

Richard Chronicle Promote Innovation -> Maximize Potential -> Embrace Community

Mary MacDonald-Barrett, Principal

<u>Dates to</u> <u>Remember</u>

<u>1/27/2017</u> No School

<u>2/2/2017</u> AHE Parent Meeting-7:00 Kerby

<u>2/15/2017</u> 5th Grade Bake Sale

<u>2/18-26/2017</u> Mid-Winter Break

3/8/2017 4th Grade Disability Awareness Workshop

3/14/2017 AM School Only

3/15/2017 5th Grade Bake Sale

3/29/2017 Evening Conferences

3/30/2017 No School AM/PM/Evening Conferences

Please go to our website for additional information and flyers. Dear Richard Families and Friends,

Richard teachers and students continue to be very busy teaching and learning. There are many engaging activities going on in every classroom throughout the school. Our continued focus on improving writing across the curriculum is apparent, as students work on composing, editing, publishing and sharing their writing with each other. We are surrounded by young authors! One of the best things that students can do to at home to help them improve their writing is to read. All good writers are good readers. Just twenty minutes or more per day can make a difference.

January 2017

For book recommendations for children, you may find helpful information on this site:

https://www.commonsensemedia.org/book-lists

We continue to have outdoor recess even in the cold, snowy weather. Please make sure students bring appropriate clothing to school for this. If the wind chill factor is below zero, we will keep the students inside, and our safety patrol students are not required to be at their posts on those days. This is important to keep in mind, since so many of our students walk to school. For those of you who drive students, please continue to drop and pick up students quickly and safely in the front of school and in the circle in the back. The safety of our students is our primary concern at arrival and dismissal times. Thank you for all of your help keeping our students safe.

Warmly,

Mary MacDonald-Barrett

Príncípal



Join our Closed Group on Facebook : Richard Families





Richard Families



TARDY OR ABSENT?

Monday—A student is marked tardy if they arrive after 9:10 but before 10:00 for AM instruction or after 12:26 but before 1:35 for PM instruction. A student is marked absent if they arrive after 10:00 in the AM, or after 1:35 in the PM.

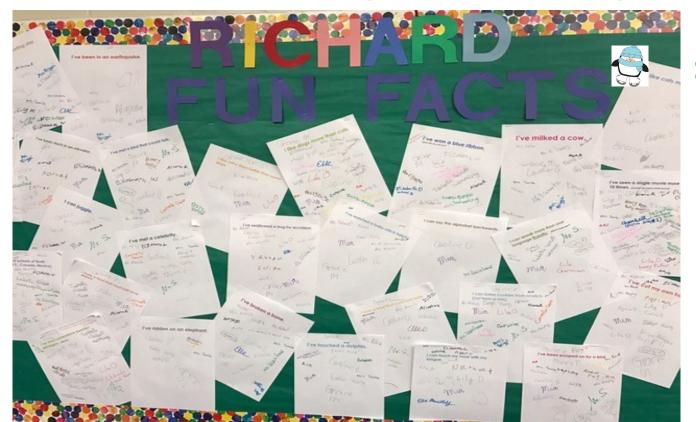
Tuesday-Friday—A student is marked tardy if they arrive after 8:25 but before 9:15 for AM instruction or after 12:46 and before 1:15 for PM instruction. A student is marked absent if they arrive after 9:15 in the AM, or after 1:15 in the PM.

When a student is signed out 50 minutes or less before the dismissal bell, they are marked "withdrawn early", over 50 minutes is an absence.



Here are some facts from our Library Facts Bulletin board

Mrs Aldrich has been in an earthquake AND touched a dolphin.



Mrs Rabaut has seen a baby chick hatch. Mrs Barrett has been pooped on by a bird.



We are already in the process of registering students for Kindergarten in the Fall for 2017/18 school year.

Our Parent Information Night was very successful! It is always so nice to meet new families that will be joining our family.

Looking ahead to the <u>Transition to Kindergarten</u> event, **May 2, 2017,** please register by **April 25th.**

Please spread the word to people you know in our district that have children that will be entering kindergarten in the fall. Early registration is very helpful in planning for next year.

Lunch Volunteers Needed

We are in need of lunch volunteers to help with lunch and recess. Mrs. Roberts has made it very easy for parents to sign-up.

