

Wednesday, May 27th

6th and 7th Grade Locker Clean Out

Students will need to come in at their assigned time by letter of their **LAST** name. This will ensure that we can maintain proper social distancing.

A: 8:00-8:30

L: 12:05-12:35

B: 8:35-9:05

M: 12:40-1:10

C: 9:10-9:40

N/O/P: 1:15-1:45

D/E/F: 9:45-10:15

R: 1:50-2:20

G: 10:20-10:50

S: 2:25-2:55

H: 10:55-11:25

T/U/V: 3:00-3:30

I/J/K: 11:30-12:00

W/Y/Z: 3:35-4:05

PROCEDURE for Locker Clean Out

- Students will need to provide their own bags for their personal items.
- Students will need to be dropped off in the kiss and go and enter through the student entrance.
- Students **MUST** adhere to Social Distancing guidelines and will **NEED** to wear a mask. Parents please speak to your students about these guidelines prior to this day.
- Parents **MUST** remain in their vehicles.
- Any students who had P.E. or Band will need to stop in those classrooms first to pick up personal items before heading to their locker. (see band check in instructions)
- Students need to complete all tasks within the allotted time frame so that we may clear the building between each group. This includes cleaning out their lockers, returning any library books they may have, and turning in iPads if applicable.
- 6th and 7th graders will be keeping their iPads over the summer, however, any students **NOT** returning to Challenger next year will need to turn their iPad and charger into the tech staff located in the DISCO.
- Medications will be available for pick up by a **PARENT ONLY**. Mrs. Van Wijk will be stationed outside the front office with medications ready for pick up.
- Students will exit near the DISCO and come out by the stairs. Parents may pick them up in the bus parking lot.

Thursday, May 28th
8th Grade Locker Clean Out

Students will need to come in at their assigned time by letter of their **LAST** name. This will ensure that we can maintain proper social distancing.

