

RICHMOND HILL K-8 SCHOOL

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May 29, 2020

Greetings Bulldog Family,

First, I would like to thank you for your patience and understanding as we have been adjusting, like you, to this unforeseen pandemic crisis. Please know that we are incredibly appreciative of you, as well as our students, for your positivity, flexibility, and resilience during these challenging times.

As you know, we are at the end of our 2019-20 school year. To ensure the safety of all stakeholders (e.g., faculty, students, parents, etc.), we want to continue to enforce current social distancing guidelines. Therefore, we have included important information below.

Beginning June 1st through June 3rd, Richmond Hill K-8 will be implementing a drive-through and curbside pick-up service for all grade levels from 9:00 AM – 3:00 PM daily. During this time, we ask that you please adhere to the instructions given: (1) parents and students, please remain in your car, a school representative will assist you; (2) ***all drop-offs and pick-ups will occur in the Car Line by the front office*** (see diagram below); (3) if walking up to the school, we ask that you utilize the side walk to access the different stations and maintain the social distancing guidelines. Also, please note that the building will NOT be open for visitors.

During the drive through and pickup curbside service, there will be the following stations:

<u>Stations</u>	<u>Station Information</u>
Station 1: Free Scholastic Summer Enrichment Pick Up	<ul style="list-style-type: none"> RCSS is providing each student with a packet of learning materials. Be sure to pick up a packet!
Station 2: Student Personal Property Pick Up	<ul style="list-style-type: none"> 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 whether or not the item(s) were located. If the items are located, you will report to Station 2. If the item is unable to be located, the teacher will notify you via email.
Station 3: Refunds: Field Trip, Athletics, & Yearbook Lifetouch Spring Picture Pick Up	<ul style="list-style-type: none"> The PreK and Kindergarten field trip that was scheduled was canceled due to COVID-19; therefore, monies will be returned to each student who paid to attend the field trip. The Lady Bulldog Track Team's sweatshirts monies will be returned to each student who paid. Students who paid money for the school's yearbook, monies will be refunded. Individuals who paid online should have already received a refund. If you did not receive a refund, please email Ms. Pilgrim at pilgita@boe.richmond.k12.ga.us. If you ordered Spring Pictures, they will be available for pick up. <p>Note: Parent/Guardian must sign for the refund check. Checks can be picked at Station 3.</p>

Station 4:
School Property Drop Off

- Textbooks, laptop, and library books can be returned to the school's bus loading zone. Consumables (i.e. Workbooks) do not have to be returned. See labeled boxes and place textbooks/library books inside of box. Prior to drop off, please follow the steps below to verify which textbooks, laptop, and/or library book(s) your student has checked out to his/her account. Be sure to match the barcode number to ensure the textbook, laptop, and/or library book(s) your student is turning in belongs to his/her account. Textbooks, laptop, and library book(s) will be collected, sanitized, and scanned into the system by June 15th. Check your student account after June 15th for updates. A school employee will be on site monitoring boxes. To check your student account, see the steps below. Please only return books that belong to Richmond Hill K-8.

Step 1: Log into LaunchPad.

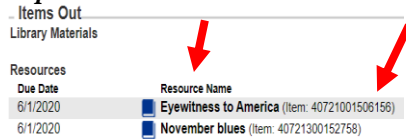
Step 2: Click on Follet Destiny.



Step 3: Click on My Info.



Step 4: Review Items Out List and Match Barcodes



- **Athletic Equipment:** All athletic uniforms and/or equipment should be returned. Make sure uniforms are washed and returned in a sealed bag with the student's name marked on the outside; please contact Coach Holliday at holliju@boe.richmond.k12.ga.us if you have any questions regarding athletic equipment/uniforms.

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 Student Data Collection Specialist, Mrs. Ainsworth at ainswai@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/Guardian's identity will be verified prior to discussing any student information.

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

Thank You in advance for your patience and cooperation with our close out procedures!
Stay safe and enjoy your summer!!!

Best Regard,

Mr. Cordaryl Middleton, Ed.S
Principal

#OneTeamSharedDream



Richmond Hill's K-8's Drive Through & Pickup Curbside Service Map 2020-2021

EXIT

ENTER

Faculty & Staff and Visitor
Parking Lot



Station 1:
Scholastic Summer
Enrichment
Pick Up

Station 2:
Student Personal
Property Pick Up

Station 3:
Refunds &
Spring Picture
Pickup

Station 4:
School Property
Drop Off

PreK – 2nd Grade Hall & Front Office