



## **Richardson Olmsted School - Quick Reference Guide**

101 Lothrop Street, North Easton, MA 02356

Office Hours: Monday - Friday, 8:00am-3:30pm

Tel: (508) 230-3205 or 3227 (Jodi, Kris, Jen or Ileen will pick up and can assist)

Fax: (508) 230-3244

Website: [http://www.easton.k12.ma.us/our\\_schools/olmsted\\_richardson\\_schools/index.php](http://www.easton.k12.ma.us/our_schools/olmsted_richardson_schools/index.php)

**Principal:** Chris Getchell [cgetchell@easton.k12.ma.us](mailto:cgetchell@easton.k12.ma.us)

**Assistant Principal:** Bryan Aries [baries@easton.k12.ma.us](mailto:baries@easton.k12.ma.us)

**Special Education Coordinator:** Deena LaVallee [dlavallee@easton.k12.ma.us](mailto:dlavallee@easton.k12.ma.us)

**School Nurse:** Sue Male [smale@easton.k12.ma.us](mailto:smale@easton.k12.ma.us)

**School Adjustment Counselor:** Jen Costa [jcosta@easton.k12.ma.us](mailto:jcosta@easton.k12.ma.us)

**Teachers:** Please refer to the Staff Directory on the RO Website for a listing of staff email addresses.

*\*\* Please give the classroom teacher an opportunity to address an issue/concern first before emailing or calling the principal or assistant principal. Thank you.*

### **Regular School Day Hours:**

Drop off is from 8:25-8:40am

Dismissal is at 3:00pm

### **Half Day Hours:**

Drop off is from 8:25-8:40am

Dismissal is at 11:35am

**School Main Entrance:** For the safety and security of all students and staff, all visitors must enter through the Olmsted side of the building. This is considered the Main Entrance.

**If your child is absent:** Call main number above, Press #1, state child's name, teacher, and day/date(s) or *the recommended way to report an absence, change of transportation, tardy or dismissal is emailing the office staff at [roattendance@easton.k12.ma.us](mailto:roattendance@easton.k12.ma.us) and please c.c. your child's teacher.*

**Paying for Activity Fees:** Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to set up an account/add money. The Elementary Activity Fee is \$45.

**Chromebooks:** Your student is assigned a Chromebook and charger for the duration of their time at RO. Please ensure your student bring their fully charged Chromebook to school everyday.

**Paying for Field Trips:** Once informational flyers are sent home, field trip payments for students and chaperones should be made via the RO PTA Venmo - @RO-PTA or via check made payable to RO PTA.

**Volunteering at RO:** All volunteers need a CORI background check. This can be done at the Easton Public Schools Main Office at 48 Spooner Street (Blanche Ames Building).

**Transportation:** If your child lives more than 1.5 miles from RO, they are assigned a bus and provided free transportation to and from school. *The default is to send these students home on the bus, unless the school has received written notification from the parent that the child will be picked up.* If you have a **Bus Issue or Questions, please contact Lucini Bus Lines 508-230-7231.**

**Keeping your child healthy:** Please send a Doctor's note If your child has been injured and was given a splint, brace or crutches. A child experiencing vomiting or diarrhea should be kept at home 24 hours after symptoms have resolved. A child should be fever-free (without medication) for 24 hours before returning to school. All medications must be brought to the Health Office by an adult.