A: 8:00-8:30

L: 12:05-12:35

B: 8:35-9:05

M: 12:40-1:10

C/D: 9:10-9:40

N/O/P: 1:15-1:45

E/F: 9:45-10:15

R: 1:50-2:20

G: 10:20-10:50

S: 2:25-2:55

H: 10:55-11:25

T/V/W/Y: 3:00-3:30

I/J/K: 11:30-12:00

PROCEDURE for Locker Clean Out

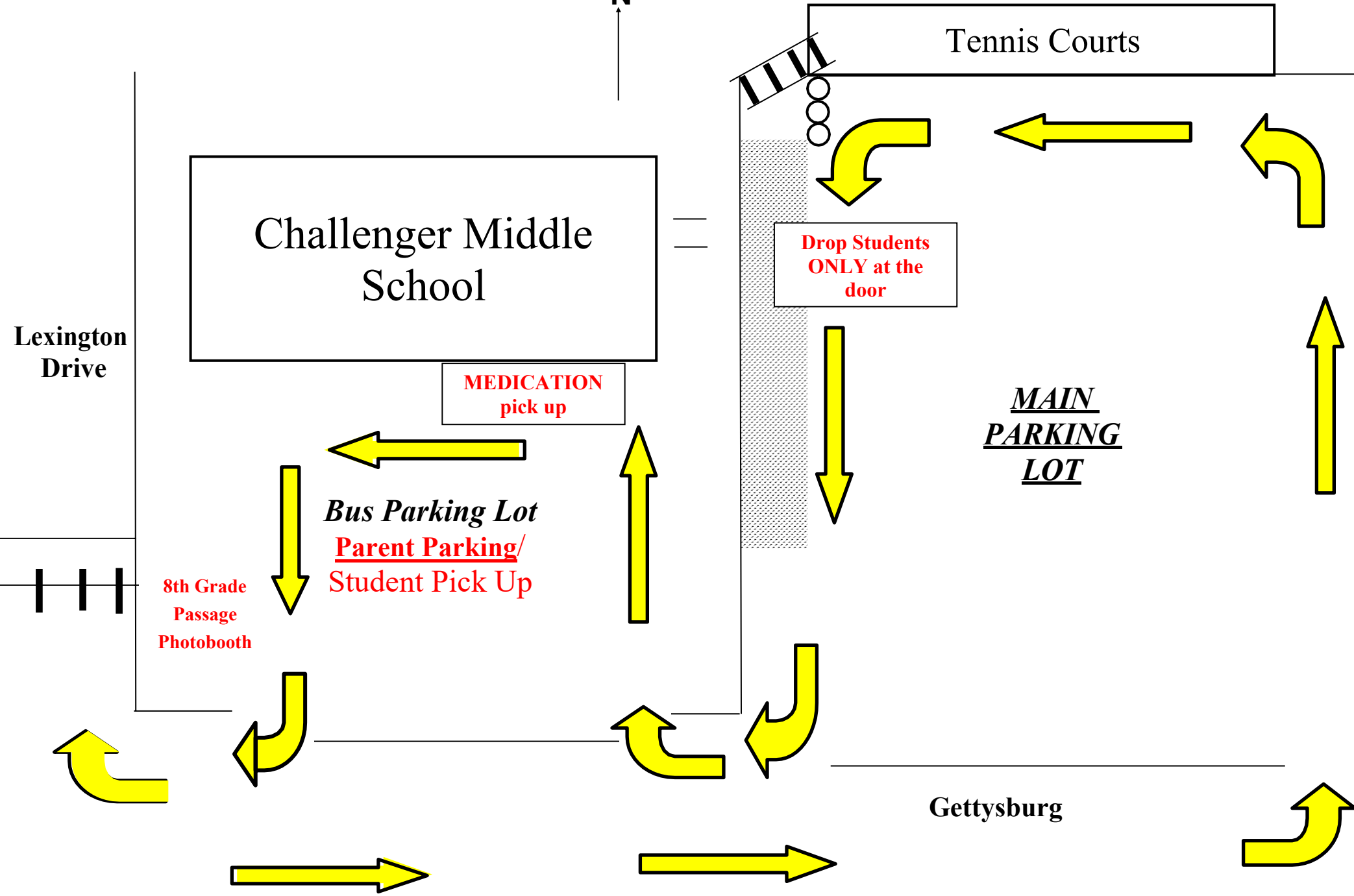
- Students will need to provide their own bags for their personal items.
- Students will need to be dropped off in the kiss and go and enter through the student entrance.
- Students **MUST** adhere to Social Distancing guidelines and will **NEED** to wear a mask. Parents please speak to your students about these guidelines prior to this day.
- Parents **MUST** remain in their vehicles.
- Any students who had P.E, Band, or Art will need to stop in those classrooms first to pick up personal items before heading to their locker. (see band check in instructions)
- Students need to complete all tasks within the allotted time frame so that we may clear the building between each group. This includes cleaning out their lockers, returning any library books they may have, and turning in iPads.
- All 8th grade students will need to turn their iPad and charger into the tech office.
- Medications will be available for pick up by a **PARENT ONLY**. Mrs. Van Wijk will be stationed outside the front office with medications ready for pick up.
- Students will exit near the DISCO and come out by the stairs. Parents may pick them up in the bus parking lot.
- 8th Graders be sure to stop by our Passage Photo Booth before you leave! Parents please feel free to take pictures of your student in front of the backdrop with their Certificate of Passage. However, students may not gather in this area, pictures need to be taken one student at a time, and social distancing guidelines must be adhered to.

