



# Richard Chronicle

Mary MacDonald-Barrett, Principal

September 2016

## Dates to

## Remember

9/9/16

Picture Day

9/15 & 16/16

Hearing & Vision  
Screening

9/22/16

Back to School Night  
7:00-8:30 P.M.

10/14/16

Picture Re-takes

Please go to our  
website for the  
complete September  
Newsletter

REMEMBER TO FOLLOW US ON...

Follow us on  
**twitter**

@RichardRaccoons

Dear Richard Families and Friends,

We are eager to begin the 2016-17 school year and we send a warm welcome all of our new families to Richard. We welcome back our returning families after our summer break. We encourage all of you to join in many of our school activities throughout the year. Our many successes at our school are due in a large part to our partnership with our parents and community. There are many opportunities for you to be involved throughout the year and we *always* welcome help with playground/lunchroom supervision each day.

Over the summer, we had our other two student restrooms completely remodeled to match the two that were updated a few years ago. We also had a beautiful new gym floor installed, replacing the original floor from when the school opened in 1930. We work hard to maintain our building's historical architecture and beauty, as we address the needs of our students in the 21<sup>st</sup> Century.

This year, we are happy to welcome some additional faculty members: Jane Plieth, who will share Art instruction with Jane Santavicca, Amy Hermon and Cheryl Quinlan, who will join Rachel Walpole in the Library/Media Center. For the first time, we added a half-day pre-school program and welcome Ashley Sivan and Danielle Bery who will be working with the three and four-year-olds.

At our school, we always follow the district's Student Code of Conduct. This year we will use Positive Behavioral Interventions and Supports (**PBIS**) in order to help us teach our students **respect, responsibility, and safety** at school. Our goal is to continue to maintain a safe and effective school environment by teaching and reinforcing appropriate behavioral choices. In this newsletter, we are including our two Richard School Behavior Matrices. Please review these with your children throughout the year in order to support our **PBIS** program as we teach and reinforce these expectations with our students. Thank you, in advance, for your support.

We would like to express our thanks to Margaret O'Connell, our school secretary, and Brooke Bertolini our office clerk for their efforts to get our office up and running for this year's opening. We also thank Randal Baker and Diane Kozikowski who worked hard over the summer through all of the construction projects to get our building ready for teaching and learning this fall.

The staff and I are looking forward to seeing all of you (adults only) on **Back-to-School Night on September 22.**

### **Back to School Night Schedule:**

7:00 – 7:10 Welcome and Introductions in the Gym  
7:15 – 7:40 Classroom Presentation 1: Homeroom teacher presentations  
7:45 – 8:10 Classroom Presentation 2: Homeroom teacher presentations  
8:15 – 8:30 Classrooms Informal Drop-in

*Mary MacDonald-Barrett*



Join our Closed Group on Facebook :

**Richard Families**

<b>Elementary Calendar Event</b>	<b>2016-17</b>
First Teacher Day	8/30/16
Full Day Staff Development	8/31-9/1/16
AM 1/2 day students, PM Staff Development (First Student Day)	9/6/16
AM 1/2 Day Students, PM Staff Development	10/31/16
Full Day Staff Development	11/8/16
Evening & AM, PM, Evening Conferences	11/16-17/16
AM 1/2 Day Students, PM Records. End of Marking Period	11/22/16
Thanksgiving Break	11/23-25/16
Winter Break School Closed	12/26/16-1/6/17
MLK Day School Closed	1/16/17
Full Day Staff Development	1/27/17
Mid Winter Break School Closed	2/20-24-17
AM 1/2 Day Students, PM Records. End of Marking Period	3/14/17
Evening & AM, PM Conferences	3/29-30/17
Spring Break School Closed	4/3-7, 4/14/17
AM 1/2 Day Students, PM Staff Development*	5/19/17
Memorial Day School Closed	5/29/17
AM 1/2 Day Students, End of Marking Period	6/14-15/17
Last Teacher Duty Day	6/16/17

## 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.

### BACK TO SCHOOL NIGHT

Thursday, September 22nd

Parents, please note Back to School Night is created for parents only to receive valuable information about the school year. This evening event is not the time to hold individual conferences with the teacher. Thank you for your cooperation and understanding.

