

# Cheyenne County School District RE-5

March 25, 2020

*Welcome to  
Tiger Country!*



## ADMINISTRATIVE TEAM

Mr. Glen Bradshaw  
**PreK-6<sup>th</sup> Grade Principal;  
Superintendent**

**Mr. Mike Miller,**  
**Seventh Grade – Twelfth Grade  
Principal; Athletic Director**

## BOARD OF EDUCATION

Mr. Chris Tallman, President  
Mr. Brett Legg, Vice-President  
Mrs. Kellie Chavez, Sec/Treas.  
Mr. Jake Pelton  
Mrs. Briar Fulton

## CONTACT INFORMATION

### District Office:

PO Box 577  
395 North 5<sup>th</sup> West  
Cheyenne Wells, CO 80810  
Phone: 719-767-5866  
Fax: 719-767-8773  
Website: [www.cheyennesd.net](http://www.cheyennesd.net)

### Middle School High School Office:

PO Box 577  
395 North 5<sup>th</sup> West  
Cheyenne Wells, CO 80810  
Phone: 719-767-5612  
Fax: 719-767-5136  
Website: [www.cheyennesd.net](http://www.cheyennesd.net)

### Elementary Office:

PO Box 577  
395 North 5<sup>th</sup> West  
Cheyenne Wells, CO 80810  
Phone: 719-767-5656  
Fax: 719-767-5136  
Website: [www.cheyennesd.net](http://www.cheyennesd.net)

*"Teaching  
New Tomorrows"*

Dear Cheyenne County School District RE-5 Families and Staff:

Governor Polis has issued an executive order to private and public schools closing all in person learning through at least Friday, April 17, 2020 due to the COVID-19 epidemic. Cheyenne County School District has been charged with developing an education continuation plan for all Cheyenne County School District students. We are developing plans to ensure that your students are connected to learning and the school. The majority of this learning will be pencil and paper or hands on in nature, and the rest will be remote or online learning. Students will still be required to complete school assignments as determined by their teachers and return it to their teachers. There will be supplemental learning materials delivered to the students to enhance their learning experience. In order to implement our plan, we have set up dates and times for parents and students to pick up their classroom materials and assignments starting on Monday, March 30, 2020. Teachers and staff will be available for instructional material pickup starting at 8:00am, Monday, March 30<sup>th</sup>. Please see the attached locations and times for parents and students to pick up their materials.

**Elementary - Preschool through 6<sup>th</sup> Grade:** Pickup times for the Elementary will be based on the last name of the parent in alphabetical order. **One parent** per family will be allowed to pick up all of their children's materials. Parents please do not bring your children with you when you come to pick up materials. **NO** children will be allowed to accompany parents. Parking for elementary parents will be on West 4<sup>th</sup> North Street or the street that runs south of the main entrance of the school. Elementary parents will access the front doors to the school for their child's material pickups. Elementary parents will need to proceed to their children's classrooms at their assigned time on Monday March 30<sup>th</sup> **ONLY.**

**Junior High and High School Students - 7<sup>th</sup> through 12<sup>th</sup>:** Pickup times for junior high and high school students to get their instructional materials will be based on last name in alphabetical order starting at 8:00am. Parking for the Junior High and High school students will be in the high school parking lot. **Junior High and High School Students Only** will be allowed to enter the building through the counseling office hallway door or the east end door of the school next to Mrs. Otto's classroom. Junior High and High School students will need to see each one of their teachers to get their materials and also clean out their lockers and take all books and personal belongs home with them. 7<sup>th</sup> and 8<sup>th</sup> grade students will be checked out a computer by Ms. Opolsky at this time also. Text books will be inventoried and returned to the school distract at the beginning of next school year.

Due to health department guidelines, only **one parent** per elementary family and only **students in junior high and high school** will be allowed in groups of less than 10 individuals per designated time slot. Please come to pick up your materials at your designated times. No one will be allowed to enter unless it is their designated time. We appreciate your understanding and cooperation in helping us follow these health department guidelines. Please bring plastic trash bags or boxes with you to pick up your child's school supplies, materials, and packets in the elementary school. Junior high and high school students will need to bring trash bags, boxes, or backpacks to pick up all items in their lockers and their instructional materials from each of their teachers.

We ask that all students and parents pick up their materials as quickly as possible and not visit with teachers, or other students, or parents during this pickup time inside the building. Please practice social distancing of 6 feet or more at all times while in the building.

Information pertaining to special student populations, such as special education, 504 Title I, and ELL students will be forthcoming.

Please see elementary and junior high and high school pickup schedule on the next page.

ELEMENTARY PK- 6<sup>TH</sup> PICK UP SCHEDULE. PLEASE ENTER AT MAIN ENTRANCE OF THE SCHOOL:

- Elementary parents please see the following pick up times. Please remember we are doing this alphabetically, by **parent's** last name, one parent per family.
1. 8:00am to 8:20am: Last name of A and last name of U only.
  2. 8:25am to 8:45am: Last name of B only.
  3. 8:50am to 9:10am: Last name of C and D and E only.
  4. 9:15am to 9:35am: Last name of F and G only.
  5. 9:40am to 10:00am: Last name of H only.
  6. 10:05am to 10:25am: Last name of J, K, L only.
  7. 1:00pm to 1:20pm: Last name of M and N only
  8. 1:25pm to 1:45pm: Last name of P and R only.
  9. 1:50pm to 2:10pm: Last name of S and T only.
  10. 2:15pm to 2:35pm: Last name of W and Z only.

JUNIOR HIGH AND HIGH SCHOOL 7<sup>TH</sup> GRADE THROUGH 12<sup>TH</sup> GRADE PICK UP SCHEDULE. PLEASE ENTER AT THE COUNSELOR DOOR OR EAST END OF SCHOOL BY MRS. OTTO'S ROOM.

- Junior high and high school students grades 7-12 only
1. 8:00am to 8:15am: Students last name of A and C only.
  2. 8:20am to 8:35 am: Students last name of B only.
  3. 8:40am to 8:55am: Students last name of D and E only.
  4. 9:00am to 9:15am: Students last name of G, J and K only
  5. 9:20am to 9:35am: Students last name of H and L only.
  6. 9:40am to 9:55am: Students last name of M and P only.
  7. 10:00am to 10:15am: Students last name of N and R only.
  8. 10:20am to 10:35am: Students last name of S, T and U only
  9. 10:40am to 10:55am: Students last name of W and Z only.

Parents of preschool children may pick up their materials from Mrs. Strobel when they pick up their other children's materials at the scheduled time. Preschool parents who do not have older elementary children will need to schedule a time with Mrs. Strobel on Monday to pick up their preschool child's materials.

Starting April 6, 2020 parents or students will drop off their assigned work outside of the high school building at their assigned times to their teacher or teachers. Teachers will have tables set up in the bus lane and parents may drive down north 5<sup>th</sup> West Street and then turn on west 4<sup>th</sup> North Street to drop off their materials. This practice will continue on April 13<sup>TH</sup>, 20<sup>TH</sup>, 27<sup>th</sup>, May 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> or until further notice.

Instructional staff (teachers) will make personal contact information available to all parent's and students should any questions arise concerning assignments or work that will be turned in.

Again, thank you for your cooperation and support in helping us continue the education of your children.

All student activities both academic and athletic including but not limited to field trips, Honor Nights, athletic events and graduations are hereby postponed indefinitely.

Sincerely,

The Cheyenne County School District RE-5

Administration and Staff