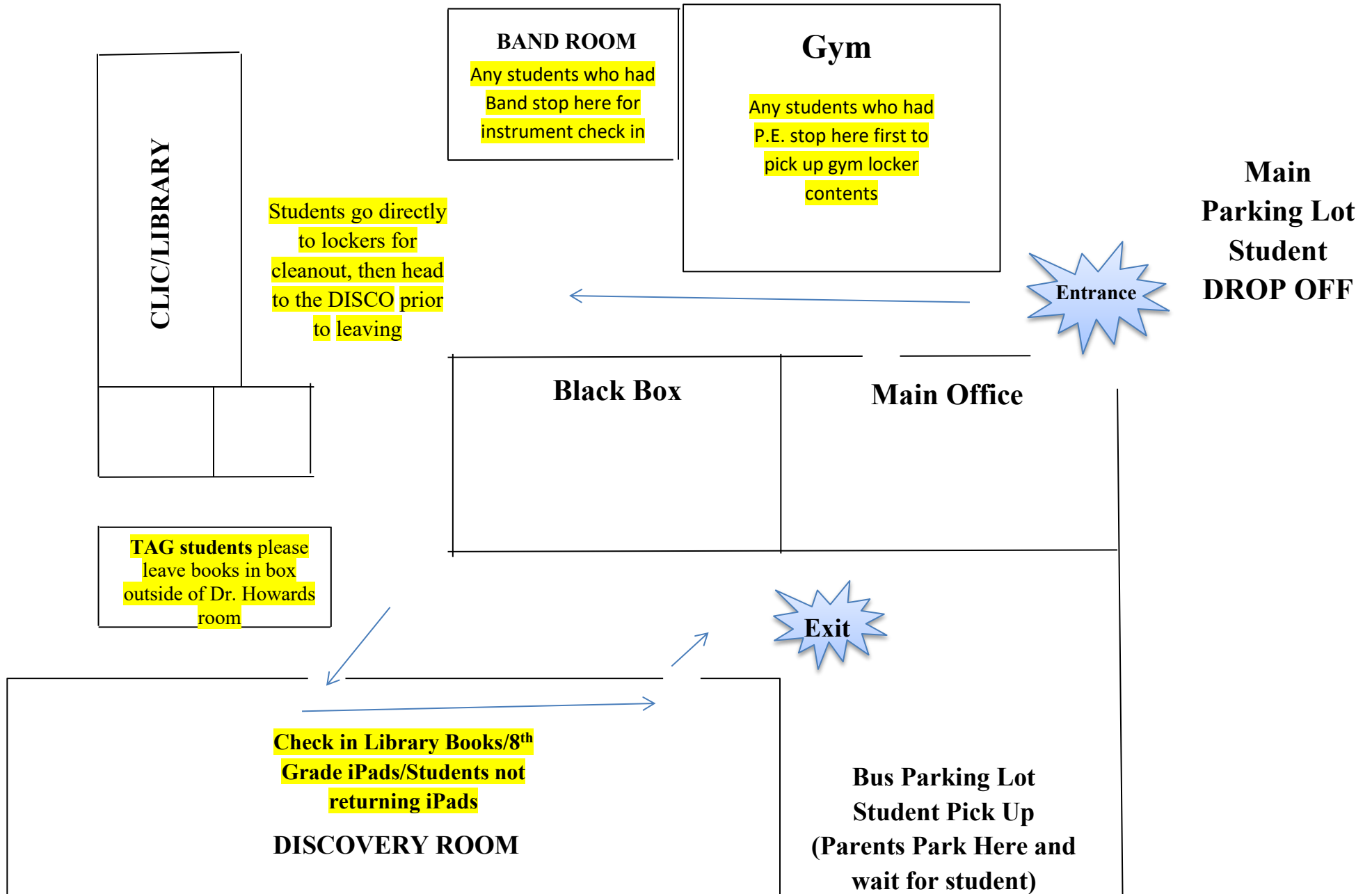


WELCOME TO CHALLENGER



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Returning iPads and Chargers

Returning 6th and 7th grade students will be keeping their iPads for the summer. If your student is an 8th grader or is NOT returning to Challenger in August, the school-issued iPad and charger must be returned on the following dates:

6th & 7th grade students: Wednesday, May 27	8th grade students: Thursday, May 28
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- During “normal” times, our staff would work with students to make sure the iPad is ready for return.
- For the health and safety of your student and for our staff, we are asking for your help in this process.
- It is imperative that each iPad is returned in the proper condition so that it is ready for another student's use and/or is ready to be returned to the leasing agency.

We ask that you please take the time to completely work through each of these steps before your student returns the iPad.

- Back up any files, photos, and/or documents that your student wishes to keep. See for details on how to accomplish this. Remember that your Schoology files will disappear after the semester is over, so save anything you wish to keep.
 - Please view [this video](#) on backing up Notability files. This was our 2019 video, so it states that we are collecting all iPads, and that is not correct.
 - Please view [this video](#) on saving items from other apps. Again, this was our 2019 video. Please note that **Schoology items, while in the cloud, cannot be accessed after the end of the semester.**
- Look over the iPad, its case, and the charger.
 - Is there any damage to the iPad or to the case?
 - Is there any damage to the charger?
 - Do you have the correct charger (see details below and [this video](#))?
- Prepare the charger for return:
 - Place both pieces of the charger in a baggie (sandwich sized and please disconnect, if possible)
 - Write your student's first & last name and student number on a paper, and include it in the baggie.
 - Please do not write on the baggie -- we will reuse it when issuing the charger to another student in August.
- In Settings, verify that you are NOT signed into iCloud.

