

Dear LNC Parents,

On May 18-21, from 12 noon until 4:00 pm, LNC Middle School will provide 5th, 6th and 7th grade students the opportunity to sign up for a 10 minute period to safely enter the building in order to clear out lockers. [Here](#) is the link to the Sign Up.

First and foremost, we want to reassure you that we are taking a number of precautions to ensure the safety of all of our stakeholders. We thank you in advance for your support throughout this process. These measures include, but may not be limited to:

1. Social Distancing - Only two students per grade level (6 total) will enter the building during each 10 minute period
2. ONLY students are allowed to enter (parents please remain in the parking lot)
3. Students are asked to wear a PPE mask at all times. We will provide one upon entry if necessary

Procedure for Parents: We are asking that ALL parents / drivers drop students off in lane 1 of the **Carpool Line under the canopy**. Following drop off, please circle around the track one time and park in lane 1 of the Carpool Line (**near the Cafetorium Exit**) where your student will exit the building.

Procedure for Students: Check in with staff at a desk under the Carpool Canopy by the 5th grade door. Students will report directly to their locker and will have access to large trash cans on each hallway. Students are asked to bring their backpacks, a sturdy tote bag or a plastic bin to hold the items they are taking home. Following the clearing of their lockers, students will promptly navigate the hallways in a clockwise manner (see image below), maintaining appropriate distance from one another at all times until they reach the Cafetorium. That is where students may return books (for the media center), check the lost and found for any items that belong to them, and exit the building through the Cafetorium's exterior doors.



Important Notes:

1. In Sign Up Genius... please be sure to [sign your student up](#) for the appropriate grade level. Failure to do so may result in overlap which may lead to an otherwise avoidable inconvenience.
2. We will not collect iPads and charging cables for students in grade 5-7. Those students will keep their iPads and charging cords over the summer. We recommend that they are stored together in a safe place. If you are withdrawing from LNC, please contact Jennifer Wolfe (jwolfe@Incharter.org) to make arrangements to return your iPad and charging cables.
3. Yearbooks will not be available for pick up. We expect the yearbooks to be delivered to the school around June 15 and will send out a communication explaining how students may pick them up.
4. Teachers will place anything left in their classroom that belongs to a student in the hall outside of their classroom.
5. Students are expected to complete the process and be in and out of the building during their designated period of 10 minutes (or less). We can only accommodate two per hallway at a time. Therefore, it is of the utmost importance that you check in with staff ON TIME for your scheduled appointment.
6. Current 8th grade students will receive more information about their locker clean up/iPad return (scheduled for June 1 and 2) in the coming days.
7. Students who are unable to commit to these dates but wish to schedule another time to clean their locker may email bbauer@Incharter.org

Sincerely,

A handwritten signature in black ink, appearing to read "Brian J. Bauer". The signature is fluid and cursive, with the first name "Brian" and last name "Bauer" clearly visible.

Brian Bauer, MS Assistant Principal