

May 5, 2020



Dear Parent and Student:

We are preparing for the close to the 2019-20 school year. Due to the COVID-19 Pandemic, procedures associated with returning school property, paying fees, returning athletic equipment, and handing in library books will look a little different.

**Monday, May 18th, has been reserved for students in grades K-11 to check-in district property. There are two time slots available for students and their parents. Please choose either 7:30 a.m. – 11:00 a.m. or 3:00 p.m. – 6:30 to check-in district property.** The following information will serve as a guide for the successful completion of the check-in process.

The Check-In Process:

- 1) Please refer to the map found at the bottom of this document. It illustrates the route students and/or parents should take as they arrive at the school on Monday, May 18<sup>th</sup>.
- 2) Please place in a paper bag or a cardboard box the following items –
  - Technology – Ipad, Laptop, Charging Cords, Cases
    - Please remove all personal passwords, pass codes, etc.
    - Please log out of any Apple IDs
  - Textbooks
  - Library Books
  - Athletic Equipment
  - Any other school property
- 3) Please refer to the document, “Fee Transaction,” that clarifies the amount paid to date and the final balance owed. Please place cash or check in an envelope with the student’s name. Please be advised that school personnel will not be able to provide change on this day.
- 4) If you are unable to bring cash or check with you on Monday, May 18<sup>th</sup>, please exercise one of the two following options.
  - Mail the final balance to Gibbon Public Schools, P.O. Box 790, Gibbon, NE 68840.
  - Bring cash or check to the high school office on Monday, Wednesday, or Friday between the hours of 7:30 and 4:00. A drop-off box will be available in the entrance to the facility.

