



Liberty High School

805 2nd St • Brentwood, CA 94513 • (925)634-3521 • Fax (925) 240-0735



Heather Harper, Principal
Anna Perales, Assistant Principal
Michael Burstein, Assistant Principal
Veronica Polk, Assistant Principal

Dear Liberty Families.

We hope everyone is doing well during this difficult time. This letter contains information regarding the end of the year checkout process to be completed over the next three weeks. This plan includes cleaning out hallway lockers, PE lockers, textbook returns, returns of any school loaned item and yearbook distribution.

1. Hallway Locker cleanout process – (Optional)

If you would like to personally clean out your student's hallway locker items, please do the following:

- ❖ Park in the student parking lot on Oak St.
- ❖ Only the student may enter school to clean out their locker.
- ❖ Masks must be worn and social distancing guidelines must be followed.
- ❖ Any textbooks from lockers can be returned on the carts found in the locker areas. Staff will be present if students have questions.
- ❖ **Please come during the specified times below** based on your grade and last name. Students from the same family may come together.

Grade Level	Date	Alpha Last Name	Pickup Time Slot—Hallway Lockers
Freshman	5/18/20	A - I	9AM-11AM
	5/18/20	J - R	11AM-1PM
	5/18/20	S - Z	1PM-3PM
Sophomores	5/19/20	A - I	9AM-11AM
	5/19/20	J - R	11AM-1PM
	5/19/20	S - Z	1PM-3PM
Juniors	5/20/20	A - I	9AM-11AM
	5/20/20	J - R	11AM-1PM
	5/20/20	S - Z	1PM-3PM
Seniors	5/21/20	A - I	9AM-11AM
	5/21/20	J - R	11AM-1PM
	5/21/20	S - Z	1PM-3PM

*****If you do not wish to come to school to personally clean out your hallway locker an administrator will clean it out for you beginning on May 22nd. These items will be given to students when they come for end of the year returns and distribution process.*****

2. End of the Year Returns and Item Distribution Process

a. Requesting ALL students complete this process if able

- ❖ **This will be a drive-thru service only** in the student parking lot on Oak St. (similar to cap and gown distribution)
- ❖ Place a sheet of paper on the driver side dashboard with the following information:
 - LAST NAME, FIRST NAME
 - ID: _____
- ❖ Students will return the following items: (Please place all items in your trunk to ensure contactless delivery)
 - Textbooks
 - Library books
 - Laptop (if it was borrowed from the school)
 - Calculators (if school property)
 - Uniforms (athletics and foods) – place in a bag with a piece of paper with the student's name and ID #.
- ❖ Students will receive the following items: (item will be placed in your trunk to ensure contactless distribution)
 - **Items from PE Lockers – admin will be cleaning out these lockers**
 - Items from Hallway locker (if not previously cleaned out)
 - Yearbooks (if applicable)
 - Senior recognition Items
- ❖ **Please come during the specified times below:**

Grade Level	Alpha	Date & Time Slot Returns/Distribution
Freshman	A - M	6/2 8:30-3:00 PM in student parking lot
	N - Z	6/3 8:30-3:00 PM in student parking lot
Sophomores	A - M	5/29 8:30-3:00 PM in student parking lot
	N - Z	6/1 8:30-3:00 PM in student parking lot
Juniors	A - M	5/27 8:30-3:00 PM in student parking lot
	N - Z	5/28 8:30 – 3:00PM in student parking lot
Seniors	A - M	6/4 8:30-3:00 PM in student parking lot
	N - Z	6/5 8:30-3:00 PM in student parking lot

Please try to adhere by your designated time slot. However, if you need to come at a time outside your slot, you may do so. If none of the times works for your schedule, please contact your administrator

We appreciate your support as we try to wrap up the end of the school year so we can prepare for the opening of school in the fall. We are so excited to see each of you over the next few weeks! If you have any questions, please contact 925-634-3521.

Thank you and take care,

Heather Harper
Principal, Liberty High School