A Sign-up Genius has been created. You may sign-up by following the link:

http://www.signupgenius.com/ go/5080b4baea82da13-lunchtime

Extra eyes and ears are an important part of our lunch program and help keep the environment safe for our students.







<u>Gym- Mr. Ciaravino</u>

Jump Rope for the Heart event begins the week of Feb. 13-17.All Students will learn how to care for their hearts and exercise to keep their hearts healthy. Grades 1-5 will help the American Heart Association by collecting lifesaving donations to fight Heart Disease. Thank You, Mr.C!

Art-Mrs. Pizzimenti/Mrs. Plieth

Richard Artists have been busy making the following projects: Fifth graders are making clay monster dishes. Each one is so different and we are excited to glaze them next week. Fourth graders are making a watercolor portrait of an animal. They will also write a letter from the animals perspective on what it would want to help it survive. This is a project that involves empathy. Third graders are drawing a portrait of their pet (or pet that they would like to have) and then writing a thank you card to it.





Music-Ms. Weinhaus & Ms. Moses

The music room is busy as always; we are beginning the wrap-up recorders for 4th grade, and K,2,and 4 are beginning work on their concert music for the Spring. <u>That concert is scheduled</u> for May10 @7pm @ Brownell. More info to follow in the newsletter and Ms. Weinhaus' webpage. Fifth grade will soon begin work on their end of the year music for their promotion ceremony! Time really does fly!

<u>Library</u>

Kindergarteners have been learning about the Caldecott Medal and enjoying past winners as they note text-picture connections, narrative patterns, and characterization cues. **First Graders** have begun researching real foxes to determine what Aesop got right, and what he got wrong! **Second Graders** have been busy transforming their dragon notes into complete sentences organized into informative paragraphs. Ask your child how a paragraph is like a sandwich! **Third Graders** have been mastering the art of online catalog searching by title and author. **Fourth Graders** have gathered facts from online encyclopedia articles to create state riddles in conjunction with their classroom study. They've worked hard to avoid plagiarism by using their own words and correct citation. **Fifth Graders** have chosen their "expert" research topics, identified focus questions, and evaluated possible resources for authority, detail, and currency. **[Third, Fourth**, and **Fifth** Graders will return to Spanish starting on Monday, January 30th. We'll miss them!]

--Ms. Walpole

Mr. Swansey's 3rd graders are using print encyclopedias to find information. We will be using online encyclopedias (WorldBook Online and Britannica) in the future and comparing the research process. We also reviewed Internet manners or "Netiquette" and how we can all be more respectful and responsible when online.

Mrs. Schmitz' 4th graders are using both Britannica and World Book Online to explore and research information. We compared the two databases and then identified the advantages of using digital resources. We also discussed cyberbullying: how to avoid it and how best to respond if it does happen.

Mr. Gulian's 5th graders are determining whether to do a title, author, or keyword search when using the OPAC (online card catalog). The students also quizzed themselves in locating where different books are shelved in the library. Finally, we addressed cyber bullying: the damage it causes and the very real consequences.



Computers-Mrs. Fiscus

NWEA testing continues until the beginning of February.





Golden Note Award Winners:

- K-1 Mrs. Rabaut
- 2-3 Mr. Swansey
- 4-5 Ms. S. Schmitz



Golden Paintbrush Award Winners:

- K-2 Mrs. Murphy
- 3-5 Mr. Swansey



Service

Monroe D. Connie B. Bella R. Logan D. James M.



Golden Shoe Award Winners:

- K-2 Mrs. Vetor
- 3-5 Mr. Gulian



Golden Book Award Winner:

Mrs. Briggs



<u>Safety</u>

Ava S. Grace N-T. Anne W.

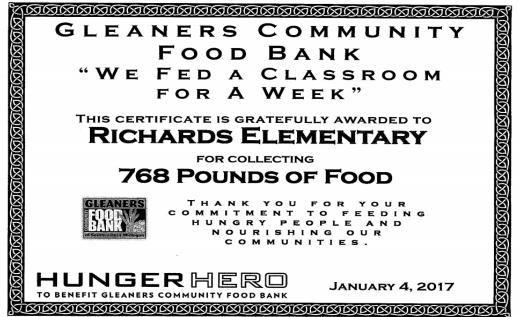




Thank you to everyone who assisted with the Gleaners Food Drive! Please read the message I received regarding our collection totals. A big thank you to Randal who assisted with the pick up by Gleaners.

