Dear Boonsboro Students and Families,

Boonsboro Elementary School will be hosting a drive-through process for collecting school property and returning personal belongings during the last week of May. Several dates and times are offered and are similar to the middle and high schools. This process will apply to all elementary students. A map is provided at the bottom of this letter to help you identify each drop off / collection station. As always, maintaining the health and safety of our students, families, and staff will remain our highest priority throughout this process. When arriving, please enter the Boonsboro campus on Learning Lane and follow the signs. Please remember to remain in your vehicle at all times. Items will be collected by staff through vehicle windows OR to/from trunks and rear hatches of vehicles if you can release those locations from inside your vehicle.

**Dates and Times**
- Wednesday, May 27th - 8:00 am to 3:00 pm
- Thursday, May 28th - 8:00 am to 3:00 pm
- Friday, May 29th - 2:00 pm to 6:00 pm

**Student’s Personal Property**
- Student’s belongings have been collected from lockers, desks, and classrooms and placed into bags.
- Please enter the school drive and follow the signs and cones. A staff member will greet you and ask for your child’s name and homeroom teacher.

**Textbooks, Library Books, and Chromebooks**
- After collecting your child’s personal belongings, please proceed along the front sidewalk. At the next station, please return all school textbooks and library books and other school property (except Chromebooks).
- Then proceed to the next station, please return chromebooks and cords that were distributed for home use.
- Please have items including textbooks, library books, and devices ready to return to the school staff. You may hand these items out of vehicle windows or you may have them in your vehicle’s trunk or rear cargo area to limit contact if the area can be opened from inside your vehicle.
- When arriving at the station, a staff member will greet you and ask for the items being turned in. Please provide them or indicate if they need to be retrieved from the trunk or cargo area. Please remain in your vehicle during this process.
- Fees for lost Chromebooks and associated equipment can be paid during this process. Checks should be made payable to BNES. If paying with cash, no change can be made (exact payment only).

“Come Soar With Us”
○ Chromebook - $360.00
○ Charger - $40.00
○ Replacement Screen - $139.00

**Yearbook Distribution**
- If applicable, you can pick up your child’s pre-ordered yearbook.
- A limited number of yearbooks will be available for purchase for those who did not pre-order on a first-come, first-serve basis. The cost is **$20.00** and checks should be made payable to Boonsboro Elementary School.

**Snapcodes for Registration for 2020-2021**
- Snapcodes will be provided for families to register students for the 2020-2021 school year beginning June 1, 2020.
- These snapcodes are enclosed in this mailing.

After proceeding through all stations, please exit the campus. Please understand that while we will do everything possible to be efficient and organized, lines are likely and we greatly appreciate your patience. Please remember to remain in your vehicle throughout this process, and do not hesitate to reach out to me if you have any questions.

Respectfully,

*Elizabeth Williams*

Elizabeth Williams, Principal
Learning Lane is route # 9043 by the Rescue Squad. Signs and Orange Cones will mark the different stations.