

March 11, 2020

Dear SME families,

Thank you for your patience as we learn more about COVID-19. PUSD has put in place a great plan to ensure we can optimize both safety and learning for all students. With all of the information I have, I can say that we are in a time of planning vs. panic. What I mean by this is that all of our staff are being communicated with about procedures and plans, and we are all working together to ensure your kiddos are safe at SME. The district will be emailing daily in order to keep everyone up to date with the state of how PUSD is working with the city and state health departments.

In light of the District's updated policies regarding COVID-19, and to reduce the risk of transmission of the virus in the community, **ALL parent and community volunteering will be cancelled**. This includes Monday morning assemblies, Wednesday folder stuffers, classroom workshop centers and Friday Club activities. Although SME thrives with parent and community involvement, in order to keep health and safety as a top priority, for now this change is imperative! This **change includes drop off and pick up procedures**. All students 1st through 5th grade need to be dropped off at the compass gates or on the front grass lawn in the morning. If you are not comfortable leaving your students to walk to the playground on their own, please bring them to the front office and we will bring them to the playground. For Kinder classes, other than the K/1, please bring your student to the Kinder playground in the am and meet their teacher on the front grass for dismissal. If it is raining, drop off for Kinder will be in the cafeteria and pick up in front of the school in the hallway leading to the kinder wing. The K/1 will have students enter through Mr. G's door, and pick will be the same.

Many of our upcoming district and school events and school field trips will be cancelled or postponed/altered. The **cancelled** events include *Math Field Day, History Day LA, No Boundaries Art Festival, Elementary Musical Festival, School Tours, 1st grade Spotlight Assembly, all field trips until April 10th, STEAM Night and assemblies, and 5th grade trip to Pali Camp*. Some of the events that will be **altered or postponed** include all of our parent meetings including *ELAC, SSC, and PTA, the annual AFB Auction (see next paragraph for specifics), Spotlight awards, Kinder and 1st dance class, CIE for 4th grade, Monday morning assemblies, Coffee + Tea + Me, and field trips scheduled for late April and May*. Many of the parent groups are working to transition to a digital forum for parent feedback and information. Please be patient as we develop what this will look like.

AFB is transitioning to an exclusively online auction for this year. Don't worry--all of the amazing auction items you have donated, and the special projects created by the students, will be available via online auction. More details to follow. If you already purchased your auction tickets and you would like a refund, please email Warren before Spring Break at [SierraMadreElementaryAFB@gmail.com](mailto:SierraMadreElementaryAFB@gmail.com). Otherwise, we will treat your ticket purchase as a donation and it will go towards funding programs in science, the arts, and much more at SME.

Thank you for your patience and cooperation!

*Mrs. Lewis*

Mrs. Lindsay Lewis  
SME Principal