Ms. K. Schmitz







WINTER WEATHER GEAR

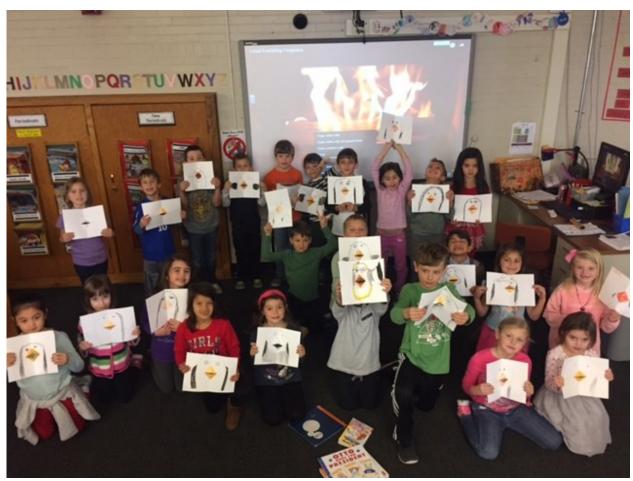
Winter is here to stay for awhile in Michigan. Be sure your children are bundled up in attire appropriate for the weather. Students in the GPPS do go outside for recess when the wind-chill temperature is above 0. Please be sure that your child leaves for school dressed properly for the weather. All students must have **boots and snow pants** to play on the wood chips or playfield once the snow is on the ground—otherwise they must stay on the blacktop only. Appropriate dress includes boots (preferably waterproof), snow pants, hats, gloves/mittens (preferably waterproof), scarves etc.

It has been extremely muddy this winter. Even though the temperatures may not be especially cold, boots and snow pants are recommended to protect your child's clothing from the mud.

Exercise and activity are great ways for kids to recharge their brains during the school day and at home. Also, as many students walk to school in the cold temperatures, it is important to be mindful of appropriate winter gear. When the wind-chill temperatures are below zero degrees Fahrenheit, students are allowed to enter the building at 8:15 when teachers are on duty. When driving your child to school on the really cold days, it is best to drop them off at 8:15. Students may then enter the building without standing in the cold.

Students plan ahead: Make sure homework is complete, pack the backpack the night before, set out winter gear, and eat a healthy breakfast before coming to school.







Happy New Year's from your Elementary Library Media Specialists! (click on each image for a link)

Try some of these websites with your students! You will be surprised how long students will stick with these 3 keyboarding games and how quickly they master the keyboard. Bad habits start early so consider using these websites with even the youngest elementary students. The last 2 websites are kid-appropriate Internet search engines.



Dance Mat Typing Website - No subscription required. There are four levels to play, each divided into three stages. Students start by learning the home row keys. Each stage builds on previous lessons, gradually introducing new letters.



<u>Super Hyper Spider Typer</u> Website - No subscription required. There are 3 levels to play. Students strengthen their keyboarding skills and save the spider from the hungry chameleons.



<u>Popcorn Typer</u> Website - No subscription required. Students can select from 3 different levels and focus on home row keys, upper and lower keys. Once they've mastered this level, they can challenge themselves with 3 and 4-letter words.



<u>KidRex</u> searches emphasize kid-related webpages from across the entire web and are powered by Google Custom Search[™] and use Google SafeSearch[™] technology to check keywords, phrases, and URLs.



<u>KidsClick</u> KidsClick is owned and run by the School of Library and Information Science (SLIS) at Kent State University and was originally created by a group of librarians in an effort to guide their young users to valuable and age appropriate web sites. Advantage: No advertisements Be advised: This is not a filter.

Elementary Library Media Specialists

- Danielle Gostomski: Kerby, Mason, Poupard
- Amy Hermon: Defer, Maire, Monteith, Richard
- Sherry Martin: Ferry, Mason, Poupard
- Cheryl Quinlan: Defer, Maire, Monteith, Richard
- Rachel Walpole: Defer, Richard, Trombly





Dos and Don'ts for Building Deep Math Skills

Though Common Core math problems may look complex, math itself hasn't changed. One plus one is still two. What has shifted is the way schools teach math under many states' new college- and career-readiness standards. To prepare students for an increasingly technical world, many teachers are working to strengthen students' deep math knowledge—how, where, and why math ideas fit together. How can you support that work at home? Here are six dos and don'ts.

