Dr. Jennifer Gallegly   Dr. Joseph Flynn   Dr. Melissa Sabol
Principal   Superintendent   Principal

May 7, 2020

Dear Parents and Guardians of 5th-8th Grade Students,

Now that the school is officially closed for students for the remainder of the school year, we wanted to provide our 5th-8th grade students with an opportunity to retrieve their materials and items from their lockers in a way that maintains appropriate social distancing. The health of our students and others entering the building is of upmost importance, and staff will be monitoring the process. We have developed the following procedures and schedule with this in mind.

● Only students may enter the building.

● All students entering the building <u>MUST wear a mask or face covering</u> the entire time in the building/waiting to enter the building. Gloves are recommended.

● Students must get what they need and exit the building immediately. Students will enter through the black gym doors and exit out the rear middle school doors. Female students will be directed to gather their items from their gym locker and then go to their hallway locker. Male students (whose gym lockers were already emptied due to renovations) will be directed to gather items from their hallway locker.

● Parents are asked to pull up in the bus lane with the student exiting the vehicle near the cross walk (near typical student drop off. Students will form a line at the gym doors. Students waiting in line must maintain a distance of 6ft from other students waiting in line (there will be marks on the sidewalk). Parents are then asked to park in front of the soccer field/vernal pools near the middle school exit and remain in their car.

● A set number of students will be allowed in the building at a time.

● Students must bring bags to carry their items out of the building. Student school supply bags will be returned to students at this time along with any other books needed for the remainder of the year.

● For student safety and consideration of others waiting to enter the building, students are asked to bag all of their items. Trash receptacles will not be available due time constraints, please inform your children that they will be able to sort through their belongings at home.

● Students will exit the middle school doors and go directly to their car. We ask that vehicles depart the parking lot as soon as students enter their vehicle.

● Library books and other class novels no longer being utilized should be returned at this time.

● Band Students- If you have made arrangements with our rental company to return your instrument for the summer, they must be returned at this time.

● Chromebook, textbook (not workbook) and novel return will occur in June after the completion of remote instruction.

PICK UP TIME SCHEDULE
● Last Name A-D Grade 5-8: Tuesday, May 12th → 8:45 to 9:45am
● Last Name E-L Grade 5-8: Tuesday, May 12th → 9:45 to 10:45am
● Last Name M-P Grade 5-8: Tuesday, May 12th → 10:45 to 11:45am
● Last Name Q-Z Grade 5-8: Tuesday, May 12th → 11:45am to 12:45pm

If items are not retrieved on May 12 by the students, items will be bagged by office staff for scheduled pick up on a limited basis.

Due to the continuance of remote instruction, if your ATS student would benefit from picking up their school Chromebook for the duration of the school year, please email Mrs. Bahl at dbahl@aes.k12.nj.us. We will be sure to pull the device for student pick up as they exit the building during their scheduled time.

We will be displaying lost and found items in a way that you will be able to see items from your car near the main entrance to the school. Please do not exit your vehicle. If you see an item that belongs to your child- please request it from the staff member that is stationed in front of the lost and found area.

Yours in Education,
Jennifer A. Gallegly
Jennifer A. Gallegly, Ed.D.
Principal