



May 18, 2020

Greetings Langford Family,

We appreciate the collaborative efforts of our students, parents, and teachers with our distant learning endeavor. Your resilience during these unforeseen circumstances is encouragement that we will all get through this together. To keep our faculty, students, and families safe while also bringing our year to a close, we have included important information below.

Each grade level has been given a designated day and time frame to return and pick up items:

Grade Level	Day	Time(s)
6 th Grade	Tuesday, May 26, 2020	9:00AM-2:00PM 4:00PM-5:00PM
7 th Grade	Wednesday, May 27, 2020	9:00AM-2:00PM 4:00PM-5:00PM
8 th Grade	Thursday, May 28, 2020	9:00AM-2:00PM 4:00PM-5:00PM

*All Drop-offs and pick-ups will occur in car rider loading zone (in front of the gym).

- School will not be open for visitors.
- Please stay inside your vehicle.
- You will be directed to a parking lane where a staff member will assist with collecting items for return/pickup.
- Thank You for your continued support, patience, and cooperation with our close out procedures!



Report Cards: Report Cards will be mailed by the district office to the primary address on file in Infinite Campus. If you have moved to a different address, please email our Family Support Specialist at ClarkRh@boe.richmond.k12.ga.us no later than May 21st with your student's name and your contact number, so that she may assist with developing an alternate plan for you to receive your student's report card. Parent's/Guardian's identity will be verified prior to discussing any student information.

8th Grade Social Refunds: The 8th Grade social was canceled due to COVID-19 and as a result, refunds will be given to each student that paid to attend. Parents/Guardians must pick up the refund check and sign for receipt of the refund.

AVID Hawks Refunds: The AVID Atlanta Hawks trip was canceled due to COVID-19, as a result, refunds will be given to each student that paid to attend. Parents/Guardians must pick up the refund check and sign for receipt of the refund.

Student Property: If your child has items at school, please email the teacher of the classroom where you believe the item is located. The teacher will look for the item and email you with directions on where to retrieve the item, prior to the designated grade level day, if the item is able to be located. If the item is unable to be located, the teacher will notify you via email.

Langford Middle School's Mission

Langford Middle School, in partnership with the International Baccalaureate Program, the family, and the community is committed to educating our students with quality academics in a safe environment to be productive citizens in an ever-changing culturally diverse, global society.



Medication: Parent/Guardians will be able to pick up any medications left at the school. Nurse Toni will contact parents regarding medication pick by May 25, 2020. If you have any question, you may contact Nurse Toni at CorkrTo@boe.richmond.k12.ga.us.

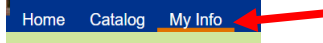
School Property: Textbooks and library books should be returned to the school's car rider loading area. Consumables (i.e. Workbooks) do not have to be returned. Prior to drop off, please follow the steps below to verify which textbooks or library books your student has checked out to their account. Be sure to match the barcode number to ensure the textbooks and/or library books your student is turning in belongs to their account. Textbooks will be collected, sanitized and scanned into the system by June 15th. Check your students account after June 15th for updates. To check your student's account, see the steps below.

Step 1: Log into LaunchPad

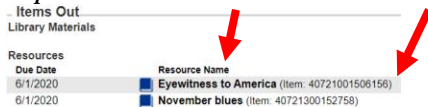
Step 2: Click on Follet Destiny



Step 3: Click on My Info



Step 4: Review Items Out List and Match Barcodes



Band Instruments: Students can drop-off or pick-up band instruments on the designated grade level days (9:00AM-2:00PM) from the front of the school (front office parking lot) see posted signs. Please contact Ms. SheaAaron Burns at BurnsSh@boe.richmond.k12.ga.us if you have any questions.

Athletic Equipment: All athletic uniforms and/or equipment should be returned on grade level designated days. Make sure uniforms are washed and returned in a sealed bag with the student's name marked on the outside; please contact our Athletic Director, Mr. Warren Washington, at WashiWa@boe.richmond.k12.ga.us if you have any questions regarding athletic equipment/uniforms.

Student Records Request: For any request for student record documents, contact Ms. Hendrix at HendroJo@boe.richmond.k12.ga.us in the guidance department. Parent's/Guardian's identity will be verified prior to discussing any student information.

Free Summer Enrichment Materials: The RCSS is providing each student with a packet of learning materials! Packets will be handed out on the designated grade level day.

Have a Great Summer!

Your Langford Family

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<http://langford.rcboe.org>

Langford Middle School
Established in 1952

Ms. Sherri Darden, *Principal*
Mr. Mark Monett, *Assistant Principal*
Dr. Sharro Usry-Wilson, *Assistant Principal*



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