Do know how elementary math builds.

As your child progresses from kindergarten into later elementary grades, math concepts will build on one another. For instance, under the Common Core, second graders learn how to break rectangles into two, three, or four equal parts. Third graders learn how to place these fractions on a number line and compare fractions' size. This leads to fourth graders being able to add and subtract fractions and mixed numbers. Teachers call this vertical understanding—knowing how skills build across grade levels. Your child's teacher



this at home by asking, "How do you know?" and "Do you think that's always true?"

Do make math as fun as possible. Sure, boosting deep math knowledge may feel like serious business. But to build your child's math confidence—which wavers for many students as math gets tougher—celebrate successes. Praise your child for studying hard, arriving at an answer, or tackling a tricky problem for the first time. Play age- and skill-appropriate math games that bring math to life and boost family fun.

can explain related learning goals for each grade.

Do focus on mastery, not tricks. To understand new, complex math concepts, students have to leverage ideas and skills they've already learned. Students can't make those connections if we present math as a series of rules or shortcuts. If your child asks for help, talk through assignments, reread textbook passages, or draw a picture together, if possible.

Don't press your child to move too quickly. If pushed through challenging ideas too fast, students can develop gaps of understanding and they won't be prepared to tackle high school math. Have honest conversations with your child's teacher about whether your child is on target, or needs extra help or enrichment.

Don't take the reins. If your child is struggling, it can be tempting to show him or her how to finish a problem. As much as possible, try to coach your child through the assignment. Many teachers are moving away from showing students how to simply compute answers; instead, they place students in small groups to explore challenges. At home, allow your child to put on his or her critical thinking cap.

Do ask extra questions. In the classroom, your child's teacher may ask questions that assess students' reasoning. Mirror

Drawn from "Build Deeper Math Foundations" by T. Spencer Jamieson. Principal September/October 2016.

Web Resources

The **Council of the Great City Schools'** gradespecific parent roadmaps outline math learning goals and games to play. *www.cgcs.org/page/244*

The **National PTA's** Parents' Guide to Success offers FAQs and activities for both math and language arts. *bit.ly/2b5kReJ*

Search **Be a Learning Hero's** grade-specific guides for math homework help. *bealearninghero.* org/learning-tools/homework-help/#results

This resource is brought to you in partnership with the Learning First Alliance, a partnership of education organizations representing more than 10 million members dedicated to improving student learning in America's public schools. **learningfirst.org.**

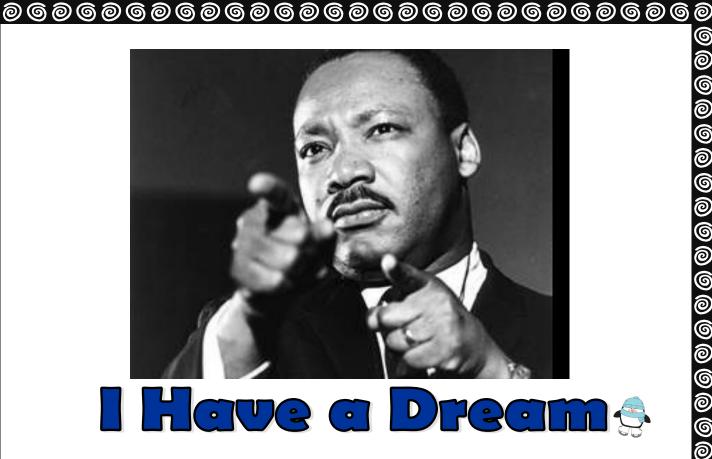




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RP 38:1

Celebrate Black History Month



"The function of education is to teach one to think intensively and to think critically. Intelligence plus character — that is the goal of true education."

"I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character."

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"Life's most persistent and urgent question is, "What are you doing for others?"

Dr. Martin Luther King, Jr.

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RICHARD SPIRIT WEAR IS AVAILABLE FOR PURCHASE!

