



Litchfield Middle School

340 East 10th Street, Litchfield, MN 55355 Phone 320-693-2441

Chelsea Brown – Principal

Angie Wannigman – Counselor

Craig McKechney – Behavioral Dean of Students

Bryan Gorackowski – Athletic Director

May 6, 2020

L.M.S. Families,

I can't believe that we are already talking about the end of the year. The last few months have been a whirlwind, and I want to thank you for your support during this unprecedented time. I appreciate all of you beyond words.

I want to ensure that you understand what the last week of May will look like for your students. Staff members spent last week cleaning out both the regular and gym lockers for every student. All contents from both lockers were put in bags and labeled with your child's name on it. If your child had meds kept at school, the meds will also be in the bags. However, if the meds are a controlled substance, they will be bagged separately and must be handed directly to an adult.

As you are already aware, distance learning will end for all students on May 22. During the week of May 26-29, each grade level will have a day for students/families to "drive up" to school, turn in their **devices, chargers, cases and borrowed school supplies** during the allotted times listed below. Please refer to the [COVID Device Check In](#) letter for expectations regarding device check in. This will also allow us the opportunity to give you your child's locker bag. Our staff will take this time to say goodbye to your student(s) and wish them well. If you have multiple students in the building, arrangements can be made to drop off and pick up items at one time instead of coming back for multiple trips. Please contact me at: cbrown@isd465.org

Schedule for the week of May 26-29 for families:

***Families can "drive up" to the front of the Middle School. You do not need to get out of your car. We will come to you. Think of it as a "take-out" scenario. You can come anytime between 8:00 a.m. - 4:00 p.m.**

Tuesday, May 26th - 8:00 a.m. - 4:00 p.m.

- 5th grade students

Wednesday, May 27th - 8:00 a.m. - 4:00 p.m.

- 6th grade students

Thursday, May 28th - 8:00 a.m. - 4:00 p.m.

- 7th grade students

Friday, May 29th - 8:00 a.m. - 4:00 p.m.

- 8th grade students

I want to thank all of you again for the cooperation and effort with these tasks in ending the school year. Please feel free to contact me with any questions. I will also be sending out reminders the week before to all of you.

Take care!

Chelsea Brown

Litchfield Middle School Principal

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