



Murphey Middle School
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Justin A Durham, Ph.D.
Principal

Nichole Harris
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May 13, 2020

Dear Murphey Middle School Parents and Guardians,

First, let me say I hope you and your family are safe and healthy as you read this letter. Thank you so much for your patience and understanding as we have been adjusting, like you, to the drastic changes in life during the last few weeks. I am extremely appreciative of our students, parents, teachers, staff, and administrators for their positivity, flexibility and resilience during these trying times. A huge debt of gratitude also goes to all of the hard work of our custodial and food nutrition staffs that have been working to sanitize our school and provide meals for students in our community.

One of our main focus points for our educators and students during the 2019-2020 school year was to “**Level Up.**” To level up one must have a growth mindset. This unlocks our ability to learn, grow, and adapt especially during challenging times. Because of this experience and our ability to “**Level Up**” we will be stronger at the end of the COVID-19 Pandemic.

The following information will provide answers to your questions related to the closing of our school year:

Report Cards. Report Cards will be mailed by the district office to the primary address on file in Infinite Campus as of April 15. If you will need a report card mailed to a different address, please email Ms. Donna Dingle at dingldo@boe.richmond.k12.ga.us with your child’s name and address. We mail out as many as possible while our supply of stamps lasts.

Summer Packets. Can be picked up from a school representative in the Drive-Through line on March 19th-21st.

School Property. Textbooks and library books will be returned to the school representative in the Drive-Through line described below on March 19th-21st between the hours of 9-12 and 1-4.

Student Property. If your child has items at school, please email the teacher whose classroom where you think the item is located. Additionally, include a description of the item. School staff will look for the item and email you prior to the Drive-Through days to make arrangements for pick-up.

Medication. Guardians only will be able to pick up any medications left at the school in the Drive-Through Line. Please email Nurse Fordham at fordhir@boe.richmond.k12.ga.us with your child’s name and medication.

We are proud of these efforts to keep our schools safe and are doing everything possible to ensure the continued safety of our students and staff. We appreciate your cooperation and support.

Sincerely,

Dr. Justin Durham



Murphey Middle School

Drive-Through Plan

Drive-Through Days and Times

May 19, 20, and 21

Early Hours: 9 am – 12 pm

Late Hours: 1 pm – 4 pm

Walkers

1. Enter the school on Eagle's Way.
2. A pathway will be marked for walkers
3. Stay in a single file line on the sidewalk and maintain a distance of 6 feet as indicated by the markings on the sidewalk.
4. Report to the first open station
 - A. Stations will be denoted by a rolling cart.
 - B. Please remain on the identified markings on the sidewalk
5. **Inform School Personnel of the Grade Level of your children. This person will place a Summer Reading Packet on the rolling cart.**
6. Allow School Personnel to step away.
7. Place textbooks and library books on the cart
 - A. School Personnel will take your items and scan them into the school's inventory system, *Destiny*.
 - B. Go to *Destiny* after 24 hours to see your child's updated textbook information.
 - C. This may be accessed by your child's Launchpad (online) under *Destiny*. See school's website for more information.

Car Riders

1. Enter the school on Eagle's Way.
2. Remain in a single car line.
3. Drive along the curb and report to the first open station.
 - A. Stations will be denoted by a rolling cart.
 - B. Leave enough space for other cars to pull away.
4. **Inform School Personnel of the Grade Level of your children. This person will place a Summer Reading Packet on the rolling cart.**
5. Allow School Personnel to step away.
6. Place textbooks and library books on the cart and **return to your vehicle.**
 - A. School Personnel will take your items and scan them into the school's inventory system, *Destiny*.
 - B. Go to *Destiny* after 24 hours to see your child's updated textbook information.
 - C. This may be accessed by your child's Launchpad (online) under *Destiny*. See school's website for more information.



Special Note: School will not be open for visitors.