



Lehigh Elementary School

Home of the Lions



10200 Lehigh Ave. Montclair, Ca. 91763

(909) 624- 5697

Dear Parents,

We are beginning to prepare for summer! Thank you for your patience with us since this year our process will be different. This process is intended to ensure safety and protection of all staff and students, as we get ready to exit the school year for summer break!

Please read the following carefully, feel free to ask your teacher any questions as we have discussed this in great length at our meetings and they are familiar with all our protocols.

- It is optional for students and parents to come and gather their personal belongings from classrooms.
- If you choose to come, you must come at the designated grade level day and time.
- You must wear a mask, and all students must wear a mask.
- If you do not come please inform your teacher if you would like the items bagged and labeled for retrieval next year, or you would like them to be discarded.
- If you decide to come, report cards will be ready for you to pick up. If you do not, report cards will be mailed to your home.
- If you have multiple students, we ask you come on the day of your oldest child. Their teacher will leave the younger child's belongings and report card in the office. This will minimize your trips to Lehigh, please only come once.
- Teachers will schedule appointment times for your child.
- The office will be open for medication pick up. Please pick up medication when you are on campus for report cards/ belongings.
- **Third-Sixth grade students:** Chromebooks will need to be returned on the designated days/ times.
 - **Tables will be placed outside with your teacher's name.**
 - Drop off Chromebook at the table in exchange for your report card.
 - If you need to go to the room for your items, you will be given a pass.
 - Only 2-3 students in the room at once to gather belongings.
 - Medication can be picked up at this time.

The above procedures are an effort to ensure safety and efficiency for all staff and community. Hence, we appreciate you cooperation and patience. Remember it is optional to come gather belongings. Communicate with your child's teacher and ask questions.

Finally, I would like to remind you that this does not mean school is over. Teachers will continue lessons and assignments until the last day of school. This process is beginning earlier to minimize the number of people on campus each day. Thank you in advance.

Respectfully,
Christiane Ayoub- Garcia.