



Richards Middle School

An International Baccalaureate School

Warrior Parents and Students,

Welcome to the 2021-2022 school year! We are so excited to see all of our Warriors back on campus filling the hallways and classrooms with energy, enthusiasm, and excitement this year. It is our goal to ensure that all of our families are informed and prepared for this school year. In an effort to ensure that you are prepared, please see the information below for important dates, information, and changes for the 2021-2022 school year. You may also visit the Richards Middle School Website (<http://sites.muscogee.k12.ga.us/richards/>) to obtain any additional information. If you have any questions, please feel free to contact the RMS Main Office at (706) 569-3697, option 0.

Online Registration:

Online Registration is REQUIRED for all MCSD students. Please complete your Online Registration prior to arriving on your assigned Verification Day. Be sure to upload a copy of your lease, a current utility bill, and a parent identification card to ensure that you are able to get your student enrolled and to ensure a quick verification process. If you arrive to verification without completing your Online Registration, to include uploading your lease and utility bill, you will be asked to complete your Online Registration before you can complete the verification process. Online Registration can be found at <https://muscogee.k12.ga.us/c/Divisions/StudentServices/StudentRegistration/OnlineRegistration>.

Verification Days:

6th Grade:

Date: Wednesday, August 4, 2021

Time: Verification hours are 9:00 AM-12:00 PM & 4:00 PM-6:00 PM. Verification will take place in the cafeteria. Parents please enter the cafeteria from the entrance on Nancy Street.

Warrior Camp will take place in the gym. The doors will open at 8:30 AM for 6th Grade Students to collect their schedules and the presentation will begin promptly 9:00 AM.

Please Note: Warrior Camp is an optional meet and greet with Administration and Teachers and will include a school tour. Parents please plan to stay with your student if they are attending Warrior Camp.

7th Grade:

Date: Thursday, August 5, 2021

Time: Verification hours are 9:00 AM-12:00 PM & 4:00 PM-6:00 PM. Verification will take place in the cafeteria. Parents please enter the cafeteria from the entrance on Nancy Street.

The **Warrior Tour** will begin at 9:00 AM for 7th grade students that would like a tour of the school building. Students will meet outside of the cafeteria and tours will begin as groups fill up. These tours are geared to students that attended school virtually last school year but are open to any 7th grade student.

Please Note: The Warrior Tour is an optional meet and greet and tour with 7th grade teachers. Parents are asked to wait in their cars until their student has completed their tour. Tours will last approximately 10 minutes.

8th Grade:

Date: Friday, August 6, 2021

Time: Verification hours are 9:00 AM-12:00 PM & 4:00 PM-6:00 PM

To ensure a smooth and problem free verification process please note the following:

- 🌀 Students will take pictures for their ID cards. If students are not available to attend verification day, their pictures will be taken at a later time.
- 🌀 Students will receive their Chromebooks. If students did not turn in their Chromebook from last school year, they will not receive a Chromebook.
- 🌀 The PTA will be on site to collect membership dues (\$7). The PTA will also sell t-shirts, masks, and other RMS Spirit Gear.

Bus Passes:

Parents may apply for a bus pass during the online registration process, or they can visit the MCSD website and follow the directions below:

- 🌀 On top right of the page click Families and Students
- 🌀 Scroll down to the bottom of the page to locate “Useful links”.
- 🌀 Choose Transportation Request.
- 🌀 Read the information and check the box.
- 🌀 Choose submit “New Request” and complete the process.

School Supplies:

Parents can access the Middle School Supply List on the Muscogee County School District Website or by clicking on the following link: <https://muscogee.k12.ga.us/CMS/File/e077fe09-f5e9-4e28-9ef0-af272e80877f>.

- 🌀 Richards Middle School students will receive a team based supply list from their teachers on the first day of school.

Dress Code FYI's:

1. Jeans with holes can be worn if the hole is below the knee. Any additional holes must be covered with fabric behind them or tape. No skin should ever be visible above the knee. No see-through pants are allowed or sheer panels in pants above the knee.
2. Crocs may be worn but they must be worn in SPORT MODE with the strap around the heel.
3. Leggings may be worn, but the shirt must be long enough to cover the student's bottom.
4. Short, cropped shirts and blouses may not be worn. The stomach and lower back must be covered at all times. No skin should show.
5. Flip flops, slides, bedroom slippers and shower shoes are not allowed.
6. Hoodies are allowed. No hoods on sweatshirts or garments are to be worn on the head inside the building.
7. Dresses and skirts may be worn with the length to be no higher than three (3) inches above the top of the knee cap. Splits in dresses or skirts may be no higher than the top of the knee even if leggings are worn underneath.

RMS FAQ's:

1. RMS office hours are 8:30 AM-4:00 PM on school days.
2. Students that arrive on campus prior to 8:20 AM will have to wait outside **unsupervised** until the building opens at 8:20 AM. Parents, please do not drop students off prior to 8:20 AM.
3. The school day begins at 8:50 AM. Any student arriving to school after the late bell will need to check in through the Attendance Office.
4. Lockers will not be used this year. Students will be allowed to carry a CLEAR or MESH book bag during the school day.
5. Students will be allowed to bring individual water bottles. No glass water bottles are allowed.
6. School breakfast/lunch will continue to be free.
7. Per MCSD policy, no student can be checked out after 3:20 PM as administration and staff prepares for release.
8. Students should be picked up from campus in the afternoons by 4:00 PM unless they are attending an after-school event with a Sponsor Teacher.
9. The MCSD Cellphone policy will be in effect. Any student with their cellphone out (unless it is being used for instructional purposes), will have their cellphones turned in to Student Services.
10. All 7th grade students must have current immunizations on file.