Dear Families,  

May 15, 2020  

Below you will find the details of the school’s device, textbook, and library book collection process. We will collect all materials in order to sanitize and prepare them for future student use. During this collection process, GFPS employees will follow the Centers for Disease Control and Prevention safety guidelines, including the following: maintaining a social distance of at least six feet, staggering of collection times, using frequent hand washing/sanitizing, and using face masks. We appreciate your support as we work to safely collect all distributed materials. Please take a moment to review the process and information below:

1. Please label each device and charger with your child’s name prior to your arrival. Masking tape, scotch tape, painter’s tape, or sticky notes will not damage the device if placed on the outside case.

2. Please ensure that you return all materials including devices with their chargers.

3. Please wear a face mask during device drop off for the safety of our staff.

4. Please communicate with us by calling the Phoenix school office at (701-746-2240) if you have questions or need support in the materials collection process.

5. Items that are not returned will result in your family being charged for the full purchase price of the device/materials and/or legal action. Again, please contact Teresa in the Phoenix school office at (701-746-2240) if you need support in this process.

Thank you for your continued support through this unique and challenging time. We are so grateful for your continued partnership.
Greetings on behalf of our staff at Phoenix. We hope you are doing well and continue to be in good health. Our staff is working hard to continue providing a positive educational learning experience for all of our students. We really miss the sights, sounds, smells and overall feel of having students in our school!

On Tuesday, May 26th from 9:00 am until 12:00 pm (noon) we will be collecting all devices, charging cords, instruments and library books that belong to Phoenix Elementary School and the Grand Forks Public Schools. As directed by the governor’s office, you and your child will not be allowed to enter the school. We will be collecting the items using the following methods of collection: Curbside, Parking Lot, Sidewalk, and Playground. We will have staff members collect the materials from you and/or your family member. They will be standing behind tables practicing social distancing as they collect materials from families. Due to parking issues and space limitations, you may be required to park your car and walk to the appropriate location for each grade level device return process. We certainly appreciate your patience, support and understanding during this unprecedented time.

Please read and review these important items.

- If you have children in more than one classroom we thank you for going to each location to return your children’s chromebook, ipad, charging cord, instrument and library books.
- We will be providing breakfast and lunch meals for all students from 11:00 am – 1:00 pm at door 3. This door is located by the lunchroom, please remain outside and wait. Wanda our cook manager from child nutrition will come out and greet you and ask you how many meals you would like.
- We ask that all families attempt to arrive between 9:00 am and 12:00 pm (noon).

**Tuesday, May 26, 2020 – 9:00 am – 12:00 pm (noon)**
Please return all of the ipads, chromebooks, charging cords, instruments, and library books that belong to Phoenix Elementary School and the Grand Forks Public Schools.

Please use these locations to return all materials – We sincerely thank you!!

**Grade Level Locations (These are the same locations used for distribution)**
Kindergarten – Classroom dismissal doors-South visitor parking lot-drop off lanes
1st grade – Door 5 – dismissal door (please park on Belmont or other side streets)
2nd grade – Door 6 – dismissal door (please park on Belmont or other side streets)
3rd grade – UNITED LUTHERAN CHURCH – door 1 (use parking lot for parking)
4th grade – Door 4 (please park and walk to this door, do not park on 4th Ave. South)
5th grade – UNITED LUTHERAN CHURCH – door 1 (use parking lot for parking)

Thanks again for your ongoing support! Mr. Kevin Ohnstad, Principal