- ❑ If you ARE signed in, SIGN OUT.
- ❑ If you cannot sign out, please email cmshelp@asd20.org requesting access to sign out of iCloud
- ❑ Remove the passcode from the device (see [this video](#) for help)
- ❑ In Settings>General>About, find your iPad's serial number and copy it (see [this video](#) for help). Do this right before you complete the online form
- ❑ **Complete this online form AT LEAST one day before your locker cleanout & iPad return day:** <https://forms.gle/vGpz3n1eSs5NY1HZ9>
- ❑ If you have a sticky note, please write your student's first/last name and student number, and adhere it to the screen protector. If you don't have a sticky note at home, we will make one available to you during check-in.

iPad Charger Information:

Below are images of and links for the iPad charging components. It is important that your student return **the same charging components that were distributed with the iPad in August**. We are able to accept ONLY Apple products for iPad, not similar-looking items from other manufacturers or iPhone chargers. If your student does not return a charger or the correct charging components, we will assess a fine for the replacement costs. **The replacement cost for the cord is \$19.00 and the replacement cost for the USB adapter is also \$19.00.** Please email the CMS Tech Office at cmshelp@asd20.org if you have any questions.

Please view [this video](#) for details on how to recognize the correct charger.

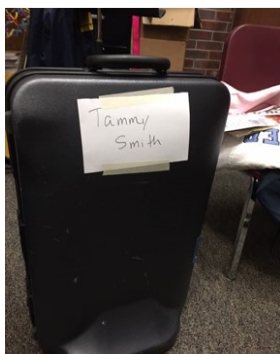
<p>Lightning to USB Cable:</p> <p>http://www.apple.com/shop/product/MD818AM/A/lightning-to-usb-cable?fnode=91</p>	
<p>12W or 10W USB Power Adapter:</p> <p>http://www.apple.com/shop/product/MD836LL/A/apple-12w-usb-power-adapter?fnode=91</p>	

BAND INSTRUMENT CHECK IN

Families that are using school-owned band instruments, please read the following carefully. There are a few tasks to complete to safely return instruments.

Complete the following tasks at home before Wednesday, May 27th:

1. Take picture of assembled instrument.
2. Email that picture along with brief description of instrument condition to becki.dickey@asd20.org
3. Make a simple tag that clearly shows your name. Attach this tag to the outside of the case with tape. (See attached picture.)



4. Please be honest about the instrument condition. Understand that fees may be assessed during the summer for any instruments that are found to have come back with excessive damage. Damage caused by negligence or malice is not covered by the standard usage fee.
 - a. Should an additional fee be assessed, you will be contacted by email or phone call with a detailed description of the damage and your payment options.
5. If you have a school-owned instrument in a band locker, you **MUST** take it out of the locker, tag it, and store it properly in the room on the appropriate day. Leaving it in the locker does not count as returning it.

CONTINUED BELOW.....

A few general guidelines:

1. Practice appropriate social distancing at all times
2. Touch nothing in the room except your items.
3. Keep a walkway clear at the front of the room. (See attached photo.) This will become important as more instruments get dropped off.



4. By the southern door is a pile of unclaimed items. Please check this lost and found and take anything may belong to you.

Day of Check-In Process:

1. Enter the band room through the southern door. (That's the one closest to the outside door and the art room.)
2. Make and attach a name tag to the school-owned instrument if you haven't done so already.
3. Leave your school-owned instrument in the appropriate space. Woodwinds go in one part of the room. Brass and percussion go in another. Guitars and soft cases go in the practice room to the right.
4. Clean out your band locker. Even if it's just debris, take the time to throw everything away and get the locker completely cleared.
5. Exit through the band room through north door. From there proceed to other stations in the school.

LIBRARY BOOKS AND PLAYAWAYS

Procedures:

1. Check your email boxes for a message from the Challenger library. It contains a list of items checked out to students. If you have a strong filter, check your spam box just in case. Please note that the emails might not reflect items that were returned after May 12.
2. Please notify us before your locker cleanout date if the following situations apply:
 - You have an item that has been damaged (liquid, torn pages, chewed by dog, etc.)
 - You believe your item is in a teacher's classroom
 - You did not receive an email notice
 - You have any questions for the library staff gina.schaarschmidt@asd20.org
3. Bring all library materials you have to your locker cleanout. You will have a chance to stop at your locker before turning your books in.

Additional information:

- If you can't find a book at home, don't lose heart. It might be somewhere at school or another student might have inadvertently picked it up. Do the best you can to find it and we will do the best we can on our end.
- Replacement fines for items not returned will appear in Infinite Campus the first week of June.
- Don't bring book replacement cost money to the locker cleanout. We want to make sure we cover all bases before assessing a lost book fine.
- If you find an item in the meantime, please return it to the book return box in front of the school's main entrance.

Check the CLIC homepage for updates and how-to instructions at <https://challenger.asd20.org/Info/Library/Pages/default.aspx>.



Follow us on Instagram for updates and library-related fun @cms_clic, #cmscllc