Dear Sauk Families,

It is with great excitement that I welcome you to the 2020-2021 school year! We have been hard at work preparing for the upcoming year and we want to make sure your child has all the necessary materials for a successful school year. Our first day of school will be **Monday, August 31st** and even though we are opening the year with remote learning we will be in this together. Our top priority is ensuring your child receives a quality education.

This year your child will receive a Chromebook device to help them access all remote learning lessons. You will also receive your child’s textbooks, teacher assignment, and schedule. This is our most important event to start the year. Therefore, the following schedule has been created to limit the number of people coming to school at once. We will organize items for pick-up by the first letter of your child’s last name. **If you have multiple students in different grades, please choose a time that works for you and pick up all items for your family during one visit.**

The times are listed below:

<table>
<thead>
<tr>
<th>By Last Name Time</th>
<th>Wednesday August 26th Pick Up Time</th>
<th>Thursday August 27th Pick Up Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – L</td>
<td>8:30am - 11:00am</td>
<td>12:00pm - 2:30pm</td>
</tr>
<tr>
<td>M – Z</td>
<td>11:00am - 1:30pm</td>
<td>2:30pm - 5:00pm</td>
</tr>
</tbody>
</table>

Prior to your arrival at Sauk:

**Please gather a pen and your ID.** You will need your own pen to sign out your student’s device. Please note: **Only a parent/guardian or person on the Emergency Contact List can pick up your child’s device.** If you need to send someone else, please call Dr. Morgan or Mrs. McGuire prior to their arrival.

When you arrive at Sauk during the designated times only. Please note:

- **All materials will be distributed from the schools Circle Drive only.** Lanes are marked (See Map) and monitors will be present to assist you.
- As we continue to follow **CDC Guidelines** in our practice of social distancing, we ask that you please remain in your vehicles. Materials will be brought to you at the designated pick up points (see map – **Red**). **IF you have a mask and gloves then please wear them to keep our staff safe.**
- You will read through the **District162 Device Responsibility Form**. This agreement outlines the liability and expectations for the devices. We will be able to answer any questions or address any concerns at that time. You will sign one copy of the agreement and keep a copy for your records.
SAFETY FIRST! Be cautious and courteous! The parking lot can be congested and we ask you for your patience when picking up your device and materials. Remain in the traffic lane and exit the lot as directed. Please be patient and don’t pull around other cars. We will do our best to be speedy and to have you on your way quickly.

Arrive to Sauk during your appointed time. We will be outside to greet you during your child’s scheduled time (above) only. Again, if you have more than one student that attends Sauk School, please pick up devices and materials for each of them at one of their scheduled times.

Please review the map of the traffic pattern for this procedure.
(Think about the Chick-Fil-A drive thru system to visualize how this is going to work😊)

1. Enter the parking lot at S. Churchill Drive. This is the entrance that you always use. A staff member will be posted there. Please have the name sign visible in your passenger-side window upon entering the parking lot.
2. Follow the posted signs. The signs will direct you to drive up to the main entrance of Sauk School, park at the stop sign, and open the trunk of the car.
3. Provide staff members stationed at stopping point with student names (written on sign in car). Staff members will radio that information into the building for belongings to be gathered.
4. Student devices and materials will be delivered to the vehicle; and the Device Responsibility form MUST be signed confirming receipt.
5. Vehicles will exit by turning right onto E. Churchill Drive, which will take you through the staff parking lot. Please follow the car in front of you at all times.

If you cannot pick up your materials during these days, please contact Dr. Morgan or Mrs. McGuire immediately. The teachers and staff of Sauk are looking forward to seeing the students real soon (Remotely).

See you soon!

Dr. Morgan
Dr. Richard Morgan, Principal