Order all your Richard Spirit Wear online at

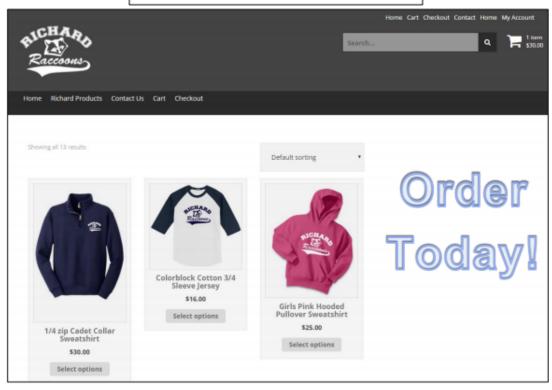
www.richard.highwindsgraphix.com

INCLUDING: T-SHIRTS, HOODIES, SWEATPANTS, JACKETS, HATS, GIFTS AND MORE! YOUTH AND MANY ITEMS IN ADULT SIZES TOO. BOYS AND GIRLS COLORS.

Buy online and pay by PayPal or send a check with your child to school. Make checks payable to High Winds Graphix. Please put your WEB ORDER NUMBER on the check memo.

Please allow 2 weeks lead time on orders. Items will be delivered direct to the classroom. Sibling orders combined and delivered to one room. Spirit wear sells throughout the school year. Proceeds benefit Richard PTO.

www.richard.highwindsgraphix.com Email: Laurie@highwindsgraphix.com if you have questions or need assistance.



Lost & Found

Items will remain up until the winter break. Any items remaining during the winter break will be donated to charity.





Sickness

Parents, please remember students must be fever/symptom free for 24 hours (without the aid of medication) before returning to school.

Office Reminders

It is best to make sure your child is prepared in the morning with their winter gear, lunch, homework or any other needed items. This reduces the many visits to the school by parents. This also minimalizes the amount of classroom interruptions during the school day. If you must bring in an item please be sure it is <u>labeled with your child's name and their teacher</u>.

Many parents have been calling and leaving messages to be given to their children on the school voicemail. The office is a very busy place and messages are checked first thing in the morning. We do not always get the messages left at the end of the day. Please make sure you talk with a secretary if a message needs to get to your child. Again, please try and have all of your after school plans arranged before your child comes to school.

Drop Off and Pick Up of Students

- 1. When dropping off or picking up students, please remember NOT to double park in front of the school. It's very dangerous.
- 2. McKinley Ave. is a NO PARKING ZONE. Please be considerate of others (neighbors across the street from our building), by using this area for drop off and pick up only. **Police will ticket anyone** parked in front of our school. Parents, you are encouraged to call the Farms police and report any repeat offenders.
- 3. Don't leave kids unattended in your cars. Never leave your automobile. If you must come into the building, park in the circle (PLEASE DON'T DOUBLE PARK) on McMillan or behind Rite Aid. Never park in the STAFF LOT(RICHARD STAFF STICKER REQUIRED) or handicap spot, as we have parents/teachers who need those spots in the parking lot.
- 4. Consider parking down the street and crossing Ridge Rd. with the crossing guard. This works well for many of our students and eliminates the Kercheval-McKinley "bottleneck."
- 5. Never use Ridge Rd. as a drop off or pick up location. It's dangerous and your car would be parked on the wrong side of the street.



د المعند الم معند المعند ال The Art of Enforceable Statements for the Home

Ineffective Technique	Love and Logic Technique		
Please sit down. We're going to eat now.	We will eat as soon as you are seated.		
Please be quiet. I can't listen to your brother when you are both talking at the same time.	I'll be glad to listen to you as soon as your brother has finished talking to me.		
Clean your room so we can go shopping.	I'll be happy to take you shopping as soon as your room is clean.		
I'm not going to play ball with you until all of you are quiet.	I'll be happy to play ball with you as soon as it is quiet.		
Don't talk while I'm reading to you.	I will start reading to you again as soon as you have finished talking.		
You can't go play until you have finished your homework.	Feel free to go play as soon as you have finished your homework.		
Don't shout at me.	I listen to people who do not yell at me.		
Pay attention.	I'll start again as soon as I know you are with me.		
Don't be bothering your sister.	You are welcome to stay with us as long as you are not bothering your sister.		
Keep your hands to yourself.	Feel free to stay with us when you can keep your hands to yourself.		
Do your chores on time or you'll be grounded.	I'll be happy to let you go with your friends as soon as your chores are finished.		
Don't talk to me in that tone of voice!	I'll listen as soon as your voice is as calm as mine.		
You show some respect.	I'll be glad to discuss this when respect is shown.		
Don't be late coming home from school.	I drive those to practice who arrive home on time.		
I'm not picking up your dirty clothes.	I'll be glad to wash the clothes that are pu in the laundry room.		
Keep your room neat.	All owners of neat rooms are welcome to join us for ice cream.		
	Continued		

2207 Jackson St, Golden, CO 80401 ac & LOVE AND LOGIC & LOVE AND

800-338-4065

www.loveandlogic.com

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Turn Your Word Into Gold, continued.

