



RIVER RIDGE MIDDLE SCHOOL

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Angela Murphy, Principal

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May 8, 2020

Greetings Royal Families,

We want to provide you with the procedures for the drop off of school items and pick up student items as well as gym and dance locker clean out. Please understand that with this process, it is important that we maintain the CDC guidelines, so our staff will remain six (6) feet apart from others, and wear masks and gloves. We will adhere to the expectations of our district to keep everyone safe.

Tuesday, May 19th Dance & Gym Locker Clean Out	Thursday, May 28 th 8 th Graders ONLY Drop Off-Pick Up Items	Friday, May 29 th 6 th and 7 th Graders Drop Off-Pick Up Items
8AM -12PM By appointment only through the Sign Up Genius	8AM -11AM – Last name starting with letters A-M	8AM -11AM – Last name starting with letters A-M
	12PM-3PM – Last name starting with letters N-Z	12PM-3PM – Last name starting with letters N-Z

TUESDAY: MAY 19th: DANCE & GYM LOCKER CLEAN OUT ONLY BY APPOINTMENT

On Tuesday, May 19th, students with dance and gym lockers to clean out may sign up for an appointment on the link with Mrs. Vairo (Dance), Coach Koos and Coach Brando.

<https://www.signupgenius.com/go/4090b48aaab2daa8-rrms>

We will use the sign-up genius above for student dance and gym locker clean out. Please only sign up if your child has a locker assigned to them. Please park in the middle school parking lot and enter through the main gate. Students will have 10 minutes to clear out their locker and may not bring any additional people on campus with them on this day. Parents will need to wait in the car to limit the number of people in each area and adhere to CDC guidelines. We encourage all to wear a mask while on campus and check in with the adults at the gate as the student enters. We will verify the appointment time. Students may not exit your car until their specified appointment and we ask that each student who signs up for a time slot behave responsibly while on campus. **Anything not cleaned out on this day, unfortunately will be discarded.**

THURSDAY, MAY 28th & MAY 29th: STUDENT ITEMS DROP OFF & PICK UP ONLY

On Thursday, May 28th and Friday, May 29th, we are asking that everyone please follow the process and adhere to the times for drop off of River Ridge Middle School items and pickup up of student items. This will save time and keep the process running smoothly.

1. Plan to drop/off pick up at the specified time for your child's grade level. Drop off and pick up will be treated as a drive through service, and EVERYONE MUST REMAIN IN THEIR VEHICLES AT ALL TIMES.
2. Please enter through the middle school car loop entrance and you will be greeted by a staff member who will ask the student's name and you will be directed to pull up to a numbered station.
3. At the assigned numbered station, a staff member will collect the items that need to be returned to school: electronic device with charger, musical instruments, band/choral uniforms, athletic uniforms, dance/cheer costumes, or any other item that belongs to River Ridge Middle School, etc. A second staff member will deliver a package containing the student's items for pick up: yearbook (if previously ordered), Academic and Athletic awards, Promotion certificates, student artifacts, etc.
4. Safely exit the car loop and enjoy your summer!
5. Unfortunately, we will only be able to distribute student items to students in the grade level at that assigned time. If you have children in more than one grade level, you will need to come back during those assigned times. We apologize for this inconvenience.
6. If you are unable to make the assigned date, please contact the school and we will schedule an appointment for you to pick up your child's items sometime in June.

Thank you for your continued support, and we wish you a happy, healthy and ROYAL summer!

Angie Murphy
Principal

"Partners in Education"