7:00 – 7:10 Welcome and Introduction in the Gym

7:15 – 7:40 Classroom Presentation 1: Homeroom teacher Presentation

7:45 – 8:10 Classroom Presentation 2

8:15 – 8:30 Classroom Informal Drop-in

### BELL SCHEDULE

#### MONDAY

9:05 AM	Entry Bell
9:10 AM	AM Instruction Begins
11:56-12:44	Lunch/Recess
12:46 PM	PM Instruction Begins
3:38 PM	Dismissal

#### TUESDAY- FRIDAY

8:20 AM	Entry Bell
8:25 AM	AM Instruction Begins
11:36-12:24	Lunch/Recess
12:26 PM	PM Instruction Begins

## BIRTHDAY TREATS

For the past two years, in consideration of the increased number of children with food allergies and sensitivities, our faculty and staff have chosen to replace edible birthday treats with **non-edible** "gifts" (pencils, erasers, Oriental Trading-type items) that the children may share. (Please keep in mind that bringing in any birthday treat has always been optional and no one is required to do so.)

**This year, we are also asking parents to refrain from bringing any food in for your child to share with other students during lunch time.** This creates many problems, such as not having enough for all students, having some students feeling left out, a lack of plates and/or serving utensils, and, most of all, unfairness to the students with food allergies and sensitivities. Feel free to drop off food for your own child/ren at lunch. Sharing food is always welcome during special classroom parties such as Halloween, when parents can plan and supervise the choices so that they are safe for all students. Thank you so much for your support as we remain sensitive to the needs of all of our children.

### ATTENDANCE

Please be sure to call our attendance line at [432-4901](tel:432-4901) with all absences/late arrivals by 8:45 am. The attendance line is a dedicated line and available 24 hours/7 days a week. If you know of a future absence (trip, appointment, etc.) please let the office know with a phone call or note as soon as possible. Your cooperation will save a considerable amount of time spent calling to locate the student. We appreciate all of your efforts helping us keep your children safe.

## ANNUAL NOTIFICATIONS:

### PUBLIC INSPECTION OF DOCUMENTS

501©(3) nonprofits must make certain documents available to the public upon request. These documents must be available at the organization's main office during regular business hours. If copies are requested, the organization can charge only a reasonable fee for copying and mailing.

- Most recent Form 990 or 990-EZ for past three years  
(The organization need not disclose the names of its contributors.)
- Form 1023 or 1024 (Application for tax exemption)
- Any related correspondence with the IRS

If the request is in writing, the organization has 30 days to comply. The penalty for willful failure to allow public inspection of a return or exemption application is \$1,000 for each return or application.

For more information, see the IRS website at:

[www.ustreas.irs.gov](http://www.ustreas.irs.gov)

### PARENT AND STUDENT RIGHTS RELATED TO SCHOOL RECORDS

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, eligible persons, I.E. students eighteen years of age or older or the parents of guardians of students under the age of eighteen, have the right to examine the official records of the school district which are directly related to that student.

Specifically this Act mandates the following additional rights:

1. The right to have no records released to noneligible agencies, institutions, or persons without prior consent.
2. The right to be informed of the release of records to all eligible agencies, institutions, or persons.
3. The right to challenge at any time the accuracy and fairness of student records.
4. The right of due process in matters related to student records.

Information concerning these rights is available in the Student Records Policy (JR) and related administrative procedures of the Grosse Pointe Public School System.

### NONDISCRIMINATION

The Grosse Pointe Public School System is committed to a policy of nondiscrimination in relation to race, color, religion, or national origin (Title VI, Civil Rights Act of 1964); sex (Title IX, Educational Amendments of 1972); or handicap (Section 504, Rehabilitation Act of 1973). Policies GAAB and GAAC and Grievance regulations are available for those who believe that this policy may have been abused.

### THE FAMILY PRIVACY ACT

In accordance with the provisions of the Family Privacy Act of 1974, The Grosse Pointe Public School System is required to give public notice of the type of information related to students that it considers "directory information" and thus available to the general public.

It is also possible that photographs or videotape of students may be broadcast or released to newspapers, web sites, and other media sources in connection with school activities, awards, and honors.

If you do not want to have directory information, photographs, or videotaped pictures made available to the public, with the exception of random group pictures such as at a sporting event from which it would be difficult to exclude specific pictures, you may have the directory information and photographs excluded by sending a notice to:

The Department of Support Services  
The Grosse Pointe Public School System  
389 St. Clair

### AMERICANS WITH DISABILITY ACT

#### (ADA)

Any qualified individual with a disability who wishes to participate in services, programs, and activities conducted by the School System but needs auxiliary aids or services should contact the Department of Support Services at 313-432-3080.



# Welcome to Richard







# We have a FUN year ahead!

