



2211 North Burke Drive | Arlington Heights, IL 60004 | (847) 398.4275
www.sd25.org/IvyHill | @IvyHillEagles | facebook.com/ahsd25

May 22, 2020

RE: Collection & Return of Student Materials

Dear Ivy Families,

We hope this communication finds you safe and well! The year has come to an end and we are needing to make sure student materials are returned and picked up. Math textbooks, LMC books, and any other classroom items will also be collected at this time. Chromebooks and iPads will also need to be collected.

Collection and return of student materials will take place on June 1st - 3rd at Ivy Hill in ABC order by **STUDENT LAST NAME**. Please note the date and time for your family:

Date	Time	Student's Last Name
Monday, June 1	10:00 am - 12:00 pm	A - C
Monday, June 1	1:30 pm - 3:30 pm	D - H
Tuesday, June 2	10:00 am - 12:00 pm	I - L
Tuesday, June 2	1:30 pm - 3:30 pm	M - P
Wednesday, June 3	10:00 am - 12:00 pm	Q - S
Wednesday, June 3	1:30 pm - 3:30 pm	T - Z

Materials for about 75-100 students will be exchanged during each shift, so we ask for your patience if you find yourself having to wait a while in the carline. Also, please get contact Scott Kaese, skaese@sd25.org, 847-398-4275 if you need to arrange an alternate time to pick up and drop off materials.



2019
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DIRECTIONS - *PLEASE READ THOROUGHLY*

1. Pull up to the main entrance as if you are doing morning drop-off for your child.
 2. Remain in the car with your windows closed. A staff member will come to you.
 3. Hold up a sheet of paper in the car window with your child(ren)'s **FIRST AND LAST NAME** in large, bold print (*PDF attached for your convenience*)
 4. Pop your trunk. In your trunk please have the following 3 separate bags ready
 - Label each bag with the **student's name** and **teacher's name**:
 - i. **Bag 1: LMC books** - Any book borrowed from the LMC
 - ii. **Bag 2: Classroom Books/Materials**: One bag for each student containing the items to be returned to the classroom -
 - iii. **Bag 3: Technology**: One bag with technology that was borrowed from Ivy Hill/District Office.
- Bags will not be returned to you, so plastic grocery bags are fine for this.*
5. A staff member will then place student material bags in your truck with:
 - Classroom materials
 - Student Artwork
 - Yearbooks (if ordered)

Thanks again for a great year! Even though it hasn't ended the way we expected, it has shown that we are able to come together as a school community to still find joy and celebrate everything that was accomplished this year!

Be Courageous, Be Kind
Scott