Dear CB East Families,

Thank you for your support during the past few months. Our teachers and students embarked on a new way of teaching and learning, and we could not have navigated this challenge without you! We are so grateful for our collective partnership in support of our students.

As we wrap up the 2019-2020 school year, we recognize that students may have left items in the building and taken items home that need to be returned to the building. In compliance with the Governor’s orders, we will begin the process of returning and collecting student items on Wednesday, June 10th, 2020, utilizing specific guidelines and processes. Within such processes, please note that no students or family members will be permitted to enter the building and all staff members will be wearing masks and gloves at all times.

To help us prepare for this day, we ask that each student complete the following Forms survey:

Student Item Retrieval and Collection Survey

Student Item Retrieval and Collection Procedures

If you need to Retrieve Items:

• Report to CB East during your assigned date/time. We will organize student materials by last name so that families only need to make one trip to school.
• To assist us in the retrieval of student items, please submit the Forms survey below.
• Based on your last name you will be directed to the front or the back of the building (athletic lobby entrance).
  o If your last name begins with A-L, you will report to the front of the building.
  o If your last name begins with M-Z you will report to the back of the building (athletic lobby entrance).
• When you pull up to your assigned location:
  o DO NOT get out of your car
  o Pop your trunk and share your name with the staff member greeting you
  o Your items will then be placed in your trunk

To Return Items:

• If you have items to return to school, please have them in a sealed plastic bag with the following information on the bag:
  o First and last name
  o Grade
  o Homeroom Teacher’s Name
• Have your sealed bag in your trunk for collection by CB East staff members.
• Based on your last name you will be directed to the front or the back of the building.
  o If your last name begins with A-L, you will report to the front of the building.
  o If your last name begins with M-Z you will report to the back of the building (athletic lobby entrance).
• When you pull up to your assigned location:
  o DO NOT get out of your car
  o Pop your trunk so that your items can be collected by staff

**Student Item Retrieval and Collection Schedule**

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Front of the Building</th>
<th>Back of the Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, June 10th – 1:00 PM – 2:00 PM</td>
<td>Last Names A - B</td>
<td>Last Names M - N</td>
</tr>
<tr>
<td>Wednesday, June 10th – 2:00 PM – 3:00 PM</td>
<td>Last Names C - D</td>
<td>Last Names O – P</td>
</tr>
<tr>
<td>Wednesday, June 10th – 3:00 PM – 4:00 PM</td>
<td>Last Names E – F</td>
<td>Last Names Q - R</td>
</tr>
<tr>
<td>Thursday, June 11th – 8:30 AM – 9:30 AM</td>
<td>Last Names G – H</td>
<td>Last Names S – T</td>
</tr>
<tr>
<td>Thursday, June 11th – 9:30 AM – 10:30 AM</td>
<td>Last Names I – J</td>
<td>Last Names U – V</td>
</tr>
<tr>
<td>Thursday, June 11th – 1:00 AM – 2:00 PM</td>
<td>Last Names K - L</td>
<td>Last Names W – Z</td>
</tr>
<tr>
<td>Thursday, June 11th – 2:00 PM – 4:00 PM</td>
<td>Make Up Time</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Any items left after June 11th will be stored in the building for the summer.*

If you have any questions or concerns, please contact your student’s House Principal.

10th Grade – Dr. Luke Hadfield, hadfield@cbsd.org
11th Grade – Mrs. Tracey DeRosier, tderosier@cbsd.org
12th Grade – Dr. Matthew Fash, mafash@cbsd.org

Thank you,

CB East Administration