

John Hanson Montessori Middle School

RE: JHMMS Locker Clean-out for Current Middle School Only

Date: Monday, August 3, 2020 at 9:30 am- 11:30 am

July 30, 2020

Good Afternoon John Hanson Montessori Families,

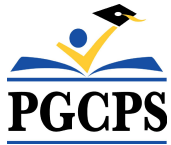
PGCPS is currently allowing our students to enter their assigned school building to retrieve their personal belongings from their lockers. Our school structure is unique; therefore, on **Monday, August 3, 2020**, JHMMS' current **LOWER EL** (Grades 1-3), **UPPER EL** (Grades 4-5), **MIDDLE SCHOOL** (Grades 6-7) and **rising 9th graders** will be permitted to enter the school building for a period of **10 minutes** to retrieve items from their assigned hallway lockers. Students will not be permitted to retrieve the personal belongings of others or enter classrooms. We ask that all current **LOWER EL, UPPER EL, MIDDLE SCHOOL** students and rising 9th graders follow the assigned time slots below. The schedule is created according to the student's first letter of their last name to ensure that the number of currently enrolled students in the building at one time remains low. A confirmed date and scheduled time for our lower elementary and primary students will be provided soon.

Please review the assigned time slots on the schedule below, based on the first initial of the student's last name:
(Ex: John Hanson... **H** (first initial of last name)- scheduled time @ 10:30 am.)

SCHEDULED TIME	MONDAY, AUGUST 3, 2020
9:30am - 9:40am	A - C
9:45 am - 9:55am	D - F
10:00am - 10:10am	G - I
10:15am - 10:25am	J - L
10:30am - 10:40am	M - O
10:45am - 10:55am	P - S
11:00am - 11:10am	T - Z

In following the social distancing guidelines, we ask that **all** students please adhere to the following: (a) wear facial coverings (mask) at **all** times, (b) remain at least six feet away from others, (c) bring your own personal pen to sign in and out of the building, (d) keep interactions with others to a minimum, and (e) enter through the front door only and exit through the back door only. Parents are to remain in their vehicle to drive around the back of the school to pick up their students and (f) have a locker key or combination to enter their personal assigned locker. If the student does not remember their combination or lost their locker key, a bolt cutter will be used to permit the student access into their locker. The school will not assume the financial responsibility for the locks that have to be removed by the bolt cutter.

Once our upper el, middle school and rising 9th grade students enter the building, they will have **10 minutes** to retrieve their belongings. They may want to bring a box or a bookbag to collect their personal items. The current **LOWER EL, UPPER EL, MIDDLE SCHOOL** and rising 9th grade students should bring with them any school belongings that must



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be returned with their names affixed on a paper and taped to the returned item(s) to maintain accountability (ex: textbooks, instruments, library books, etc). The students will be directed to drop them off in the main hallways to reduce transitions throughout the building. As for the **PGCPS ChromeBooks**, rising 9th Graders should keep the **PGCPS ChromeBooks** until further notification. **PGCPS ChromeBooks** should **not** be returned during locker cleanup **unless** the student is leaving PGCPS.

Only current **LOWER EL, UPPER EL, MIDDLE SCHOOL** and rising 9th grade students will be permitted to enter the school building (please understand that this is only to minimize contact for the safety of those in the building). Siblings and parents are **not** permitted in the building. Our JHMS will provide support as needed during this process. If any student is unable to make the scheduled date and time as assigned by their last name, we ask that parents contact the main office to schedule an alternative time in late August. Any items that remain in the lockers following the locker clean out day on **Monday, August 3, 2020**, will be discarded and the school will not assume responsibility for any items.

Locker Clean-Out Procedures:

- Current **LOWER EL, UPPER EL, MIDDLE SCHOOL** and rising 9th graders will enter the school building through the front doors only (Masks must be worn upon entry and throughout the entire locker clean out) and exit out of the school building through the back doors. Parents are to drop students off at the main entrance and immediately drive around the back of the school to pick up their student(s). Do not park in front of the school.
- Current **LOWER EL, UPPER EL, MIDDLE SCHOOL** and rising 9th grade students will sign-in upon arrival and will sign-out upon exit (Bring your own pen for signing).
- Current **LOWER EL, UPPER EL, MIDDLE SCHOOL** and rising 9th grade students, will clear out their personal assigned hallway locker. They will not retrieve the belongings of other students or siblings. They will not be permitted to enter any classroom or offices.
- Place any school property (ex: text books, instruments, calculators) in the identified box in the main hallway or upstairs. Students must ensure that their name is displayed on an affixed paper to maintain accountability for all returned school items.

Items to Bring:

- Face Mask (**Required**)
- Locker combination and/or locker key
- Bookbag or box to carry items
- Pen in which to sign in and out
- Any school items with name affixed on a paper taped to the returned item (ie; text books, instruments, library books, calculators, etc)

Educationally Yours,

John Hanson Administration