Ineffective Technique	Love and Logic Technique		
I'm not loaning you any more money.	I lend money to those who have collateral.		
If you can't remember your pencil, you're just going to have to do without.	Feel free to borrow from anyone but me.		
You're not going out without your coat.	You may go out as soon as you have your coat.		
You're not going to stay in this group and act like that.	You may stay with us if you can give up on that behavior.		
Don't you come back to this room until you can show some respect!	Feel free to come back to the room as soon as you are calm.		
Quit breaking the rules of the game.	Those who can follow the rules are wel- come to play the game.		
Get this room cleaned up right now, and I mean it!	You are welcome to join us foras soon as your room is clean.		
Stop arguing with me.	I'll be glad to discuss this with you as soon as the arguing stops.		
If you can't treat the paintbrushes right, you'll just have to sit out this project.	All of those who can handle the paint- brushes right are welcome to join us in the project.		
If you forget your permission slip, you're going to miss the trip.	All of those who remember permission slips are welcome to go on the field trip.		

People who are really successful implementing this skill purchased Avoiding Power Struggles with Kids



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2207 Jackson St, Golden, CO 80401

800-338-4065



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Day	Class	#	Time	Dates	Location	Cost
	Youth/Swim Class Offerings					
Monday (8)	Level 4	1-104	5:00-5:55 p.m.	January 21 - March 31, 2017 Off February 18- 25, 2017	Parcells	\$94
Monday (8)	Level 5	1-105	6:00-6:55 p.m.		Parcells	\$94
Tuesday (8)	Level 1	2-101	6:00-6:25 p.m.		Parcells	\$47
Tuesday (8)	Level 2	2-102	6:30 -6:55 p.m.		Parcells	\$47
Tuesday (8)	Intro. to Competitive	2-106	7:00-7:55 p.m.		Parcells	\$94
Wednesday (8)	Level 1	3-101	5:00-5:25 p.m.		Parcells	\$47
Wednesday (8)	Level 2	3-102	5:30-5:55 p.m.		Parcells	\$47
Wednesday (8)	Level 3	3-103	6:00-6:55 p.m.		Parcells	\$94
Thursday (8)	Special Needs	4-107	6:00-6:55 p.m.		Parcells	\$58
Thursday (8)	Level 4	4-104	7:00-7:55 p.m.	4	Parcells	\$94
Thursday (8)	Level 5	4-105	7:00-7:55 p.m.	4	Parcells	\$94
Saturday (8)	Parent/Child Aquatics	6-100 6-101	9:30-10:00 a.m. 10:00-10:25 a.m.	-	Parcells	\$47
Saturday (8)	Level 1			{		
Saturday (8)	Level 2	6-102 6-103	10:30-10:55 a.m.	-	Parcells Parcells	\$47
Saturday (8) Saturday (8)	Level 3 Level 4	6-103	11:00-11:55 a.m. 12:00 -12:55 p.m.	{	Parcells	\$94
Saturday (8) Saturday (8)	Level 5	6-105	12:00 12:55 p.m.	{	Parcells	\$9
Adult & Teen Swi		0-105	12.00 12.55 p.m.		Parcells	23
M/W (16)	Senior Lap Swim (60+)	13-205	1:00-2:00 p.m.	Jan. 23 - Mar. 22, 2017; Off Feb. 20 & 22	North	\$67
Tues/Thurs (16)	Senior Water Workout (60+)	25-205	5:00-5:55 p.m.	Jan. 24 - Mar. 25, 2017 Off Feb. 21 & 23, 2017	Parcells	\$67
Saturday (8)	Introduction to Swimming for Adults	6-200	8:00-8:55 a.m.	January 21 - March 31, 2017 No classes Feb. 18 & 25, 2017	Parcells	\$94
