August 16, 2013

Dear PK-6 Parents/Guardians and Students:

It’s hard to believe that it is time to send the annual back to school letter. It seems that summer goes by faster each year. I am ready to have the school halls be filled with student laughter. It gets quiet in the summer without them. I am looking forward to their arrival! This letter contains housekeeping items that are important for you to know.

**Communicating with School:** It’s proven that the most influential factor impacting a student’s success in school is the involvement of the student’s parent/guardian. This involvement does not take place in our building, rather at home. It can take on many forms such as; reading class letters and district newsletters, calling the teacher or administration with questions or concerns, working with the student to make sure assignments are completed or just reading and talking with each other.

- **Contacting Staff:** All of our teachers have direct lines to their classrooms that ring prior to school starting and once school has ended. In between, you can leave a message on their voicemail and they will return your call as soon as they are able. Staff extensions and emails can be found in the district calendar and website.

- **Emergency Information:** We have a new student data system, SchoolTool. Please make sure you complete and return the annual update forms so we have the most current and accurate data.

- **Student Agenda Books:** Students in grade 2-6 will receive agenda books to record their assignments and due dates. The agenda can also be a tool for communication between home and school. Please check your child’s agenda each school night.

- **Back To School Picnic:** We are trying something new! Join us on Tuesday, August 27, from 6-7 pm on the front lawn of the school for a picnic. Enclosed is an invitation. Hope you can join us!

- **Open House:** Please plan to attend Open House on Tuesday, September 10, from 6:30-7:30 pm. It’s a great opportunity to meet your child’s teachers, see the classroom, and ask any important questions you have.

**Arrival & Dismissal:**

- School hours are from 8:05-3:00 pm. School breakfast is offered free to ALL students. Gr. 3-12 students should enter the school through the cafeteria doors for breakfast beginning at 7:55 am. Students in PK-2 line up at the center doors in front of the building and go directly to their classrooms at 8:05 where breakfast will be served. Be looking for the enrollment sheet during the first week of school for the morning jogging program!

- Please DO NOT arrive to school before 7:55 am, as there is NO SUPERVISION of the students prior to 7:55 am.

- Students must arrive to school by 8:10 to be considered on time. If she/he arrives after 8:10 am, please remind your child to sign in with Mrs. Spytko or they will be marked absent.

- Please make sure your child knows the family’s plan for after school, as well as an emergency plan if school closes early. Review this plan periodically.
**Student Absence & Illness:**
- Notify Mrs. Udovich at ext. 1081 if your child is absent.
- Send an “absent excuse note” to school when your child returns. Doctors and dentists will be glad to fax a note your child has been seen that day.
- If you would like homework collected, please call the guidance office at ext. 6051 by 9:00 am to make this request.

**Computer Usage, Code of Conduct and Dignity for All Act:**
- The Code of Conduct and the district calendar will arrive via the mail the last week in August. There are minimal changes in the Code of Conduct, but you should review the document carefully to help your child stay compliant with the different rules and expectations associated with school.
- For students in Gr. 4-12, you and your child are required to sign an **Acceptable User Policy** in order to use the computers at school.
- Please review the RSCS restatement of Policy for the Dignity for All Students Act (enclosed).

**School Meal Program:**
- Mrs. Miller (ext. 7101) manages the school cafeteria and can help with any questions or concerns you have regarding the school meal program.
- The **confidential** application for free and reduced lunch is attached in the center of the district calendar or you can download from Mrs. Miller’s webpage. Please apply, even if you are not sure if you qualify. Mrs. Miller or myself will be happy to assist you in completing the application – just ask or stop in.
- There will be a few changes in the breakfast program this year. The biggest change is the breakfast sandwich will now be a breakfast wrap.

I am looking forward to a successful school year. We will be fully implementing the new Common Core Learning Standards. It is an exciting time for us and we are embracing this endeavor. Our ultimate goal is for our students to be successful. Please do not hesitate to contact me with any questions or concerns. My contact information is below. Enjoy the remaining days of summer.

Sincerely,

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