



Mountain Lake Public Schools

450 12th Street, P.O. Box 400

Mountain Lake, MN 56159

Mountain Lake High School Phone: 507-427-2325 Option 4

Mountain Lake Elementary School Phone: 507-427-2325 Option 2

www.mountainlake.k12.mn.us

Memorandum

To: Students in grades 7-12 and their parents

From: Michelle Larson, High School Principal

Date: May 14, 2020

Subject: Return of School Materials

The 2019-2020 school year will come to a close on May 22, 2020. During distance learning these past 2 months, students have had many school materials in their homes. **All school materials need to be returned to the school on May 21.** This includes textbooks, library books, instruments, music folders, chromebooks and chargers, and other classroom supplies given out by teachers for distance learning.

The High School office will send an email with a list of what you need to return. Watch for this email on Monday, May 18, or Tuesday, May 19.

Due to the COVID-19 pandemic, we are putting several safety measures in place for the collection of materials. These measures will keep staff and family members safe.

Return Process:

- Put all materials in the trunk/hatchback of your vehicle.
- Arrive by car to the front of the auditorium at your assigned time.
- Stay in the car during the collection of materials.
- Open your trunk/hatchback from inside the car if possible.
- School staff will be at the curb wearing masks and gloves.
- School staff will retrieve items from your vehicle.
- School staff will inform you if you did not bring all required items.
- Students receiving paper assignments need to bring all homework assignments.
- Awards will be given to students who earned them.
- If students have medications or inhalers at school, these will be returned to family.

Schedule:

8:00 – 9:30 Families with last names beginning with A – E

9:30 – 11:00 Families with last names beginning with F – J

11:00 - 12:30 Families with last names beginning with K – O

12:30 – 2:00 Families with last names beginning with P – T

2:00 – 3:30 Families with last names beginning with U – Z

If you have any elementary library materials from siblings, return them with the high school materials.