
Elementary Principal

“High Expectations, High Achievement”

It is the policy of the Jesup Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Lisa Loecher Jesup Middle School, 531 Prospect Street P.O. Box 287, Jesup, Iowa 50648-0287 or call the Middle School Office at 319.827.1700. She may also be reached at lloecher@jesup.k12.ia.us