Wednesday (8)	Synchronized Swimming	3-601	8:00 - 9:00 p.m.	Jan. 25 - Mar. 22, 2017; Off Feb. 22	North	\$94
Tuesday (9)	Lifeguarding	2-500	6:00 - 9:30 p.m.	Jan. 24 - March 28, 2017; Off 2/21	Parcells	\$118 plus \$35 to Rec Cross
Wednesday (8)	Water Safety Instructor	3-600	6:00 - 10:00 p.m.	April 12 - May 31, 2017	Parcells	\$118 plu: \$35 to Rec Cross
Water Aerobics O	ptions Attend Any Day(s):				1	0.00
Tuesday (8)	1 day per week - \$44	1-210	5:00-5:55 p.m.	Jan. 21 - Mar.	Parcells	
Thursday (8)	2 days per week - \$85	2-210	5:00-5:55 p.m.	31, 2017	Parcells	
Monday (8)	3 days per week - \$128	3-210	7:00-7:55 p.m.	Off Feb. 18-25	Parcells	
Wednesday (8)	4 days per week - \$125	4-210	7:00-7:55 p.m.		Parcells	
Saturday (8)	5 days per week - \$210	5-210	9:00-9:55 a.m.		Parcells	
Saturday (0)	5 days per week 4210	5210	5.00 5.55 0.11.		rarcens	
	Open Swim (Options)	1		1		I
						-
Friday (8)	*Individual \$102	8-400	6:00-8:30 p.m.	Jan. 21 - Mar.	Parcells	Choose
Saturday (8)	*Immediate family \$156	8-401	1:00-2:00 p.m.	31, 2017 Off Feb. 18-25	Parcells	an Option
Sunday (13)	*Drop in fee of \$8 per person		1:00-3:00 p.m.	Jan. 8 - April 9, 2017; Off Jan. 29	South	
	Adult Lap Swim Sessions					
M,W,F (61)	Adult Sunrise Swim	55-300	6:00-6:30 a.m.	Jan. 9 - June 16,	Brownell	\$25
M,W,F (61)	Adult Sunrise Swim	55-301	6:30-7:00 a.m.	2017	Brownell	\$25
M,W,F (61)	Adult Sunrise Swim	55-302	7:00-7:30 a.m.	Off Jan. 16; Feb.	Brownell	\$25
Tu/Th (42)	Adult Sunrise Swim	24-300	6:00-6:30 a.m.	20-24; April 3-7;	Brownell	\$17
Tu/Th (42)	Adult Sunrise Swim	24-301	6:30-7:00 a.m.	April 14; May	Brownell	\$17
Tu/Th (42)	Adult Sunrise Swim	24-302	7:00-7:30 a.m.	29	Brownell	\$17
M,W,F (32)	Adult Sunrise Masters Workout	55-304	6:00-7:00 a.m.	Jan. 9 - Mar. 31,	North	\$20
M/W (21)	Adult Evening Lap Swim	13-305	8:00-9:30 p.m.	2017; Off Jan. 16, Feb. 20-24	North	\$13
Sunday (13)	Sunday Lap Swim	7-306	11:00 a.m1:00 p.m.	Jan. 8 - April 9,	South	\$83

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+-Minimum of 5 enrollees to run a course/session. Please register online at http://gpschools.schoolwires.net/swimming

Richard Elementary School 176 McKinley Grosse Pointe Farms, MI 48230 Phone: 313-432-4900 Fax: 313-432-4902 webmaster: linda.fiscus@gpschools.org

On the web at http:// gpschools.schoolwires. net/gprichard/site/

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Grosse Pointe Public School System <u>www.gpschools.org</u> Our Vision: One GP – where everyone learns, every day Our Mission: Promote Innovation → Maximize Potential → Embrace Community

# **Chronicle Contest!**

In every issue of the Richard Chronicle, there will be a contest to find the secret pictures. When parents and students read the chronicle, they will need to count the number of secret pictures they find and submit their count to the office. The picture for this month is:

The winner for December is... Nick Rondini !!!!

# Print and use this sheet or fill out your own.

Student's Name	, , , , , , , , , , , , , , , , , , ,
Teacher	
How Many?	•
Please return to the office by: February 10th	•
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